

CITY OF OPA-LOCKA

The City of Bright Opportunities



REGULAR COMMISSION MEETING Agenda

**Wednesday, July 12, 2023
7:00 PM**

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

City Commission

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

Appointed Officials

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

SPEAKING BEFORE THE CITY COMMISSION

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

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

DECORUM POLICY

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

NOTICE TO ALL LOBBYISTS

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

FLORIDA STATUTES, CHAPTER 285.0105

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

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

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

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

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

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

AGENDA
REGULAR COMMISSION MEETING
July 12, 2023
7:00 PM

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

Special Award Presentation by Commissioner Dr. Sherelean Bass
City of Opa-locka 2023 Gospel in the Park Participants

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

7. APPROVAL OF AGENDA:

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes - June 14, 2023

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

10. PUBLIC PRESENTATIONS:

11. CITIZENS' FORUM:

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

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

13. ADMINISTRATION:

CONSENT AGENDA:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO CREATE A POLICE SPONSORSHIP PROGRAM WITHIN THE 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 BUDGET TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) IN THE PROPOSED FISCAL YEAR 2024 ANNUAL BUDGET FOR THE CITY'S 3RD ANNUAL CONGA-LOCKA LATIN MUSIC FESTIVAL; 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 DEVELOP, IN CONJUNCTION WITH THE COUNTY PROPERTY APPRAISER, A PLAN FOR AN AFFORDABLE HOUSING PROPERTY TAX EXEMPTION BASED ON FLORIDA SENATE BILL 102; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored By Mayor Taylor***
4. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING A MONTHLY BINGO EVENT AND SUPPORTING EXPENDITURES FOR THE REMAINDER OF FISCAL YEAR 2022-2023, TO BE SPONSORED BY MAYOR TAYLOR, AND CO-SPONSORED BY VICE MAYOR ERVIN AND COMMISSIONER KELLEY; 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 COMPILE A LEAVE PAYOUT REPORT AND PRESENT TO THE CITY COMMISSION AT THE NEXT REGULAR CITY COMMISSION MEETING THE CURRENT STATUS OF LEAVE PAYOUT FOR ALL CITY EMPLOYEES UPON SEPERATION FROM EMPLOYMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored By Commissioner Kelley***
6. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DIRECTING THE INTERIM CITY MANAGER TO RESPOND TO "MEET ME MONDAY" CITIZEN INQUIRIES AND COMPLAINTS WITHIN TEN (10) DAYS OF PRESENTATION; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored By Commissioner Kelley***

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 OPALOCKA, FLORIDA, AMENDING ARTICLE XI, DIVISION 5 ENTITLED CIVIL SERVICE BOARD, SPECIFICALLY SECTION 2-526 TO SPECIFY THAT THE CIVIL SERVICE BOARD SHALL HAVE THE POWER TO ADVISE ON MATTERS THROUGH HEARING FROM CITY EMPLOYEES AT A PROPERLY NOTICED MEETING; AMENDING SECTION 2-530 TO AMEND THE ROLE OF THE HUMAN SERVICES DIRECTOR; AMENDING SECTION 2-535 TO DELETE CERTAIN INAPPLICABLE RESPONSIBILITIES; AMENDING SECTION 2-537 TO DELETE CERTAIN INAPPLICABLE TIMELINES; AMENDING SECTION 2-539 TO REMOVE PENALTIES; AMENDING SECTION 2-541 TO SPECIFY PERSONS EXEMPT FROM TESTS; ADDING SECTION 2-542 TO SPECIFY THAT IN THE CASE OF CONFLICT, COLLECTIVE BARGAINING AGREEMENTS SHALL APPLY; PROVIDING FOR REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored By Commissioner Kelley***

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

1. **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 (first reading / public hearing held on June 14, 2023). *Sponsored by Interim City Manager***

C. RESOLUTION(S):

17. CITY MANAGER'S REPORT:

1. Standard Departmental Operating Procedures

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORTS:

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

20. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board

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

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, **July 10, 2023** at 6:00 PM, Jesus Rock Ministries, 1100 Opa-locka Boulevard, Opa-locka, FL.
2. City of Opa-locka Affordable Housing Workshop on **Wednesday, July 12, 2023** at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
3. City of Opa-locka Mayor & Commission invite you to Hawaiian Luau BINGO sponsored by Mayor John H. Taylor, Jr. on **Friday, July 14, 2023** at 6:00 p.m., Sherbondy Park, 215 Perviz Avenue, Opa-locka, FL.
4. Opa-locka Planning & Zoning Appeals Board Meeting, **Tuesday, July 18, 2023** at 7:00 p.m., City of Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.
5. City of Opa-locka Signage & Color Chart Workshop on **Wednesday, July 19, 2023** at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
6. City of Opa-locka Mayor & Commission invite you to a Community Conversation on the City's Beautification Initiative hosted by Commissioner

Joseph L. Kelley & Commissioner Vernoica J. Williams, **Thursday, July 20, 2023** at 6:00 PM, Coachman Gardens (Burlington St & NW 24th Ave, Opa-locka, FL).

7. City of Opa-locka Historic Environmental Preservation Board Meeting on **Thursday, July 20, 2023** at 7:00 p.m., City of Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, FL.
8. 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, July 21, 2023** from 10:00 A.M. - 1:00 P.M., first come, first served, at Segal Park, 2331 NW 143 Street, Opa-locka, Florida.
9. Opa-locka Community Redevelopment Agency Meeting, **Tuesday, July 25, 2023** at 6:00 p.m., Opa-locka Municipal Complex, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.
10. 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**

**June 14, 2023
7:00 P.M.**

1. CALL TO ORDER:

Mayor Taylor called the meeting to order at 7:11 p.m. on Wednesday, June 14, 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 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 Attorney Burnadette Norris-Weeks 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:

Special Presentation by Human Resources Department Director Alexia Robotham, honoring the Graduates of the Class of 2023 who are children of City Employees.

Human Resources Department Director Robotham recognized the children of City Employees who graduated from various educational levels, as part of the Class of 2023.

Mayor Taylor gave a shout out to Opa-locka’s Class of 2023, giving kudos to the parents who he said did an awesome job.

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

Commissioner Kelley requested to have Agenda Item 13-2, 13-5 and 13-6 pulled from the Consent Agenda for discussion.

Commissioner Williams requested to have Agenda Item 13-6 deferred, so that she can ensure that PROCHAMPS is at the meeting.

It was moved by Commissioner Bass, seconded by Commissioner Williams 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

7. APPROVAL OF AGENDA:

City Clerk Flores informed the Commission that a request was made to defer Agenda Item 16-B-1 to the next Regular Commission Meeting on June 28, 2023.

Commissioner Williams confirmed that she was requesting to defer the legislation she proposed which was included on the Agenda as Item 16-B-1.

City Clerk Flores informed the Commission that a request was made to include additional legislation on the Agenda, and she read the following resolution into the record, to be proposed as Agenda Item 14-1:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AWARDING FOUR (4) ONE THOUSAND DOLLAR (\$1,000.00) SCHOLARSHIPS THROUGH THE CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Taylor asked Interim City Manager Williams to state the emergency nature of the legislation.

Interim City Manager Williams stated that the work had been done, the Community Relations Board had made their selections and the City was ready to make the awards. Manager Williams asked that the Commission amend the Item to be for \$1,250 each, so

that the entire \$5,000 that had been budgeted for could be utilized, in consideration of the fact that there were only 4 candidates.

It was moved by Commissioner Williams, seconded by Commissioner Kelley, to add the legislation proposed to be included as Item 14-1, to the Agenda.

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

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

It was moved by Commissioner Kelley, seconded by Commissioner Bass, to change the order of the Agenda and discuss Add-on Agenda Item 14-1 after the discussion on the Agenda Items pulled from the Consent Agenda.

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

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

It was moved by Commissioner Kelley, seconded by Commissioner Williams, to amend the Commission's previous vote, to change the order of the Agenda and discuss Add-on Agenda Item 14-1 after the discussion on the Agenda Items pulled from the Consent Agenda.

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

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

It was moved by Commissioner Kelley, seconded by Commissioner Bass, to change the order of the Agenda and discuss Add-on Agenda Item 14-1 after Agenda Item 11 - Citizens' Forum.

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

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

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

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

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

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes - May 10, 2023

It was moved by Commissioner Kelley, seconded by Vice Mayor Ervin to approve the minutes from the Regular Commission Meeting on May 10, 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

Special Commission Meeting Minutes - May 17, 2023

It was moved by Commissioner Kelley, seconded by Commissioner Bass to approve the minutes from the Special Commission Meeting on May 17, 2023.

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

Commissioner Williams	Yes
Commissioner Bass	Yes
Vice Mayor Ervin	Yes

Commissioner Kelley	Yes
Mayor Taylor	Yes

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

There were none.

10. PUBLIC PRESENTATIONS:

State Senator Shevrin D. Jones
District 35
re: Legislative Update

Mayor Taylor stated that Senator Jones could not be at the meeting that evening, but he invited his Chief of Staff to address the Commission.

Mr. Joseph Oleksak introduced himself as the Chief of Staff to Florida State Senator Shevrin Jones, and he stated that while it was unfortunate that the Senator was not able to make it, he is looking forward to joining them soon. Mr. Oleksak also introduced Mr. Kai Garel who had begun serving as an aide to Senator Jones 3 days prior. He concluded by urging everyone to not hesitate to reach out if there is anything that their office can do to help.

11. CITIZENS' FORUM:
(Opportunity for discussion of any concerns – please limit to 3 minutes)

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

Mayor Taylor opened the Citizens' Forum.

Pastor Gregory Thompson from New Harvest Church located at 12145 NW 27th Avenue, stated that he is also the president of the African American Council of Christian Clergy and said that he was speaking before the Commission on behalf of Captain Alvin Rogers who he said he believed was wrongfully terminated, urging that Mayor and Commission to look into it.

Mr. Brian Dennis who resides at 2140 York Street expressed concerns about what he characterized as something shady going on in the Police Department.

Ms. Yesenia Pantaleon and Mr. Hugo Pantaleon introduced themselves as the owners of President Tires and Auto Service located at 13801 and 13821 NW 27th Avenue, which they said has been in Opa-locka for 6 years. They explained that they were approved for a business license, but a limitation was put on them that all work must be performed inside

a wholly enclosed building, and said that because they do large vehicles, there is no way they can bring them inside the building.

Former Commissioner Rose Tydus who resides at 1101 Dunad Avenue thanked the Mayor and Commission for renaming the Opa-locka Butterfly Garden as the Rose Tydus Prayer Garden. She said that it was God's way of blessing her for nearly 50 years of praying in and for the City of Opa-locka, recalling that she was hired in 1976 as the City of Opa-locka's first African American City Clerk. In conclusion, she noted that the City has 3 parks that were created to aesthetically enhance the City and provide recreation for its Residents and said that the Prayer Garden was created to aesthetically enhance one of the gateways into the City and provide solitude, meditation, peace and place to speak to God, adding that there is a time and season for everything.

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

Commissioner Kelley stated that he never likes to have Citizens come up and not have the Commission acknowledge their concerns, offering assurances that they were heard and stating that they will all probably do their due diligence to follow up on the concerns. The Commissioner also shared that he remembered some of the things that former Commissioner Tydus did because his Mom attended some of them. He concluded by stating that in accordance with Section 4.2 of the City's Charter, he will be sponsoring a resolution to request an update from the City Manager on the payouts for leave, when an employee leaves the City, recalling that all of the Commission Members received an email from a former Employee pertaining to a payout. The Commissioner stated that he doesn't know what others know but said that he is completely in the dark and would be proposing a resolution inquiring about the issue and possibly other personnel matters.

Mayor Taylor said that Commissioner Kelley had said it all.

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 INTERIM CITY MANAGER TO UPDATE THE CITYWIDE HURRICANE READINESS PLAN; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Taylor***

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

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

Mayor Taylor introduced Agenda Item 12-1 and stated that the proposed legislation asks the Manager to update the hurricane plan and ensure that every year, the City is proactive and ready prior to Hurricane Season, which he pointed out, began on June 1st.

Commissioner Kelley noted that he had pulled the Item and acknowledged that they were all aware of Hurricane Season, clarifying that he had asked about hurricane preparedness in an email on June 2nd because there was a tremendous amount of rain that day, noting that he had asked about the gutters being cleaned and the trees, in addition to other concerns he had because Hurricane Season was starting. The Commissioner lamented that he did not get a response from the Manager's Office and said that he was glad to see the Item. He then inquired about the number of units in the agreement with Nile Gardens for people who may be displaced.

Mayor Taylor yielded to the City Manager on Commissioner Kelley's question.

Interim City Manager Williams stated that it was something that would have to be looked at. Manager Williams then went on to say that the Hurricane Preparedness Plan had been updated and that there was a presentation ready to go if time would allow it, but he said that if not, the presentation would be made at the next Commission Meeting, offering to follow up on any questions the Commission has.

Mayor Taylor asked Interim City Manager Williams to address Commissioner Kelley's question about the process for displaced Residents.

Interim City Manager Williams stated that the specific information being requested was in a presentation that would be made to the entire Commission, and that he didn't have it at hand.

Commissioner Kelley stated that he would wait on the presentation, noting that it is all in the package provided to the Commission, which is why he said that he asked about it. The Commissioner then reiterated that he had asked about it on June 2nd and did not get a response regarding hurricane preparedness and said that it was interesting to see legislation and a package put together. He concluded by asserting that when he asks for stuff, he expects to get a response.

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

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

2. [13-5] 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*

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

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

Mayor Taylor asked Interim City Manager Williams to introduce Agenda Item 12-2.

Interim City Manager Williams stated that as the financial review was being completed, this was an item that was determined to already be in place and since that was discovered, he wanted to address it by bringing it to the Commission as soon as possible. Manager Williams pointed out that the Finance Department is short staffed, and they are doing the best they can to move forward with the annual reports, pointing out that they are actually past due with the State of Florida. He went on to say that as they are moving forward with the auditing team, items are being caught as they go, and he said that this was an item that they just want to bring to the Commission's attention. Manager Williams also said that it's a marginal savings of less than \$1,000 and said that the Director of Finance was available to answer any specific questions.

Commissioner Kelley stated that he pulls items to ask questions because he can't get the questions answered in the briefing. The Commissioner said that while the Finance Director tried to answer, she did not have the clarity to do so. Noting that he heard the Manager state that they were catching things as they go along and pointing out that it had been in place since January, Commissioner Kelley asked if there were any other State or Federal provisions that had not been caught. He concluded by acknowledging that it is a marginal amount, but that he was concerned by the date.

Finance Director Niema Walker stated that as she had said the other day, the item was in existence prior to her tenure with the City, pointing out that she arrived in July of 2022 when it was already on the State's roster for the City to receive and submit for Commission acceptance. Director Walker said that it was just a minor modification of the schedule for one of the state revolving loans, reiterating that it represented a nominal savings but offering assurances that it was necessary for the City to go through the process.

Commissioner Kelley agreed that though it may be nominal, it's necessary as part of a process, especially when talking about dollars from the State of Florida or the County. The Commissioner then once again asked if any other State or Federal provisions had been identified since Finance Director Walker has been working for the City.

Finance Director Niema Walker stated that she had not identified any others.

Commissioner Kelley thanked Finance Director Niema Walker for putting that on the record.

There being no additional discussion, Agenda Item 12-2 passed by a 5-0 vote.

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

13. ADMINISTRATION:

CONSENT AGENDA:

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, 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*

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

14. NEW ITEMS:

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AWARDED FOUR (4) ONE THOUSAND DOLLAR (\$1,000.00) SCHOLARSHIPS THROUGH THE CITY OF OPA-LOCKA EDUCATIONAL SCHOLARSHIP PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by Interim City Manager*

The Mayor & Commission voted to discuss Add-on Agenda Item 14-1 after Citizens' Forum, as reflected above, during Item 7 - Approval of Agenda.

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

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

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

Interim City Manager Williams stated that he was very excited to bring the proposed legislation forward in support of the resolution to make it an active annual program. Manager Williams said that the Community Relations Board selected 4 candidates which he said the City is prepared to honor, noting that they were all present. He then reiterated the recommendation to amend the legislation from \$1,000 to \$1,500 so that the total amount allotted for the scholarship program is expended.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin, to amend the proposed legislation to increase the scholarship from \$1,000 to \$1,250.

There being no additional discussion, the Amendment to Agenda Item 14-1 passed by a 5-0 vote.

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

There being no additional discussion, Agenda Item 14-1 passed by a 5-0 vote.

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

The Mayor and Commission then recognized each of the 4 scholarship award recipients, congratulating the Opa-locka Class of 2023 and their parents, thanking them for their hard work and dedication in the Community.

Upon passage of Agenda Item 14-1, which the Mayor & Commission had voted to discuss after the Citizens' Forum, the Commission returned to the regular order of the Agenda and opened discussion on Agenda Item 12 - Action Items.

Upon completion of the discussion of all proposed legislation included on the Agenda, a request was made to further amend the Agenda and include additional Add-on Items.

It was moved by Commissioner Williams, seconded by Commissioner Bass to reconsider the approval of the Agenda.

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

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

Mayor Taylor asked Interim City Manager Williams to introduce the legislation being requested to be included as Add-on Agenda Items.

Interim City Manager Williams stated that the Items were being brought before the Commission on an emergency basis so that the City's vendors can be paid. Manager Williams shared that the State of Florida had reviewed the City's process for special events as part of an ongoing conversation for about a year, and he said that they want the City to tighten up its processes a little bit so that they are in compliance with the Charter. He said that the resolutions were for pending invoices for Commission Members that had not been paid to date, pointing out that most of the events had already occurred, with 2 of them not having yet occurred and were coming for Commission approval so that the City can move forward appropriately with its special events expenditures.

Mayor Taylor noted that the Commission had 5 resolutions before them.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to include the 5 proposed Add-on Items to the Agenda.

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

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

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING THE INTERIM CITY MANAGER TO REIMBURSE VICE MAYOR NATASHA ERVIN IN AN AMOUNT OF \$21,202.43 FOR EXPENSES SHE INCURRED IN SUPPORT OF THE CITY'S 97TH BIRTHDAY CELEBRATION EVENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to discuss Add-on Agenda Item 14-2.

Mayor Taylor asked Interim City Manager Williams to introduce Add-on Agenda Item 14-2.

Interim City Manager Williams stated that the proposed legislation was for expenditures to be reimbursed to Vice Mayor Ervin, who he said worked with his Office and the Parks & Recreation Department, in support of the City's 97th Birthday event. Manager Williams said that several vendors were found that were not willing to wait for approval from the State of Florida for payment and required immediate payment, adding that she stepped in the gap and made the payments happen. The Manager requested that the Commission approve the proposed legislation so that Vice Mayor Ervin could be reimbursed.

Commissioner Bass asked if the reimbursement funds were coming from the funds that the Commission had already approved to be used for that purpose.

Interim City Manager Williams confirmed that Commissioner Bass was correct, stating that \$40,000 had been set aside for the 97th Birthday Party.

Commissioner Kelley stated that he heard the Manager mention earlier that the process from the State of Florida requires the Commission to go through this for reimbursement because of the Resolution that the Commission had previously passed, and he asked if he had understood correctly.

Interim City Manager Williams stated that a recommendation was made by the State of Florida for the City to be in compliance with its own Charter, adding that the City Manager is the only person authorized to spend and that all expenditures must come from his Office or be supported by a Resolution with a majority vote. Manager Williams said that the City has not been consistently doing that and he stated that they needed to right that ship.

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

- 3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING THE INTERIM CITY MANAGER TO REIMBURSE VICE MAYOR NATASHA ERVIN IN AN AMOUNT OF \$5,220.98 FOR EXPENSES SHE INCURRED IN SUPPORT OF VARIOUS CITY EVENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***

It was moved by Commissioner Williams, seconded by Commissioner Bass to discuss Add-on Agenda Item 14-3.

Mayor Taylor asked Interim City Manager Williams to introduce Add-on Agenda Item 14-3.

Interim City Manager Williams stated that some of the expenditures date back to December for receipts that Vice Mayor Ervin just presented. Manager Williams said that they were incurred before the legislation moved forward to prohibit the City Manager from reimbursing City Employees, and he said that they were expenditures made on behalf of Vice Mayor Ervin's special events which they want to process, to be reimbursed out of her special events budget.

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

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING THE INTERIM CITY MANAGER TO PAY FREEZE FRAME MARKETING & MEDIA, INC FOUR THOUSAND EIGHT HUNDRED NINETY-THREE DOLLARS (\$4,893.00) FOR SERVICES PROVIDED IN SUPPORT OF THE CITY SPECIAL EVENT, WOMEN OF MANY HATS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

It was moved by Vice Mayor Ervin, seconded by Commissioner Bass to discuss Add-on Agenda Item 14-4.

Mayor Taylor asked Interim City Manager Williams to introduce Add-on Agenda Item 14-4.

Interim City Manager Williams stated that the legislation proposed was for one of the special events conducted by Commissioner Williams and for the same reason, they are just righting the ship by bringing forward the resolution presenting the event. Manager Williams lamented that it was unfortunate that it was afterwards, but offered assurances that moving forward, it would be done in advance for the Commission to approve events before they occur.

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

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

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING EXPENSES RELATED TO MAYOR TAYLOR'S BUSINESS LUNCHEON FOR SMALL BUSINESSES, IN THE AMOUNT OF ONE THOUSAND, FIVE HUNDRED THIRTY-FIVE DOLLARS (\$1,535.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to discuss Add-on Agenda Item 14-5.

Mayor Taylor asked Interim City Manager Williams to introduce Add-on Agenda Item 14-5.

Interim City Manager Williams stated that the legislation proposed is an example of the appropriate way to get authorization for expenditures from the Commission's special events budget. Manager Williams said that the legislation was for an event being hosted by Mayor Taylor to be held the following day which will access his special events budget.

Mayor Taylor stated that he understood the process but requested to amend the resolution to state that it will be a quarterly event and does not have to be done every quarter and that the amount of \$1,535 will stand for the remainder of the life of the Business Luncheon.

Commissioner Kelley asked where it was coming from.

Mayor Taylor stated that it was coming from his special events budget.

City Attorney Norris-Weeks said that she assumed that the language Mayor Taylor wanted her to add would be quarterly for the remainder of the fiscal year.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to amend Add-on Item 14-5 to establish the Business Luncheon as a quarterly event with a quarterly budget not to exceed \$1,535, for the remainder of the fiscal year.

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

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

- 6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING THE INTERIM CITY MANAGER TO ACCEPT A DONATION FROM RAY OF HOPE FOUNDATION OBTAINED BY MAYOR TAYLOR IN THE AMOUNT OF \$1,500 TO BE APPLIED TO HIS SPECIAL EVENT BUDGET ALLOCATION AND FURTHER AUTHORIZE THE INTERIM CITY MANAGER TO EXPEND FUNDS TO AMERICAN MULTI-CINEMA AND MAYOR TAYLOR IN THE AMOUNT OF \$1,177.20, IN SUPPORT OF A MAYOR'S SPECIAL EVENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager***

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to discuss Add-on Agenda Item 14-6.

Mayor Taylor asked Interim City Manager Williams to introduce Add-on Agenda Item 14-6.

Interim City Manager Williams stated that he had several discussions with the representatives of the State of Florida about whether it was necessary, and he said that in an abundance of caution, it was decided to bring forward the legislation. Manager Williams explained that there was no cost for the event to the City of Opa-locka, but there was an exchange of funds, with the City receiving dollars and putting dollars out, adding that the net impact on the budget was \$0, further explaining that the Mayor's Movie Night event had occurred the previous Friday.

There being no 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

Vice Mayor Ervin pointed out that the Fish Fry and BINGO were planned for Friday, and she said that she had learned a lot and was instructed earlier that day to ask her Commission Colleagues if she can spend her money with the expectation to be reimbursed out of her special events budget.

Mayor Taylor said that he thought it was prudent for Interim City Manager Williams to meet with each Commission Member to discuss the process with the representatives from the State of Florida.

Interim City Manager Williams stated that they had.

Mayor Taylor and Vice Mayor Ervin confirmed that they had met with the State of Florida, but there were Commission Members who said they had not and asked that everyone be met with.

Interim City Manager Williams asked who had not met with Brian Hunter on this issue.

Commissioner Bass and Commissioner Kelly stated that they had not met with Mr. Hunter on this issue.

Interim City Manager Williams apologized that the connection said that, but he said that Mr. Brian Hunter had stated that he spoke extensively on this topic with Commissioner Kelley.

Mayor Taylor asked Interim City Manager Williams to ensure that every Commission Member is on the same page. The Mayor then proceeded to acknowledge that Vice Mayor Ervin had pointed out that there were several events coming up, and he said that based on his understanding, all event items that have expenditures, have to go before the Commission for approval, but he asked if a motion counts, adding that he wants to make sure they are doing it right.

Interim City Manager Williams stated that he believed it needed to come before the Commission as a resolution with a total presentation including the expenditures, but he deferred to the City Attorney to answer Mayor Taylor's question.

City Attorney Norris-Weeks stated that she had not been privy to any communications with the representatives of the State of Florida about their new requirements, adding that it is something that she wouldn't know because she doesn't know what they have shared about their expectations with the Interim City Manager.

Interim City Manager Williams stated that because he did not have an answer on whether a resolution or motion was adequate to approve expenditures for special events, he will circle back and bring it back to the Commission.

Mayor Taylor reiterated his question about whether the Fish Fry and BINGO events that were planned for that Friday, could be approved by a motion made by the Commission, or if they would have to be brought back and ratified.

Interim City Manager Williams stated that he didn't have the answer to Mayor Taylor's questions.

Mayor Taylor asked City Attorney Norris-Weeks, what the Commission had to do.

City Attorney Norris-Weeks stated that the Commission could make a motion and have something on record, and then the Manager could seek additional guidance on what exactly the representatives of the State of Florida are looking for and whether they want a formal resolution or if a motion with a vote is enough. She added that because there were events coming up, in an abundance of caution, the City Attorney said that the Commission may want to make a motion on the events that were coming up.

Mayor Taylor stated that he wanted to make a motion to approve his monthly BINGO event for the remainder of the fiscal year, in an amount not to exceed \$1,000 to come out of the Mayor's special events budget.

Interim City Manager Williams reiterated that he did not have an answer.

Mayor Taylor asked City Attorney Norris-Weeks if the motion would suffice.

City Attorney Norris-Weeks stated that she thinks it is better than having nothing.

Interim City Manager Williams stated that he was in agreement with that.

Vice Mayor Ervin said that she understood what Mayor Taylor was saying, but she expressed concern because she was unsure if the Commission could go forward like the Mayor was saying.

Mayor Taylor said that they can make a motion to bring back legislation for those events to be ratified.

Commissioner Williams stated that it was her understanding as well that the initial motion that was made should suffice, and she recommended coming back after clarity is provided, adding that they should make a motion for just the 2 BINGO and Fish Fry events.

Mayor Taylor agreed with Commissioner Williams.

It was moved by Commissioner Williams, seconded by Commissioner Bass to allow Mayor Taylor to host BINGO on Friday, June 16th and to use an amount not to exceed \$1,000 to come from the Mayor's special events budget.

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

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

Vice Mayor Ervin asked if they needed to split it, because she was co-hosting BINGO with Mayor Taylor.

Mayor Taylor said he would take it out of his special events budget.

It was moved by Vice Mayor Ervin, seconded by Commissioner Williams to approve the Fish Fry being hosted by the Vice Mayor on Friday, June 16th in an amount not to exceed \$500 to come from the Vice Mayor's special events budget.

There being no discussion, the motion was approved 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 Williams, seconded by Vice Mayor Ervin to direct all 3 Charter Officers to meet together with the representatives of the State of Florida and bring back a plan to the Commission.

City Attorney Norris-Weeks stated that she is not aware of where it would be in the Code but said that she would be happy to meet with the Manager and the Clerk.

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

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

It was moved by Mayor Taylor, seconded by Commissioner Williams to amend the motion and direct that the meeting with the 3 Charter Officers and the representatives of the State of Florida, and the plan to be presented to the Commission be completed by the next Commission Meeting.

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

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

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

There were none.

B. APPEALS:

There were none.

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING 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*

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

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

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

Interim City Manager Williams introduced Agenda Item 16-A-1 and stated that the legislation proposed the approval of Budget Amendment #4, and he said that Budget Administrator Bob Anathan was available to answer any questions.

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

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

Budget Administrator Bob Anathan reviewed the proposed budget amendment for the Mayor & Commission.

Mayor Taylor asked how many additional Police vehicles were being added.

Budget Administrator Anathan informed the Commission that what he understood was in the pipeline to be delivered was overstated, and that the number would either be reduced or go away by the second hearing.

Commissioner Kelley said that he was going to keep saying it at every meeting until someone catches it, stating that he didn't have anyone at his briefing from the Budget Department, so he has to ask his questions during the meeting. The Commissioner addressed repayment of the Miami-Dade debt, noting that Budget Administrator Anathan had stated that it would not occur at the end, and he asked if that was a bad projection or something that the County changed.

Budget Administrator Anathan explained that the City had been working with the county since the previous summer to get a more favorable debt repayment schedule and he said that they thought they had it as of the fall but some of the circumstances changed and it turned out that it was not going to occur. Administrator Anathan pointed out that he had said it would have helped with the liquidity this year, but because it was going to be paid now, it's going to make next year more favorable.

Commissioner Kelley shared that since he has been back, he has been looking at some of the budget projections and amendments, and he said that the City tends to push a rosy picture and he said in reality they should just call the numbers as they are, adding that it seemed to him they fall back on the budget amendment to correct that, stating that he is always challenged with that. The Commissioner then addressed the \$110,000 for the Police vehicles, acknowledging that Budget Administrator Anathan might have answered part of his question when he responded to Mayor Taylor's question, but he proceeded to characterize the wording as ironic, noting that it stated that the City has gained experience with the cost of leased vehicles and that it became apparent that the cost of maintenance overseen by the leasing company is more significant than anticipated, asking what had been done to ensure that the gained experience doesn't hurt the City going forward so that they won't have to make these adjustments as it relates to the purchase of big ticket items, additionally asking about which Departments the vacancy savings being used for the funding source was coming from, what is left in the contingency line items that they were taken out of, and if it is tied to just maintenance of new vehicles or is also tied to vehicles that may have been damaged that need repairs.

Budget Administrator Anathan stated that all of the maintenance is from normal Police usage of vehicles and that anything involving an accident is covered through a totally different process. Administrator Anathan then proceeded to address the contingency which he said is associated with the water and sewer fund, adding that it was \$250,000 at the start of the year and that it had been increased by about \$170,000 with the first budget amendment because of identified savings, then explaining that the current budget amendment reflected \$160,000 that had been used, bringing the water and sewer fund back down to \$260,000, characterizing it as quite healthy.

Commissioner Kelley stated his understanding that the savings came out of water and sewer.

Budget Administrator Anathan clarified that the contingency definitely came out of water and sewer but that the other savings depended on the source, and he offered the example of \$75,000 that was taken out of the Water Department vacancies.

Commissioner Kelley asked if Budget Administrator Anathan was referring to people when he addressed vacancies, where somebody would be in a position that is needed but has not been filled.

Budget Administrator Anathan confirmed that it is taking advantage of savings in compensation for positions that were part of the original budget but have not been able to be filled and using it for other purposes.

Commissioner Kelley asked what would happen if the City found someone because they are advertising, considering that the money had been taken out.

Budget Administrator Anathan explained that it is for the time that has already gone by, taking advantage of the first 8 and a half months of vacancies, offering assurances that the vacancy credits taken would not impact the budget adversely.

Commissioner Kelley asked where the \$191,611 for the Town Center revenue reduction came from, acknowledging that most of the space is being utilized and not being rented out.

Budget Administrator Anathan informed the Commission that it was primarily from the Finance Department, adding that it was a general fund source.

Commissioner Kelley asked if any more assistance was anticipated for the Town Center revenue.

Budget Administrator Anathan stated that they did not, informing the Commission that what is left is 1 tenant in the building, adding that the person is there for at least a 2-year lease if it is not renewed again after that.

Commissioner Kelley stated that he understands the need for budget amendments but said that he is always concerned with where the funding sources are coming from, and he said that he would hope they make sure they keep an eye on those kinds of things going forward.

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

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

2. 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 SCRIVENER'S ERRORS; CONFLICT, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Interim City Manager*

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

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

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

Interim City Manager Williams introduced Agenda Item 16-A-2 and stated that the legislation proposed to approve a program to provide the City’s kids a swimming course provided by PSWAP, and in exchange, the PSWAP team will be able to run their programs at the pool, which Residents will also be able to utilize. Manager

Williams also said that if the Commission had any questions, Parks & Recreation Department Director Zonya Ray was available.

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.

Mayor Taylor thanked Parks & Recreation Department Director Zonya Ray for bringing the program back to the City of Opa-locka.

Commissioner Kelley stated that he certainly wants to see swimming in the City, and he recalled mentioning during his briefing that the only question he had was about the flyers for those that may not be in the summer camp program and allotting them time so that they have an opportunity to learn how to swim, stating that he was assured by Staff that they were working on that.

Commissioner Williams echoed Mayor Taylor's sentiments and thanked Parks & Recreation Department Director Zonya Ray for bringing back PSWAP, which she said was instrumental in teaching her little one to swim, adding that she is excited about them coming back.

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

Upon passage of the first reading of Agenda Item 16-A-2, the City Commission then voted to reconsider the approval of the Agenda, to include additional Add-on Items to be discussed under Agenda Item 14 - New Items.

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

- 1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING A TEXT AMENDMENT TO THE LAND DEVELOPMENT REGULATIONS, ORDINANCE 15-31, TO PERMIT TANDEM OR MECHANICAL PARKING FOR MULTIFAMILY DEVELOPMENT IN THE R-2 THROUGH R-4 ZONING DISTRICTS; PROVIDING FOR CONFLICT AND**

REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading / public hearing held on April 26, 2023). Sponsored by Interim City Manager

The above ordinance was deferred.

C. RESOLUTION(S):

There were none.

17. CITY MANAGER'S REPORT:

Interim City Manager Williams asked Human Resources Director Alexia Robotham to deliver a presentation to the City Commission on the City's Summer Internship Program.

Human Resources Director Alexia Robotham provided the Commission with a presentation on how the City of Opa-locka partnered with Miami-Dade County Public Schools on the Summer Youth Internship Program.

Commissioner Bass asked if the total amount for the program was 15 students.

Human Resources Director Robotham confirmed that while 2 were missing because they were added at the last minute, she said that there would be 2 for the Finance Department, 1 for the City Manager's Office, 1 for the Parks & Recreation Department, 1 for the Community Development Department, 2 for the Police Department, 2 for the Building & Licensing Department and 1 for the Human Resources Department.

Commissioner Bass also noted that the presentation stated that the program is for rising 9th Graders and also stipulated age 15, but she pointed out that there are 14-year-olds going into 10th Grade.

Human Resources Director Robotham explained that the age is based on the restrictions of the program.

Commissioner Williams stated that there are a lot of students doing course recovery or dual enrollment, and she suggested that the interns be asked if they have a Florida virtual course that they are taking over the summer, so that they can be given sometime within their day so that they can complete their summer coursework.

Commissioner Bass noted that the presentation also stated that only 2 absences are allowed for academic purposes, and she asked about illness and how many absences they can have to still be part of the program.

Human Resources Director Robotham explained that the program as conducted through Miami-Dade Public Schools, only allows for 2 absences.

Interim City Manager Williams then proceeded to invite Parks & Recreation Department Director Zonya Ray to provide the Commission with a presentation on the Summer Camp Program.

Parks & Recreation Department Director Zonya Ray delivered a presentation to the Commission on the 2023 Summer Camp, which she said is free for Residents of the City of Opa-locka and is provided for Sherbondy Park, Ingram Park and Segal Park.

Mayor Taylor thanked Parks & Recreation Department Director Zonya Ray and commended her on a good job done on the Summer Program and for her detailed presentation.

Vice Mayor Ervin shared that she had the pleasure of going to Ingram Park to see what was going on and she reported that everything was going well. The Vice Mayor said that a set of kids were playing and inside the older kids were making slime but were having fun with it. She said that she would be checking in somewhere else the following day and that she looked forward to following them on some of the field trips, especially the end of the year trip.

Commissioner Bass asked how many campers the City has.

Parks & Recreation Department Director Zonya Ray stated that between all 3 parks, there are 124 campers.

Commissioner Bass asked if the City was at its maximum.

Parks & Recreation Department Director Zonya Ray stated that the City is at its maximum for campers for this year.

Interim City Manager Williams made a special announcement inviting the public to the grand reopening of the new Building & Licensing Department, stating that the Commission will be handing out \$40,000 in grant funds that the City received for vendors that have gone through the process, in support of them being businesses in the City of Opa-locka. Manager Williams shared that they were very excited about it and said that it would be on Friday at noon, adding that the Community was being asked to come out, and stating that there were flyers and special invitations that had been sent out. He said it would be a brief 30-minute meeting, adding that they had to do it now so that the grant funds would not be lost. Manager Williams concluded by stating that the vendors would be out there and that everybody that is available is being asked to come out.

Vice Mayor Ervin asked if Interim City Manager Williams was referring to the event being that Friday, which she pointed out was 2 days away.

Interim City Manager Williams confirmed that he was referring to Friday and stated that the City was just notified that it could be at risk of losing the grant funds that were received. Manager Williams said that they have been waiting for the vendors to complete their business licenses and permitting process, so the last couple of days were spent helping

them fill out their paperwork to get it done in order to get as many of the vendors eligible for the money as they could.

Commissioner Williams asked if it was known that the grant was available and why it was last minute.

Interim City Manager Williams stated that the money was received the previous year, but notice had just been received on Monday that the money could have to be returned if it was not immediately expended.

Mayor Taylor asked if this was the grant for the Flea Market that was received the previous year, recalling that he had asked about that.

Interim City Manager Williams confirmed that it was.

Mayor Taylor also recalled asking for a detailed report a couple of Commission Meetings ago, to be submitted to the Commission on how the City was going to spend the funds, when they would be spent and the steps that needed to be taken, pointing out that they never got it.

Interim City Manager Williams stated that he had given several reports on this, and the information is the same. Manager Williams said that as City Manager, he did not feel comfortable expending grant money for City businesses that do not have business licenses in the City of Opa-locka, adding that if the Commission directs him to do otherwise, he certainly would if it was the will of the Commission. He reported that some of the businesses are old and had been operating in the City for 40 years and never had licenses with the City and felt like they don't have to have a license, adding that they either had to go through the process or not move forward as an operating business in the City of Opa-locka. Further explaining the importance of completing the process, Manager Williams said that they had some issues with DERM that were beyond their control, allowing the City to extend the grant time frame. He then said that because they were coming up on 1 year, and a review of the books determined that the money needed to be spent. Manager Williams informed the Commission that the Building & Licensing Department deployed personnel to their sites, to help them complete their applications in English, Spanish and Creole, adding that a lot of time was spent on it in the last week to get it done.

Mayor Taylor expressed his appreciation for the due diligence from the Interim City Manager's Office, but he pointed out that the money had been received in August and he had asked about it at the March 22nd Commission Meeting when a budget amendment was proposed to accept that money. The Mayor said that if a lot of the vendors did not have permits, the City should have gone last year with City Staff to help them get a business license. He lamented that they waited until the tail end to almost be threatened for the money to be clawed back, and pointed out that the Commission didn't even know about the event on Friday.

Interim City Manager Williams stated that the grand opening of the Building & Licensing Department could be postponed, and he said that he just thought that it would be a great photo opportunity for the Commission. Manager Williams then said that they would just

go ahead and hand out the money as they are supposed to and do the Building & Licensing Department grand opening when there is more time to advertise, adding that he thought it was a great idea that they will move forward with.

Mayor Taylor said that he is not concerned with photo opportunities and just wants the City to do things right. The Mayor reiterated that the money was received in August, and he questioned it a couple of months ago, adding that he doesn't want the City to get in the habit of receiving grant money and not doing the City's due diligence, because he said that was the case in the past.

Interim City Manager Williams thanked Mayor Taylor.

Commissioner Williams asked if the City Manager's Office knew that there was an event happening on Friday.

Interim City Manager Williams stated that his Office did not know that they were having an event but were aware of the Father's Day event.

Commissioner Williams pointed out that it's at the same time.

Interim City Manager Williams stated that he thought the Fish Fry was at 1 pm, and so they planned to have the photo opp and then go to the Fish Fry. Manager Williams then reiterated that they would move the grand opening of the Building & Licensing Department to another day and would go ahead and expend those grant funds if it be the will of the Commission.

Commissioner Kelley said that he would not sit there and just shake his head. The Commissioner pointed out that there were 5 folks on the Dais that need to know what's going on all the time, and he stated that if the Manager's Office, Clerk's Office or Attorney's Office wants to plan something, they need to check the calendar first and then check the Commission's schedules. He said that he doesn't really care about photo ops, pointing out that he has taken photos for 20 years, but he lamented about the position they were put in, stating that nobody wants to lose funds. The Commissioner acknowledged that Mayor Taylor had talked about it several months ago, and expressed his hope that going forward, they don't have this challenge. He also pointed out that Friday is already a long day, including the Feeding South Florida food distribution, the Fish Fry and BINGO, but he asked that they at least have the courtesy to reach out through the Clerk's Office. Commissioner Kelley said that they should have communicated about the need to spend the money to find a time frame that's best for the Commission. He concluded by stating that if they knew it was coming, they should have prepared for it.

Mayor Taylor asked Interim City Manager Williams to continue with his report.

Interim City Manager Williams stated that he had nothing else.

18. OFFICIAL BOARD REPORTS:

There were none.

19. MAYOR/COMMISSION REPORTS:

Commissioner Kelley recalled that a couple of months prior, the Commission talked about the Civil Service Board and realized that it could not function the same way it had. The Commissioner said that he had told the Commission and the Community that he would work with the Attorney on legislation, and he reported that they have kind of worked on something that they believe can work for the Citizens and City Department Employees. He thanked the City Attorney's Office for working with him on trying to craft it, sharing that it had been submitted to the City Manager for the Human Resources department to give their input, sharing his hope that it can be brought before the Commission at their next meeting. Commissioner Kelley went on to acknowledge that Commissioner Williams along with a lot of the Commission Members have been talking about beautification, and he said that he is still concerned about City-wide beautification. The Commissioner said he put it into his report because they have been piecemealing it with the receptacles and trees coming and stressed that he wants to make sure that they don't forget about the City-wide beautification initiative. He then said that he was sure they all noticed that the rains over the last week have really been taking their toll on the roads and drainage, stating that he doesn't want them to forget that they really need to deal with the City's infrastructure. The Commissioner shared that he received an email earlier that day from a Business on Cairo Lane, which he said he forwarded to the Manager because it demonstrated that the road is almost impassable, adding that the area near Industrial Park has the same challenges. He stressed that they need to have a serious conversation about how they're going to proceed with dealing with the infrastructure, recalling that he heard there were about \$30 million worth of infrastructure challenges, acknowledging that it is a lot, but that they are going to have to figure out a way to start biting off a little bit at a time. Commissioner Kelley concluded by stating that if they want development and growth, they have to take care of what's under the ground before they can deal with what's above the ground. The Commissioner then said he is kind of challenged, stating that he is glad that the young folks are out there for the summer camp and that the Fish Fry is going to take place, but stated that he is not thrilled with the way things transpired with the reopening. He pointed out that he's had meetings with the Manager's Office via his Staff, stating that he wanted it to be fully open and functional before they actually went in. The Commissioner said that they were still scheduled for the reopening on June 24th because he knew there was work to be done on the sewer and water lines, which is why he said that he held back, but added that he was very surprised to see all of the things that are taking place with activities on the park already. He stated that he is wondering if they even need a reopening since it's already open but said that he would decide that in the next couple of days. The Commissioner also thanked the Manager's Office by way of the Police Department for being at Meet Me Monday the previous Monday. He thanked State Representative Gantt who was there to talk about the challenges in Tallahassee and the bills she's passed, noting that there were about 20 Residents expressing their concerns.

The Commissioner said that he understood the Manager had spoken to the businesses on Ali Baba and was supposed to be working with them, adding that he doesn't like last minute things because he had been asking about it for over 2 weeks, further stating that he has been around a long time and doesn't like waffling like that, asking that it is either done or not. He also noted that the property owners on York Street were present, and he reported that he had brought the issue with their fences up to Assistant City Manager Ellis on Monday, recalling that they came to the last Commission Meeting. The Commissioner said that he forwarded correspondence to the Manager as late as yesterday but lamented that neither he nor the property owners have heard anything back, also reporting that they came to Meet Me Monday. Commissioner Kelley then stated for the record that he hopes to not see some kind of action without at least reaching out to those Residents. He reminded his Commission Colleagues that they had come to the meeting to express their frustration, expressing his concern that they were told they had to be taken down despite some of them being there for over 40 years. Acknowledging that he didn't know what the answer is, Commissioner Kelley expressed his hope that they can come to some resolution and make sure they communicate with those Residents. The Commissioner then proceeded to state that he sends emails to the Manager requesting information because he knows that he's busy and his time is valuable, but he lamented that some of them he has not received a response to. He asked once again for the Manager to please respond in a timely manner, recalling having said it from the Dais, and pointing out that all 5 Commission Members on the Dais have things they bring before the Manager, which he chooses to email because he likes a paper trail, adding that he wants to make sure that they get a timely answer. The Commissioner then shared that there was a homicide in the City a couple of weeks ago in Magnolia North and he had Residents call him to tell him, but he told them that they didn't because he had not heard anything from the Administration and found out it was true while watching the news, lamenting that he got an email 2 and a half hours later, which he said is totally unacceptable. Commissioner Kelley concluded by stating that he is all for moving the City forward, but he asked that it be done correctly and not in a vacuum.

Vice Mayor Ervin reminded the City Employees and any Residents that want to come out to the Fish Fry at Ingram Park from 12 to 2 pm that Friday, stating that it should be preferably Fathers. The Vice Mayor also said that there had not been a lot of conversation about the 4th of July, but she said that she wanted to do the picnic part of it earlier in the day, and she asked that Residents bring their tents, chairs, barbecue grills, coolers and families to cook out with the Community while enjoying water slides, the swimming pool and music as a big family picnic, adding that they can even fellowship with other Residents while enjoying the park. Vice Mayor Ervin concluded by wishing all of the men a happy Father's Day.

Commissioner Bass stated that she had nothing to report.

Commissioner Williams gave a special shout out to Pastor Keith Butler of Logos Baptist Church for having her on Sunday for their baccalaureate, Greek and HBCU Sunday, recognizing it as a great time for fellowship. The Commissioner also said that the strategic planning session was very successful and thanked the Mayor, Manager's Office and everyone that attended, especially all the Departments that gave the Commission very pertinent information. She said that she told the Manager that it should be something that is happening on an ongoing basis and not just once a year, so that they can make sure they are aligned and reset themselves with information. Commissioner Williams then went on to say that it's a common theme that information could be funneled down in a better way to the Commission, specifically with information on what's happening in the Community. She recommended that those processes could be given to others because she said that the Manager can't do it all, pointing out that there are 2 other assistants. The Commissioner noted that lately they are getting information after the fact, and she would like to know before. Commissioner Williams concluded by wishing everyone a safe summer, noting that she works all year round, but she urged all educators to get rest and charge their batteries until August.

Mayor Taylor joined Commissioner Williams in thanking the Manager's Office and City Staff that showed up to the Strategic Planning Session and he asked that a brief summary of what was discussed be provided to the Commission. The Mayor then said that BINGO would be on Friday at 6 pm at Sherbondy Village. Mayor Taylor also invited all Business Owners to the Quarterly Business Luncheon the following day, which he said would be a networking event where Businesses throughout the City could hear about the resources that are available, including a keynote address from State Senator Shevrin Jones. The Mayor then proceeded to ask Interim City Manager Williams for the Financial Oversight Update.

Interim City Manager Williams stated that the City is at a very critical time in its history where it is under the gun to get the 2021 fiscal year comprehensive annual financial report completed and submitted to the State. Manager Williams reported that they hit some roadblocks and challenges that required a significant amount of his and the Finance Director's time in addition to the Finance Department's time to triage the issue regarding the timely submission from the City to the external auditors at Marcum LLP, to see if they can still hit the June 30th deadline that was provided to the representatives of the State of Florida. He then reminded the Commission that based on that deadline the State of Florida had already moved forward with initiating some withholdings, should the deadline be missed. Manager Williams stated that the reports are now with Marcum LLP, and he said it was now up to them, adding that the City will provide them with every resource that they can, making best efforts, including a possible additional expenditure to hit the deadline. The Manager said that all hands are on deck, including the Finance Department, the Manager's Office and the Budget and Risk Department. He reiterated that it was a critical time because the City could potentially lose its funding if the deadlines are missed, but he

said that it could have other ramifications in Tallahassee, adding that he had been told those included the continuation of the City. Manager Williams said that it had really been their focus the past week, in consideration of the fact that they received a report from Marcum LLP that they were unsure based on the timeline that the City was moving on, if they would be able to hit the June 30th deadline. However, the Manager stated that they are very hopeful that the City will still make the June 30th deadline and he said that he has authorized qualified opinions to facilitate it.

Commissioner Williams asked what was preventing the City from getting to the June 30th deadline.

Interim City Manager Williams stated that there are a number of obstacles that the City faced that he said were unexpected. The Manager stated that some of the formats have to be utilized from one year to the next year and he said that there were formats that were created by TriMerge Consulting that are City property but for whatever reason, the City does not have them and has not been able to receive them, adding that those format would need to be recreated in order for Marcum LLP to do a comparative analysis on the previous year, specifically comparing the 2020 fiscal year to the 2021 fiscal year that is being submitted. Additionally, Manager Williams said there was a Schedule of Expenditures of Federal Awards that was maintained by Trimerge Consulting that the City has not been able to gain access to at the State level, and he said that they have spent an additional period of time trying unsuccessfully to get access to that data, adding that it is probably one of the areas where he will allow for a qualified opinion in the hopes that they can still meet the June 30th deadline.

Commissioner Williams noted that she heard Interim City Manager Williams mention the company that the City used before, and recalling the amount of money that was paid to the company on a yearly basis, she asked if they are not legally responsible to support the cause because they decided to leave their contract and walk away.

Interim City Manager Williams confirmed that Commissioner Williams was correct.

Mayor Taylor noted that Interim City Manager Williams talked about needing help and support, and thus the Mayor asked if it was something that the Commission could bring forth as an emergency item to increase the amount that the City gave Marcum LLP to get more hands-on deck so that they can push it through.

Interim City Manager Williams stated that he believed he would be able to negotiate an additional payment to them that would be less than \$25,000.

20. OFFICIAL BOARD APPOINTMENTS:

Deputy Clerk Wills informed the Commission that an application had been received from Tanica Eyma to serve on the Planning & Zoning Appeals Board, which is an at-large vacancy available for appointment by the Commission.

It was moved by Commissioner Williams, seconded by Vice Mayor Ervin to appoint Tanica Eyma to the Planning & Zoning Appeals Board.

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

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

Vice Mayor Ervin recalled that she had stated that she would like to hear from some of the other boards to provide the Commission updates, adding that she believed the Planning Board was one of them.

Mayor Taylor said that he believed it was a legal question whether the Planning & Zoning Appeals Board could address the Commission.

City Attorney Norris-Weeks stated that the Planning Board would probably not be an appropriate board to report to the Commission, but she said that all of the others she thinks would be okay.

21. ADJOURNMENT:

Mayor Taylor asked everyone to keep former Mayor John Riley in prayer because he is in the hospital. The Mayor urged everyone to reach out to him to tell him how much he is loved, and to pray strength into his body, as well as complete restoration and healing.

There being no further business to come before the City Commission, it was moved by Commissioner Williams, seconded by Vice Mayor Ervin to adjourn the meeting at 9:28 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, DIRECTING THE INTERIM CITY MANAGER TO CREATE A POLICE SPONSORSHIP PROGRAM WITHIN THE POLICE DEPARTMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka desires that the City cultivate and maintain a highly trained and competent City of Opa-Locka Police Department; and

WHEREAS, the creation of a Police Sponsorship Program will assist the City in ensuring that it hires a minimum of two (2) well-trained police officers annually; and

WHEREAS, it is the City's intent to partner with a local police academy to fund related expenses associated with a Police Sponsorship Program to be initiated during the Fiscal Year 2024; and

WHEREAS, trainees would be contractually obligated to serve in OLPD for a minimum of five (5) years; and

WHEREAS, this Program will be funded through the Law Enforcement Training Trust Fund. This fund is anticipated to have approximately One Hundred Twenty-Three Dollars (\$123,000.00) available at the beginning of Fiscal Year 2024; and

WHEREAS, the City Commission has determined that directing the Interim City Manager to create a Police Sponsorship Program within the Police Department is in the best interest of the City of Opa-Locka and its residents.

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 create a Police Sponsorship Program within the Police Department for the 2024 fiscal year.

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:	07.12.2023		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	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
					X		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	
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 create a Police Sponsorship Program within the Police Department.

Staff Summary:

The City's mission is to effectively protect and serve its citizens through the Opa-locka Police Department (OLPD). The creation of a Police Sponsorship Program will assist in ensuring the City hires a minimum of two well-trained officers annually. It is the City's intent to partner with a local police academy to fund the related expenses and shall be initiated in FY 24. Trainees will be contractually obligated to serve in OLPD for a minimum of five (5) years.

Financial Impact – This program will be funded through the Law enforcement Training Trust Fund. This fund is anticipated to have approximately \$123,000 available at the beginning of FY 24.

Proposed Action:

It is recommended the City Commission approves the legislation directing the Interim City Manager to create a Police Sponsorship Program within the Police Department.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, DIRECTING THE INTERIM CITY MANAGER TO BUDGET TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) IN THE PROPOSED FISCAL YEAR 2024 ANNUAL BUDGET FOR THE CITY'S 3RD ANNUAL CONGA-LOCKA LATIN MUSIC FESTIVAL; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Conga-locka is an Annual Hispanic Heritage Festival established by the City of Opa-Locka ("City") in 2021; and

WHEREAS, the Festival celebrates the Hispanic culture of the City's residents and business owners; and

WHEREAS, the allocation of Twenty-Five Thousand Dollars (\$25,000.00) for this Festival will ensure that the City can continue the tradition of hosting this vibrant event that provides high quality cultural enrichment for attendees; and

WHEREAS, the Sponsor and the Interim City Manager shall take all necessary steps authorized by applicable laws and City policy to the plan the event, including expending budgeted funds; and

WHEREAS, the City Commission has determined that directing the Interim City Manager to bring back to the City Commission a budget that will incorporate Twenty-Five Thousand Dollars (\$25,000.00) into a Proposed Fiscal Year 2024 Annual Budget for Parks & Recreation Special Events to host the City of Opa-Locka's 3rd Annual Conga-locka Latin Music Festival is in the best interests of 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 budget Twenty-Five Thousand Dollars (\$25,000.00) for the Proposed Fiscal Year 2024 Annual Budget for the City of Opa-Locka's 3rd Annual Conga-locka Latin Music Festival to be later considered by the City Commission.

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:

Resolution No. XX-XXXX

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:	07.12.2023		Item Type: (Enter X in box)	Resolution X	Ordinance		Other
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
	X		Public Hearing: (Enter X in box)	Yes	No	Yes	No
Funding Source: Account#:	(Enter Fund & Dept) Ex: See Financial Impact Section		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
	X		Enhance Organizational ☐ Bus. & Economic Dev ☒ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐				
Sponsor Name	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 budget \$25,000 in the Proposed FY 24 Annual Budget for the City's 3rd Annual Conga-locka Latin Music Festival.

Staff Summary:

Conga-locka is an Annual Hispanic Heritage Festival established by the City in 2021. The festival celebrates the Hispanic culture of the City's residents and business owners. The allocation of \$25,000 for this festival will ensure the City can continue the tradition of hosting this vibrant event that provides high quality cultural enrichment for attendees. Additionally, the Sponsor, Interim City Manager and City staff shall take all necessary steps for the planning of the event including the expenditure of budgeted funds.

Financial Impact – Although this is a FY 24 event, much of the expenditure for this event will occur before Commission adoption of the FY 24 Budget in the last week in September. Consequently, expenditures for the event occurring before the final adoption of the FY 24 Budget will be charged to the FY 23 Parks & Recreation Special Events budget, amended as necessary, and then journaled to the corresponding FY 24 account on adoption of the FY 24 Budget.

Proposed Action:

It is recommended the City Commission of the City of Opa-locka directs the Interim City Manager to budget \$25,000 in the Proposed FY 24 Annual Budget for the City of Opa-locka's 3rd Annual Conga-locka Latin Music Festival and amend as necessary the FY 23 Parks & Recreation Special Events budget to fund expenditures for this event until such time that the FY 24 Budget is adopted by the Commission.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, DIRECTING THE INTERIM CITY MANAGER TO DEVELOP, IN CONJUNCTION WITH THE COUNTY PROPERTY APPRAISER, A PLAN FOR AN AFFORDABLE HOUSING PROPERTY TAX EXEMPTION BASED ON FLORIDA SENATE BILL 102; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka (“City”) desires to take the initiative to ensure affordable housing is available for its residents; and

WHEREAS, during the 2023 Legislative session, the Florida State Legislature passed Senate Bill 102 (SB 102) allowing local municipal governments to grant an affordable housing property tax exemption; and

WHEREAS, in an effort to mitigate the current City housing crisis, the City desires to take bold and immediate action upon the enactment of this new law and implement it in order to incentivize rental property owners to rent their properties at affordable rental rates, within the City; and

WHEREAS, owners who rent their affordable housing properties will be eligible for a limited property tax exemption for qualified rental properties within the City of Opa-Locka; and

WHEREAS, the City is proposing that the percentage of the exemption be determined based on the percentage of reduction in rent below fair market value, over a period of six (6) months for the first year of the exemption, and a period of one year for the subsequent renewals of the exemption; and

WHEREAS, to properly develop an effective property tax exemption plan, it will be necessary and required for the City Manager, or designee, to meet with the County Property Appraiser to ensure that the proposed property tax exemption fully meets all requirements established in SB 102 and those of the County Property Appraiser; and

WHEREAS, upon establishing a property tax exemption plan in conjunction with the County Property Appraiser, the proposed plan shall be presented to the City Commission for adoption; and

WHEREAS, the City Commission has determined that directing the Interim City Manager to develop, in conjunction with the County Property Appraiser, a plan for an

Affordable Housing property tax exemption pursuant to Florida Senate Bill 102 is in the best interest of 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 develop, in conjunction with the County Property Appraiser, a plan for an Affordable Housing property tax exemption pursuant to Florida Senate Bill 102 to be presented to the City Commission for final approval.

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:

Resolution No. XX-XXXX

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:	07.12.2023		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	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No	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 develop in conjunction with the County Property Appraiser a plan for an Affordable Housing property tax exemption based on Florida Senate Bill 102.

Staff Summary:

The City of Opa-locka desires to take the initiative to ensure affordable housing is available for its residents. During the 2023 Legislative session, the Florida State Legislature passed SB 102 allowing local municipal governments to grant an affordable housing property tax exemption. In an effort to mitigate the current City housing crisis, the City desires to take bold and immediate action upon the enactment of this new law and implement it to incentivize rental property owners to rent their properties at affordable rental rates.

Owners who rent their affordable housing properties will be eligible for a limited property tax exemption for qualified rental properties within the City of Opa-locka.

The City is proposing that the percentage of the exemption be determined based on the percentage of reduction in rent below fair market value, over a period of 6 months for the first year of the exemption, and a period of one year for the subsequent renewals of the exemption.

To properly develop an effective property tax exemption plan, it will be necessary for staff to meet with the County Property Appraiser to ensure that the proposed property tax exemption fully meets all requirements established in SB 102 and those of the County Property Appraiser.

Upon establishing a property tax exemption plan in conjunction with the County Property Appraiser, the proposed plan will be presented to the City Commission for adoption.

Financial Impact – Currently there is no estimate as to the number of landlords who would take advantage of this plan. If 1,000 rental units each received an exemption of \$1,000, at the current millage rate of 9.3500 mills, the City's property tax revenue would be reduced by approximately \$9,000.

Proposed Action:

Staff recommends the City Commission approve legislation directing the Interim City Manager to develop an affordable housing property tax exemption plan based on Florida Senate Bill 102 and present it to the City Commission for adoption.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, AUTHORIZING A MONTHLY BINGO EVENT AND SUPPORTING EXPENDITURES FOR THE REMAINDER OF FISCAL YEAR 2022-2023, TO BE SPONSORED BY MAYOR TAYLOR, AND CO-SPONSORED BY VICE MAYOR ERVIN AND COMMISSIONER KELLEY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission hosts several events within the City of Opa-Locka ("City") to assist in increasing the quality of life for residents and visitors; and

WHEREAS, monthly Bingo events offers enjoyment for all attendees through community interaction, varied themes and prizes; and

WHEREAS, the City Commission desires to approve community bingo events to be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley; and

WHEREAS, the Event sponsors, the City Manager and City Staff shall be authorized to take all steps necessary steps, as authorized by applicable laws and City policy concerning the planning of the Events, including the authorization of expenditures to be taken from the sponsors discretionary Special Events budgets; and

WHEREAS, the City Commission has determined that it is the best interest of the City and its residents to authorize a monthly Bingo events and supporting expenditures for the remainder of fiscal year 2022-2023, to be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley.

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 a monthly Bingo Event and supporting expenditures for the remainder of fiscal year 2022-2023, to be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley.

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

Resolution No. XX-XXXX

VOTE:

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



City of Opa-locka Agenda Cover Memo

City Manager:	Darvin Williams		CM Signature:		
Commission Meeting Date:	07.12.2023		Item Type:	Resolution	Ordinance
			(Enter X in box)	X	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	2nd Reading	
				Yes	No
				X	
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> Ex: See Financial Impact		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 authorizing a monthly Bingo event to be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley.

Staff Summary:

The City Commission hosts several events within the City to assist in increasing the quality of life for residents and visitors. The tradition of hosting monthly Bingo events offers enjoyment for all attendees through its varied themes and prizes. This event shall be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley. The event sponsors, City Manager and City Staff are authorized to take all steps necessary steps for the planning of the event including the authorization of expenditures from the sponsors' discretionary Special Events budgets.

Financial Impact – For the remainder of FY 23, the expense of conducting a monthly Bingo event will be charged to the individual discretionary Special Events budgets of each of the Sponsors. This expenditure will be incorporated into the FY 24 Proposed Annual Budget for City Commission adoption in September.

Proposed Action

It is recommended the City Commission of the City of Opa-locka approves a monthly Bingo Event to be sponsored by Mayor Taylor, and co-sponsored by Vice Mayor Ervin and Commissioner Kelley.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, DIRECTING THE INTERIM CITY MANAGER TO COMPILE A LEAVE PAYOUT REPORT AND PRESENT TO THE CITY COMMISSION AT THE NEXT REGULAR CITY COMMISSION MEETING THE CURRENT STATUS OF LEAVE PAYOUT FOR ALL CITY EMPLOYEES UPON SEPERATION FROM EMPLOYMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 4.2 of the City of Opa-Locka's Charter permits the city commission to make good faith inquiries to a City Manager through passage of a resolution by the City Commission; and

WHEREAS, various complaints have been made to City Commissioners regarding the lack of information made available to city employees for leave payout upon separation from the City of Opa-Locka ("City"); and

WHEREAS, it is necessary for the City Commission to understand the current status of leave payout for union employees, non-union employees and all categories of employees who could be subject to leave payout upon separation from employment from the City of Opa-Locka; and

WHEREAS, the City Commission desires to direct the City Manager to compile a leave payout report showing methods and present said report to the City Commission detailing the current status of leave payout for all city employees, including union employees, non-union employees and any category of employee who could be subject to leave payout upon separation from employment with the City; and

WHEREAS, the City Commission is directing a leave payout report no later than the next City Commission meeting; and

WHEREAS, the City Commission has determined that a leave payout report is in the best interest of the City of Opa-Locka and its residents.

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 compile a leave payout report detailing the method and current status of leave payout for all city employees, including union employees, non-union employees and all categories of employees who could be subject to leave payout upon separation from employment with the City of Opa-Locka.

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:	07.12.2023		Item Type: (Enter X in box)	Resolution X	Ordinance		Other
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
		X	Public Hearing: (Enter X in box)	Yes	No X	Yes	No
Funding Source: Account#:	(Enter Fund & Dept) Ex: See Financial Impact Section		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
		X	Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐				
Sponsor Name	Commissioner Kelley		Department:	City Commission			

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to prepare a payout leave report on the current status of leave payout for all City employees upon separation from the City.

Staff Summary:

City employees accrue annual and sick leave during their tenure. Upon separation from the City, most employees are entitled to receive a leave payout. City Staff shall provide a payout leave report on the current status of payout for separated employees.

Financial Impact – There is no financial impact associated with this Resolution.

Proposed Action:

It is recommended that the City Commission approves the legislation directing the Interim City Manager to prepare a payout leave report on the current status of leave payout for all City employees upon separation from the City.

Attachment:

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, DIRECTING THE INTERIM CITY MANAGER TO RESPOND TO “MEET ME MONDAY” CITIZEN INQUIRIES AND COMPLAINTS WITHIN TEN (10) DAYS OF PRESENTATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, for several years, City Commissioner Joseph Kelley has conducted a publicly noticed meeting on selected Mondays for residents and business owners to learn about city, county and state governmental operations and also voice concerns on citywide matters that impact quality of life issues within the City of Opa-Locka; and

WHEREAS, the noticed meetings are known as “Meet Me Monday” within the City of Opa-Locka (“City”); and

WHEREAS, the City Commission desires that complaints and inquiries that are shared at the “Meet Me Monday” community forums are responded to by city administration within a reasonable time not to exceed ten (10) days; and

WHEREAS, the City Commission has determined that it is in the best interests of the City to require the Interim City Manager to respond to “Meet Me Monday” citizen inquiries and complaints within ten (10) days of presentation to the Interim City Manager/City Manager.

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/City Manager to respond to “Meet Me Monday” citizen inquiries and complaints within ten (10) days of presentation to the Interim City Manager/City Manager.

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:	07.12.2023		Item Type: (Enter X in box)	Resolution	Ordinance		Other
				X			
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
		X					
				Public Hearing: (Enter X in box)	Yes	No	Yes
				X			
Funding Source: Account#:	(Enter Fund & Dept) Ex:		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: 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	Commissioner Kelley		Department:	City Commission			

Short Title:

A resolution of the City Commission of the City of Opa-locka directing the Interim City Manager to respond to Meet Me Monday concerns within ten (10) days.

Staff Summary:

Meet Me Mondays is hosted by Commissioner Kelley on the second Monday of each month. This platform allows residents and business owners to address any concerns they've encountered. It also is an opportunity for the residents to receive updates and important information from the elected officials, City staff in various departments and special guests. It is imperative to remain effective in the City's response to these items.

It is staff recommendation respond to the Meet Me Monday concerns within 25 days upon receipt of receiving the concerns.

Financial Impact – There is no financial impact associated with this resolution.

Proposed Action:

It is recommended that the City Commission approve the legislation directing the Interim City Manager to respond to Meet Me Monday concerns within ten (10) days of receipt of notification of these concerns.

Attachment:

Sponsored by: Commissioner Kelley

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE XI, DIVISION 5 ENTITLED CIVIL SERVICE BOARD, SPECIFICALLY SECTION 2-526 TO SPECIFY THAT THE CIVIL SERVICE BOARD SHALL HAVE THE POWER TO ADVISE ON MATTERS THROUGH HEARING FROM CITY EMPLOYEES AT A PROPERLY NOTICED MEETING; AMENDING SECTION 2-530 TO AMEND THE ROLE OF THE HUMAN SERVICES DIRECTOR; AMENDING SECTION 2-535 TO DELETE CERTAIN INAPPLICABLE RESPONSIBILITIES; AMENDING SECTION 2-537 TO DELETE CERTAIN INAPPLICABLE TIMELINES; AMENDING SECTION 2-539 TO REMOVE PENALTIES; AMENDING SECTION 2-541 TO SPECIFY PERSONS EXEMPT FROM TESTS; ADDING SECTION 2-542 TO SPECIFY THAT IN THE CASE OF CONFLICT, COLLECTIVE BARGAINING AGREEMENTS SHALL APPLY; PROVIDING FOR REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka ("City Commission") adopted a new charter on November 6, 2012, thereby abolishing the Civil Service Board that was set forth in the old charter; and

WHEREAS, the City Commission re-established a new Civil Service Board on June 18, 2018, however, said board has been inactive since that time and City operations have significantly changed, including the adoption of new collective bargaining agreements; and

WHEREAS, the City Commission desires to more specifically define the powers and duties of the Civil Service Board and the Department of Human Resources as set forth herein.

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

Section 1. Adoption of Representations.

The foregoing “Whereas” clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Ordinance.

Section 2. Amending Section 2-526 entitled “Powers and Duties” to read as follows with all other provisions of this section remaining the same:

Sec. 2-526. Power and duties.

The board shall have power to:

- (1) Advise the city commission and the city manager on issues concerning personnel administration.*
- (2) Advise and recommend to ~~assist~~ the city manager on matters fostering the interest of institutions of learning, civic, professional and employee organizations in the improvement of personnel standards in the municipal service.*
- ~~(3) Hear appeals in case any officer or employee in the classified service is suspended, reduced or removed, and report in writing to the city manager its findings and recommendations.~~ Hear from any employee appearing in person during a properly noticed meeting of the civil service board who desires to express concerns regarding personnel matters or working conditions. If deemed valid by the board, make reasonable and appropriate inquiry to the City Manager and allow no less than twenty (20) days for the City Manager to respond before making a recommendation to the City Manager that is approved by a majority the board’s members. In the event the City Manager does not respond, nothing herein shall prohibit the civil service board from making recommendations to the City Manager.*
- (4) Perform such other duties ~~with reference to personnel administration~~ not otherwise inconsistent with the charter or city commission approved contracts with unions, as the city commission may require by ordinance.*

Section 2. Amending Section 2-530 entitled "Powers of Human Resources Director"

to read as follows with all other provisions of this section remaining the same:

Sec. 2-530. Powers of human resources director.

That the human resources director shall have power and shall be required to:

- (1) Hold competitive examinations for all appointments in the classified service, restricted to persons qualified to perform the duties of the position where practicable;
- (2) Give wide publicity through appropriate channels in each case to all announcements of competitive examinations to the end of encouraging qualified persons to take such examinations;
- (3) ~~Prepare and recommend to the civil service board such personnel rules that shall be reviewed by the civil service board prior to implementation; as he or she may consider necessary, appropriate or desirable to carry out the provisions hereof;~~
- (4) Prepare, install, and maintain a classification plan based on the duties, authority and responsibility of positions in the city service;
- (5) Prepare and maintain a pay plan for all City employees which shall be reviewed by the civil service board prior to implementation in the city service;
- (6) Establish and maintain a roster of all City employees in the municipal service in which there shall be set forth:
 - a. The class title of the position held,
 - b. Salary or pay,
 - c. Any changes in class title, pay or status,
 - d. Such other data as maybe deemed desirable or useful to produce significant facts pertaining to personnel administration;
- (7) Periodically review ~~Certify~~ all payrolls for persons in the classified service; ~~No payment for personal service to any person in the classified service of the city shall be made unless the payroll vouchers bear the certification of the human resources director or his or her authorized agent that the persons mentioned therein have been appointed and employed in accordance with the provisions of this article;~~
- (8) Develop and establish training and educational programs for persons in the municipal service;
- (9) Investigate periodically the operation and effect of the human resources department and the rules promulgated thereunder, and report annually his or

her findings and recommendations to the city manager, with a copy to the civil service board;

- (10) Perform such other and different lawful acts and functions as he or she may deem necessary or desirable to enforce the purposes and provisions of this article.

Section 3. Amending Section 2-534 entitled "Divisions of Civil Service" to read as follows with all other provisions of this section remaining the same:

Sec. 2-534. ~~Divisions of Civil Service~~ Definitions for classified service and unclassified service

- (1) *Classified service.* ~~The classified service shall comprise all positions not specifically included by this section in the unclassified service.~~ of paid hourly employees, governed by the Fair Labor Standards Act (FLSA) receiving a minimum hourly wage and overtime rate of 1 ½ times the hourly rate if the employee works more than 40 hours per week.

- (2) *Unclassified Service.* The unclassified service shall comprise the following offices and positions and shall not have a right or appeal before the before the Civil Service Board: ~~That the civil service of the city shall be divided into the unclassified and the classified service.~~

~~(1)~~ *Unclassified service, Exempt.*

- a. Members of the city commission and other elective officers, and persons appointed to fill vacancies in elective offices;
- b. The city clerk;
- c. The city attorney;
- d. The city manager, and the assistant city manager, if any;
- e. The directors of departments;
- f. One (1) principal assistant or deputy and one (1) private secretary to the city manager, if any, and to each of the directors of departments;
- g. Members of boards and commissions in the city's service;
- h. Persons employed to make or conduct a special inquiry, investigation, examination or installation, if the city commission or the city manager of the city certifies that such employment is temporary, and that work should not be performed by employees in the classified service;
- i. Employees subject to collective bargaining agreements;
- j. Supervisory and managerial positions;
- k. Human resources specialists;
- l. Risk Manager;
- m. Building Official

- n. Any classification or position not specified in the above exemptions as may be designated as exempt by resolution or by a determination of the Florida Public Employee Relations Commission.

Section 4. Amending Section 2-535 entitled "Human Resources Director to Prepare and maintain Record of Service" to read as follows with all other provisions of this section remaining the same:

Sec. 2-535. Human resources director to prepare and maintain record of service.

- (a) That the human resources director shall prepare and maintain an up-to-date record of the authority, duties and responsibilities of each position in the classified service. ~~Within one (1) year after the appointment of the first director under this article, the director shall prepare and submit to the city manager a plan of classification and grading of all such positions according to similarity of authority, duties and responsibilities. The city manager shall submit the classified plan to the commission with such changes as he or she deems desirable and such plan shall take effect when adopted by the commission or on the thirtieth day after it is submitted to the commission if prior thereto the commission has not disapproved it by resolution.~~
- (b) *Changes in classification.* Changes in the classification plan which the director deems desirable may be recommended to the City Manager and approved by the City Commission. ~~and adopted from time to time in the same manner as herein provided for the original adoption of the plan.~~
- (c) *Allocation of positions to proper classification.* As promptly as practicable after the adoption of the classified service employees classification plan and after any amendment thereof, the director shall, with the approval of the city manager, allocate each position in the classification service to the appropriate class therein on the basis of its authority, duties and responsibilities. Thereafter, as new positions are created or additional classes are established, or existing classes are divided, combined, altered or abolished, the director shall make such allocations or reallocations of positions to new or existing classes as are necessitated thereby.
- (d) *Use of class titles.* Following the adoption of all classified service employees within ~~of the~~ classification plan and the allocation to classes therein of positions in the classified service, the class titles set forth therein shall be used to designate such positions in all official records, documents, vouchers and communications, and no person shall be appointed to or employed in a position in the classified service under any class title which has not been approved by the director as appropriate to the duties to be performed.

- (e) *Request for hearing on allocation or reallocation.* Employees affected by the allocation or reallocation of a position to a class, or by any changes in the classification plan, shall be afforded an opportunity to be heard thereon provided that they shall file with the director within ten (10) days from any such allocation, reallocation or change a written request for a hearing.

Section 5. Amending Section 2-536 entitled "Filling of vacancies in Higher Positions"

to read as follows with all other provisions of this section remaining the same:

Sec. 2-536. Filling of vacancies in higher positions.

That vacancies in higher positions in the classified service of the city shall, as far as practicable, be filled by promotion from lower classes following competitive tests; provided that in case the city so directs, such positions shall be filled by competitive tests open not only to city officers and employees serving in lower classes, but also to persons not in the service of the city. A change from a position in any class to a position in another class for which a higher maximum rate of pay is prescribed shall be considered a promotion. The director of personnel shall, to the extent he or she considers such action desirable, indicate the principal or normal lines of promotion from and to each class in the class specifications or in regulations.

Section 6. Amending Section 2-536 entitled "Filling of vacancies in Higher Positions"

to read as follows with all other provisions of this section remaining the same:

Sec. 2-537. Schedule of pay.

That the human resources director shall prepare for the city manager a standard schedule of pay for each position in the classified service. The city manager shall submit the pay plan to the civil board for review prior to submitting said plan to the city commission with such changes as he deems desirable and such plan shall take effect when adopted by the commission, ~~or on the thirtieth day after it is submitted if prior thereto the commission has not disapproved it by resolution.~~ The pay plan adopted by the commission shall include a minimum and maximum and such intermediate rates as may be deemed desirable for each class of position. Any pay recommendations relevant to positions covered by a union contract shall be exempt from consideration.

Amendments to the pay schedule may be adopted by the commission from time to time, upon recommendation of the city manager. In increasing or decreasing items in the city budget, the commission shall not increase or decrease any individual salary

items but shall act solely with respect to classes of positions as established in the classification and pay plans. In no event shall the commission reduce the salary of a class below the minimum or raise it above the maximum salary established by the pay plan except by amendment of the pay plan.

Section 7. Amending Section 2-539 entitled "Prohibited Acts; Penalty for Violation." to read as follows with all other provisions of this section remaining the same:

Sec. 2-539. Prohibited acts; penalty for violation.

That no person shall willfully or corruptly make any false statement, certificate, mark, rating or report in regard to any test, certification, or appointment held or made under the personnel provisions of this ~~charter~~ ordinance or in any manner commit or attempt to commit any fraud preventing the impartial execution of such personnel provisions or of the rules and regulations made thereunder. No ~~officer or~~ employee in the ~~classified~~ service of the city shall continue in such position after becoming a candidate for nomination or election to any public office. No person seeking appointment to or promotion in the classified service of the city shall either directly or indirectly give, render or pay any money, service or other valuable thing to any person for or on account of or in connection with his test, appointment, proposed appointment, promotion or proposed promotion. No person shall orally, by letter, or otherwise solicit or be in any manner concerned in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding a position in the classified service of the City. No person holding a position in the classified service of the city shall make any contribution to the campaign funds of any political party or any candidate for public office or take any part in the management, affairs or political campaign of any political party, further than in the exercise of his rights as a citizen to express his opinion and to cast his vote.

Any person who by himself or with others willfully or corruptly violates any of the provisions of this section shall ~~be guilty of a misdemeanor and shall upon conviction thereof by a court of competent jurisdiction be punished by a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00), or by imprisonment for a term not exceeding sixty (60) days, or by both such fine and imprisonment. Any person who is convicted under this section shall for a period of five (5) years be~~ shall be ineligible for appointment to or employment in a position in the city service for a period of five (5) years as determined by the City Manager. and shall, if he be an officer or employee of the city, immediately forfeit the office or position he holds.

Section 8. Amending Section 2-540 entitled "Suspension; Reduction in Payor Class; Appeal" to read as follows with all other provisions of this section remaining same:

Sec. 2-540. Suspension; reduction in payor class

That any ~~officer or~~ employee in the classified service of the city who has not completed his working test period or who is serving under provisional, temporary, or emergency appointment may be suspended, reduced in pay or class, or removed at any time by the officer having power to appoint a successor. A copy of the notice of such suspension, reduction, or removal shall be transmitted to the human resources department.

Any ~~officer or~~ employee in the classified service of the city who has been appointed following certification from a reemployment or employment list may be suspended, reduced in pay or class, or removed for cause at any time during the working test period by the officer having power to appoint a successor, by giving him written notice of such suspension, reduction, or removal together with a statement of the reasons therefor. A copy of such statement shall be transmitted to the human resources department.

Any ~~officer or~~ employee in the classified service of the city who has completed the working test period may be suspended, reduced in pay or class or removed by the officer having authority to appoint a successor, in the manner prescribed in this section as supplemented by the rules of the human resources department. A written notice of the suspension, reduction, or removal, stating the reasons therefor and when it is effective, shall be given to such officer or employee or mailed to his usual place of residence.

~~Such officer or employee within five (5) business days after the delivery or mailing to him or her of such written notice may appeal in writing to the civil service board for a hearing. The civil service board shall immediately fix a place and a time not later than five (5) thirty (30) business days after such appeal for holding a public hearing, at which the officer or employee suspended, reduced or removed shall have the right to appear and be heard in person. The civil service board may, at the request of the officer ordering the suspension, reduction or removal, or of the officer or employee whose suspension, reduction or removal has been ordered, call other persons for the purpose of ascertaining the facts. A specific person shall be voted upon and designated by the civil service board for the call. The civil service board may make any further investigation which it thinks deems proper. Within forty-eight (48) hours after the completion of the public hearing or such investigation, civil service board shall report its findings to the City Manager for review and reconsideration, which shall be conclusive. A copy of the written statement given the officer or employee, a copy of any written reply thereto and a copy of the findings of the civil service board shall be filed as a public record in the office of the human resources department.~~

Section 9. Amending Section 2-541 entitled “Persons Exempt from Working Tests; Probationary Appointments” to read as follows with all other provisions of this section remaining same:

Sec. 2-541. Persons exempt from working tests; probationary appointments.

That any person holding ~~an office or~~ a position in the classified service of the city when this act takes effect who shall have served in such position for a period of at least nine (9) months immediately preceding, shall be retained without preliminary or working tests and shall thereafter be subject in all respects to the provisions of this article. ~~Other persons in the city service at the time this article takes effect shall be regarded as holding their positions under probationary appointments; provided, however, that after the effective date of this article, if and when the City of Opa Locka shall, by appropriate action of its city commission acquire or assume as a municipal function the operation, administration or management of any then existing, private or quasi public business or activity, by the terms of which acquisition or assumption the employees or personnel of such then existing business or activity becomes employees or personnel of the City of Opa locka, such employees or personnel shall be deemed to have received probationary appointments, effective as of the date such municipal operation begins, to the classification which embraces their respective positions.~~

Section 10. Amending to add new Section 2-544 entitled “Conflict with Collective Bargaining Agreements” shall be amended to read with all other provisions of this section remaining same:

Sec. 2-544. Conflict with Collective Bargaining Agreements

Nothing set forth herein shall conflict with an existing collective bargaining agreement that may otherwise apply.

Section 11. No Retaliation Against Employees. No employee shall be retaliated against for appearing before the civil service board to express personnel concerns or concerns of working conditions.

Section 12. Inclusion in Code. It is hereby the intent that the provisions of this Ordinance may become and be made a part of the Code of Ordinance of the City of Opa-locka, Florida.

Section 13. 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, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

Section 14. Conflict and Repealer. Any provision of any City of Opa-locka ordinance or regulation which is in conflict with the provisions of this Ordinance is repealed prospectively to the extent of such conflict.

Section 15. Liberal Construction. The terms and provisions of this Ordinance shall be liberally construed to affect the purpose for which it is adopted.

Section 16. Severability. If any portion of this Ordinance is for any reason held or declared to be unconstitutional, invalid or void, such holding shall not affect the remaining portions of this Ordinance. If this Ordinance shall be held to be inapplicable to any person, property or circumstances, such holding shall not affect the applicability of this Ordinance to any other person, property or circumstances.

Section 17. 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**

City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	07.12.2023		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	
		X	Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
					X		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	Commissioner Kelley		Department:	City Commissioner			

Short Title:

An ordinance of the City Commission of the City of Opa-locka directing the Interim City Manager to amend Article XI, Division 5 entitled Civil Service Board.

Staff Summary:

The Civil Service Board was abolished in 2012 and re-established in 2018 but has remained inactive. The City has significantly changed its operations since this time and it is in the best interest of the city to amend Article XI, Division 5, entitled Civil Service Board. It is believed the civil service board shall have power to advise on matters through hearing from city employees.

Financial Impact – There is no incremental cost in staff preparing a recommendation to amend the Civil Service Ordinance.

Proposed Action:

Upon adoption, the Interim City Manager will effectively meet current City Civil Service requirements.

Attachment:

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
04/29/2019 -- ANNUAL REPORT	View image in PDF format
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.



Community Space Lease Agreement

This Community Space Lease Agreement, made this 20th day of June 2023, and is entered into by and between the City of Opa-locka, (hereinafter referred to as “City” or “Landlord”), located at 780 Fisherman Street, Opa-locka, FL and P-SWAP Mentorship And Swim Organization, INC., (hereinafter referred to as “Tenant/Provider”).

WHEREAS, City recognizes the importance of providing supportive services to assist residents of the community; and

WHEREAS, Tenant/Provider, a not-for-profit organization, has demonstrated an ability to provide swimming services; and

WHEREAS, City Parks and Recreation Department desires to obtain swimming services from Tenant/Provider for City residents, and Tenant/Provider desires to provide such services; and

WHEREAS, City has agreed to lease a pool at Sherbondy Village, 215 N Perviz Avenue, Opa-locka, Florida consistent with this Agreement and certain storage space that the City deems is available.

NOW, THEREFORE, in consideration of the mutual covenants record herein, the parties hereto agree as follows:

I. **THE PREMISES.** Landlord shall lease to Tenant/Provider the pool and half of the a storage area within the gym located at the Sherbondy Village, 215 N Perviz Avenue, Opa-locka, Florida (hereinafter “Premises”).

II. **THE SCOPE OF SERVICES.** While Tenant/Provider is in possession of the Premises described in paragraph I of this Agreement, Tenant/Provider agrees to render services in accordance with the scope of services incorporated herein and attached hereto as Attachment “A.” Tenant/Provider agrees that at least fifty percent (50%) of its clients at any one time shall be residents of City. Failure to serve youth and adult residents at the percentage level described above shall be grounds for termination of this Agreement.

Tenant/Provider shall provide a lifeguard and appropriate staffing. City may also employ City lifeguard during the term of the Agreement.

III. **AUTHORIZED AGENT ON PREMISES.** Tenant/Provider shall designate a responsible individual on site who is authorized to communicate with and receive communication from Landlord's site manager and to effectuate a cooperative and efficient use of the Premises by Tenant/Provider and City.

IV. **EFFECTIVE TERM.** Both parties agree that the effective term of this Agreement shall be from June 20, 2023, to June 20, 2024.

RENT PAYABLE. Tenant/Provider shall pay rent in the amount of zero (\$0) per month/year. Tenant/Provider agrees to work in conjunction with a City Parks and Recreation Department lifeguard to provide City residents with swimming lessons for all ages. In the event Tenant/Provider fails to meet its obligations to serve at least fifty percent (50%) of City residents, City shall provide Tenant/Provider with ten (10) days written notice of its non-compliance. Tenant/Provider shall have ten (10) days from the date of notice to cure such non-compliance. In the event, Tenant/Provider fails to cure such non-compliance, the City, in its sole discretion, may terminate this Agreement or charge the fair market value for rental of the Premises, to be solely determined by City at the expiration of the cure period.

V. **USE OF PREMISES.** Tenant/Provider shall use the Premises only to provide the services described in the Scope of Services, which is incorporated herein and attached as Attachment "A". Tenant/Provider shall be entitled to use the space described only during the hours of 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m., Monday through Friday. Tenant/Provider agrees to exit the pool no later than 6:45 p.m. City may provide lifeguards to work with PSWAP in providing swimming lessons as scheduled and from 1:00 p.m. to 5:00 p.m. for community swimming. Tenant/Provider shall leave the Premises clean at the completion of the programs each day. Landlord agrees to allow Tenant/Provider, from time to time, to utilize the pool space after normal business hours for the purpose of conducting meetings, trainings, or for other program-related reasons provided at least two (2) days notice is provided and the pool space is available. Tenant/Provider agrees to advise Landlord's site manager when additional hours are necessary. Tenant/Provider is responsible for securing its own personal property and agrees to hold City and its agents harmless in the event of loss, theft, or damage in connection with this agreement. ALL PARTICIPANTS AND VOLUNTEERS MUST SIGN A RELEASE AND WAIVER, ATTACHED AS EXHIBIT "A".

VI. **CONDITIONS OF PREMISES.** Landlord shall ensure that the Premises are in a state of good repair and suitable for occupancy by Tenant/Provider at the commencement of this Agreement. By entering into this Agreement, Tenant/Provider agrees that the Premises will be returned to Landlord in the same condition as when received, subject to normal wear and use.

Tenant/Provider shall comply with community room capacity laws and therefore shall ensure enough space for the safety and enjoyment of the participants.

Landlord has the right to inspect the Premises at any time to assure that all terms of the lease are being met. Tenant/Provider must immediately take corrective actions because of Landlord's inspection findings.

VII. **PARKING.** Parking spaces for program participants shall be negotiated with Landlord.

The negotiated parking arrangement shall be reduced to writing and attached to this Agreement as Exhibit B. Buses or commercial vehicles will only be permitted to park at Landlord's facilities to make deliveries or drop off passengers.

VIII. **MAINTENANCE.** Tenant/Provider shall be responsible for minor pool maintenance repairs. All routine maintenance and minor repairs shall be performed at Tenant/Provider's expense. If Landlord performs routine maintenance and minor repairs on behalf of Tenant/Provider, Landlord shall charge Tenant/Provider for time and materials used. Routine maintenance and minor repairs include but are not limited to plastering and interior painting; electrical work such as installing or changing lamps, bulbs, and fuses, replacing outlet covers and other work that does not require rewiring or working inside the electrical box; minor plumbing repairs such as changing a faucet; repairing air conditioners; changing air conditioners filters; minor line blockages; replacing kitchen cabinets and counter tops.

Landlord shall be responsible for major repairs. Major repairs include but are not limited to replacement of roofs or central air conditioner units; structural repairs; interior electrical wiring; electrical panel replacements and repairs; major plumbing repairs; fire control systems; and exterior painting.

Tenant/Provider shall not make renovations or install any fixtures, equipment, fencing, or locks without prior written approval of Landlord. All fixtures installed by Tenant/Provider shall become the property of Landlord upon termination of the lease agreement.

Tenant/Provider shall be responsible for reimbursement to Landlord for all losses or damages to property and/or equipment resulting from the operations of Tenant/Provider's programs.

Tenant/Provider shall maintain and operate the Premises in a clean and sanitary condition and return same to Landlord at the expiration or termination of this lease.

IX. **KEYS.** Locks may be changed with Landlord's permission at Tenant/Provider's expense, if Landlord's site manager is immediately furnished a set of keys.

X. **SIGNAGE.** All signage must be in keeping with the residential nature of the property, all applicable building and zoning laws, and approved in writing by Landlord prior to installation.

XI. **JANITORIAL SERVICES.** Tenant/Provider shall be responsible for all janitorial services including cleaning supplies. If Tenant/Provider requests janitorial services from

Landlord, services will be provided for a fee to be negotiated between Landlord and Tenant/Provider.

XII. INDEMNIFICATION BY PROVIDER.

(A) Provider shall indemnify and hold harmless City and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes or actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by Tenant/Provider or its employees, agents, servants, partners, principals or subcontractors. Tenant/Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Tenant/Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Tenant/Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend City or its officers, employees, agents, and instrumentalities as herein provided.

XIII. INSURANCE.

(A) Tenant/Provider Obligations.

1. **Modification and Changes.** Tenant/Provider shall notify City of any intended changes in insurance coverage, including but not limited to any renewals of existing insurance policies. Upon review of Tenant/Provider's Scope of Services (Attachment A), City may increase, decrease, waive, or modify any of the following insurance requirements. Any request by Tenant/Provider to decrease, waive or modify any of the following insurance requirements must be approved in writing by City.

2. **Minimum Insurance Requirements: Certificates of Insurance.** Tenant/Provider shall furnish to City Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

(a) Worker's Compensation Insurance for all employees of Tenant/Provider as required by Florida Statute 440.

(b) Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Coverage must include Abuse and Molestation Liability. City must be shown as an additional insured with respect to this coverage.**

(c) Automobile Liability Insurance covers all owned, non-owned and hired vehicles used in connection with work, in an amount not less than \$300,000* combined single limit per occurrence for bodily injury and property damage.

*Note: For Service Tenant/Providers supplying vans or minibuses with seating capacities of fifteen (15) passengers or more, the limit of liability required for Auto Liability is \$500,000.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

1) The company shall be no less than "B" as to management, and no less than "Class V" as to financial strength, by Best's Insurance Guide, published by A.M. Best Company, Old wick, New Jersey, or its equivalent, subject to the approval of City.

or

2) The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida," issued by the Department of Financial Services and are members of the Florida Guaranty Fund.

(d) Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

(e) Compliance with the foregoing requirements shall not relieve Tenant/Provider of its liability and obligations under this Section or under any other section of this Agreement.

(f) Modification or waiver of any of the aforementioned insurance requirements is subject to the approval of City. Tenant/Provider shall notify City of any intended changes in insurance coverage, including any renewals of existing policies.

(g) City reserves the right to inspect Tenant/Provider's original insurance policies at any time during the term of this Agreement.

(A) **Failure to Provide Certificate of Insurance.** If Tenant/Provider fails to furnish City with the Certificate of Insurance or written verification required under this section or as determined by City after review of the Scope of Services (Attachment A), City shall suspend this Agreement until it is provided with the necessary Certificates of Insurance or written verification.

Failure to provide the Certificates of Insurance or written verification within sixty (60) days of execution of this Agreement may result in termination of this Agreement.

XV. PROOF OF LICENSURE AND CERTIFICATIONS. If Tenant/Provider is required by the State of Florida or City to be licensed or certified to provide the services or operate the facilities outlined in the Scope of Services (Attachment A), Tenant/Provider shall furnish a copy of all required current licenses or certificates. Examples of services or

operations requiring such licensure or certification include but are not limited to childcare, day care, nursing homes, and boarding homes. Failure to provide the licenses or certificates within sixty (60) days of execution of this Agreement may result in termination of this Agreement.

A. **Background Screening:** Tenant/Provider agrees to comply with all applicable laws, regulations, ordinances, and resolutions regarding background screening of employees and subcontractors. Tenant/Provider's failure to comply with any applicable laws, regulations, ordinances, and resolutions regarding background screening of employees and subcontractors is grounds for a material breach and termination of this contract at the sole discretion of City.

Tenant/Provider agrees to comply with all applicable laws (including but not limited to Chapters 39, 402, 409, 394, 408, 393, 397, 984, 985 and 435, Florida Statutes, as may be amended from time to time), regulations, ordinances and resolutions, regarding background screening of those who may work with vulnerable persons, as defined by section 435.02, Florida Statutes, as may be amended from time to time.

In the event criminal background screening is required by law, the State of Florida and/or City, Tenant/Provider will permit only employees and subcontractors with a satisfactory national criminal background check through an appropriate screening agency (i.e., the Florida Department of Juvenile Justice, Florida Department of Law Enforcement or Federal Bureau of Investigation) to work in direct contact with vulnerable persons.

Tenant/Provider agrees to ensure that employees and subcontracted personnel who work with vulnerable persons satisfactorily complete and pass Level 2 background screening before working with vulnerable persons. Tenant/Provider shall furnish City with proof that employees have taken and passed the level 2 background screening pursuant to Chapter 435, Florida Statutes, as may be amended from time to time.

If Tenant/Provider fails to furnish to City proof that an employee or subcontractor's Level 2 background screening was satisfactorily passed and completed prior to that employee or subcontractor working with a vulnerable person or vulnerable persons, City shall suspend this Agreement and this Agreement may be subject to termination at the sole discretion of City.

XVI. **CONFLICT OF INTEREST.** Tenant/Provider agrees to abide by and be governed by City Charter, Section 7.2, as amended, which is incorporated herein by reference as it fully set forth herein, in connection with its contract obligations hereunder.

XVII. **CIVIL RIGHTS.** Tenant/Provider agrees to abide Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment, housing, and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C., as amended, which prohibits discrimination in employment and public housing accommodations; Section

504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the American with Disability Act, 42 U.S.C. § 12103 et seq., which prohibits discrimination in employment and accommodation because of disability.

It is expressly understood that upon receipt of evidence of discrimination under any of these laws, City shall have the right to terminate this Agreement. It is further understood that the Provider must submit an affidavit attesting that it is not in violation of the Americans with Disability Act, the Rehabilitation Act, the Federal Transits Act, 49 U.S.C. § 1612, and the Fair Housing Act, 42 U.S.C. § 3601 et seq. If Tenant/Provider or any owner, subsidiary, or other firm affiliated with or related to Tenant/Provider, is found by responsible enforcement agency, the Courts, or City to be in violation of these Acts, City will conduct no further business with Tenant/Provider. Any agreement entered based upon a false affidavit shall be voidable by City. If Tenant/Provider violates any of the Acts during the term of any agreement Tenant/Provider has with City, such contract shall be voidable by City, even if Tenant/Provider was not in violation at the time it submitted its affidavit.

XVIII. **NOTICES.** It is understood and agreed between the parties that written notice addressed to Landlord and mailed or delivered to the address below and written notice addressed to Tenant/Provider and mailed or delivered to the address below shall constitute sufficient notice to either party.

Landlord
City

780 Fisherman Street
City, Florida 33054

Tenant/Provider
Professionals Sharing With a
Purpose LLC
215 N Perviz Avenue
Opa-locka, Florida 33054

AUTONOMY. Both parties agree that this Agreement recognizes the autonomy of each of the parties and does not stipulate or imply affiliation between the contracting parties. It is expressly understood and intended that Tenant/Provider is only a Tenant/provider and is not an agent or instrumentality of City.

XIX. **BREACH: REMEDIES**

(A) **Breach.** A breach by Tenant/Provider shall have occurred under this Agreement if: (1) Tenant/Provider fails to adequately provide the services outlined in the Scope of Services (Attachment A) within the effective term of this Agreement; (2) Tenant/Provider does not furnish the Certificates of Insurance required by this Agreement or as determined by City; (3) Tenant/Provider does not furnish proof of licensure and certification required by this Agreement; (4) Tenant/Provider fails to pay its percentage of maintenance on or before the date that it is due; (5) Tenant/Provider does not have the required percentage of City residents as clients; (6) Tenant/Provider fails to properly

maintain the premises, make repairs, pay utilities, obtain garbage collection, complete extermination, and or perform other general upkeep of the Premises; (7) the Tenant/Provider discriminates under any of the laws outlined in Section VII of this Agreement; (8) Tenant/Provider falsifies or violates the provisions of the Drug Free Workplace Affidavit (Exhibit F); (9) Tenant/Provider, attempts to meet its obligations under this Agreement through fraud, misrepresentation, or material misstatement; or (10) Tenant/Provider fails to fulfill in a timely and proper manner all its obligations, covenants, agreements, and stipulations in this Agreement.

Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

(B) **Remedies.** Landlord and Tenant/Provider may terminate this Agreement and may pursue all remedies available under applicable law for a breach under the Lease Agreement. If, for any reason, Tenant/Provider should attempt to meet its obligations under this Agreement through fraud, misrepresentation or material misstatement, Landlord shall, whenever practicable terminate this Agreement by giving written notice to the provider of such termination and specifying the effective date thereof at least five days before the effective date of such termination. City may terminate or cancel any other contracts which such individual or entity has with City and that such individual or entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees. Any individual or entity who attempts to meet its contractual obligations with City through fraud, misrepresentation or material misstatement may be debarred from city contracting for up to five (5) years. Landlord may seek to evict Tenant/Provider by filing an action in a court of appropriate jurisdiction.

(C) **Damages Sustained.** Notwithstanding the above, Tenant/Provider shall not be relieved of liability to Landlord for damages sustained by Landlord by virtue of any breach of the Agreement. Landlord may also pursue any remedies available at law or equity to compensate for any damages sustained by the breach. Tenant/Provider shall be responsible for all direct and indirect costs associated with such action, including attorney's fees.

XX. **TERMINATION BY EITHER PARTY.** Both parties agree that this Agreement may be terminated by either party hereto by written notice to the other party of such intent to terminate at least ninety (90) days prior to the effective date of such termination or as determined by law.

XXI. **MISCELLANEOUS.**

(A) **Sublease.** The parties agree that no assignments or sublease will be made or let in connection with this Agreement without the prior written approval of Landlord which shall not be unreasonably withheld, and that all sublessors or assignees shall be governed by the terms and conditions of this Agreement.

(B) **Agreement Guidelines.** Tenant/Provider agrees to comply with all applicable Federal Laws, State Laws and City Ordinances, rules, and regulations, particularly Landlord/Tenant Act, which are incorporated herein by reference or fully set forth herein.

(C) **Modifications.** Any alterations, variations, modifications, extensions, or waivers of provisions of this Agreement including but not limited to rent payable and effective term shall only be valid when they have been reduced to writing, duly approved, and signed by both parties and attached to the original of this Agreement.

(D) **Totality of Agreement/Severability of Provisions.** This eleven (11) page Agreement with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

Attachment A: Agreement Program Narrative (Scope of Services)

No other Agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. If any provision of this Agreement is held invalid or void, the remainder of this agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

Except as otherwise enumerated herein, no amendment to this Agreement shall be binding on either party unless in writing and signed by both parties and approved by City Attorney's Office, provided, however, that City may affect amendments to this Agreement without the written consent of the Provider, to conform this Agreement to changes in the laws, directives, guidelines, and objectives of City, State and Federal governments.

Nothing herein shall alter, affect, modify, change, or extend any other agreement between the Provider and City, or any department of City unless specifically stated herein.

The invalidity of all or any part of this Agreement shall not render invalid the remainder of this Agreement or the remainder of such section, if the remainder would then conform to the requirements of applicable law.

This Agreement shall be governed under the laws of the State of Florida as to all matters, including but not limited to matters of validity, construction, effect, and performance. Venue for any litigation between parties regarding this Agreement shall lie only in State and Federal court in Miami-Dade County, Florida.

XXII. **FLORIDA PUBLIC RECORDS LAW.**

(A) Pursuant to Section 119.0701 of the Florida Statutes, Tenant/Provider shall: (a) Keep and maintain public records that ordinarily and necessarily would be required by a public agency to perform the service.

(B) Provide the public with access to public records on the same terms and conditions that a public agency would provide the records, and at a cost that does not exceed the cost provided by law.

(C) Ensure that public records that are exempt from public records disclosure requirements are not disclosed, except as authorized by law. (d) Meet all requirements for retaining public records, and transfer to City, at no cost to City, all public records created, received, maintained, and/or directly related to the performance of this Agreement that are in the possession of Tenant/Provider upon termination of this Agreement. All electronically stored records must be provided to City in a format that is compatible with the information technology system of City.

(D) Upon termination of this Agreement and transfer of all public records to City, Tenant/Provider shall destroy any duplicate public records that are exempt from public records disclosure requirements.

(E) Tenant/Provider's failure to comply with the public records disclosure requirement set forth in Section 119.0701 of the Florida Statutes shall be a breach of this Agreement, and City may, in its sole discretion, avail itself of the remedies set forth under this Agreement and available at law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

SIGNATURE PAGE TO FOLLOW

P-SWAP MENTORSHIP AND SWIM ORGANIZATION, INC.

By: _____

Bridget McKinney (Signature)

Type or Print Name

STATE OF FLORIDA)

) ss

COUNTY OF MIAMI-DADE)

I HEREBY CERTIFY that the foregoing instrument was acknowledged before me
this day of _____, 2023 by _____

as _____ as

_____ of _____ who is personally known to me or who
produced
identification, and who did **[did not]** take an oath.

Notary Public - State of
Florida Print Name:
My Commission Expires:

CITY

By:

Date: _____

Darvin Williams
Interim City Manager

ATTEST:

Approved as to legal
sufficiency:

By: _____
Joanna Flores
City Clerk

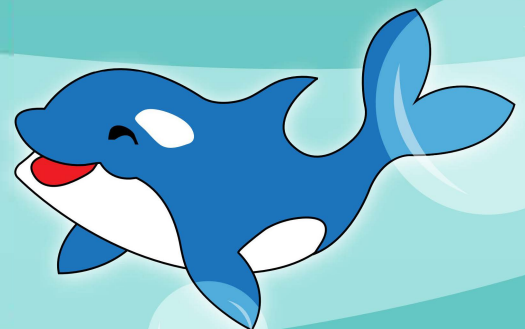
By:

Burnadette Norris-Weeks
City Attorney

Welcome

Child Safety Learn To Swim Program

SUMMER 2023





Welcome to the Child Safety Learn to Swim Program. This summer learn to swim program is sponsored by Professionals Sharing with a Purpose (P-SWAP) in conjunction with The City of Opa-locka, FL-Parks and Recreation. The Child Safety Learn to Swim Program will emphasize the following:

- ☐ Water safety and proper use of water skills for children between the ages of 1 to 14 years.
- ☐ Proper use of Life jackets
- ☐ Safety Tips for securing Pool Areas, Hot Tubs, Aboveground Pools, Lakes and Ponds, and Inflatable Pools.
- ☐ Drown prevention techniques through personalized swim lessons
- ☐ Parent training in cardio pulmonary resuscitation (CPR) taught by American Heart Association
- ☐ Certified Instructors. Parents will learn safety measures on how to protect their child during recreational water activities.

The summer Child Safety Learn To Swim Program will run in two-week sessions:

Session I: June 26th -July 6th, 2023

Session II: July 10th - July 20th, 2023

Session III: July 25th -August 3rd 2023

Hours of Operation:

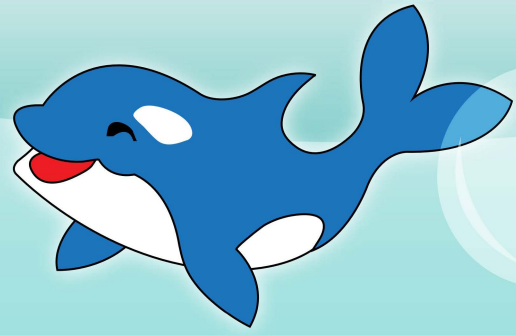
Class I	9:00 a.m. - 9:45 a.m.
Class II	10:00 a.m. - 10:45 a.m.
Class III	11: 00 a.m. - 11 :45 a.m.
Class IV	5:00 p.m. - 5:45 pm. (IPAP students and parents only)
Class V	6:00 p.m. - 6:45 pm.

Location:

Opa-locka City Hall
Shebondy Park Village
215 Perviz Avenue
Opa-locka, FL 33054

Location:

Liberty City Rise
Pool 6304 NW 14th
Avenue Miami
Gardens, FL FL 33147



POLICIES AND PROCEDURES FOR PARTICIPANTS

HEALTH AND LIABILITY FORMS

There must be health and release-of-liability signed forms on site before the start date of the program for each participant. It is required that all forms for minors have a parent or legal guardian signature. Full participation will be denied to anyone without complete paperwork.

ATTIRE

The Child Safety Learn to Swim Program is an outdoor program that is tailored to water activities that will require swim wear, swim caps (optional), towels, and t-shirts and shorts for special in-door events if weather does not allow for entering the water on a scheduled day. Swim diapers are required for children who wear diapers.

COOPERATION

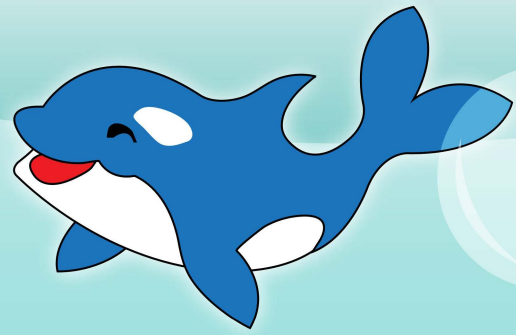
Due to safety concerns, it is important that all participants comply with the directions from the Professionals Sharing With A Purpose (P-SWAP) staff. We reserve the right to limit participation of someone if it is determined that his or her behavior is a danger to self or others. All activities must be conducted under the supervision of a staff member (bathroom and water breaks, etc.) Also, due to the progressive nature of the activities, it is important that all participants arrive and leave on time and accompanied by a parent or guardian.

DO'S

- Water bottle and snacks (not allowed on pool deck)
- Appropriate swim suit or swim trunks
- Tote bag, towel, swim wear and t-shirt and shorts
- Personal or medical necessities or items as required
- Shower before each class (Showers are available on Pool Deck)

DON'TS

- Expensive jewelry or other valuable items
- Illegal substances/Weapons or other harmful items or equipment
- Chew Gum or Candy
- Distract child during instructional time (You may watch lessons from the available seating on pool deck)
- Wear Jeans or cut-off pants



MEDIA RELEASE

I grant permission to Professionals Sharing With A Purpose to use my minor child image (photographs and/or video) for use in Professionals Sharing With A Purpose publications including videos, email blasts, recruiting brochures, newsletters, and magazines.

Name (Please Print)

Signature

Date

Street Address

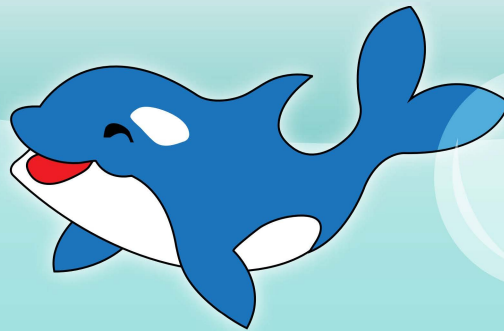
City

Zip Code

Witness Name (Please Print)

Signature

Date



MEDICAL LIABILITY RELEASE

Child:

Last Name

First Name

Middle

Nickname

Street Address

City

State

Zip code

Birthday (mm/dd/yy)

Mobile Phone

Phone phone

email

Sex: male..

female..

Age__

Ethnicity:_____

Does your child have a medical condition that will not allow him or her to participate in any of the physical activities outlined in this program?

Yes ____ No ____

If yes, please describe the need: _____

Parent (Mother or Guardian):

Last Name

First Name

Middle

Nickname

Street Address

City

State

Zip code

Parent (Father or Guardian):

Last Name

First Name

Middle

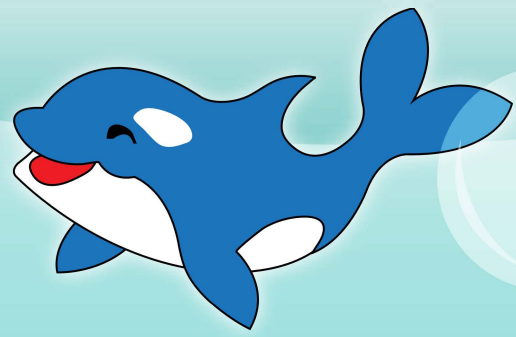
Nickname

Street Address

City

State

Zip code



AGENDA

4:00 PM - 6:00 PM

Registration/Meet and Greet
Welcome

Introductions

Special Presentations (Sponsors/Volunteers)

Overview of Child Safety Learn To Swim Program

(Dates-Times-Drop-off Procedures)

Procedures for Raining Day

T-Shirt Requirements

Registration Fees

Media and Medical Releases

Introduction of the SWIM INSTRUCTORS/ LIFEGUARDS/CPR

Question and Answers



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:
Subjet:

	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

RESOLUTION NO. 23-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING STANDARD DEPARTMENTAL OPERATING PROCEDURES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka ("City") is in need of various Standard Operating Procedures (Policies and Procedures) to address all aspects of City Operations; and

WHEREAS, pursuant to Article III, Section 3.1 of the City Charter, the City Manager is the chief administrative officer of the City who shall be responsible for the administration of all City affairs and for carrying out City policies and procedures; and

WHEREAS, pursuant to Resolution 23-035, the Interim City Manager was required to develop policies and procedures for all departments of the City and also citywide; and

WHEREAS, standard operating procedures (SOPs) are known as step-by-step instructions compiled by a city to assist management and employees in carrying out operations. SOPs aim to achieve efficiency, quality output and uniformity of performance while reducing miscommunication and failure to comply with set standards and regulations; and

WHEREAS the passage of Resolution 23-035 required the Interim City Manager to conduct a comprehensive review, compile information, create and implement SOPs for each City Department and Citywide and further review and update annual policies not later than December 31st of each year; and

WHEREAS, the City Commission finds it in the best interests of the City and its residents to approve the Departmental Standard Operating Procedures, attached hereto as Exhibit "A."

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

SECTION 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby approves the Departmental

Standard Operating Procedures for various City departments, attached hereto as Exhibit "A."

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE

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

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

John Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

City Manager:	Darvin Williams		CM Signature:				
Commission Meeting Date:	07.12.2023		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	
		X	Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
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	City Manager		Department:	City Manager			

Short Title:

A resolution of the City Commission of the City of Opa-locka approving the Standard Operating Procedures for various departments.

Staff Summary:

Pursuant to Resolution 23-035, the Interim City Manager has developed new policies and procedures for various departments. These revisions are finalized and shall be added to the City's existing library upon approval and acceptance. As the new policies and procedures continue to be updated, there will be additional approvals and implementation for departments citywide.

Financial Impact – There is no financial impact associated with this Resolution.

Proposed Action:

It is recommended that the City Commission of the City of Opa-locka approve the Standard Operating Procedures for various departments.

Attachment:

DEFINITION OF TERMS

Except as otherwise provided, whenever in the Rules and Regulations the following words, terms or phrases are used, they have the meanings respectively ascribed to them as follows:

Acting:	Serving temporarily in a position to which the employee is not ordinarily assigned, usually in a position of higher rank. All the authority, responsibilities, and duties of the officer in the higher position devolve upon the acting employee.
Appointment:	The designation of a person by the appointing authority to any position within the Police Department.
Chain of Command:	The chain of command from the Chief of Police down through the ranks and the line of authority from police officer up through the ranks shall be preserved in order to maintain general principles of administration. The chain of command shall not be by-passed, except under emergency conditions or unusual situations.
Chief of Police:	The executive head of the Police Department.
City Charter:	The City Charter of the City of Opa-locka, Florida
Commanding Officers:	Any officer assigned to exercise command over a division or squad. During the absence of the commanding officer, the officer designated to relieve such commanding officer is in command and during that time is the acting commanding officer.
Commander:	Commanding officers of a division.
Corporal:	Have immediate charge of subordinates assigned to them. They instruct and assist them in their duties, and are responsible for their general appearance, good order, and discipline. Corporals supervise activities at the operational level.
Department:	The Police Department of the City of Opa-locka, Florida.
Assistant Chief of Police:	The second in command of the Police Department.
Detail:	Officers of a force, sometimes from more than one unit, grouped together for the accomplishment of a specified mission. When not engaged in a continuing operation, the detail is called a special detail.

Detectives:	The Chief of Police is authorized to designate officers to serve as detectives. Detectives are charged with the responsibility of investigating crimes.
Disobedience of Orders:	The disobedience of any order lawfully issued by a superior officer or any disrespectful, insolent behavior, or abusive language toward a superior officer.
Division:	A unit whose commanding officer reports directly to the Assistant Chief of Police.
Discharge (Dismissal):	The act of terminating the service of an employee. All employees shall hold office during good behavior and proper performance of duty in keeping with the Rules and Regulations and Procedures of the Department.
Employees:	Any member employed by the Police Department.
Immediately	Is construed to mean "as soon as possible and practical."
Incompetence:	Incapable of the satisfactory performance of police duties. The lack of any of the following qualities is evidence of incompetence; courage, honesty, emotional stability, sound judgment, industry, alertness, decisiveness, power to observe, initiative, energy, intelligence, ability to get along with people.
Insubordination:	The willful disobedience of any order lawfully issued by a superior officer, or any disrespectful, mutinous, insolent, or abusive language toward a superior officer.
Length of Service:	The length of time an employee has been engaged in the actual performance of duty with the Opa-locka Police Department.
Lieutenants:	Commanding officers of a division.
Motor Vehicles:	Every vehicle that is self-propelled.
Neglect of Duty:	Failure to give suitable attention to the performance of duty. Examples include: the failure to take appropriate action on the occasion of a crime, disorder, or other act or condition deserving police attention; absence without leave; failure to report for duty at the time and place designated, unnecessary absence from assigned zone during tour of duty; failure to perform duties prescribed in the Rules and Regulations; failure to conform to department operating procedures.

Off Duty:	The state of an employee during the hours not "on-duty" when free of the responsibility of performing usual routine duties.						
Officers:	Regularly appointed police officers that have not been promoted to a higher rank.						
On Duty:	The state of an employee during the hours of the day when actively engaged in the performance of duties. Technically, an employee is on duty and subject to call at all times.						
Order:	An instruction given by a superior officer to a subordinate. It may be either oral or written.						
Ordinance:	Legislation enacted by the City Commission of the City of Opa-locka, Florida, which prescribes a permanent rule of government for the municipality.						
Post:	A fixed point or location to which an officer is assigned for duty. It is the desk, office or other place to which an officer is assigned at the Station; it is also the location where a patrol officer is assigned for specific duty, such as: (a) an intersection or crosswalk for traffic duty or (b) a spot or location for general guard duty, observation, and surveillance or for the apprehension of a person wanted for, or about to commit, a crime.						
Procedures Manual:	A manual prepared under the direction of the Chief of Police to outline in detail the standard operating procedures of the department.						
Procedural Directive:	The official method of dealing with any given situation prescribed by the procedural manual. Written administrative orders from the Chief of Police.						
Promotion:	A change in the employment status of an employee to a position of greater responsibility of higher classification.						
Rank:	The rank structure of the Police Department is classified as follows: <table> <tr> <td>a. Chief of Police</td><td>d. Sergeants</td></tr> <tr> <td>b. Assistant Chief of Police</td><td>e. Corporals</td></tr> <tr> <td>c. Lieutenant</td><td>f. Police Officers</td></tr> </table>	a. Chief of Police	d. Sergeants	b. Assistant Chief of Police	e. Corporals	c. Lieutenant	f. Police Officers
a. Chief of Police	d. Sergeants						
b. Assistant Chief of Police	e. Corporals						
c. Lieutenant	f. Police Officers						
Ranking Officer:	The officer having the highest rank or grade. Officers of the same rank shall grade accordingly to the date of their appointment to that grade. When two or more officers are on duty together, the officer of the highest rank is in command						

and shall be held responsible for the operation. For a special detail and for a special period, an officer may be designated by the commanding officer to take command without regard to rank.

Route:	A length of street, or streets, designated for patrol purposes. A route is used for the assignment of traffic and some foot patrol officers.
Rules and Regulations:	Directions issued by the Chief of Police to define the duties and conduct of all employees.
Seniority:	A system of preference based on rank, length of service and date of hire.
Sergeants:	Have immediate charge of subordinates assigned to them. They instruct and assist them in their duties, and are responsible for their general appearance, good order, and discipline. Sergeants supervise activities at the operational level.
Shall:	The word "shall" as used in the Rules and Regulations, is expressive of authority or compulsion and the duty, order, course of conduct, method or procedure with which such use is construed as mandatory.
Shift:	The period of a day during which a Squad is on duty.
Special Duty:	Police service, the nature of which requires that the employee be excused from the performance of their regular duties.
Squad:	The personnel of a unit assigned to one shift or watch.
Statute:	Legislation enacted by the legislature of the State of Florida or by the Legislative bodies of the United States of America.
Superior Officers:	Employees who have supervisory responsibilities, either temporarily or permanently.
Supervisor:	An employee appointed to coordinate, direct, and oversee other employees.
Suspension:	The act of temporarily denying an employee the privilege of performing his/her duties, in consequence of violation or rules, regulations, or orders. The suspended member does not receive pay during the period of his/her suspension.

Table of Organization:	A table showing the number and rank of officers and civilian employees assigned to each division and unit when each position is filled, and their chains of command.
The Station:	The Police building that house the headquarters, staff and the personnel responsible for policing the City of Opa-locka.
Through Official Channels:	Through the hands of the superior officers in the chain of command.
Title:	The distinguishing name of an assigned duty within the Department.
Tour of Duty:	The shift or watch during which employees are on duty.
Unit:	Employees of a force regularly grouped together under one head for the purpose of accomplishing a specified police purpose.
Zone:	An area assigned for patrol purposes.

I. The Organization of the Opa-locka Police Department

- A. **Descending Order of Authority:** In the event of the sudden unexpected absence of the Chief of Police, the most senior ranking officer will assume the duties of Chief of Police until relieved by a higher authority, to include a temporary appointment by the City Manager. The normal descending order shall be: Chief of Police, Assistant Chief of Police, Lieutenant, senior Sergeant, senior Corporal and senior officer. All other absences will be preceded by a memo, which will appoint a temporary replacement for the expected time of the Chiefs absence.
- B. **Chief of Police:** The Chief of Police is the executive officer of the Department and the final Departmental authority on all matters of policy, operations and discipline. The Chief of Police is responsible for the planning, directing, coordinating, controlling, and staffing of all activities of the Department for its continued and efficient operation; for the enforcement of procedural directives within the Department; for the Department's relationship with the citizens, the city government, and other agencies; and for the successful accomplishment of the mission of the Department.
- C. **Assistant Chief of Police:** It shall be the duty of the Assistant Chief of Police to see that the orders and the policies of the Chief of Police are carried out and, during the absence of the Chief of Police, perform all the duties regularly devolving upon the Chief of Police.
- D. **Commanding Officers:** Commanding officers have direct supervision and control, subject to the orders of the Chief of Police, over all officers and civilian employees of the Department assigned to their command. They are responsible for their efficiency and effectiveness and shall coordinate the functions and activities of the various units of their command. They shall promote harmony among the employees of their command. They are responsible for the cooperation of their command with all other divisions of the Police Department. They shall act in cases not regularly assigned to their command when the delay necessary to inform the proper unit might result in a failure of the Department to perform a police duty. Commanding Officers are responsible for:
1. Observance and enforcement of all procedural directives of the Chief of Police.
 2. Commanding officers shall be responsible for the preservation of the health, welfare, and safety of any person in the custody of, in the care of or detained by, any employee of their respective commands, and shall also be responsible for the preservation and safeguarding of all property of such persons. Commanding officers in all divisions shall make immediate, accurate, and complete

investigation and written report to the Chief of Police of death, or injury to, or loss of property of any prisoner in the custody or care of, or detained by any employee under their Command.

3. Whenever commanding officers give orders to any subordinate not attached to their command, such commanding officer must exercise great care that such orders do not conflict with those of the commanding officer of the said subordinate. Whenever orders are so given, the effected commanding officer shall be notified as soon as possible.
4. Commanding officers are responsible for inspections and testing in accordance with the procedural directives.
5. Commanding officers are authorized to place an officer temporarily in the position of a higher grade.
6. Commanding officers shall not countermand an order issued by a superior officer without sufficient reason.
7. Commanding officers shall maintain a pleasant, courteous, and dignified attitude and shall recognize every caller's presence without unnecessary delay. They shall accord respect, courtesy, sincerity, and patient attention to every citizen calling at the police station. Under no circumstance shall they belittle a seemingly trivial request, complaint, or piece of information.
8. Property and Equipment: Commanding officers shall be held strictly accountable for the condition of personnel assigned to them and for the condition and appearance of their uniforms and city equipment. They have the authority to condemn old uniforms not fit for service and to request the purchase of new uniforms when necessary.
9. Personnel Accounting: The commanding officers shall be responsible for the punctual attendance of all personnel within their command and shall keep or cause to be kept a record of each member's attendance, overtime, court time, relief days, vacations, sick leaves, leaves of absence and suspensions.
10. Discipline: Commanding officers are responsible for the efficiency, discipline and morale of all employees of their command. They shall investigate or cause to be investigated all complaints by citizens and reports by employees of the Police Department of misconduct, incompetence, neglect of duty, or any violations of the procedural directives on the part of anyone under their command, and they shall submit through channels a written report of their findings. They shall also report any incompetent member who may be detailed to their command. The report shall include

recommendations as to the action to be taken. Commanding officers shall be strictly charged with the responsibility of maintaining discipline, without laxity or discrimination, among employees of their command. Repeated leniency toward employees in their command shall be deemed neglect of duty on the part of such commanding officers in the absence of written reports to the Chief of Police, by such commanding officers, of the leniency shown and the reasons thereof.

- a) A commanding officer that initiates any disciplinary action against a subordinate has the responsibility of forwarding a complete written record of the case to the disciplined employee and for entry in the employee's service record.
- E. During the temporary absence of a commanding officer, when the Chief of Police makes no other provision, command automatically devolves upon the subordinate present next in seniority to such commanding officer. Seniority shall be determined, first by rank, second by continuous service in the rank.
- 1. The relative rank of employees of the Department for the purposes of determining responsibilities of command only, shall be numerically designated as follows:
 - 1) Chief of Police
 - 2) Assistant Chief of Police
 - 3) Lieutenant
 - 4) Sergeant
 - 5) Corporal
 - 6) Police officers
- F. **Superior officers:** Superior officers shall exercise their authority over their subordinates with kindness, firmness, and justice and shall require each subordinate to perform their own duty.
- 1. Leadership: Leadership of personnel is the primary function of a superior officer. They must realize that command imposes grave responsibilities, principal among which is the necessity for initiative and absolute self-reliance in meeting and accepting responsibility in matters not covered by hard and fast rules of procedure.
 - a) Promotion requires increased activity and devotion to the interests of the Department and the public. The character and ability of a superior officer is reflected in the efficiency, discipline, and morale of their subordinates. General laxity, indifference, incompetence and ineffectiveness on the part of subordinates shall be deemed neglect of duty on the part of their superior officer.

- b) The superior officers are not only responsible for their own conduct and performance of police duties, but that of their subordinates as well. They shall set an example to all subordinates in sobriety, dignity, truthfulness, and the observance of proper discipline. They shall at all times appear neatly attired and clean in person and equipment.
 - c) Superior officers shall by their kindness, courtesy, and careful painstaking attention to duty, set an example for all officers under their command.
2. Orders: Superior officers shall promptly obey all orders of their commanding officers and the Chief of Police. They shall communicate and explain all orders and provide all necessary information to their subordinates.
- a) Superior officers shall issue clear, concise, and definite orders to their subordinates. Vague, ambiguous, ill defined orders, and commands that cannot be executed, are confusing to subordinates and prejudicial to the efficiency, good order, and morale of the Department.
 - b) Superior officers are responsible for the proper execution of orders by their subordinates.
 - c) Communications, orders, and directives emanating from the Chief of Police or a commanding officer and all requests for assistance from one division or unit to another shall follow the chain of command, except in emergencies, where the element of time renders this procedure impractical and ineffective in the proper and expeditious performance of police duties.
 - d) Superior officers shall exercise direct command over lesser officers outside their usual command in all situations where the police purpose or the reputation of the Department is jeopardized. A Superior officer however, shall not unnecessarily give orders to subordinates who are not assigned to their command. When such orders are given, they shall exercise care that they do not unnecessarily conflict with the orders of the commanding officer of the unit to which such subordinates are assigned. Whenever orders so given are important or require the subordinate receiving them to leave their regular post or assignment, the Superior giving the orders shall, as soon as practicable, inform the subordinate's commanding officer of the action taken.
3. Performance of Duties: Superior officers shall constantly direct their best efforts toward the intelligent and efficient performance of the

functions of the Police Department and shall require the same of their subordinates; namely; the protection of persons and property, the preservation of public peace and order, the prevention of criminality and suppression of crime, the detection of crime and the apprehension of criminals, the collection, identification, and preservation of evidence, the recovery of lost and stolen property and the enforcement of the ordinances of the City of Opa-locka and the Laws of the State of Florida.

- a) Superior officers shall not perform the duties regularly assigned to a subordinate when the subordinate is available to perform them, but shall require each subordinate officer to perform their own duties.
- b) Superior officers shall familiarize themselves with all police procedures, procedural directives, city ordinances, and state laws, so that they may be competent to advise and instruct their subordinates in the proper performance of duties.
- c) Superior officers shall see that their subordinates make all required reports promptly, accurately, and completely, and on the proper forms.
- d) Superior officers shall, upon going on duty, thoroughly familiarize themselves with all police business that has been transacted since their last tour of duty and which may affect them or the command in any way. Ignorance of such police business shall be no excuse for the improper performance of any of their duties.
- e) Superior officers, unless otherwise ordered, shall be present at the regular roll call of employees under them with particular supervision for roll call and duty. They shall inform themselves of all such employees who are entrusted with the service of warrants, subpoenas, official papers, or with other special assignments, so that they may see to it that such duties are promptly and properly performed. At roll call, they shall read and enforce the proper attention to the reading of all dispatches, orders, complaints, and other matters.
- f) At the conclusion of roll call and the reading of dispatches, orders, and complaints, superior officers shall make careful inspection of all employees under their supervision to ascertain that they are properly and neatly uniformed and equipped and fit for duty. If any are found improperly uniformed or equipped, or in any way unfit for duty for any reason whatsoever, such fact shall be reported at once, first verbally and then in writing, if required, to the commanding officer on duty for proper action. Superior officers shall make

a monthly inspection of side arms to see that they are clean and in good working order, and that each employee has sufficient rounds of usable ammunition.

- g) Superior officers shall personally respond to any emergency or occurrence of a serious or unusual nature which arises within their jurisdiction, unless their presence at the station would be of more value under the circumstances, in which case, they shall assign a competent officer to take command at the scene of the emergency. They shall also, whenever possible, respond to calls where employees of their command are involved in controversy or accident.
 - h) Superior officers shall keep in communications with headquarters during their tour of duty, when on patrol, and shall notify the dispatcher where they may be reached by telephone when they are not available by radio.
 - i) Superior officers shall not permit any member to accompany a prisoner to the prisoner's home or room alone, but shall always require that a prisoner be escorted by two or more officers when such visit is deemed necessary.
- 4. Superior officers shall not permit any subordinate to loan them money or sign their notes, nor shall they in any way become obligated to any person of lesser rank.
 - 5. Superior officers are required to forward through channels all written communications received from their subordinates that is directed to anybody of a higher rank.
 - 6. Authority delegated to ranking officers is not strictly confined to their respective commands, but shall include staff supervision over all employees, when the circumstances clearly dictate. While ranking officers should avoid the issuance of direct commands to personnel not assigned directly to them, they have the responsibility to take appropriate action where there is a serious breach of discipline, improper conduct by an employee, in a period of emergency, or when command action is necessary and lacking. When staff supervision is exercised, the details and circumstances shall be communicated to the employee's line supervisor.
 - 7. Morale: Superior officers shall give particular attention to the morale of their subordinates and shall immediately eliminate any friction or jealousy, which exists in their ranks. They shall require their subordinates to maintain an even temper and cheerful disposition. They shall not permit cliques to form and they shall demand unquestioned loyalty from each subordinate.

- a) Superior officers shall constantly strive for harmony among all employees of the Department and a spirit of good fellowship among their subordinates.
 - b) Superior officers shall support the decisions of subordinate officers when they are acting within their rights.
 - c) Superior officers shall exercise their authority with kindness, firmness, justice, and reason.
 - d) Superior officers shall not censure or reprimand a subordinate in the presence of others.
 - e) Superior officers shall not injure or discredit those under their authority by unreasonable, unjust, arbitrary, or tyrannical conduct, or by abusive language.
8. Discipline: Superior officers are responsible for the good order, conduct, and discipline of their subordinates. Discipline is the orderly conduct of business. The ability of a police Department to obtain desirable results is dependent to a great degree on the ability of superior officers to convince their subordinates that they must obey orders, observe procedural directives and adhere to Departmental policies and procedures.
- a) Superior officers shall be responsible for the enforcement of the procedural directives, for compliance with Department policies and for the maintenance of strict discipline. They shall give such close attention to their duty as to render it unnecessary for a complaint to be lodged before suitable action is taken. They will not fail to take suitable action on the discovery of any failure, error, violation, misconduct, or neglect of duty by a subordinate, and they shall act as promptly as circumstances will allow.
 - b) Superior officers shall study their subordinates carefully, observing their strengths and weaknesses. They shall endeavor to use the strong points of their subordinates to advantage and to shield them from their weak ones. They shall correct the faults of their subordinates and endeavor to assist them in becoming better employees in every way.
 - c) Superior officers who observe or are informed of a willful neglect of duty or misconduct by an employee not assigned to their command shall immediately bring such to the attention of the member's or employees superior officer, who shall immediately investigate the matter to determine the facts and make a written report of the findings to their commanding officer.

- d) Superior officers shall make an impartial written report to their commanding officer in every case of misconduct, incompetence, neglect of duty, or violation of the procedural directives on the part of a subordinate, or citizen complaint lodged against a subordinate. Failure to do so shall be deemed neglect of duty. Superior officers shall include, in this report, their recommendation as to any disciplinary action to be taken. In addition, they shall bring before their commanding officer, at once, any subordinate guilty of a serious or flagrant violation of the Rules and Regulations or of any willful neglect of duty.
- 9. Superior officers shall not ridicule rules, regulations, or orders, nor shall they permit subordinates to do so.
- 10. Superior officers shall exercise their authority without bias or prejudice and shall not, under any circumstances or in any manner, obligate themselves to any subordinate.
- 11. The procedural directives set forth for commanding officers and the procedural directives of the Department of Police, insofar as they are applicable shall govern superior officers.

II. Rules of Professional Conduct

- A. Authority and Accountability: Department employees at each level in the organization shall have the authority to make decisions necessary for the effective execution of their responsibilities. Each member is fully accountable for the use or misuse of authority and/or the failure to use that authority.
- B. Conformity to Procedural Directives
 - 1. Employees shall thoroughly familiarize themselves with, conform to and abide by, the procedural directives. Employees must have a working knowledge of all laws and ordinances in force. In the event of improper action or breach of discipline, it will be presumed that the employee involved was familiar with the law and/or procedural directives in question.
 - 2. Employees shall make themselves aware of and shall be responsible for abiding by all City personnel policies, the Administrative Policy Directives and Procedural Manual (APDPs), and the procedural directives as disseminated in writing by the Department.

3. Employees, when assigned to duty with another employee, shall be jointly responsible for compliance with procedural directives and the proper performance of duty.

C. Orders

1. Employees shall strictly obey and properly execute any lawful order emanating from any superior officer. The term "lawful order" shall be construed as an order in keeping with the performance of any duty prescribed by law, general order, or for the preservation of order, efficiency or proper discipline.
2. Orders from superiors to subordinates shall be clear and understandable in language, civil in tone, and issued in the pursuit of departmental business.
3. Orders given by an officer of equal or lesser rank shall be obeyed when said officer is merely relaying the orders of a superior.
4. Under normal operating conditions, the person assigned the call for service will assume command of the situation. Otherwise, the highest-ranking member present at an incident will assume command of the situation. When employees of the same organizational component of equal rank are at a scene, the senior officer shall assume command. When employees of two or more organizational components are involved in an incident, the ranking employee present from the organizational component responsible for the follow up investigation and/or conclusion of the case shall assume responsibility for, and take command of, the investigation. The Chief of Police has the authority to designate command authority in any situation as needed.
5. Employees in doubt as to the nature or detail of their assignment shall seek such information from their superior officers by going through the chain of command.

D. Written Orders of the Chief of Police

1. Any written order posted or communicated bearing the signature or name of the Chief of Police shall have the same effect and be construed as a part of the procedural directives of the Department.
2. The approval of the Chief of Police is necessary before a procedural directive is issued. The Chief's signature must be obtained as evidence of that approval.
3. An order issued by command officers pertaining to the personnel of their particular command shall be considered a general order of that command.

- E. **Conflicting Orders:** Upon receipt of an order conflicting with any previous order or instructions, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction shall then rest with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders shall be countermanded or conflicting orders shall be issued only when clearly necessary.
- F. **Unjust Orders and/or Orders Contrary to Regulations**
1. No command or supervisory officer shall knowingly issue an order which is unjust or is in violation of, or tends to nullify, any procedural directive or command issued by the Chief of Police or a superior officer. Commanding officers have the discretion to take temporary action contrary to procedural directives when circumstances justify doing so, but the commanding officer doing so will be held accountable for such decisions.
 2. Employees who are given orders, which they feel to be unjust or contrary to procedural directives, must first obey the order to the best of their ability. They may then proceed to appeal as provided by procedural directives. In any case where there is sound reason to believe that such orders or instructions are inconsistent or unjust, it is the right of any employee receiving it to respectfully call it to the attention of the person issuing the order.
- G. **Unlawful Orders**
1. No command or supervisory officer shall knowingly issue any order that is in violation of, or tends to nullify, any law or ordinance. Since obedience to any unlawful order is never a defense for an unlawful action, no officer or civilian is required to obey any order that is contrary to federal, state, county, or local law or ordinance. Responsibility for refusal to obey rests with the officer or civilian who shall be strictly held accountable to justify the action.
 2. Employees who receive an order that, in their opinion, is unlawful, unjust, or improper shall report it in writing to the Chief of Police through channels. Requests for relief from such orders shall be made at this time.
- H. Employees, when in the presence of others, shall address Commanding Officers and superior Officers by their title of rank. Superior Officers, in addressing sworn employees, shall refer to them by the title of their rank, or the term "officer" for those without rank.

I. Insubordination

1. Employees shall not speak in a derogatory or critical manner to other employees, or to any person outside the Department, regarding the orders or instructions issued by any senior officer.
2. Failure or deliberate refusal of any employee to obey a lawful order given by superior officers shall be considered insubordination. Ridiculing superior officers or their orders, whether in their presence or during their absence, is also insubordination.
3. Fitness for Duty: The City may require any employee to report to a designated physician, psychologist, or psychiatrist to determine the employee's fitness for duty, at department expense.

III. Duty to Conform to Law

- A. Duty to Conform to the Law: Persons employed in law enforcement are highly visible representatives of the legal system and bear a heavy burden for maintaining, through their own conduct, the honor and integrity of all governmental institutions. Therefore, employees of the Opa-locka Police Department shall not violate the law. Violation of an ordinance or state or federal statute, in addition to the possibility of legal and criminal prosecution, serves as a fundamental ground for disciplinary action.
- B. Duty to Conform to the Procedural Criminal Law: All persons are guaranteed basic civil rights, including, but not limited to, freedom of speech, press, assemblage and petition; freedom from unreasonable arrest, search and seizure; freedom from self incrimination; right to counsel; right to privacy; and due process and equal protection of the law. All employees are responsible for ensuring that civil rights of individuals are not violated.
- C. Duties Toward Those in Police Custody or Care: All employees shall take appropriate action to ensure the preservation of the health, welfare, safety, and property of any person within the custody or care of the Opa-locka Police Department. Employees shall further assure that no violence, indignities, or discourtesies are used in the management of any person within the custody or care of the Opa-locka Police Department, and that, when needed, such persons obtain necessary medical attention.
- D. Commanding and superior officers are specifically charged with strict enforcement of the provisions of this chapter through exercising either their line or staff supervisory authority.

IV. Use of Force

- A. Use of Force: Police Officers, as part of their duties, may have to use various degrees of force, up to and including deadly force, on persons that are being placed under arrest, displaying threatening behavior or attacking an officer or other person. It is the policy of the Opa-locka Police Department that officers shall use only that force necessary to effect an arrest, defend themselves or others and/or to cause the person to cease their behavior and be compliant with the officer's commands. Officers shall only use those firearms, defensive tactics and/or less lethal weapons as authorized in the course of their duties.

V. Use of Firearms

- A. Officers shall not unnecessarily display firearms nor draw them in any public place except for inspection, officer safety, and in the use of deadly force in situations that fit the parameters described in these rules and regulations.
- B. Officers may utilize firearms in self-defense or in the defense of others against the attack of any animal where there is a reasonable belief that such attack will result in death or substantial harm to any person.

VI. Property and Equipment

- A. Employees are responsible for the proper care of Department property and equipment assigned to them. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.
- B. Employees shall immediately report to their commanding officers any loss of, or damage to, Departmental property assigned to or used by them. They shall notify their immediate superior of any defects or hazardous conditions existing in any equipment or property as soon as such defects or hazards are discovered.
- C. In the event that there is evidence of damage to departmental property which has not been reported, it shall be prima facie evidence that the last person using the property is responsible.
- D. Employees shall not mar, mark, or deface any surface or any piece of property or furniture in any City building.
- E. Employees shall not mark, alter, or deface any posted City of Opa-locka notice. Notices or announcements shall not be posted on bulletin boards without permission of a commanding officer. No materials of a derogatory nature will be posted at any time.

- F. Employees are required to surrender non-expendable, issued Department property in their possession upon separation from service. Failure to surrender these items may subject the person to reimburse the Department for the fair market value of the article(s).
- G. Office furniture, tiles, and other fixtures, furnishings, and equipment which have been officially assigned to the use of the various divisions and offices shall not be removed except with the knowledge and consent of the division commander from whose division the item is being removed.
- H. Use of Communications Equipment: Employees shall not use communications equipment, including FCIC/NCIC terminal, laptop and desktop computers, email system and the police radio for personal, social, or unofficial purposes.
- I. Radio Communications
 - 1. Employees operating the police radio, either from a mobile or portable unit or in the Communications Center, shall strictly observe regulations of such operations as set forth in the Departmental procedural directives and by the Federal Communications Commission.
 - 2. The use of profanity, derogatory remarks, levity, or any type of willful act that interferes with the safe operation of Department communications facilities is prohibited.

VII. Crime Scenes and Information

- A. Investigations
 - 1. Officers arriving on the scene of a crime or suspicious incident shall take immediate steps to care for the injured, apprehend the perpetrator, investigate the circumstances, obtain the names and addresses of the victim and witnesses, protect the area, and prevent destruction, concealment, or contamination of physical evidence.
 - 2. Officers coming upon the scene of a suspicious death or suicide shall assume that the death is homicide and proceed accordingly. They shall preserve the scene and cause the notification the Detective Bureau Supervisor. In all cases of suspicious deaths, a superior officer shall be notified at once.
 - 3. The officer in charge at the scene of a serious crime shall exclude from the area all unauthorized persons and those who are not actually engaged in its investigation. Nothing shall be touched until the crime scene unit or detective in charge has made a thorough search for fingerprints and physical evidence.

4. At accident scenes where a Florida Motor Vehicle Report is required, officers shall make a thorough investigation, ascertaining causes and obtaining evidence of any violations for which offenders may be charged.

B. Information Regarding Suspected Criminal or Vice Activity

1. Employees shall report, in writing, to their superior officers all information in their possession regarding persons and places suspected of being involved in or connected with violations of federal, state, county, or municipal laws and ordinances relating to criminal matters. In cases where the information was received while the employee was off duty, such reports shall be submitted immediately or at the first opportunity.
2. Employees shall not reveal the identity, presence, activities, or description of undercover, plainclothes and V.I.N. officers, except in the strict discharge of their duty.
3. Except in the strict discharge of duty, employees shall not reveal the existence or any information regarding Department projects, investigations, or operations aimed at apprehension of criminals or the suppression of vice activities.

C. Departmental Files and Information

1. Employees shall not obtain or attempt to obtain any information from Department files, sources, or reports other than those to which they are entitled in accordance with public information laws and their duties and assignments.
2. Employees shall not use, for their private purposes, information received or acquire during the course of employment or duty.
3. Employees shall treat as confidential the official business of the Department and shall not reveal police information outside the Department, except as provided elsewhere by procedural directives or as required by law or competent authority. Information contained in police records, other information ordinarily accessible only to employees and names of informants, complainants, witnesses, and other persons known to the police are considered confidential. Employees shall not discuss or impart confidential information to anyone except those for whom it was intended or directed by their superior officer, or under due process of law.

4. Employees shall not make known to any person the contents of any directive or order which they may receive, if such a disclosure would destroy the intended effect of that order or police activity relating to it.
5. All proper information, not prohibited by Departmental procedural directives or sound police practice, shall be given courteously and accurately to persons requesting same, avoiding all unnecessary controversy.

VIII. Personnel Requirements

- A. **Telephones and Residential Addresses:** Employees are required to have telephones at their place of residence. Employees shall assure that their correct phone numbers and residential addresses are recorded in the Administrative Services Division. Changes in telephone numbers and residential addresses shall be reported to the Administrative Services Division within 24 hours of such change. The Administrative Services Division will be responsible for notifying the appropriate divisions and the Communications Center of the change.
- B. **Personal Appearance**
 1. Employees shall maintain a neat, clean appearance and shall dress in good taste. Personnel permitted to wear civilian clothing shall conform to standards of cleanliness, neatness, style, etc. unless their assignment otherwise dictates.
 2. All employees issued a uniform shall have and maintain in good order a regulation uniform. All articles of the uniform shall conform to the uniform standards. The uniform shall be subject to the inspection and approval of the Chief of Police and the employee's supervisor.
 3. Uniforms shall be kept pressed and as neat as possible at all times; metal parts shall be polished; service weapons and handcuffs shall be kept clean and in serviceable condition.
 4. No unauthorized badges or other devices shall be worn on the uniform.
 5. Employees shall not wear identifiable parts of the police uniform together with articles of civilian clothing.
 6. During a period of suspension, no employee shall wear the official uniform either in whole or in part.
 7. While dealing with the public, employees, in or out of uniform, shall not use tobacco products.

8. Grooming: Individual discretion related to hairstyles is permitted as long as the overall appearance is business like and not extreme, bizarre, or offensive and will not interfere with the wearing of uniform hats, helmets, gas masks, or similar equipment. Hair shall be maintained in a neatly trimmed manner. Mustaches are permitted and shall be neatly trimmed, and must not extend below the lower lip. Beards, goatees, and “mutton chop” sideburns are prohibited. Detective personnel will conform with their commanding officer's standards as required by their specific duty assignments.
- C. **Personal Conduct**: Employees shall strive to gain public support and win citizen cooperation with the Department's programs and procedures in order to facilitate the accomplishment of the Department's objectives.
1. All employees shall maintain a completely impartial attitude toward all persons coming to the attention of the Department, regardless of an individual's race, creed, religion, national origin, or station in life.
 2. All employees shall perform their duties in an efficient, capable manner and shall be discreet, courteous, diligent, and attentive. They shall, at all times, call to the attention of their immediate superiors any matters or subjects which require the special consideration of such superiors.
 3. Employees shall be subject to the orders of the Chief of Police, or superior officer of the division or unit to which they may be assigned. They shall also be subject to all orders or procedural directives insofar as they may be applicable.
 4. Employees shall complete reports promptly and in the manner prescribed by the Report Writing Manual. They shall not make false or misleading statements, either orally or in writing.
- D. **Courtesy**: Employees shall be courteous and efficient in their dealings with the public. In non-restrictive situations, the attitude of each employee should be pleasant and personal. On occasions calling for regulation and control, the attitude should be firm and impersonal while avoiding an impression of rudeness. Employees shall perform their duties in such a manner as to avoid harsh, violent, profane, or insolent language and shall remain calm regardless of provocation to do otherwise. Upon request, they shall supply their name, rank, or badge number in a courteous manner, and shall attend to requests from the public quickly and accurately, avoiding unnecessary referral to other individuals of the Department.
1. Courtesy to the Flag during Ceremonies and Funerals: Employees in uniform, unless engaged in police duties requiring their direct attention, on the approach of the colors will face the flag (colors)

and render a sharp military salute. Employees in civilian clothes will stand at attention, holding right hand over left breast. The salute will be made and held when the colors approach within six paces and until they have passed six paces beyond. Only the colors at the head of each division of the parade will be saluted.

2. Courtesy to the National Anthem: When the National Anthem is played out of doors, employees in uniform will stand, face the colors and/or music and render a sharp military salute until the anthem is completed. Employees in civilian clothes will face the colors and/or music, come to attention, and place hand or hat over left breast. If the anthem is played indoors, employees will remove the headgear with the right hand and place the hand (holding the headgear) over the left breast.
 3. Conduct in public: Employees shall not smoke, chew gum or chew tobacco while meeting the public in an official capacity.
- E. Cowardice: Whoever shrinks from danger, responsibilities, or their sworn duty, will be deemed guilty of cowardice.
- F. Conduct Unbecoming a Police Officer: Shall include any act or conduct not specifically mentioned in these Rules and Regulations which tends to bring the Department into disrepute, or reflects discredit upon the individual employee as a Police Officer.
1. Insubordination, or disrespect toward a Superior Officer
 2. Neglect or inattention to duty
 3. Violating the Chain of Command
 4. Sleeping while on duty
 5. Being absent from duty without permission
 6. Leaving post without proper relief or permission
 7. Making a false statement, report, communication or entry into any official records, or other official or required report or record
 8. Accepting any fees, rewards or gifts of any kind from any person arrested or in his behalf
 9. Communicating or giving police information which may aid a person to escape arrest, or to delay the apprehension of the criminal, or to secure the removal of stolen or embezzled goods, or other property, or money

10. Refusing to give name, badge number, or to display identification card in a courteous manner when requested
11. Neglecting to report any employee of the Department known to be guilty of a violation of any rule, regulation or order issued for the guidance of the Department, where such violation would bring discredit to such employee and/or the Department
12. Neglect or refusal to comply with oral or written orders

G. Hours of Duty

1. Employees shall be punctual in reporting for duty at the time and place designated by their superior officers. Failure to do so shall be deemed neglect of duty. Employees unable to report for duty at their prescribed reporting time, due to illness, shall notify the Communications Center not less than one hour prior to their reporting time. Employees who anticipate tardiness due to personal or transportation difficulties should notify the Communications Center or their own supervisor as soon as possible.
2. Unless otherwise directed, officers shall report to daily roll call at the time and place specified, properly uniformed and equipped. There, they shall give careful attention to orders and instructions for the tour of duty.
3. Department employees shall be considered on duty at all times. They shall be assigned regular hours for "active duty," and, when not so employed, they shall be held to be always subject to duty. Although periodically relieved in the routine performance of duty, they are always subject to orders from proper authorities and to calls from civilians within the City of Opa-locka.

H. Relief from Duty

1. Employees shall remain at their assignment and on duty until properly relieved by another employee, or until dismissed by competent authority, or completion of their normal workday. Employees may be required to hold-over beyond normal work shift hours.
2. Employees may suspend their duties for a lunch period as close as possible to their zone or assigned duty areas, subject to notification by their superior officers. Meals and food or beverages shall not be obtained or consumed in private areas, or back rooms of restaurants, stores, or eating establishments. Lunch breaks on Department property shall be taken in suitable locations, not in the public view.

I. Availability While On Duty

1. On-duty employees shall not conceal themselves except for the furtherance of a police objective. They shall be readily available to the public during duty hours, and shall immediately respond to the lawful orders of superior officers and other competent authorities.
2. Officers assigned to specialized duties or assignments are not relieved from taking proper police action outside the scope of their specialized assignment when necessary.
3. Although emergency calls take precedence, all calls shall be answered as promptly as possible, consistent with normal safety precautions and vehicle laws. Except under the most extraordinary circumstances or when otherwise directed by competent authority, employees shall not fail to answer any radio call directed to them.
4. Department employees shall not leave the city to conduct any investigation, or to transport a prisoner, or to perform any act within the purview of their duties, without the express permission of a superior officer, except when in immediate pursuit of a fugitive, criminal, or suspected criminal and in every case will notify the dispatcher.

J. Respond to Calls: Employees of the Department shall at all times respond promptly and safely to radio calls directed to them, or calls from citizens for aid. They shall as soon as practicable at completion of call or assignment, make themselves available for further service.

K. Lunch Period: All sworn and patrol employees of the Department who are on duty or assignment, may be permitted to suspend patrol, subject to immediate call at all times, for the purpose of having one meal during their tour of duty, but only such period of time as is reasonable or necessary, not to exceed 45 minutes. Two, 15 minute coffee breaks may be taken subject to the same conditions. Any lunch or break away from the radio is not permitted. All breaks and meals are subject to recall.

L. Breaks During the First/Last Hour of Duty Prohibited: No employee in any assignment will take a coffee, snack, or meal break, or check out of service on a signal "12" or signal "11" for the purpose of taking such a break during the first or last hour of the employee's tour of duty.

M. Uniform Police Officers Congregating in Public Places: No more than two police units; i.e., two-man units and one supervisor, two motors, etc., at a time shall assemble at dining establishments, drive-ins, or other public places except when handling an official call.

N. Prohibited Activities While on Duty

1. Employees are prohibited from engaging in the following activities while on duty:
 - a) Recreational reading
 - b) Conducting private business
 - c) Carrying or purchasing newspapers, groceries, sundries and other articles except in the performance of police duty
 - d) Entering and loitering in taverns, theaters, and other public places, except in the performance of a police task
 - e) Consumption, purchase, or possession of alcoholic beverages
 - f) Wagering or gambling, including, but not limited to, pari-mutuel wagering or purchase or redemption of lottery tickets
2. Exceptions: The foregoing prohibition shall not apply when the employee is engaging in any departmentally sanctioned activity, including, but not limited to, official investigations, and the employee is not wearing a departmental uniform, or any badge, name, or insignia of the Department.

O. Sleeping on Duty: Sleeping on duty is strictly prohibited. Employees who feel that they are overly fatigued have the obligation to make this fact known to their immediate superior. Superior officers should temporarily transfer the affected individuals to assignments where the safety and welfare of others will not be jeopardized or relieve the individual from duty.

P. Desertion: Officers shall not desert their fellow officers when physical danger is present, or permit injury to another (citizen or officer) through fear of their own safety.

Q. Intoxicants

1. Employees shall not consume intoxicants while off-duty to the extent that evidence of such consumption is apparent when reporting for duty, or to the extent that ability to perform on duty is in any way impaired. For the purpose of this section of the rule, an odor of alcoholic beverage on the breath of any employee shall render such employee unfit for duty.
2. Employees shall not bring intoxicating beverages into any police building or vehicle except liquor that has been seized as evidence, contraband, unsecured property, or a prisoner's property.

3. Employees shall not consume intoxicating liquor on Department premises.
 4. While off-duty, employees may be subject to disciplinary action if found to be disorderly and intoxicated in a public place.
- R. Use of Narcotics: The City of Opa-locka is a drug free workplace. The use of illegal substances is prohibited. Employees may not work while taking prescription or non-prescription drugs that cause any form of impairment.
- S. Compromising Criminal Cases
1. Employees shall not interfere with the proper administration of criminal justice.
 2. Employees shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur.
 3. Except in the interest of justice, employees shall not attempt to have any traffic citation or criminal case reduced, voided, or stricken from the calendar.
 4. Any employee having knowledge of such activities and who fails to inform their superior officer shall be subject to charges.
 5. Employees shall not communicate in any manner, either directly or indirectly, any information, which might assist persons guilty of criminal, acts to escape the full process of law.
- T. Association with Undesirables: Employees shall avoid regular or continuous association or dealings with persons whom they know, or should know, are convicted felons or suspected felons, e.g., racketeers, sexual offenders, gamblers, suspected felons, persons under criminal investigation or indictment, or who have a reputation for involvement in felonious or criminal behavior, etc., except as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the member. When personal relationships of this nature do occur, the individuals will advise the Chief of Police in writing. When encountered or discovered, such association or dealings will be investigated in accordance with this order.
- U. Prohibited Establishments: Employees are prohibited from visiting, attending, entering or patronizing any premises or establishment where illegal activities are known, believed or reasonably suspected to take place, unless in the line of duty with supervisory approval.
- V. Financial Matters: Employees should promptly pay all their justly incurred debts and legal liabilities.

- W. Outside Employment: Employees shall not engage in any business or employment in their off-duty hours which, by its nature or by its demands upon them, produces:
1. Conflict of interest
 2. Detriment or impaired service to the Department
- X. Solicitation and Acceptance of Gifts, Fees, Rewards, Loans, Etc.
1. Employees shall not under any circumstances solicit any gift, service, gratuity, loan, discount, fee, or anything of value where there is any direct or indirect connection between the solicitation and their Department membership.
 2. Employees shall not accept either directly or indirectly any gift, service, gratuity, loan, fee, discount or anything of value arising from or offered because of police employment or any activity connected with employment. Employees shall not accept any gift, service, gratuity, loan, fee, or anything of value, the acceptance of which might tend to influence directly or indirectly their actions in any police business; or which might tend to cast an adverse reflection on the Department or any employee thereof.
 3. Employees are prohibited from buying or selling any service or thing of value from or to any victim, complainant, suspect, witness, defendant, prisoner, or other person involved in any case which has come to their attention or which arose out of Departmental employment, except as may be specifically authorized in writing by the Chief of Police.
 4. Employees shall not accept any gift, gratuity, or reward in money or other consideration for services rendered in the line of duty to the public or to any person, business or agency except that authorized in writing by the Chief of Police.
 5. Any unauthorized gift, gratuity, loan, fee, reward, service or other thing coming into the possession of any employee shall be forwarded immediately to the Office of the Chief of Police. The Office of the Chief of Police shall make all reasonable attempts to return the item to the donor. Failing in this, the item shall be donated to a charitable organization.
- Y. Referral Fees and Rebates: Employees shall not accept or solicit referral fees, rebates, or so-called "kickbacks" from individuals or companies receiving business because of Department activities. Such referral fees, rebates, or "kickbacks" include money, services, favors, gifts, discounts, considerations, or anything or service of value. All such activities are

prohibited, including but not limited to, those received from tow truck operators, paint and body shops, ambulance services, hospitals, clinics, auto repair shops, lawyers, undertakers, drug stores, drive-ins, restaurants, and companies selling or providing equipment or services to the Department.

- Z. **Recommending Attorneys Prohibited:** Employees shall not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney to any person coming to their attention as a result of police business. In no case may such advice be given where a fee, gratuity, or reward is solicited, offered, or accepted from the attorney.
- AA. **Acting as Surety Prohibited:** Employees cannot and shall not act as surety for any person in custody where a fee, gratuity, or reward is solicited or accepted.
- BB. **Public Activity:** Employees shall not seek personal publicity in the course of their employment. Stories, features, or articles on radio or television or in magazines or newspapers, dealing with individual Departmental officers in other than day-to-day type news coverage, must receive prior approval from the Chief of Police or his designee, before such coverage is initiated.
- CC. **Public Comment**
 - 1. Employees shall not publicly criticize or ridicule the Department, its policies, or employees by talking, writing, or other expression where such comment or criticism tends to impair the operation of the Department, interfere with its efficiency, interfere with the ability of superior officers to maintain discipline, or where such comment is made with reckless disregard for truth or falsity; or when such comment is obscene; or where such comment is slanderous or defamatory; and where such comment is unlawful, jeopardizes an ongoing investigation, or endangers the safety of any individual.
 - 2. Employees who are authorized spokesmen for employee organizations or collective bargaining groups shall not be restrained from public comment on the issues in question, provided that such comment is made:
 - a) While the employees are not on active duty;
 - b) That such employees make clear that they speak on behalf of their organization and not on behalf of the Department;
 - c) That such comment does not violate the law.
- DD. **Membership in Organizations:** Employees may hold memberships in and engage in the activity of fraternal or community organizations which are lawful and do not bring disrepute upon the employee or the Department.

Membership in subversive, racist or anti-Semitic organizations is prohibited.

EE. Departmental Correspondence

1. Restrictions: Employees shall not:
 - a) Use departmental letterheads for private correspondence.
 - b) Send correspondence from the Department over their signatures without the permission of the Chief of Police, or designee.
2. Forwarding Communications To Higher Commands - Any employee receiving a written communication for transmission to a higher command shall, in every case, forward such communication in a timely manner.
3. Department Address (Private Use of) - Employees shall not use the Department as a mailing address for private purposes. The Department address may be used for vehicle registration, and drivers license. The Department address may also be used during emergency situations and used in connection with an on-duty traffic crash. This applies to sworn personnel.

FF. Commercial Testimonials

1. Employees shall not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the Department.
2. No employee shall address any public or private gathering, or appear on radio or television programs, or write articles or manuscripts for publication wherein they are identified as an employee, or wherein the subject matter relates to law enforcement and/or the Department, unless authorized by the Chief of Police.
3. Employees shall restrict their political activity to that which is legal by ordinance or law. Employees shall not use the influence of their position for political reasons.
4. Commercial or political endorsements cannot be made in uniform. Employees shall not identify themselves as a City employee when making commercial or political endorsements.

GG. Breach of Duty: In accordance with the collective bargaining agreement entered into between the bargaining agent and the City of Opa-locka, the following are declared to constitute a breach of duty and to be grounds for disciplinary action, including counseling, reprimand, suspension, demotion, or dismissal; , that any employee who:

1. Has been convicted of a felony, misdemeanor or offense against the dignity of the City; or
2. Has been guilty of misuse of sick leave privilege or excessive tardiness or absenteeism without good cause; or
3. Has willfully, wantonly or through culpable negligence, been guilty of brutality or cruelty to a prisoner or to a person in custody; or
4. Has willfully violated any of the provisions of the Personnel Policies, Rules and Regulations or the procedural directives of the Opa-locka Police Department; or
5. Has been guilty of conduct unbecoming an employee of the City of Opa-locka which shall include any act or conduct not specifically mentioned in these Rules and Regulations which tends to bring the Department into disrepute, or reflects discredit upon the individual employee as a police officer, or
6. Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by a superior officer where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted, or reasonably might be expected to result, in loss or injury to the City or to the public or to the prisoners or wards of the City; or
7. Has been under the influence of alcoholic beverages on duty or off, and their conduct, while under said influence, reflects negatively upon the City of Opa-locka; or has been under the influence of drugs, controlled substances without prescription, narcotics, barbiturates, or central nervous system stimulants as defined in FSS 893.02 and FSS 893.0356 (2)(a), on duty or off, their conduct while under said influence, reflects negatively upon the City of Opa-locka; or
8. Has been guilty of actions which amount to insubordination or disgraceful conduct, whether committed on duty or off; or
9. Has been wantonly offensive in conduct or language toward the public or city officers or employees; or

10. Has solicited the vote of a member of the City Commission for or against a proposed ordinance or resolution, or a proposed item in a budget, or an appropriation ordinance concerning the employee's Department. Any attempts to interfere politically is strictly prohibited.
11. Is incompetent, negligent, or inefficient in the performance of the duties of the position held; or
12. Is careless or negligent of the property of the City of Opa-locka; or
13. Has used, or threatened, or attempted to use political or outside influence in securing promotion, leaves of absence, transfer, change in pay, change in character of work, or to prevent the same from occurring, to mitigate discipline, or revision of examination grade, or has operated outside the chain of command or contractually established grievance procedures; or
14. Has guided, or in any manner has been concerned in assessing, soliciting, or collecting money from any officer or employee in the service of the City of Opa-locka for the purpose of making a gift to a public officer; or
15. Has induced or has attempted to induce an employee of the City of Opa-locka to commit an unlawful act, or to act in violation of Departmental or official regulations or orders; or has taken any fee, gift or other valuable thing in the course of work or in connection with it for personal use from any citizen, when said contribution is made with the hope or expectation of receiving a favor or better treatment than is accorded to other citizens; or
16. Has intentionally falsified a time record or failed to report absence from duty to superiors; or if, after employment, it is found that an employee has made a false statement in the application for employment or has given false information on any pre-employment paperwork; i.e., application, psychological exam, polygraph exam; or
17. Has been absent from duty without leave; or
18. Is antagonistic towards superiors and fellow employees, criticizing procedural directives, and whose conduct interferes with the proper cooperation of employees and impairs the efficiency of the public service; or
19. Has accepted or received any gift, reward, present, donation, gratuity, or other thing of value for the performance of any duty imposed upon them by virtue of their office aside from their official

capacity, provided, however, that this rule and regulation does not apply with cases of meritorious service rendered by an employee of the City of Opa-locka when the employee of said service has been specially authorized by the Chief of Police in each instance to receive such reward, gift, present, donation, gratuity, or other thing of value and when a permanent record shall be kept in each such instance in the Office of the Chief of Police; or

- IX. Violations of Rules and Regulations:** The foregoing rules and regulations shall control the conduct of all employees; an employee violating a rule or regulation will be subject to disciplinary action, in accordance with the collective bargaining agreement entered into between the bargaining agent and the City of Opa-locka.

APPROVED: _____
Jeffrey Key, Chief of Police

OPA-LOCKA POLICE DEPARTMENT		
	General Order: 100.01 ORGANIZATION	CFA STANDARD: 1.01, 1.02, 1.03
DATE: 05/08/2023	Chief Scott Israel	NEW (X) RESCINDS () AMENDS () OTHER ()

Purpose: The purpose of this policy is to establish the organizational structure of the Department and the application of basic organizational principles, such as: organizing by function, ensuring unity of command, delineating responsibility, delegating authority and management principles of a general nature.

SCOPE: This policy is applicable to all Department members.

POLICY: It is the policy of the City of Opa-locka Police Department to provide and maintain a formal organizational structure with clearly defined components so that the Chain of Command and functional divisions are clearly perceived by all members. It is necessary that all members be sufficiently familiar with the structure, functions, activities and services associated with the operation of the Department in order to assist visitors and citizens by ensuring their inquiries are referred to the proper organization component. This Department will continually evaluate and, when necessary, modify the organizational structure to keep pace with its responsibilities to the public.

Acting: Temporarily serving in a position to which a member is assigned by higher authority. All the authority, responsibilities, and duties of the position to which a member is assigned an acting capacity for the length of time of the assignment.

Authority: The right to command and enforce obedience; the right to act officially.

Chain of command: The unbroken line of authority extending from the Chief of Police through a single member at each level of authority, down to the level of execution and return.

Commander: A supervisor in command of a component with the rank of Lieutenant, civilian equivalent, or above.

Exceptional situations: Exigent or extenuating series of events, which present unique circumstances.

Informal communication: Communication that is casual in nature (it shall not be used to circumvent or undermine supervisory authority.)

Span of control: Span of control is determined by such factors as the complexity of tasks to be performed by subordinates, the separation of superiors from subordinates by time and geography, and the time required for other functions not related to supervision. To delineate the number of subordinates a supervisor may effectively guide and control, the immediate span of control shall not normally exceed twelve (12) subordinate personnel, unless organizational needs dictate otherwise.

Unity of command: The concept that each individual in the organization has one, and only one, immediate supervisor.

Authority

- A. The City of Opa-locka is a legally chartered municipality of the State of Florida.
- B. The Chief of Police is appointed by the City Manager in accordance with the Charter and Code of the City of Opa-locka.

Organization

- A. The Chief of Police is the chief executive of the Department. The Chief reports to the City Manager and is responsible for the overall operation of the police department.
- B. Captain is a responsible supervisory police work with administrative and technical responsibility in directing law enforcement functions under the authority of the Chief of Police.
- C. Sergeants are supervisory personnel who serve as patrol shift supervisors or are assigned to oversee specific units as deemed necessary.
- D. Officers are sworn members of the Department who perform line duties within the agency. These duties include but are not limited to patrol, traffic, investigations, or other tasks as may be deemed necessary.
- E. Civilian personnel are non-sworn Department personnel who perform a variety of support assignments within the agency. These functions include clerical, communications, accident investigation, crime scene processing, and other tasks as may be deemed necessary.
- F. The organizational structure of the Department is depicted graphically on an organizational chart that is posted in the Department at a location that is accessible to all personnel. The Organizational Chart is reviewed and updated as needed.

A. Principles of Organization:

1. The organizational structure of the department shall be designed so as to provide clear-cut channels of authority.
2. Each organizational component will be under the direct command of one commander or supervisor.
3. Each department member shall be accountable to only one supervisor at a time and each organizational component shall be under the direct command of only one supervisor. **[CFA I.02M]**
4. The number of members under the immediate control of each supervisor during normal day-to-day operations shall be limited to promote adequate supervision and coordination.
5. The official Chain of Command for all units and members of the department shall be according to the accompanying organizational chart. The Chief of Police is the head administrator of the Department and all authority emanates from him via the Chain of Command.

B. Organization Structure:

1. The City of Opa-locka Police Department is located at 780 Fisherman St #316, Opa-locka Florida, 33054.
2. The Department has established a formal structure through which organizational components are arranged, defined, directed, and coordinated for line and staff functions. It is organized into areas of functional responsibilities (may be called Divisions, Sections, Units, Platoons, and Squads) which are commensurate with responsibility.
 - a. **Division:** Is the subordinate organizational function within Departmental Services and shall be commanded by a Captain.

- b. **Unit:** A unit is the principle subordinate organizational component within a section, and is generally supervised by a Sergeant or civilian authority. In specific instances, a unit may be directly subordinate to a ~~Section or~~ Division Commander.
 - c. **Squad:** Is a subordinate organizational function within a unit. A squad is generally commanded by the sworn rank of Sergeant or Acting Sergeant.
 - d. **Shift:** Is a period of the day during which members of a particular organizational element are on duty or work for each shift. They may be consecutive or they may overlap to meet unusual or peak levels in calls for service.
- 3. Administration of the Department has been divided into three (4) primary functions: The Office of the Chief of Police, Police Administrative Division, Criminal Investigations Division and the Police Operations Division, all Divisions are under the direction of the Chief of Police or designee.
 - a. Divisions may be comprised of sections, units, or squads with specific functions and responsibilities.
- 4. The organizational structure of the City of Opa-locka Police Department depicts in graphic form the overall structure of the Department and reflects the formal lines of authority and communication within the Department. **[CFA 1.01]**
- 5. The organizational chart is reviewed and updated, as needed, and is accessible to all members through the Department's Electronic Written Policies (Power DMS) which may be accessed through the Local Access Network (L.A.N.) or mobile data terminals (laptops). **[CFA 1.01]**

C. Command Protocol: [CFA 1.03M]

- I. The order of rank of the department shall be:
 - a. Chief of Police

- b. Captain/s
 - c. Sergeants/Supervisors
 - d. Officers/Support Members
2. The Chief of Police is the chief executive of the department; however, there may be times when the Chief of Police may be absent due to vacation, training, etc. Therefore, the Chief of Police will appoint a successor with command authority during planned temporary absences.
- a. During an unplanned absence of the Chief of Police, or exceptional situation, when no other provision is made by the Chief of Police, the command authority automatically devolves upon the Captain who is next in rank/position and highest in seniority in that rank.
- [CFA 1.03AM] [CFA 1.03BM]**
- [CFA 1.03AM]**
- b. It is the right and privilege of the Chief of Police to change or modify the order of precedence of command to assure the efficiency and effectiveness of police operations. **[CFA 1.03AM]**
3. During normal day-to-day operations, the assigned or dispatched member will assume command responsibility unless specifically relieved. **[CFA 1.03DM]**
4. Every supervisor, regardless of assignment, is responsible for taking action in emergencies requiring immediate supervisory attention.
5. When members from various components are involved in a single operation, command protocol requires the commander or on-scene supervisor of the component with responsibility for the operation, or a person designated by the Chief of Police to be in command. **[CFA 1.03CM]**
6. In a major crime scene where the Miami-Dade County Police Department has accepted investigative responsibilities, the highest ranking Miami-Dade County Police Department member shall assume investigative

responsibility and coordinate any additional investigative support personnel required. **[CFA I.03CM]**

7. A ranking officer will assume command under one or more of the following conditions: **[CFA I.03BM]**

- a. When a situation appears beyond the control of the officer in charge.
- b. During concurrent jurisdictional matters.
- c. For disciplinary purposes.
- d. When ordered to assume command by a higher ranking officer.

(1) In order to assume full command of any situation, the ranking officer must identify himself and announce his intentions to the officer then in charge.

8. Whenever more than one officer is present at a scene of an incident without a supervisor present, the officer with the greatest seniority in rank shall, unless otherwise advised, assume command, unless specifically relieved by a supervisor. **[CFA I.03DM]**
9. Each member is fully accountable for the use or misuse of authority and/or the failure to use that authority.

D. Office of the Chief of Police:

1. The Chief of Police is the Chief Law Enforcement Officer of the City of Opa-locka, Florida. The duties and responsibilities of the Chief are outlined by the Florida Constitution and Florida Statute. The Chief of Police is appointed by the City Manager with the approval of the City Commission. **[CFA I.03DM]**
2. Reporting directly to the Office of the Chief of Police are the following:
 - a. The Executive Assistant
 - b. Emergency Management
 - c. Departmental Services

d. Professional Compliance and Inspections

e. Police PIO

f. Police Budget

g. Police Payroll

h. Information Technology

F. Police Administrative Division:

- I. The Police Administrative Division Captain reports directly to the Chief of Police and his primary functions are directly related to records management; fiscal management; supplies and materials; facilities and communications infrastructure. Additionally, the Administrative is responsible for the following units: Real Time Crime Center; Communications; Property and Evidence; Fleet; False Alarms; Court Liaison; and Off Duty the enforcement of law, planning, organizing, and overseeing major/unusual events. The Police Operations Division commander commands subordinate units as depicted in the organization chart.

G. Criminal Investigations Division:

- I. The Criminal Investigations Division Captain reports directly to the Chief of Police and his primary functions are directly related the follow-up investigation of crimes committed against persons or property in the City of Opa-Locka, which require a degree of specialization or a centralized investigative approach. The Investigations Division's objective is to reduce violent crime and the rate of property crime within the City of Opa-locka. The Division also provides support functions of the Police Operations Division and Professional Compliance and Inspections. The Criminal Investigations Division Captain commands subordinate units as depicted in the organization chart.

H. Police Operations Division:

- I. The Police Operations Division Captain reports directly to the Chief of Police and his primary functions are directly related to the enforcement of law, planning, organizing, and overseeing major/unusual events. The Police Operations Division is the uniformed first-responder Division. The Police Operations Division Captain commands subordinate units as depicted in the organization chart.

J. Staff Meetings:

1. To ensure that acceptable levels of direct communications occur, properly orchestrated and participatory meetings of the Chief's Office and staff are to be held at all levels within the department as required.
 - a. The Chief shall meet with command staff as required to discuss policy, operational decisions, and/or other matters of importance. Subsequent to a command staff meeting, section commanders are to disseminate appropriate information from the command staff meeting to their supervisory staff.
 - b. Line supervisors shall ensure this information becomes a part of the daily operational briefing with their members.
2. Command staff members shall conduct periodic meetings with representatives from each unit under their command. The purpose of the meetings shall be to promote open communication and to discuss member concerns.
3. The Chief of Police shall hold staff meetings periodically as needed. Specific days and times may vary according to schedules of the Command Staff.

Effective Date:	
Revocations:	All existing orders in conflict
Revisions:	

Approved: _____
Scott Israel
Chief of Police

OPA-LOCKA POLICE DEPARTMENT		
	General Order: 100.02 WRITTEN DIRECTIVES	CFA STANDARD: 3.01, 302, 3.03
DATE: 04/15/2023	Chief Scott Israel	NEW (x) RESCINDS () AMENDS () OTHER ()

PURPOSE: The purpose of this policy is to formally document the structure and component parts of the written directive system. This directive establishes a format for the development, review, revision, distribution and maintenance of the written directive system.

SCOPE: This regulation is applicable to all employees of this Department.

POLICY: It is the policy of the Opa-locka Police Department to ensure that written directives are impartially developed, reviewed for the benefit, and welfare of the entire police department. All directives must comply with all laws and be disseminated to all employees.

DEFINITIONS: As used in Departmental directives, the following words and terms shall have the meaning therein-assigned, unless apparent by the context that they have a different meaning.

Administrative Order: A guideline for the operations and control of a circumstance or event not specified within the Regulations Manual or of a temporary nature, written under the direction and authority of the Chief of Police.

Amend: To alter by adding, deleting, or rephrasing. To improve. To remove the faults or errors of; rectify.

Annex: The annexes append include the examples, forms, pictures, tables, charts or diagrams essential to the directive.

Bulletins: Written documents that are not part of the written directive system. They are informational in nature, dealing with such topics as law changes, crime analysis, intelligence, or police department events, etc.

City: City of Opa-locka, Florida.

Department: The City of Opa-locka Police Department.

Departmental: Relates to ownership or control by the Department.

Directive: A specific order given by the Chief of Police or designee to an individual, a particular division or unit, or the entire Department to address a particular topic or issue. A directive may be issued in writing or orally.

Effective Date: Identifies the month, date, and year the document was published. The effective date appears in the header of the document number, which (e.g. Effective: January 1, 2020).

Electronic Mail (E-mail): The electronic transfer of information typically in the form of electronic messages, memoranda, and attached documents from a sending party to one or more receiving parties by means of an intermediate telecommunications system. E-mail which is created or received by the department in connection with official business is a record that is subject to access and records management laws and regulations as outlined in Chapter 119 of Florida Statutes.

Gender: Except in rules/directives that are designated as applicable to specifically male or female persons, pronouns such as “he”, “him”, “their” and “his” used in any directive are synonymous with both masculine and feminine genders, and shall not exclude either. This is done in the interest of sentence structure and readability.

Hyperlink: A link to another computerized document or file. The link may be to another file in the department’s local area network or the Internet.

Immediate: As soon as practicable or possible.

Information Systems Administrator: The person hired or contracted by the City of Opa-locka responsible for management and up-keep of the Department’s network, hardware and software.

LAN (Local Area Network): Denotes two or more devices (typically PCs and printers), configured to work together to share information and resources.

Lawful: Legal, warranted, or authorized by the law; having the qualifications prescribed by law; neither contrary nor forbidden by law.

May: Indicates that employees should employ their best judgement in addressing a situation by relying on experience, training, the stated mission and values of the Department, and the general guidance provided in statements of Department policies.

Employee: Any person employed by the City of Opa-locka Police Department.

Memorandum: A written communication initiated at any level and intended for a specific person or persons. Only a memorandum issued by, or under the

express authority of the Chief of Police shall establish departmental policy and procedure, or amend the Written Directive.

Objective: A desired end for which effort is expended and which, if attained, will fulfill the purposes of the Department. Within each objective, there may be a number of ancillary objectives, each of which if attained, will contribute to the accomplishment of the police mission.

Plurality of words: The singular includes the plural and the plural includes the singular.

PowerDMS: The Department's electronic policy management system that enables all employees the ability to review and electronically sign for all City and Departmental Rules and Directives, Collective Bargaining Agreements, Manuals, Legal Links And Training Bulletins.

Principle: A logical, conceptual guide in the exercise of judgement, derived by evaluating experience with a view toward the attainment of objectives.

Procedure: A method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

Receipt: Employees are responsible for acknowledging receipt and understanding their responsibility to review and comply with all directives. It shall be each employee's duty to thoroughly familiarize themselves with such provisions of the directives that deal specifically and generally with the duties of their rank, grade, or position.

Report: A written or verbal communication that relates to Departmental matters.

Regulations Manual: A publication, made available in either printed or electronic format to all employees, which defines policies, procedures, and rules, issued under the direction and authority of the Chief of Police.

Rescind: To void; repeal or annul.

Revision Date: Identifies the last month, date, and year the document was revised and published. The revision date appears in the right bottom corner of the document number, which (eg: Revised: January 1, 2020).

Rule: A specific prohibition or requirement which is stated to prevent deviations from policy or procedure. Rules allow little deviation other than for stated exceptions.

Shall: The terms "shall" or "shall not" or "will" or "will not" impose absolute requirements or prohibitions on employee's actions. Considering that the full set of circumstances surrounding many situations confronted by employees cannot be

fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action.

Should: The terms “should” or “should not” is used to convey the Department’s desire for employee’s actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem. Employees are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.

Tense: The present tense includes the past and future tense.

Unlawful (Illegal): That which is contrary to, prohibited, or unauthorized by law; that which is not lawful; acting contrary to, or in defiance of the law; disobeying or disregarding the law.

Value: A quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.

Written Directive: A written directive is any document used to guide or affect the performance and conduct of Department employees and to establish a framework for the internal organization of the police department. **[CFA 3.01M]**

Written Directive System: An organized set of written directive documents, each with its own function that gives employees a clear understanding of the constraints and expectations relating to the performance of their duties. The written directive system includes statements of police department policy, procedures for carrying out Department activities, rules and regulations for employees. The written directive system serves as a foundation on which employees can base their judgments and discretion in carrying out their duties. The City of Police Department does not intend the written directive system to cover every situation that may arise in the discharge of employees’ duties but requires employees to use sound judgment. The primary components of the written directive system are as follows:

- City Employee Policies and Procedures
- City of Opa-locka Police Department Regulations Manual
- Administrative Orders (AO)
- Standard Operating Procedures (SOP)

PROCEDURES:

A. Compliance with Written Directives:

- I. All employees are responsible and accountable for compliance with Florida Statutes, City and county ordinances, City of Opa-locka Police Department Regulations Manuals, Administrative Orders, Standard Operating Procedures, Memoranda and any other departmental Directive.

2. It is the responsibility of all employees to thoroughly familiarize themselves with the provisions of all written directives that deal specifically or generally with the duties of their rank, title, or position.
 - a. This should occur within fifteen (15) days from the date the written directive was published/distributed or within 15 working days from their first day following time off. **[CFA 3.01FM]**
3. All employees are responsible for seeking clarification, if needed, from their immediate supervisor.
 - a. Ignorance or misunderstanding of any provisions of the directives will not be accepted as an excuse for not adhering to the directives.
4. Supervisors are required to monitor their employee compliance to ensure that each employee in their respective command acknowledges receipt and reviews the applicable departmental written directives.

B. Development of Department Directives:

1. It is the policy of the City of Opa-locka Police Department to ensure uniformity in the preparation, issuance, dissemination, and maintenance of written directives. No subordinate directive may conflict with the Regulations Manual.
2. Official written policies, procedures, and correspondence will conform to the provisions of this regulation.
3. The Chief of Police establishes policies and procedures to provide guidance for employees' behavior and Department operations. As an interim measure, the Chief of Police may issue Department memoranda, until an Administrative Order, Standard Operating Procedures or a revision to the Regulations Manual is implemented. **[CFA 3.01EM]**
 - a. The Chief of Police is the sole approving authority for all Department policies and procedures.
 - b. Minor typographical, grammatical, or numbering errors may be corrected by the Accreditation Manager when found.
4. Training Bulletins, Official Bulletins and Legal Bulletins will only be utilized to transmit information. Technical manuals, if issued, are to assist personnel in job assignments.

C. General Format:

1. Tracking Numbers: **[CFA 3.01BM]**

a. The City of Opa-locka Police Department Regulations Manual will be numbered to correspond to the applicable chapter 100 Administrative 200 Operations 300 Investigations and 400 Information Technology.

(1) Chapter 100.01 “Organization” corresponds to Chapter 100.01 “Organization”.

b. The tracking numbers on Administrative Orders will be numbered as follows:

(1) The first two digits reflecting the year the directive was first issued, preceded by the letters AO (for administrative order), followed by two digits reflecting the sequential rank of the directive for that year. The letters AO, the year and sequence shall be separated by a hyphen (i.e. AO-14-01).

c. The tracking numbers on Standard Operating Procedures will be numbered as follows:

(1) The first three digits reflecting the section of the directive followed by two digits reflecting the sequential rank of the directive.

2. Formatting: **[CFA 3.01AM]**

a. Except as specified herein, all Department directives shall be formatted in 12-point Gill Sans font.

b. The body of the directive shall be in single column.

c. Information used to develop directives shall be specific, accurate, dependable, and inclusive of all relevant data. It shall be organized in a logical manner for ease of comprehension.

(1) Directives shall be written in precise and positive terms with grammatical accuracy, and the language shall be clear and concise.

d. Hyperlinks, diagrams, forms, references, and photos may be included in or linked to written directives, as technology permits.

e. Department directives shall be organized in a formal outline format, in descending order of alphanumeric to differentiate and establish topic relationship in outline form as follows:

A. Gill Sans lower case text, justified, bold.

I. Gill Sans numeral, lower case text, justified.

a. Gill Sans lower case letter, lower case text, justified.

- (l) Gill Sans numeral in parentheses, lower case text, justified.
- (a) Gill Sans lower case letter in parentheses, lower case text, justified.
- (i) Gill Sans lower case Roman numeral in parentheses, lower case text, justified.

f. Annex::

- (1) Annex(es) shall be left justified, 10 point Gill Sans MT font.
- (2) The digits reflect the written directive number preceded by the word Annex, followed by an alpha value reflecting the sequential rank of the annex(es) for the chapter. All applicable attachments are part of the directive and are tracked as follows:
 - (a) Regulations Manual: (e.g., Annex 200.01A).
 - (b) Administrative Orders: (e.g. Annex AO-01-01A)
 - (c) Standard Operations Procedures: (e.g., Annex SOP01-01A).

g. Directives will be in conformance with the appropriate CFA standards. The individual standards met by the directive, as listed in the standards manual of the Commission on Florida Law Enforcement Accreditation shall, be cited by the number preceded by the letters **CFA** in bold.

- (1) The most recent CFA format for numbering standards will be utilized. The statement(s) which meet the standard shall be marked with the letters CFA and the standard number encased in brackets (e.g., **[CFA 13.01]**). **[CFA 3.01BM]**

D. Regulations Manual/Administrative Order/Standard Operating Procedure:

- 1. Written directives of the City of Opa-locka Police Department are stored and maintained electronically on the Department's PowerDMS. **[CFA 3.01CM]**
 - a. The PowerDMS shall contain all current written directives and every Department employee shall be capable of accessing it in order to view the written directives.
 - b. Employee's access to the directives shall be in read-only format.
- 2. Employees may generate printed copies of directives **for official use only**. However, employees are encouraged to utilize the electronic version

whenever possible.

- a. Employees maintaining copies of electronic directives are responsible for updating their own manuals from PowerDMS.

3. Header (Electronic/Written Version): **[CFA 3.01AM]**

- a. The Header's center section will capture the following information:
 - (1) "City of Opa-locka Police Department": Upper case letter, 18-point Gill Sans MT font, Bold
 - (2) "Regulations Manual": Upper case letter, 14-point Gill Sans MT font, Bold
 - (3) "Chapter": Upper case letter, 11-point Gill Sans MT font, Bold
 - (4) "Effective Date": Upper case letter, 11-point Gill Sans MT font, Bold
 - (5) "Revised": Upper case letter, 11-point Gill Sans MT font, Bold
 - (6) "Page X of X": Upper case letter, 11-point Gill Sans MT font, Bold
 - (7) "Title of the order": Upper case letter, 12-point Gill Sans MT, Bold

4. Text information shall be as follows:

- a. Gill Sans MT Font, point size appropriate to content for the center and right header's section.
- b. Gill Sans MT Font, point size appropriate to content for the left section at the end of the document.

5. The text follows the header information and encompasses as many pages as necessary to complete the order. The following serves to illustrate the system:

- a. **PURPOSE:** The purpose shall provide a brief statement of the need or goal of the Regulation.
- b. **SCOPE:** The scope designates the employees affected by the order.
- c. **POLICY:** Provides a statement of policy, if needed, and usually contains a statement, such as, "It is the policy of the City of Opa-locka Police Department."
- d. **DEFINITIONS:** If needed, this section will contain definitions of words or terms unique to the Regulations.
- e. **PROCEDURE:** Procedure(s) clearly delineate the method of completing tasks or affecting an act composed of steps or a course of action. A procedure may be made mandatory in tone by using "shall" rather than "should" or "must" rather than "may".

6. The following information will be captured on the left section at the end of the document.

- a. Written Directive Authentication:

- (l) Written Directive will contain an authentication box containing the following information:

- (a) Effective Date:

- (i) Following the words, "Effective Date", the date (month, day, and year) the order becomes effective.

- (b) Revocations:

- (i) followed by the statement, "All other existing orders in conflict."

Effective Date:	October 13, 2019
Revocations:	All existing orders in conflict.
Revisions:	

- (c) Revisions: **[CFA 3.01BM]**

- (i) Following the word, "Revisions:" the date (month, day, and year) the revision becomes effective.

- (d) Three lines will separate the last line of text and the authentication box.

- (e) A space will be provided below the authentication box, followed by the words, "Approved:" for the Chief of Police's signature, approving and authenticating the Written Directive.

- (f) The Chief of Police may sign via a signature on file.

b. Footer:

- (l) Each page shall contain a footer with the effective date right justified, 11 point Gill Sans MT font.

7. The Written Directive shall contain:

- a. A Table of Contents listing all Regulations, Administrative Order, and Standard Operating Procedure Chapters in numerical order.
- b. An Index listing all the contents of all Regulations Chapters alphabetically by title.

E. Departmental Memoranda:

1. The Chief of Police or designee may issue Department memoranda to inform employees of general information pertinent to Department operations or announce new hires, transfers of assignment, promotions, terminations, and other changes in the status or assignment of personnel.
2. Memoranda may or may not convey a policy and procedure. Memoranda are generally used to clarify, inform, or inquire within the Department.
3. Additionally, the Chief of Police may use memoranda to issue or modify directives when necessary:
 - a. To comply with law.
 - b. To meet accreditation standards.
 - c. In unusual situations.
 - d. For emergencies.
4. Inter-office memoranda are used to inform or inquire within the department and, with a supervisor's approval, may be prepared by any employee.
5. Format: **[CFA 3.01AM]**
 - a. All written memoranda will be prepared in accordance with this directive.
 - b. All memoranda will be directed through Chain of Command.
 - c. Numbering and cross-references of Chain of Command memorandums will not be necessary.
 - d. At a minimum, all memoranda shall include to, From, Date, and Subject lines.
 - e. Sending parties **will acknowledge** their memorandum **by signing immediately above their name on the "From" line.** There should not be a signature line on the memorandum.
 - f. Memoranda prepared and distributed via e-mail will contain the following information: To, From, Date, and Subject. The message header provided by the e-mail software will show the originator of the message. Due to the nature of e-mail, no initialing of the memorandum is necessary.
6. Action Memoranda
 - a. Memoranda submitted to request approval or authorization of a higher authority must be submitted with "Approved" and "Disapproved" blocks following the body of text, along with a signature block.

F. Official Correspondence:

1. Letters and memoranda are important to the effective functioning of the City of Opa-locka Police Department. Since correspondence creates an image, it must be promptly acted upon and professionally prepared.
2. Police Department letterhead **will not** be used for personal or private correspondence, nor can the Department's official mailing address be used for purposes of receiving personal mail not connected with official Departmental business, except when provided by law.
3. The standard form and style, which has been reviewed and authorized by the Chief of Police or designee, is described in this Chapter and examples are contained in the annexes.
4. Before implementing the use of any standard form, letter, or notice, the form and style must be **reviewed and approved** by the Chief of Police or designee.
5. All incoming correspondence will be received by the office of the Chief of Police, date stamped, and immediately routed to the affected employee for timely coordination, action and, if required, a reply.

G. Regulations Manual/Administrative Order/Standard Operating Procedure Distribution: [CFA 3.01FM]

1. Department directives (or any amends/rescinds thereto) shall be disseminated through the Department's Local Access Network (LAN), PowerDMS, or as hard copy, and appropriate training, if necessary, shall be conducted for all sworn and specific non-sworn employees.
2. Upon receipt of an E-mail notification that a new or revised directive has been issued, employees will immediately access the directive and/or review the changes.
3. Additionally, by opening the E-mail, **employees acknowledge** that they have received the directive.
4. When an employee logs into the PowerDMS, if available, they will be presented with a list of active policies. From this list, they can easily determine which policies they have and have not reviewed.
5. After reviewing the policy, the employee enters their employee ID and password in the signature box.
6. If a test is required for the particular policy, the employee will be given the option to take the test immediately or wait until later.
7. Completed tests are immediately graded by the program. The employee is presented with a dialog box to inform him of his score and whether he passed or failed.

- a. If an employee fails the test, they will be given the option to test again or wait until later.
 - b. If they choose to test again, they are presented with the policy to be reviewed prior to taking the test.
 - c. Upon successful completion of the on-line test, **a record is generated** acknowledging the employee has reviewed the directive.
8. The Accreditation Manager (AM) shall periodically monitor the Electronic Written Directive Software to determine which department employees have read (or not read) newly-adopted, rescinded, or amended Written Directive.
 - a. In turn, the AM shall notify the appropriate supervisor of any discrepancies.
 - b. The employee's supervisor is responsible for immediate corrective action including, but not limited to, initiating disciplinary action.

H. Memoranda Distribution:

1. The originator of a paper memorandum will distribute it to all addressees via the chain-of-command and should be addressed to the intended recipient, followed by the insertion of "via chain-of-command."
2. The submitting employee will give the memorandum to their immediate supervisor.
3. Supervisors and commanding officers who are responsible for reviewing memoranda forwarded through channels will sign legibly with their full last name in the upper right hand corner and place the date of review immediately to the right of the signature. The signatures will be affixed in an orderly and neat fashion from top to bottom, beginning at the top margin and down the memo date and file number. The limited availability of space will be taken into account in entering and spacing the signature.
4. A signature affixed in the upper right hand corner of the memoranda signifies receipt or acknowledgment, review, and agreement regarding the contents in total and as stated. Disagreement with any part of the memorandum requires a written statement spelling out the disagreement or non-concurrence in part or in total. Such a statement will be added at the end of the memorandum's text.
5. The memorandum will be forwarded without undue delay.
6. Employees shall retain copies of all memoranda they generate whether in paper or electronic form for one year, in accordance with Records Retention Laws.

I. Distribution of Directives to the Public and the Media:

- I. Requests from the public or media for copies of written directives will be directed to the Accreditation Unit.
 - a. Documents marked “Confidential” will not be released without approval from the Chief of Police or designee.

J. Purging, Updating, Revising, and Archival of Department Directives:

- I. Any Department employee may propose a new directive or suggest revisions to, or deletion of an existing one.
2. Directives should be well researched, properly drafted, and subject to the review of the Command Staff for concurrence.
3. All proposed changes approved by the Chief of Police will be presented in the following manner: **[CFA 3.01DM]**
 - a. All submissions shall be made under the cover of a memorandum, via the chain of command, to the Chief of Police.
 - b. The memorandum should, at a minimum:
 - (1) Identify the material to be purged, updated, or revised.
 - (2) Cite the justification for the changes (new Florida Statutes, updated procedures, accreditation standard revision, deletion or addition, etc.).
 - (3) Identify any new material to be added.
 - c. Each employee in the author’s chain will review the proposal ensuring proper form and content.
4. The approved change(s) shall be forwarded to the Accreditation Manager, who shall:
 - a. Codify the directive as either a revision of a Regulations Manual Chapter, an Administrative Order, Standard Operating Procedure or codify the new Regulation or Order in compliance with this Regulation.
 - b. Ensure compliance with Federal and State laws, Miami-Dade County and City of Opa-locka Ordinances.
 - c. Ensure compliance with Commission on Accreditation for Florida Accreditation (CFA) Recognition Program Standards.
 - d. Prepare a draft for Command Staff review.
 - (1) Include a coversheet with an explanation of the review.
5. Revisions and/or deletions to the policy will be amended and amendments shall be highlighted.
6. On directive revisions, the original number will remain in effect and show

an amended date.

7. When a directive is canceled or revoked, the original tracking number will not be reassigned.
8. Upon completion of Command Staff and Chief of Police review, the Accreditation Manager shall prepare the final version of the directive for the signature of the Chief of Police.
 - a. Once a Department Regulation, Administrative Order or Standard Operating Procedure is adopted and distributed, it becomes the official policy and procedure of the subject.
9. The Accreditation Manager will review all Departmental directives periodically and will provide a recommendation to the Command Staff to purge, revise, or extend such directives as delineated in this Chapter. The first review shall occur one year from the date the Department is granted accreditation status.
 - a. The Accreditation Manager will maintain a complete and readily accessible file of current Departmental directives and an archive of rescinded Departmental directives.
 - b. Memoranda used as temporary orders issued under the authority of the Chief of Police, will be stored within the folder of the corresponding Department directive. The memorandum will remain in effect until the Department directive is promulgated or revised.

K. Precedence of Laws and Directives:

- I. All Department directives will be written to comply with Federal Law; Florida Statutes; Miami-Dade County ordinances; and City of Opa-locka ordinances, resolutions, and orders. Conflicts will be resolved in favor of the superior directive as listed below in descending order of precedence.
 - a. Federal laws
 - b. State laws
 - c. Miami-Dade County Ordinances
 - d. City of Opa-locka Ordinances
 - e. City Resolutions
 - f. Collective Barging Agreement
 - g. City Employees Policies and Procedures
 - h. City of Opa-locka Police Department Regulations Manual
 - i. Department Administrative Orders
 - j. Standard Operating Procedure

L. Written Manual Maintenance:

- I. The Chief of Police may direct the maintenance of one or more printed versions of the written directives, in such instances:

- a. The printed versions will be held in loose leaf binders and distributed as directed by the Chief of Police.
- b. The Accreditation Manager shall be responsible for maintaining the printed binders, ensuring that the most current version of all directives is included therein.

M. Archiving: [CFA 3.0 IGM]

1. Department directives shall be electronically stored and archived in PowerDMS.
2. The Accreditation Manager shall be responsible for the storing and archiving department directives, policies, procedures, special orders and memoranda which have been issued to employees by the Chief of Police or designee.

Effective Date:	
Revocations:	All existing orders in conflict
Revisions:	

Approved: _____
Scott Israel
Chief of Police



Opa-locka Police Department

SUBJECT: ANTI-HARASSMENT AND DISCRIMINATION	DIRECTIVE: 100.03
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 03/10/2014

- I. **Purpose:** To ensure that employees of this Department may perform their functions free from intimidation, humiliation, insult or offensive physical/verbal abuse.
- II. **Policy:** To provide a working environment free from harassment and discrimination, to investigate all reported complaints fairly and impartially and to determine whether the allegations are founded. Employees who have been exposed to or experienced harassment or discrimination are encouraged to report the incident in accordance with the department policy. The Department also ensures that job applicants can apply for departmental positions without threat of harassment.
- III. **Action:** Either men or women may be violators or victims of harassment and discrimination. Employees who violate departmental policy prohibiting harassment and discrimination are subject to disciplinary action.
 - A. Definitions:
 1. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and any other physical, verbal, or visual conduct of a sexual nature when any of the following exist:
 - a. Submission to such conduct is made either explicitly or implicitly as a condition of employment.
 - b. Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting the individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance and/or creating an intimidating, hostile, or offensive working environment.
 2. Hostile Work Environment Harassment: Speech or conduct based on race, color, religion, sex, age, national origin,

marital status, political affiliation, handicap, disability, sexual orientation, or personal appearance, that is unwelcome, and sufficiently severe or pervasive as to significantly interfere with a member's work performance or work environment.

3. Sexual discrimination: Any difference, distinction, or reference in treatment, access (e.g., opportunity to be assigned to specialized units), or impact (e.g., effect on organizational decisions) because of one's sex.

B. Implementation: Members of the department will not engage in the following conduct:

1. Threatening or implying, either explicitly or implicitly, that an employee's refusal to submit to advances may adversely affect the employee's employment, performance evaluations, wages, promotion, assigned duties, shifts, or any other condition of employment or career development.
2. Threatening or implying, either explicitly or implicitly, that a job applicant's refusal to submit to advances may adversely affect employability.
3. Creating a harassing environment by such actions as:
 - a. Offensive sexual flirtations
 - b. Advances, propositions
 - c. Verbal abuse of a sexual nature (i.e., jokes or innuendos intended for, and directed to, other employees)
 - d. Displays of sexually graphic material, cartoons, or suggestive objects
 - e. Graphic verbal commentaries about an individual's body
 - f. Sexually degrading words or gestures
 - g. Remarks concerning sexual preference

- h. Physical contact such as patting, grabbing, pinching, hugging, kissing, or brushing against another's body
 - i. Any other such offensive conduct that has the purpose or effect of interfering with either an individual's work performance or creating an intimidating, hostile, or offensive working environment
- 4. Taking retaliatory action of any kind against any employee as a result of that persons seeking redress for, or complaining of, harassment or discrimination.
- 5. Exhibiting any other behavior that falls within the definitions of harassment and discrimination.

C. Complaint Procedure:

- 1. Prior to making a harassment complaint, the victim shall take the following steps:
 - a. The employee must make it clear to the harassing party that the activity is not welcomed and ask for it to stop.
 - b. The employee should document incidents of harassment, including dates, times, place of occurrence, names of witnesses, and nature of the incident.
 - c. If the personal attempt to resolve the problem fails, a complaint may be made to the appropriate authority.
- 2. Employees may file a complaint directly with one or more of the following, as the employee deems appropriate:
 - a. Any supervisor in the victim's chain of command
 - b. The Chief of Police
 - c. Florida Commission on Human Relations.
 - d. Equal Employment Opportunity Commission (EEOC)

- D. **Supervisory Responsibility:** It will be the responsibility of each supervisor to maintain his/her work place free of harassment and/or discrimination. Supervisors learning of an incident of harassment or discrimination have a duty to report it, via memorandum, to the Internal Affairs office. Failure to take action to stop known harassment shall be grounds for discipline.

Supervisors are responsible for stopping any observed acts that may be considered harassment or discrimination and taking the appropriate steps to intervene, regardless of whether the involved members are within the supervisor's span of control.

If an employee files a complaint, the supervisor will report the incident in a memorandum and forward it to the Chief of Police.

Each department supervisor is responsible for:

1. Reviewing the Department's harassment and discrimination policy with employees
2. Assuring employees need not endure insulting, degrading, or exploitive treatment of any nature
3. Informing employees of their right to file a complaint for offensive conduct
4. Assuring employees that such investigations will be handled in accordance with applicable confidentiality provisions
5. Notifying the Chief of Police, or his designee, of actions taken relating to the complaint

- E. **Corrective Actions:** The concerned Section Major, with approval of the Chief of Police, may take any of the following actions to ensure an investigation of the complaint can proceed without conflict between the involved parties:

1. Issue written orders to the involved parties, directing them to avoid contact pending the investigation.
2. Have all parties remain in their current assignment pending the investigation.

3. Reassign one or more of the involved parties to a different assignment to improve the working environment pending the investigation. The complainant will not be reassigned unless exigent circumstances exist and approval has been granted by the Chief of Police. If the complainant submits an unsolicited request for a transfer, it will be considered.
 4. Place the accused party on administrative leave until the investigation has progressed to a point where the division major can determine the best course of action to take regarding assignment of the involved parties.
 5. Take corrective actions in accordance with the EEOC, Opa-locka Police Department policy, current case law, or any other action deemed appropriate by the Chief of Police.
- F. False Claims: While every effort will be made to investigate and resolve complaints lodged in good faith by members, the Department prohibits claims that a member knows are false, spurious, or made with the intent to take revenge against or otherwise harm a fellow member. Members, who make such accusations, knowing that they are not justified by the facts, are subject to disciplinary action.
- G. Retaliation: There will be no retaliation against any member for filing a harassment and/or discrimination complaint, or assisting, testifying, or participating in the investigation of such complaint. Any subsequent conduct by members toward any affected party, which is negative and retaliatory, should be reported for investigation and an appropriate response.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-locka Police Department

SUBJECT: FISCAL MANAGEMENT	DIRECTIVE: 100.04
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 06/04/2004

- I. **Policy:** This Procedural Directive is established to provide a basic understanding of the Department's budgetary process regarding purchasing and request for equipment or personnel. Personnel shall adhere to this directive, and any other applicable City of Opa-locka policy or procedure, when dealing with matters concerning purchases, bids, Request for Proposal, contracts, Purchase Orders, Requisitions, requests for payments or other budgetary matters. This Procedural Directive also addresses areas of equipment accountability and responsibility of persons assigned and/or operating the equipment.

II. Responsibility

- A. As per City of Opa-locka Charter and Code of Ordinances, the City Manager shall supervise and have full authority to approve, or disapprove purchases by all departments. The City Manager shall issue rules governing purchasing procedures. The City Manager shall approve all contracts relating to purchases of the City subject to the provisions of the City Charter and Code of Ordinances.
- B. Contracts and agreements must be reviewed by the City Attorney prior to being signed.
- C. As the Department director of the police Department, the Chief of Police is vested with the overall fiscal management and responsibility of the Department's Operational and Capital budget. The Chief of Police has the final Departmental authority to approve, or disapprove, a request for purchase and/or expenditure of Department funds. Once documents and/or requests have been completed and signed off by the Chief, they will be forwarded to the finance director who will forward them to the City Manager for final approval.
- D. The Assistant Chief of Police is appointed as a designee of the Chief to oversee the budgetary process and attend to the preparation of any and all documents for expenditures, or any other budget function, as may be needed during the fiscal year. Once prepared, any document will be submitted to the Chief of Police for review, approval or disapproval.

- E. Both the Chief and Assistant Chief will work in conjunction with the finance director and the Purchasing Department in regards to the expenditure of funds and other budgetary-related matters as may be needed.
- F. All requests for purchase, or any other budget-related issues, will comply with any applicable laws and/or City Ordinances.

III. Departmental Budget Process

- A. The budgetary process that the Department operates under is a line item style budget which is overseen and administered by the finance director.
- B. In April of the current year, the Chief of Police will assemble the command staff for input for the upcoming fiscal year which begins October 1st. The Assistant Chief of Police will distribute any needed forms to the staff members that are necessary for them to submit for any personnel, capital improvements or equipment needs for their respective units or divisions.
- C. Each staff member shall furnish budget requests for their specific divisions as needed for the upcoming fiscal year. The requests shall be specific in their description of personnel, equipment, services or funds needed for their division. Any necessary paperwork, or documentation, to support a request shall be submitted at the time of the request.
- D. The Finance Director will supply sample budgets and appropriate paperwork and instruction for completing the budget requests for the upcoming fiscal year.
- E. The Operational and Capital Budget request for a new fiscal year, and any other related paperwork, will be prepared and submitted by the Chief to the City Manager, as required.

IV. Purchasing

- A. The Division Commanders shall determine what equipment and supplies are needed for personnel so they can perform their respective duties and job assignments. Items may vary from low-cost office supplies to expensive equipment for sophisticated operations. Whenever possible, exact requirements, makes, models, accessories, specific equipment and/or conditions shall be

supplied to vendors. Equipment that is defective, broken, does not meet the criteria or needs of the Department, or incomplete orders, shall not be accepted from a vendor.

- B. All purchases shall conform to any applicable law and/or City requirement or Ordinance. The City Manager has the final authority to approve all purchases and/or contracts.
- C. Purchasing is governed by Code of Ordinances of City of Opa-locka. Below are specific sections that pertain to purchases:
 - 1. Purchases not greater than \$3,500.00: The Chief of Police can submit requests for purchases or contracts without competitive bids and without city commission approval.
 - 2. Purchases of \$3,500.00 or more: The Chief of Police can submit requests for purchases or contracts that will be awarded by the city commission after formal competitive bidding, except in such instances as the vendor is the sole source for the product or service.
 - a. All current requirements for purchases, bidding, award of bid and other items related to purchasing are covered in the City of Opa-locka Code of Ordinances.
 - 3. All purchases shall conform to the requirements as set forth in the City Code of Ordinances, city policies or any other requirement by the City prior to a purchase.
 - 4. Any other requirements that may become applicable in the future shall become a part of this Procedural Directive, and they shall be complied with upon becoming effective.
 - 5. Selection of Vendors:
 - a. Vendors for equipment or services costing less than \$3,500 are selected based on the products they sell and/or services they provide compared to the specific equipment or service needs of the Department. Competitive bids need not be obtained prior to submission for approval by the Chief of Police or city manager.
 - b. For vendors that supply equipment or services over \$3,500, the Department shall comply with the

competitive bid process by obtaining three quotes or a Request for Proposal as per Section IV, B, above, except where the vendor is the sole source for the equipment, product or service.

- c. Contracts for services/equipment may be awarded without competitive bid if County, State or Federal law prescribes with whom the agency must contract or if the rate of payment is established during the appropriations process.
- 6. Emergency Purchasing: Emergency purchases can be made per City of Opa-locka Code of Ordinances,
- 7. Supplemental or Emergency Appropriations: These appropriations can be made, if approved, per City of Opa-locka Code of Ordinance.

V. Accounting of Funds and Encumbrances

- A. The City of Opa-locka has adopted a central computer software program that is used to keep track of all Operational and Capital Budget accounts. The system supplies initial budgeted amounts, amounts paid out, amounts encumbered and remaining balances. The system is used to track Check Requests or Purchase Orders. The system can also be used to:
 - 1. Show the initial appropriation for each account
 - 2. Show monthly balances for each account
 - 3. Show expenditures or encumbrances made during any period
 - 4. Show the unencumbered balance of an account
- B. All requests for a purchase order (PO) initiated by the e Department shall be entered into the accounting system for purposes of electronic approval and tracking. The City of Opa-locka Finance Department is responsible for providing training, assistance and insuring that the entries in the system are correct.
- C. The Administrative Division Commander, or a designee, is responsible for tracking PO requests. The order of approval for any expenditure, either by Purchase Order or check request is:
 - 1. Administrative Division Commander – Division
 - 2. Chief of Police – Department

3. Finance Department – City
 4. City Manager
- D. Check requests shall comply with all applicable finance department requirements and must be accompanied by three (3) quotations, if the request is less than \$3,500.00. Price quotations are not required if the vendor is a “sole source” vendor of the item or service. Check requests are generated by the Administrative Division Commander, signed for approval by the Chief of Police, forwarded to, and entered into the computer system, by finance department personnel, after proper approval.
- E. The finance director may request a quarterly reporting of all Department cash transactions. Cash transactions include petty cash and Records cash transactions.
- F. Per the Charter of the City of Opa-locka, the City Commission shall provide for an annual independent audit of all City accounts and may provide more frequent audits as it deems necessary.

VI. Petty Cash Funds

- A. The Administrative Division Commander shall keep a petty cash fund of up to \$1000.00 on hand for minor immediate purchases. When the cash on hand drops below \$500, the Administrative Division Commander shall submit a request for reimbursement to the finance division. The request shall include receipts for the reimbursement being requested, detailing the expenditures of the funds. Financial services shall issue a check in the amount of receipts supplied showing cash expended.
1. The below listed persons are authorized to disburse the petty cash:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Administrative Division Commander
- B. The petty cash funds shall be accounted for by use of a ledger or computer spreadsheet reflecting:
1. Date of purchase
 2. Name of person who purchased item(s)
 3. Description of item(s) purchased
 4. Amount of purchase

5. Initial cash balance
 6. Balance on hand
- C. In order for an employee to be reimbursed for an out-of-pocket cash expenditure for the purchase of equipment that will be used and owned by the City of Opa-locka after payment, the employee must:
1. Receive prior approval from:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Division Commander, with the approval of the Administrative Division Commander (may only approve up to a \$25 expenditure without approval of the Chief or Assistant Chief)
 2. Submit an original receipt, signed by the employee making the purchase, along with an invoice and any other paperwork, for the item(s) purchased to the Administrative Division Commander for reimbursement.
- D. The Chief of Police, or designee, may give an employee cash out of the petty cash fund for the purchase of an item or equipment. Once purchased, the item or equipment is the property of the City of Opa-locka and shall only be used for approved purposes. The employee making the purchase shall:
1. Turn in any remaining cash to the Administrative Division Commander.
 2. Turn in the original receipt, signed by the purchasing employee and the division commander, for the item purchased to the Administration Division Commander or his/her designee

VII. Records Section

- A. The Records Section of the Opa-locka Police Department shall be authorized to accept cash only as payment for copies of public records and vehicle inspections. The cost of obtaining a public document from Records will be set by departmental policy and any applicable laws or ordinances.

1. The below employees are authorized, with the approval of the Administrative Division Commander, to disburse cash from the Records section petty cash:
 - a. Administrative Commander
 - b. Records Supervisor
 - c. Records Clerk
- B. The Records section of the Opa-locka Police Department is authorized to accept checks in payment for copies of public documents and grid searches under the following circumstances:
 1. Accident records requested by a professional reporting service or attorney.
 2. Records requested by an insurance agency or professional insurance adjuster.
 3. Requests for grid searches by members of the media, attorneys or professional investigators.
- C. All checks accepted by the Records section shall be logged in a ledger or computerized spreadsheet. The ledger/spreadsheet shall indicate the following:
 1. Date received in Records
 2. Amount of check
 3. Company/Attorney's name
 4. Number of records requested
- D. Checks shall be totaled and a deposit receipt prepared on a weekly basis.
 1. The deposit slip and checks will be given to the Administrative Division Commander for review.
 2. The Administrative Division Commander or his/her designee, shall deliver the checks and deposit slip to the Finance Department.
 3. The Finance Department shall review the deposit slip and issue the person delivering the checks a receipt in the amount of the total deposit.

4. The deposit receipt will be returned to the Opa-locka Police Department and delivered to the Administrative Division Commander for filing.
- E. The Records supervisor shall be responsible for the “bank” of cash on hand in the Record’s cash drawer. The “bank” of cash on hand shall consist of \$50.00 in currency and coins. Records shall also maintain a record of cash funds as required.
- F. Anytime a cash transaction is completed for payment of a public record, grid search or vehicle inspection, the employee shall issue a receipt which will contain the following:
 1. Date of the transaction
 2. Exact amount of the transaction
 3. Name of the person the cash is received from
 4. Name of the employee filling out the receipt
 5. Exact number of copies received or the ticket (citation) number of the Florida Uniform Traffic Citation issued for defective equipment requiring an officer to inspect the vehicle.
- G. Employees shall make change as needed for transactions from the “bank” furnished to Records. Records personnel shall not use cash from the Records bank for any purpose other than making change for public records purchases.
 1. All “bank” amounts over \$50 in currency and coin shall be turned over to the Administrative Division Commander on a weekly basis.
 2. The Administrative Division Commander shall cause these funds to be deposited at the Finance Department within fifteen (15) days of receipt, following the same procedure as outlined in Section VII D above.

VIII. Asset and Equipment Inventory

- A. All departmental equipment that has been assigned an asset number shall be accounted for on a yearly basis by an inventory. The inventory shall be conducted in conjunction with personnel from the Purchasing Department and/or Finance Department. The criteria for issuance of an asset number is that the item have a value of \$250 or more.

1. Upon delivery of such items, they shall be entered into the Department inventory and a number assigned.
 2. The Department inventory shall include:
 - a. Item Type
 - b. Item Make/Manufacture
 - c. Model number (if any)
 - d. Serial number (if any)
 - e. Date Received
 - f. Item location or to whom it was issued
 - g. Inventory Number
- B. The Administrative Division Commander is responsible for ensuring that an annual inventory is conducted, all asset numbers accounted for, and that all equipment and/or items that have been purchased by, or are assigned to, the police Department, are accounted for. The Administrative Division Commander, with the approval of the Chief of Police or the Assistant Chief may enlist other members of the Department as needed to assist in the inventory.
- C. The Finance Department shall be responsible for assigning an asset number and supplying the asset number sticker that is attached or assigned to the specific item and/or equipment.

IX. Issuing and Re-issuing Equipment

- A. The Administrative Division Commander, or designee, is responsible for issuing all agency-owned items and/or equipment to authorized users.
- B. All departmental personnel are responsible for the care and maintenance of any item and/or equipment that is assigned to them and/or used by them.
- C. Equipment or items that are new, or used, but in good working order and/or have not passed a manufacturer's expiration date, may be assigned and/or re-assigned to personnel within the Department.

D. Officers or units requiring equipment can obtain the equipment in one of the following manners:

1. **Equipment Purchase Authorization** – Issued for uniforms, shoes, boots and/or duty gear. Officers in need of an initial issue and/or replacement shall obtain an authorization from the Administration Division. Once the officer obtains the equipment, they shall turn in any receipts received to the Administration Division. The Administration Division Commander, or designee, shall keep a file on each officer that is issued an authorization.
2. **Memorandum** – For equipment that the Department does not currently issue and/or possess, officers or units in need of equipment can submit a memorandum, via chain of command, to the Chief of Police, requesting that the Department purchase the equipment. The memorandum shall contain:
 - a. An explanation and/or justification of the need to purchase
 - b. Name of the unit or person requesting
 - c. Name of the vendor that can supply the equipment
 - d. Cost of the item or items requested

Depending upon costs, persons requesting equipment may need to get three quotes from vendors, or an RFP (Request for Proposal) may have to be put out by the purchasing technician.

E. Equipment purchased is either paid for by a Check Request or applied against an existing Purchase Order. Once the equipment is received, and in acceptable condition, all paperwork is processed and forwarded to City Hall Finance for payment.

X. Operational Readiness of Stored Equipment

- A. All stored Departmental equipment shall be cared for and maintained in a state of order ensuring that the equipment or item is serviceable and in good working condition at all times.
- B. If an item or piece of equipment is assigned to a specific individual, that person is solely responsible for the security, care and maintenance of the equipment or item. The assigned person is responsible for ensuring that the equipment/item receives any necessary cleaning, scheduled maintenance and/or repair as may be required.

- C. If an item or piece of equipment is assigned to a specific unit, the supervisor in charge of the unit is responsible for the security, care and maintenance of the equipment or item. The supervisor is responsible for ensuring that the equipment/item receives any necessary cleaning, scheduled maintenance and/or repairs as may be required.
- D. Any item or equipment that is stored shall be inspected for operational readiness on a regular basis. The responsibility for the inspection shall be with the employee assigned the equipment or the supervisor in charge of the unit the equipment is assigned to. Once inspected, a memorandum shall be sent by the person performing the inspection to the Division Commander that the equipment is assigned to. The memorandum shall explain the condition of the equipment and if it is ready for use.
- E. Any equipment found to be defective, non-operational, unsafe, in need of repair or maintenance shall be brought to the attention of the supervisor of the assigned employee, or, if assigned to a unit, the next supervisor in rank. The supervisor is responsible for having the equipment/item serviced or repaired as quickly as possible. If necessary, they shall submit a written request, via the chain of command, to notify the Administration Division Commander and coordinate to have the work completed. The equipment or item shall then be repaired, serviced or replaced as deemed necessary.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-locka Police Department

SUBJECT: DISCIPLINARY PROCEDURES	DIRECTIVE: 100.05
SECTION: OPERATIONS	
REVISED: 07/01/2014	ORIGINAL DATE: 04/26/2005

- I. **Policy:** Our Departmental goal is to maintain professional standards of conduct for all police employees while remaining responsive to the citizens of Opa-locka. The philosophy of the Department is to utilize counseling techniques whenever possible to train or guide employees. Imposition of discipline becomes necessary when such counseling fails to rectify improper action or the employee is deemed to have committed a pronounced deviation of departmental rules, regulation, policy, procedure, or any applicable State Statute.
- II. **Responsibility:** All supervisors will ensure that employees adhere to Departmental rules, policy and regulations; and will be responsible for recording and reporting violations. The integrity and successful operation of the Department depends, in part, on the manner in which supervisors respond to and handle discipline problems within the agency. Sworn personnel, beginning at the rank of Corporal and/or first line supervisor and above, and civilian supervisory staff, shall have the authority to recommend discipline. Discipline will be administered only after review and concurrence by the Chief of Police. Incidents which shall be investigated in accordance with this directive, are alleged or suspected violations of Statutes, Ordinances, Departmental Rules and Regulations and Procedural Directives, and poor quality or inadequate performance by members of the police department. These incidents include, but are not limited to:
 - A. Non compliance with Departmental Directives
 - B. Conduct Unbecoming
 - C. Abuse of alcohol or drugs
 - D. Acceptance of gratuities, bribes, or rewards
 - E. Abuse of authority
 - F. Use of force
 - G. Improper care or maintenance of equipment
- III. **Notice:** The Department will issue a copy of all Policies, Rules, Regulations and Procedural Directives.

- IV. Procedures:** The disciplinary process should be a positive process, with an ascending order of action to be taken with emphasis on training as a means of improving employee productivity and effectiveness through positive and productive means.
- V. Levels of Discipline:** Although consistency in administering discipline is desirable, many factors should be considered when determining the appropriate level of discipline imposed at each step. Some of the factors involved include time intervals between offenses, effectiveness of prior disciplinary actions and training, willingness to improve, overall work performance, how long employed in position, and job attitude. Some infractions may be more serious in one case, because of the employee's responsibilities, than in another case. A repetition of the same offense or other serious offenses indicates that more severe disciplinary measures are necessary. Certain offenses are of such a serious nature that immediate discharge upon first offense may be appropriate.
- A. When circumstances permit, the Department will follow the concept of Progressive Discipline by administering gradually increasing disciplinary actions for each successive instance of employee misconduct. Each level of progressive discipline shall be fully documented and placed in the employee's personnel file.
- B. While often similar incidents warranting discipline are rarely identical, the Department shall treat each occurrence on an individual basis, utilizing the factors listed above, without necessarily establishing a precedent for the future.

VI. The Disciplinary Process

- A. **Training:** If a supervisor determines that infractions or poor work quality are the result of lack of knowledge of procedures or policy, the supervisor may request training through the Training Section. The purpose of additional training is to assist the employee in correcting and improving their performance level. Training may be conducted during reasonable hours under a Field Training Officer or by the supervisor, or sending the officer to applicable training. If necessary, the employee may be assigned specific remedial training through the Training Section.

If for any reason an employee fails to attend or complete the remedial training in a satisfactory manner, the appropriate Major shall be notified. Any recommendations for training shall be placed in the employee's personnel file.

- B. Counseling: The purpose of counseling is to allow the supervisor to bring to the employee's attention the need to improve their performance, work habits, behavior or attitude. The Counseling Action Report will also serve as a warning against further repetition of the unsatisfactory conduct. The supervisor should utilize the occasion to identify and define the area needing improvement, and inform the employee as to how much improvement can be realistically achieved. This shall be documented on a Counseling Action Report, signed by the supervisor. The counseled employee shall sign the form acknowledging receipt of a copy of the form. (A copy of the form shall be given to the counseled employee, and the original placed in the employee's personnel file and remain for one year).
- C. Disciplinary Action Report: In a situation where counseling has not resulted in the expected improvement, or when an employee commits a more serious offense, a Disciplinary Action Report (DAR), shall be given to the employee. This shall include a complete description of the incident(s) of misconduct, and refer to specific times, dates, and locations, personnel involved, and rules violated.

A copy of the DAR will be given to the employee, and the original permanently placed in the employee's personnel file.

- D. Suspension: In the event offenses are continued or repeated, and the employee has already received counseling or Disciplinary Action Reports, or if the nature of the offense is relatively serious, the employee may be suspended for a specific period of time. A recommendation for suspension may be made through the initiation of a DAR. The DAR will contain a narrative detailing the reason for the recommended action, including a review of the previous actions taken against the employee for the same or similar offenses which justify the disciplinary action recommended.
1. The length of suspension shall be based on the nature of the offense, past performance of the employee, number of previous incidents, training, length of service and the likelihood of improvement on the part of the employee based on previous disciplinary problems.
 2. All incidents of suspension shall be documented in a letter signed by the Chief of Police, with a copy given to the suspended employee and the original placed in the employee's personnel file.

3. Such suspension shall be without pay, and, if for more than one day, shall be issued on a consecutive working day basis. A suspended employee shall not be permitted to work on their normal day(s) off.
- E. Notwithstanding any provisions of this Directive, the employee is afforded all rights and remedies as stated in the current Collective Bargaining Agreement between the City and the Collective Bargaining Unit.
1. Note that the appropriate box in each section of the DAR referring to the employee's preferences or decision shall be so marked prior to the employee returning the DAR to the issuing supervisor.
 2. It should also be noted that the permit for the employee to engage in off-duty police employment will be temporarily withdrawn for the duration of said suspension.
 3. The Chief of Police may suspend an employee with pay during an investigation when allegations are serious enough to, if sustained, warrant an extended suspension, dismissal, or demotion.

- F. Dismissal: For a continued series of minor offenses, repetition of more serious offenses, or the first occurrence of a serious offense, an employee may be dismissed from the Department.

If the employee's alleged conduct is serious enough to warrant dismissal, the employee may be placed on suspension, with or without pay, pending the outcome of the investigation.

- G. Demotion: In cases where demotion would be in the best interest of the Department, such demotion may be utilized as a means of discipline.

Any such demotions shall be documented and a copy placed in the employee's personnel file.

VII. Authority to Administer: The immediate supervisor initiates most disciplinary actions. In general, the final authority to approve a disciplinary action is related to the type of action taken.

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|----|----------------------------|----------------------------------|
| A. | Types Of Action | Authority To Approve |
| | Counseling | Immediate Supervisor |
| | Training | Immediate Supervisor |
| | Disciplinary Action Report | Chief of Police |
| | Suspension | Chief of Police and City Manager |
| | Demotion | Chief of Police and City Manager |
| | Dismissal | Chief of Police and City Manager |
- B. In instances where an employee poses an immediate threat to the safety and well being of the members of the Department or the citizenry of the City of Opa-locka, any supervisor may immediately relieve that employee from duty and follow established disciplinary procedure. For example, an employee who reports for work intoxicated shall be relieved from duty immediately by a supervisor. The supervisor shall state the circumstances of the matter concerning the employee being so relieved in writing to the Chief of Police, via chain of command within twelve hours. The facts upon which the complaint is based will be described in full. An employee relieved of duty shall not be restored to duty pending an investigation of the charges for which they were relieved from duty except at the direction of the Chief of Police. In every instance, the Chief of Police shall be contacted and informed of the action as soon as practicable.
- C. Each employee of the Department will continually be aware of police action within their purview, in an effort to identify misconduct at its earliest stages. Each employee will perform the duties and assume the obligations of their rank in the investigation of misconduct by police department personnel.
- VIII. Appeal Of Disciplinary Action:** All disciplinary actions will be subject to the process as stated in the current agreement between the City and the Bargaining Unit in Article 31 Grievance Procedure and Disciplinary Matters.
- IX.** Any employee dismissed will receive the following:
- A. A statement citing the reason for dismissal
 - B. The effective date of the dismissal
 - C. A statement of the status of fringe and retirement benefits after dismissal

X. Records Maintenance

- A. All written records of disciplinary actions (except Internal Affairs investigations) shall be maintained in the employee's personnel file.
- B. This Department will comply with the State of Florida Retention Schedule Manual in the maintenance and purging of all files involving disciplinary procedures.
- C. Once yearly, the Internal Affairs Investigator shall conduct an analysis of incidents concerning employees, filed during the previous 12 months and make recommendations, in writing, to the Chief of Police as appropriate.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-Locka Police Department

SUBJECT: ON THE JOB INJURY	DIRECTIVE: 100.06
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 07/09/2004

- I. **Policy:** It will be the policy of the Opa-locka Police Department to provide guidelines for officers injured in the line of duty to ensure proper medical treatment is afforded our employees. All employees must be familiar with the City procedure for filing injuries on the job.
- II. **Procedure for Filing an O.J.I.** Any employee injured in the line of duty, no matter how minor, must immediately report the injury to a supervisor. Report of Injury must be made prior to the completion of the respective workday. The following procedure shall be followed:
 - A. If the injury is minor in nature but sufficient to warrant first aid treatment, Miami-Dade Fire Rescue shall be contacted and will administer such First Aid.
 - B. If the injury is not an emergency but requires medical attention, and occurs during normal business hours, the employee will, after advising his/her supervisor, respond to the Human Resources Department to report the injury, if possible, before receiving medical attention. If the employee is unable to contact the Human Resources Department, the supervisor will make the contact. The Human Resources Department will prepare the necessary paperwork for the employee to receive treatment and will select the medical facility the employee is to respond to for care. If the injury is serious, and occurs after normal business hours, the employee shall respond to the nearest emergency medical facility.
 - C. If the injury is a serious or life-threatening emergency, seek medical treatment immediately. Once the situation is stabilized, the supervisor will contact Human Resources Department if during normal business hours. If after normal business hours, Step E of this section shall be followed.
 - D. If the injury that occurs is of such a minor nature that it only requires first aid at the scene, the supervisor will fill out the

Employee First Report of Injury form and Supervisor's Report. The supervisor will obtain and attach any related medical treatment forms (Fire Rescue, etc.).

- E. The supervisor shall prepare a package containing the First Report of Injury Form, Supervisor's Injury Report, any medical treatment forms (Fire-Rescue, emergency room, etc.), Offense/Incident and/or arrest reports and/or supplemental reports and make an additional copy of all these forms. All documentation will be submitted to the Division Commander within twenty-four hours of the reported injury. The Division Commander will forward all paperwork to the Chief's office.
- F. The Chief's office will submit the original package to the Human Resources Department and file the copy.

III. Medical Treatment

- A. All routine medical treatment (after initial first aid) must be scheduled by the Human Resources Department at a treatment facility/office approved by the HRD.
- B. All follow-up treatment or referral to a specialist MUST be authorized and coordinated by the Human Resources Department. There are no exceptions to this regulation. Employees who utilize physicians not authorized by the Human Resources Department will be responsible for medical expenses

IV. Employee Responsibility When Absent Due to O.J.I.

- A. Activities while disabled:
 - 1. Injured employees, while disabled, shall remain at home, their place of approved recuperation, or in the hospital during their entire period of disability. When recuperating at home, employees will be required to make daily contact with the Administrative Division Lieutenant or designee or as otherwise directed.
 - 2. While recuperating at home, the normal shift duty hours shall be 0900–1700 hours, with Saturday and Sunday off.
 - 3. Daily documentation of contact will be maintained on file by the Administrative Division Lieutenant. The employee may make necessary trips to the drugstore, grocery store, doctor,

etc., as long as such activities do not aggravate their condition. If the injured employee is going to leave home for reason during normal duty hours, the employee will contact the Administrative Lieutenant and advise him/her of their destination, unless the medical appointment has been previously approved. If the Administrative Lieutenant is not available, the employee will notify the on-duty Patrol Supervisor, both when leaving and upon returning home.

- a. The on-duty Patrol Supervisor shall complete a memorandum to the Administrative Division Lieutenant advising of the following:
 1. Employee's name
 2. Date & Time of call
 3. Employee's destination
 4. Time employee returned home.
4. The employee will be required to keep the Department informed of status regarding any change in medical condition.
5. Should an injured employee be requested by Human Resources to see a designated physician, said request will be taken as an official order from the police department with which to be complied.
6. If an employee remains O.J.I. for more than thirty (30) days, he/she may be required to turn in their vehicle to the Administrative Division Lieutenant or designee.

B. Out-of-Town Convalescence

1. If the attending physician directs the employee to convalesce at another location, a statement to that effect from the physician will be delivered to the Chief of Police prior to the employee's departure. The written statement shall include:
 - a. The name of the facility
 - b. The address of the facility
 - c. The facility's telephone number
 - d. Employee's expected length of stay

2. The employee shall notify the Police Department of any change in this status and provide a new statement of the required information, including the Physician's Statement.
 3. When it is necessary for a member with a disability status to leave Miami-Dade or Broward County, written permission must be obtained from the Chief of Police. In emergencies, the shift supervisor will be notified and given the reason for the leave, destination and expected time of return. The shift supervisor's approval must be obtained prior to leaving.
- C. Working while disabled: Disabled employees will not be allowed to engage in any outside or off-duty employment.

V. Supervisor's Responsibilities: Contacts: It shall be the responsibility of the Administrative Division Lieutenant to monitor employee's progress and conduct checks as needed. The Administrative Division Lieutenant will also ensure a weekly contact is made with the employee's physician and HRD to verify employee's medical condition and duty status. Once contact is made, status information will be forwarded to the Chief's office.

VI. Return to Work, Light Duty, Time Lost

- A. Light Duty: Upon physician's approval, the employee may be on sedentary duty status while recuperating from an injury or illness. Light duty may be offered on a full-time or part-time basis, depending on openings, availability and needs.
- B. Return to Work/Time Lost
1. When an employee returns to work after the loss of work due to O.J.I., the employee is required to submit a physician's release to the Administrative Lieutenant. If the employee's release is for anything other than full duty, the employee must also submit a letter from the attending physician stating the approximate amount of time the employee will remain on other than full duty status and the type of status. Should the status change, an updated Physician's Statement will be required.
 2. If an employee has returned to work and later needs to revert back to injured status as a result of the same injury, he/she must obtain written authorization prior to missing work from the authorized physician, complete and turn in a

Supplemental Injury Report form to the supervisor, who shall forward the same in accordance with Section II-E. An employee cannot call in before a scheduled shift and be recorded as O.J.I. The absence will be carried as sick leave until verification is received from an authorized physician and the Supplemental Injury Report is turned in.

3. A physician's letter must be submitted to the Administrative Lieutenant prior to returning to full duty.

C. Assignments of Light Duty Personnel

1. Light-duty assignments will be provided when positions are available as determined by the Chief of Police. Personnel, while on light duty, may be assigned and transferred to any division, unit, section, etc. within the Department as necessary, at the discretion of the Chief of Police or his designee. Duty schedules will be set accordingly.
2. Light-duty personnel shall wear plain clothes during working hours.
 - a. Light duty personnel shall not be required to carry firearms while in this status. If carried, the weapon will be concealed at all times.
 - b. Light duty personnel shall not operate a city motor vehicle without written approval from their doctor, and approval of the Chief of Police.

D. Working While on Light Duty

1. Employees on light duty will not work off duty or overtime assignments.
2. On-duty medical appointments, physical therapy, etc., must be cleared in advance through the employee's immediate supervisor. Standing appointment schedules must be submitted to the Division Commander immediately and must be set during the employee's light duty working hours. They shall be scheduled so that the employee works no more than forty (40) hours per work week.

3. When available, light-duty assignments will be made for a period up to sixty (60) days. Light-duty assignments beyond sixty (60) days may be granted upon recommendation of the Chief of Police.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-locka Police Department

SUBJECT: POLICE EXPLORERS	DIRECTIVE: 100.07
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 11/12/12012

- I. **Policy:** This policy contains the policies and procedures governing the Opa-locka Police Department Explorer Program. These policies are strictly confidential and for authorized personnel only. These policies and procedures are established to direct all Explorers in carrying out their duties and responsibilities.

Each Explorer will be issued a Policy and Procedures Manual. Upon receipt, they will be required to sign and date a receipt of said policies. Each Explorer is responsible for knowing and following all the policies and procedures contained herein. Explorers are expected to keep their Explorer Handbook secure and in good condition. In the event that the manual is lost or stolen, it is the responsibility of the Explorer to notify the Post Advisor immediately and complete a memorandum explaining the circumstances.

Besides the Explorer Handbook, they are expected to familiarize themselves with other publications as directed by the Post Advisors of any Associate Advisors. These may include, but are not limited to:

- A. Department's regular policies, procedures, and regulations
- B. Law enforcement training aids
- C. Learning for Life resource materials and other publications.

II. **Mission Statement:**

The intent of the Opa-locka Police Explorers Program is to educate and involve youth in police operations, to interest them in possible law enforcement careers and to build mutual understanding. The education aspect of the program provides knowledge of the law enforcement function and discipline amongst other things. Through involvement, the individual Police Explorer attains a well founded awareness of the complexities of police service. The Opa-locka Police Department Explorer Program is open to male and female youths between the ages of 14-17.

III. General Eligibility Requirements:

- A. Eligibility requirements of the intended Explorer will include the following:
 - 1. A complete application packet provided by the Opa-locka Police Department Explorer Advisor
 - 2. Registered/enrolled in middle school or high school.
 - 3. Between the ages of 14-17
 - 4. An application that includes a Hold Harmless and Release Form from the City of Opa-locka and Learning for Life, executed by the parents or legal guardian.
 - 5. A minimum cumulative grade point average of 2.0 from an accredited educational facility.
 - a. The Explorer will be required to provide a copy of his/her report card.
 - b. If the Explorer receives less than the 2.0 GPA, they will be relieved of duty pending the outcome of the next academic report card. Failure to bring up the GPA to standards will result in further disciplinary actions up to and including dismissal from the Program.
 - 6. No felony adjudications or convictions. Misdemeanor adjudications will be considered on a case by case basis.
 - 7. A thorough background review to assess character and integrity that will include interviews with neighbors and teachers.

IV. Post Organization and Command Structure:

- A. Leadership structure: Posts are generally organized in one or two ways: elected officers or rank officers. Explorers will be promoted by the head Advisor of the Explorer Program. Said promotions will be based on knowledge, training, experience, attitude, seniority, dependability, maturity, and leadership skills. Below are some general guideline and job descriptions.

COMMAND STAFF MEMBERS

Police Explorer Deputy Chief- serves as the youth leader of the Post, and oversees the operations of all the Explorers in the Post.

*Police Explorer Major-*serves as the Administration Explorer of the Post, and directs the recruiting and admission of new members. Conducts opening and closing ceremonies. Establishes discipline. Oversees the operation of Lieutenants and Sergeants.

*Police Explorer Captain-*maintains a Post Activity File. Prepares weekly training schedules. Coordinates special details.

*Police Explorer Lieutenant-*maintains the training portion of the Explorer records. Maintains the Ride Along Evaluations and reports proficiencies and deficiencies to the Post Advisor.

*Police Explorer Sergeant-*maintains attendance records for the Explorers. Handles Post correspondence. Oversees the Explorers below this rank, supervises the Corporal, and is responsible for administering discipline.

- B. Term of Office- The Post Advisor shall determine the length of the term for each position on the staff. Any Explorer who resigns or is terminated from the Post shall lose the position he/she last held. Any Explorer returning to the program shall begin at the entry level Explorer. The Post Advisor reserves the right to waive this rule as he/she deems necessary. This will be evaluated on a case by case basis.

Any Post Officer not satisfying his/her appointed duties or not maintaining his/her membership in good standing, will be given formal counseling with the Post Advisors and Deputy Chief Explorer. If a second violation occurs within 90 days, a written counseling sheet shall be given. Command Staff Explorers shall be demoted to the rank of Explorer if a third violation occurs within the 90 day period.

V. Membership:

- A. New applicants: Applicants will fill out a Post 514 application form and submit this form to the Post. After a background check has been completed, the applicant will be contacted an interview will be set up at the completion of the meeting, the applicant will be advised if he/she meets the Post standards.

- B. Applicants must have written parental approval.
- C. If the Post membership is at the maximum number of twenty, a waiting list of perspective members will be compiled. This will be on a first come, first served basis. When a vacancy slot becomes available, the next willing candidate on the list will be contacted.
- D. All new Explorers, upon receiving approval from the Oral Board, shall receive a copy of the Manual and By-Laws. Together with those items, the new Explorer shall be assigned to a squad. Police Explorer uniforms will be issued on this date or soon thereafter.

VI. Meetings:

- A. Explorers must participate in a minimum of 75% of scheduled meetings. Exceptions can be made at the discretion of the Explorer Advisor.
- B. Explorers will not carry or consume food or drinks during scheduled meetings or activities, unless permission is granted by the Advisors.
- C. Explorers will be required to attend meetings in the uniform designated for that particular day. Explorer not in correct attire will be dismissed for that day unless otherwise directed by the Advisor. It is important that each Explorer maintains a clean and tidy uniform as well as appearance.
- D. No electronic devices are allowed to be used during meetings. Cellular phones must be kept on 'vibrate' and can only be used for emergencies.
- E. All Explorers, when in the presence of the public or others, will address ranking Explorers by their rank followed by their last name.

VII. Training:

The Explorer Advisor will develop an in-service training program for the Explorers. All new Explorers will be required to attend the Basic Training Explorer Academy. Training will also be given during meetings and Ride-Alongs.

Explorers will be trained in accordance to state law and department policies and procedures. Explorers will become familiar with firearms

operations, traffic stop procedures, traffic crash investigation, criminal investigations, and bomb threats, and so forth.

Marching and drill is an intricate part of training. Discipline is paramount. Those Explorers who demonstrate leadership and commitment to training will be selected to represent the Opa-locka Police Department in the State and National Police Explorer competitions.

VIII. Public Relations:

All public relations will be handled by the Post Advisor or his/her designee when it relates to the police Explorer program. During the course of a police scene or major incident, public relations will only be handled by the public relations officer (PIO) designated by the Chief of Police.

IX. Discipline:

Failure to comply with the established rules and regulations set forth in this Manual shall result in disciplinary actions up and until dismissal from the program.

Disciplinary actions will consist of one or more of the following:

- A. Verbal warning
- B. Counseling Sheet
- C. Disciplinary Action Report
- D. Demotion/loss of rank
- E. Suspension
- F. Dismissal from the Post

Insubordination is an act of defiance to authority whether it be a direct disregard to orders given or an act that embarrasses or weakens the effectiveness of the Department.

X. Code of Conduct:

- A. Unkind remarks: Explorers will refrain from sharp retorts when carrying on any conversation. They should never make remarks about others or voice prejudices concerning race, ethnicity, religion, sex or sexual preference, or politics.
- B. Conduct Unbecoming a Police Explorer- No Explorer shall conduct himself/herself in a disorderly manner or any manner which will

otherwise diminish or taint the image of the Opa-locka Police Department; and/or any act that will otherwise weaken the effectiveness of the Department and its officers.

- C. Gossip- No Explorer shall engage in or tolerate any gossip detrimental to any person employed and/or associated with this Department. Gossip is strictly prohibited and is the policy of the Opa-locka Police Department governing sworn and non-sworn employees.
- D. Courtesy- Explorers will treat all members of the Post with respect and dignity. All Explorers will treat all of the members of the Opa-locka Police Department with respect and dignity. Explorers are expected to treat the public with respect and the highest level of professionalism. Discourtesy, disrespect, or any form of tactless conduct will be considered Conduct Unbecoming a Police Explorer and will not be tolerated.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-Locka Police Department

SUBJECT: LAPTOPS	DIRECTIVE: 100.08
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 12/17/2004

- I. **Policy:** Mobile laptops are communication devices which have been issued to or privately owned by Department personnel to enhance performance and officer safety.
- A. As the system is enhanced, usage of the mobile laptop system will serve to provide the following:
1. In-car access to FCIC/NCIC, Dade County Local Computer, the Opa-locka Police Department computer system, and other related systems.
 2. Facilitating car-to-car, car-to-dispatch, and dispatch-to-car messages
 3. Ability to write reports
 4. Officer communication of status changes
 5. Reduced congestion of existing voice channels
 6. Increased availability of communications personnel for high priority functions
- B. It is the policy of this Department to ensure efficient, effective, and lawful use of mobile laptop computers; and to ensure that said computers are used responsibly, properly and in adherence with the procedures set forth in this Directive and applicable laws.
- II. **Purpose:** The purpose of this Directive is to promulgate procedures governing the use and maintenance of mobile laptop computers assigned or utilized within the Department for use inside the confines of the facility or in the field. This Directive covers all sworn and non-sworn members of the Department.

III. Objectives For the Use of Mobile Laptop Computers: The purpose of a mobile laptop computer system is to aid in the efficient operation of this Department. The mobile laptop computer system will simplify the report writing process for individual officers, and eventually provide them with faster access to job-related information including suspect and vehicle information than normal voice communications can provide. It helps to standardize the reporting system and provides a readily accessible database for analysis of crime and calls for service trends that impact staffing needs. A properly maintained and handled mobile laptop computer system will improve morale, stimulate confidence in today's growing technological fields, and improve the overall ability of the entire Department to provide law enforcement services in an efficient and effective manner.

IV. Responsibilities

- A. Administrative Division: The Administrative Division Major or his/her designee shall be responsible for the overall implementation, control, and maintenance of the mobile laptop computer system.
- B. Supervisors: The Field Training Officer shall ensure that Departmental sworn personnel are properly trained in the use of the mobile laptop computers. They shall assure that the computers are properly cared for, secured, and used in a fashion that is consistent with Departmental policy and applicable laws. Supervisors shall conduct inspections of the mobile laptop computers utilized by their personnel at least once a month to ensure they are being maintained properly. Inspections that do not meet the criteria set forth in this Directive will be documented by memorandum to the Administrative Division Major.
- C. The Administrative Major will ensure all other Department personnel are provided said training.

V. Installation of Mobil Laptop Computers in Police Vehicles

In order to safeguard both the laptop computer and the Opa-locka vehicle in which it is utilized, the following criteria must be adhered to.

- A. Mounting: No laptop computer may be utilized in a marked Opa-locka Police vehicle unless it is secured by an approved mobile computer mount/stand. The mount/stand shall not interfere with the

safe operation of the vehicle, its emergency equipment or the proper deployment of the airbag system, or any other normal and standard function.

1. The mount/stand shall be approved by the Administrative Division Major or designee prior to installation.
2. If the laptop is Department issued, the Department will be responsible for the selection, purchase and installation of the mount stand.
3. The City, at its discretion, may provide a vehicle mount for personal laptop computers.

B. Electrical: All laptops (personal or Department issued) shall be connected to the police vehicle's power supply via the use of an inverter. No laptop may be connected directly to the vehicle's electrical system by a cigarette lighter type power cord. This restriction applies to all police Department vehicles.

1. If the laptop is Department issued, the Department will be responsible for the selection, purchase and installation of the inverter.
2. If the laptop is privately owned, the Administrative Major or designee must first inspect and approve the privately purchased inverter prior to its utilization in an Opa-locka police vehicle.

C. Recovery of Personal Property Upon Separation from the Department or re-assignment: Should a member be transferred to another Division or Unit or be separated from the Department, that employee may recover their personally purchased and installed computer mount and inverter.

1. The removal of the personally purchased equipment shall not harm the operational capabilities or cosmetics of the vehicle from which they are being removed.
2. The Administrative Division Major or designee shall inspect the vehicle after the equipment's removal to ascertain that the vehicle's operational capabilities or cosmetics have not been compromised.

VI. Use Of Mobile Laptop Computers

- A. Voiceless Dispatch: The mobile laptop computers will eventually provide the ability for patrol units to receive calls for service via their laptops. The patrol officer will be able to advise their status; i.e., in service, at scene, etc., by the same means.
- B. Report Writing: Primary use of the mobile laptop computers is intended for the writing and transmission of completed police reports. All initial and supplemental reports should be written on the computers as opposed to handwritten, unless circumstances preclude that, and only when authorized by a supervisor.
- C. Criminal Information Systems: The mobile laptop computer system will eventually be set up to interface with the Florida Criminal Information Center (FCIC), the National Criminal Information Center (NCIC), the Dade County Local Computer System and other systems that will facilitate the retrieval and exchange of job related information. Department members should be aware that Florida State Statutes as well as FDLE regulate access to FCIC/NCIC. Use of information in the system is strictly limited to law enforcement purposes and may not be disseminated to any person for any other purposes. Use of the NCIC/FCIC networks is restricted to personnel who have been trained by FDLE or authorized trainers in the use and regulations of it.
 - 1. The Chief of Police or his/her designee will assist in the scheduling of the appropriate training classes for personnel to satisfy FCIC/NCIC and other related requirements.
- D. Unit-to-Unit Communications: The mobile laptop computers will have the capability to communicate car-to-car and car-to-station. Department members should be aware that those are standard radio communications that are regulated by FCC. All communications via the mobile laptop computers are logged in the system server for routine storage. These records are subject to disclosure under public record laws and members shall restrict all such communications to official business.
- E. Personal Uses: The Department acknowledges that extended exposure to the use of computers will generally enhance a member's ability to work with a computer. By allowing members to

use the Department issued mobile laptop computers at home, individual skills should improve. As Department issued mobile laptop computers will generally be assigned permanently to most personnel.

1. No software may be loaded on the Departmental mobile laptop computers without the prior approval of the Administrative Division Major or designee.
2. No files or graphics may be loaded or downloaded on the Departmental mobile laptop computers.
3. Members may not alter or modify the AUTOEXEC.BAT or CONFIG.SYS files in the mobile laptop computers. They may not allow any other person to alter those files, other than when fully authorized to do so by the Administrative Division Major.
4. Departmental mobile laptop computers will be subject to inspection by supervisors and/or the Administrative Major or designee. No individual files may be hidden or password protected by members unless the files are opened immediately upon request from the authorized inspecting person.
5. Personal use of the Department mobile laptop computers is restricted to Department members only.
6. Written permission is required to utilize the City of Opa-locka supplied wireless network when off duty, but can only be used for work related activities.
7. Information can only be obtained through Department access programs for criminal justice purposes only. Under no circumstances may the following data bases be accessed for personal use:
 - a. FCIC/NCIC
 - b. Dade County Local Computer
 - c. Department Records Management System
 - d. Other related systems

- F. Report Storage: Members shall be required to maintain a copy of all reports generated on the mobile laptop computers for a minimum of one month following report date. At the end of the one-month period, members may delete the reports at their own discretion.

VII. Mobile Laptop System Security

- A. All transactions through the wireless mobile system are stored electronically and are retrievable from the mobile system.
- B. Messages shall be limited to official business and shall be prudent in their text.
- C. Information transmitted through the wireless mobile system shall be considered as **CONFIDENTIAL**
- D. Any requests for access to this information shall be directed to the Administrative Division Major or his/her designee.
- E. Police employees shall secure their vehicles to preclude unauthorized use or tampering with their mobile laptop computers. These computers are not to be left in the police vehicles when the assigned officer is not on duty.

VIII. Rules of Conduct

- A. The mobile laptop computer system shall be used for official police business only, except as otherwise noted in this Directive.
- B. Users of the laptop computers shall not commit any act that may discredit or bring disrespect to the Department.
- C. Messages that contain profanity, sexual, racial, ethnic, or any other degrading or insulting personal remarks or innuendoes are strictly prohibited.
- D. At no time will the Internet be accessed via the mobile laptop computers utilizing the Department wireless technology. Permission must be granted, in writing, allowing use of the laptops to access the Internet via any other communication means; i.e., internal modem.

- E. An individual who violates these Rules of Conduct or fails to adhere to any other part of this Directive may be denied access to the Department's mobile system and be subjected to disciplinary action.

IX. Safety Issues

- A. The mobile laptop system is the secondary means of dispatching. The voice dispatch procedures are the primary means of assigning calls, officer advising of status and any other communications relative to a call for service.
- B. All information pertaining to officer safety shall be voice broadcast unless doing so would further jeopardize officer safety.
- C. Employees arriving at multi-unit incidents shall mark arrival by both voice and the mobile laptop system.
- D. Voice, as well as the mobile laptop system, shall be used to dispatch incidents requiring an emergency response.
- E. Drivers of vehicles utilizing the mobile laptop system shall exercise caution when using a laptop while the vehicle is in motion. The driver shall not perform the laptop functions that require more than the push of a status button while the vehicle is in motion.
- F. Officer initiated activities that involve suspicious activities or potential officer safety concerns should be reported to the dispatcher by voice.

X. Distribution and Assignment of Mobile Laptop Computers

- A. Permanently Assigned Units: When available, individual members will be permanently assigned a mobile laptop computer for their sole use. Officers assigned to the Uniform Patrol Division will take priority in the assignment of the mobile laptop computers, based on seniority. The Administrative Division Major or his/her designee will assign the computer and maintain a description and serial number of the unit. Upon leaving employment of the Opa-locka Police Department, the member will return his/her computer to the Administrative Division Major or his/her designee.

1. Any member permanently assigned a mobile laptop computer shall immediately surrender the laptop upon demand.
- B. Pool Units: The Department will attempt to maintain a pool of spare mobile laptop computers for temporary assignment to members. The following guidelines will pertain to the assignment of those computers:
1. Spare computers may only be signed out under the authority of a supervisor who will be responsible for documenting the name of the individual to whom it is being assigned, the date and time assigned, and his/her initials on a form that will be provided by the Administrative Division. A supervisor must also sign the unit back into inventory, documenting date of return and initial same.
 2. Spare computers should only be signed out for the period of one shift at a time, unless circumstances dictate that a longer period is needed. Officers who have turned their permanent units in for repair should not take replacement units home at the end of his/her shift. Members who do not have a permanent unit assigned may be assigned a unit for attendance at schools, whether in or out of town, providing that a minimum of two units are left for daily sign-out.
 3. Spare mobile laptop computers should not be signed out overnight or over the weekend unless at least two additional units are available for sign-out by Uniform Patrol Division personnel.
 4. Supervisors signing spare computers out and in shall assure that they are functional and any damage existing to the units is fully documented. Fresh damage will immediately be reported in writing by the respective member, via the chain of command, to the Administrative Division Major or his/her designee, along with an explanation as to the circumstances of the occurrence.

XI. Repairs and Maintenance of Mobile Laptop Computers

A. Damaged Units

1. Fresh damage to, or non-functionality of, a Department mobile laptop computer must be reported to the member's immediate supervisor prior to the end of the shift the member is working. If the unit is not operable, the member must immediately report to his/her supervisor and turn the unit in for repair/replacement. The supervisor will forward a written report to the Administrative Division Major or his/her designee. The report shall include:
 - a. The make, model and OLPD ID# or serial number of the damaged/inoperable laptop.
 - b. The circumstances that led to the damage or inoperability of the laptop.
 - c. If the damage was due to negligence or unavoidable.
2. Damaged units that are not operable will be placed in the spare computer storage cabinet and logged in as inoperable. A note will also be attached to the unit indicating that it is inoperable, along with a brief explanation as to the problem. A copy of the above stated report to the Administrative Division Major may be attached in lieu of a note. The Administrative Major or designee will assure that appropriate repairs are arranged.

B. Non-Functional Units

1. Members who experience problems with the routine functioning of the Department mobile laptop computers should first contact their immediate supervisor for assistance. If the supervisor cannot correct the problem, he/she will determine what steps will be taken to correct the problem.
2. Officers will be given training on the software used in the mobile laptop computers and supervisors/members should make an effort to resolve functional problems with them prior to dead lining a unit.

3. A computer specialist (designee) will be assigned by the Administrative Division Major to act as a troubleshooter with the mobile laptop computer system. If the computer specialist is on duty, any supervisor or member may make contact with them in an effort to resolve functional problems with the units. A computer specialist shall not be called in on overtime to resolve problems with individual units unless a supervisor deems it necessary.

XII. Inspections: ALL mobile laptop computers shall be subject to routine periodic inspection by supervisors and/or Department computer specialist(s). The computers will be inspected for routine care and maintenance purposes, as well as to insure the integrity of the software that is loaded in them. Members should be aware that all files contained in the Department computers are subject to review by personnel conducting said inspections.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-Locka Police Department

SUBJECT: SELECTION	DIRECTIVE: 100.09
SECTION: ADMINISTRATION	
REVISED: 07/01/2014	ORIGINAL DATE: 04/23/04

- I. **Policy:** The selection process is governed by the City of Opa-locka Human Resource Section and is a key activity in the effectiveness of the Department. The Opa-locka Police Department will coordinate with the Human Resource Department (HRD) to maintain an efficient, effective, and fair selection process designed to select candidates with the best knowledge, skills, and abilities needed to succeed in a law enforcement career.
 - A. **Responsibility:** The Human Resource Department and the police Background Section are responsible for all aspects of the selection process. The Chief of Police will recommend candidates based on the information developed during the selection process. Appointment authority rests with the City Manager.
 - B. **Professional and Legal Requirements:** All personnel selection activities will be performed in the following manner:
 1. The Human Resources Department and Background Section will utilize the following manuals in the selection process and maintain current copies on hand for reference purposes:
 - a. City of Opa-locka personnel policies
 - b. Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training (FDLE, CJSTC), Policies and Procedures Manual
 - c. FDLE, CJSTC Background Investigation Guidelines
 2. All non-certified candidates must meet eligibility requirements as set forth by the Florida Department of Law Enforcement (FDLE) and the appropriate training facility. Lateral entry is available to certified police officers and other experienced specialized positions and shall follow the hiring procedures excluding the taking of the T.A.B.E. and physical agility test.

- a. The order of events will be the following:
- 1) Routine computer criminal history and driving record check.
 - 2) Routine police applicant fingerprint check.
 - 3) Filing of Personnel Questionnaire: The applicant is required to fill out in detail the Personnel Questionnaire and provide required documentation such as copies of driver's license, military discharge (DD214), birth certificate, social security, etc.
 - 4) Oral Board: The applicant will appear before a board consisting of several members of the Police Department and a representative of the Human Resource Department at which time they will be asked a battery of questions by the panel.
 - 5) Background: Once the applicant has passed the oral interview, they are placed on a list for eligibility. As positions become available, the applicant's background search begins which includes a record check, character references, neighborhood checks, employment history, etc.
 - 6) Polygraph Examination: The applicant is sent to a certified polygraph technician and is tested on the contents of his/her personnel questionnaire.
 - 7) Psychological Examination: Once the applicant completes the polygraph testing, they will be scheduled for a psychological examination to determine their fitness for the position.
 - 8) Medical Examination and Drug Screening: A licensed physician, as required by F.D.L.E. will examine the applicant as well as administer a drug screening.

- 9) Administrative Review: Once the file has been completed, it will be forwarded to the I.A. Supervisor, Assistant Chief and the Chief of Police for final approval.
- b. All questions utilized in the Oral Board process will be stored in the training office in a locked cabinet. Any of the questions that are discarded will be shredded.
- C. Administrative Procedure: The following procedures will apply during the selection process:
 1. Any non-sworn police officer is eligible for selection by following the order of events mentioned in Section B, 2.d), 1-8 of this Directive.
 2. A written notification to all candidates at the time of application will clearly state the requirement for application and will state all elements of the selection process.
 - a. Candidates will also be advised, in writing, of the duration of the selection process.
 - b. The written notification will also include a copy of the re-applying procedures.
 3. Those candidates not selected will be informed, in writing, within thirty (30) days of such a determination.
 - a. Those candidates that would otherwise qualify for selection but were excluded due to a lack of open positions, shall remain on an eligibility list. They shall remain on that list for a period of one (1) year from the time the applicant was notified, in writing, of the decision not to select at this time.
- D. Background Investigation: Personnel and Training shall conduct a complete and thorough investigation of each candidate as required by Florida State Statute.
 1. Sworn officers/investigators assigned to the Internal Affairs Division shall conduct background investigations after having

completed either a formal course (40 hours or more) in background investigations or a minimum of two weeks on-the-job training with a background investigator who has completed not less than twenty background investigations.

With the authority of the Chief of Police and at the request of the Internal Affairs Supervisor, certain background investigations may be delegated to sworn members of the Criminal Investigation Section who have investigative experience.

2. Background investigations shall be done in compliance with FDLE guidelines.
 3. A record of each candidate's background investigation shall be maintained in accordance with Florida Public Records Law. If employed, the individual's background investigation shall be retained in accordance with FDLE requirements on law enforcement records.
- E. Polygraph Examinations: A polygraph examination shall be part of the selection process in conjunction with the background investigation and shall be conducted by a licensed polygraph technician.
1. The results of a polygraph will not be the single determinant of employment status. Those results, together with other information, may be sufficient to support a decision concerning employment.
 2. The candidate will be provided by the polygraph examiner with a list of areas from which the polygraph questions will be drawn, prior to the examination.
- F. Medical Examination: A licensed physician conducts a medical examination, with drug screening, for every candidate.
1. Only licensed physicians will be used to certify a candidate's health.
 2. All procedures used shall be valid, useful, and nondiscriminatory.

3. Any physical or minimum age requirements shall be met prior to employment
- G. Psychological Examination: Each candidate shall have a thorough psychological screening based on valid, useful, and nondiscriminatory procedures as part of the selection process.
1. The screening typically includes the following tests:
 - a. Minnesota Multiphasic Personality Inventory (MMPI)
 - b. Inventory-2 (MMPI-2)
 - c. Inward Personality Inventory (IPI)
 - d. California Psychological Inventory (CPI)
 - e. Inward Survey 2 (IS2)
 - f. Wonderlic Personnel Test
 - g. Law Enforcement Background Questionnaire
 2. Clinical Interview
 3. Only qualified psychologists shall conduct and interpret the tests.
 4. The Psychological Screening Report will become a permanent part of the candidate's file.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-locka Police Department

SUBJECT: PERFORMANCE EVALUATIONS	DIRECTIVE: 100.10
SECTION: ADMINISTRATION	
REVISED: 08/01/2014	ORIGINAL DATE: 04/09/2004

- I. **Policy:** The Opa-locka Police Department shall follow all procedures as set forth in the City of Opa-locka Employee Handbook and existing pertinent sections of the present collective bargaining agreement between the City and the bargaining unit. Employee Performance Evaluations are an important part of helping employees achieve a high level of competency and provide the best possible level of service for the community. As such, the following guidelines shall be adhered to:

The Chief of Police or his/her designee shall provide all supervisors training in the evaluation system and use of the Performance Evaluation Report form. Supervisors shall follow the guidelines and procedures as set forth in the Performance Evaluation Manual.

- II. The actual dates covered by the Performance Evaluation are listed on the form. The employee will be evaluated for that period only. Performance of the employee prior to or following the rating period will be excluded from the rating for that period.
- III. When an employee's job performance falls below the established standards of the job for at least ninety (90) days prior to the end of the annual rating period, the supervisor shall advise the employee in writing of the unsatisfactory performance. This will provide an opportunity for the employee to improve their performance. Marginal or unsatisfactory performance will be subject to an unsatisfactory evaluation and possible disciplinary action.
- IV. A Performance Evaluation Report form shall be completed quarterly on all new employees for the first year of their employment. Interim evaluations shall be completed on all personnel no more than fourteen (14) days after the routine Patrol Shift Rotation (every 4 months). The employee's supervisor for that four (4) month period shall complete the Performance Evaluation Form which will cover only that four (4) month period.
- V. Supervisors completing the Annual Performance Evaluation shall, for reference, avail themselves of all Interim Evaluations relating to the employee's performance for the period covered by the Annual Evaluation.

- VI. The Human Resource Section, in compliance with the State of Florida Records Retention schedule, shall maintain all Performance Evaluations.
 - A. An additional copy shall be retained in the Employee's Personnel file in the Chief's Office.
- VII. The rater will give explanatory comments for the over-all rating. This narrative will be listed in the Rater's box provided on Page 2.
 - A. Non-exempt and Management-Exempt employees shall utilize the appropriate evaluation form. Rates shall justify their rating of each category in the Rater's box space provided for each rating area.
- VIII. Once the rater has completed a Performance Evaluation, the Evaluation form will be forwarded to the rater's supervisor who will review and sign the form in the applicable space provided.
- IX. Raters will be evaluated by their supervisors regarding the quality of ratings given to an employee. The rater will be evaluated on their ability to be fair and impartial in their ratings; their ability to carry out their responsibilities as raters; their participation in counseling rated employees; and the uniformity in which their ratings are given.
- X. During the rater's review of the Performance Evaluation with the employee, the rater will discuss the following:
 - A. Level of performance expected during the upcoming year, rating criteria and goals for the new reporting period.
 - B. Review of the employee's career goals within the Agency, noting any specialization or training appropriate for the employee's position.
- XI. Employees who are dissatisfied with their evaluation may use the Employee's comments section on Page 3 to state their concerns. Additional pages may be attached as needed. In addition, employees shall have the right to appeal as stated in the present Agreement between the City and the Bargaining Unit.

APPROVED: _____
Jeffrey Key, Chief of Police



Opa-locka Police Department

SUBJECT: TOWING, STORAGE AND RELEASE OF VEHICLES	DIRECTIVE: 100.11
SECTION: ADMINISTRATION	
REVISED: 08/01/14	ORIGINAL DATE: 06/11/2004

- I. **Policy:** It is the policy of the Opa-locka Police Department to tow, impound and store vehicles in a manner consistent with Florida State Statutes, Miami-Dade County regulations and procedures and provide a system for the storage and safekeeping of the vehicle until a disposition can be determined. Towing and storage of vehicles occurs on a frequent basis. This procedure will provide all members of the Opa-locka Police Department with a comprehensive guide regarding the towing, storage, and release of vehicles.

II. Responsibilities

- A. Officers: When an officer determines that a vehicle is to be towed, the officer will notify the Communications Center that a wrecker is needed.
1. Any abandoned vehicle that is creating a hazard or obstructing the roadway should be towed immediately.
 2. Any motorist whose vehicle becomes disabled and is creating a hazard or obstructing the roadway, should be given the opportunity to contact their motor club or wrecker of their choice, if a wrecker can respond within a reasonable amount of time. As a rule, a reasonable amount of time would be thirty (30) minutes; but, that period can be lessened or extended depending upon prevailing circumstances including, but not limited to, time of day, volume of traffic, weather conditions, and how much of an obstruction and hazard the vehicle presents. If requested, or if the circumstances require a wrecker without delay, the officer will request a contract wrecker through the Communications Center.
 3. All vehicles involved in felonious criminal activity should be towed and considered for forfeiture proceedings. Situations will arise that warrant the release of the vehicle to an "uninvolved party" or "innocent owner". The decision not to tow a felony vehicle shall be made by a supervisor.

4. Any towing and impoundment of vehicles for forfeiture consideration shall be conducted in accordance with the current policy.
5. Vehicles being towed from private property should only be towed in accordance with the applicable governing Florida Statutes or other Miami-Dade County ordinances that may be applicable to the particular circumstances.
6. All towed or impounded vehicles must be completely inventoried. This shall include the trunk, all compartments, packages, containers, and bags or similar objects found therein. If the trunk or other compartments are locked, and a key is not available, then it will be noted on the Vehicle Storage Receipt that a particular area was locked, and in the absence of exigent circumstances, that area will not be opened. Any packages, containers, suitcases, etc., found inside the vehicle, that are locked or wrapped, and cannot be opened without using force or causing damage, and in the absence of exigent circumstances, will not be opened. It will be noted on the Vehicle Storage Receipt that the container was locked or wrapped. If the owner or driver of the vehicle is present, the officer/PSA conducting the inventory shall ask if there is anything of value in the vehicle. If there is property of exceptional value in the vehicle, and it cannot be immediately released to the owner on the scene, the officer/PSA shall take the property into custody for safekeeping, and turn it into property with a completed property receipt. One copy of the property receipt should be given to the owner/driver of the vehicle, who shall acknowledge the impoundment by signing the property receipt. Any other property released on the scene shall be documented on a property receipt which shall be signed by the receiving party.

If a large amount of money is involved or, in the opinion of the officer, the circumstances suggest the necessity of a witness, the impounding officer shall contact the supervisor. The supervisor shall make the necessary arrangements to deal with the situation.

7. Holds may be placed on a vehicle by the impounding officer or at the request of a detective or investigator, crime scene technician or any supervisor. The reason for the hold shall be specific, comply with Florida State Statutes, and indicated on

the Vehicle Storage Receipt. The name of the individual requesting the hold must appear on the Vehicle Storage Receipt. If an officer requests a hold for the Crime Scene Unit for processing, the officer is responsible for notifying a member of the Crime Scene Unit, or the supervisor in charge of the Investigations Unit.

8. When a wrecker service responds to a call for service, the officer will indicate in the narrative of his report (accident report, OI Report, arrest form) the name of the towing company that responded. The address of the towing company will also be listed on the Vehicle Storage Receipt.
9. Officers will not quote prices of towing services to any civilian.
10. Officers on accident scenes, where a towing company has responded to tow a vehicle, will ensure that the wrecker driver cleans any debris located in the roadway. The officer will not permit the wrecker driver to depart the scene, with the tow, until the roadway debris has been properly cleaned.
11. Officers are responsible to make certain that all vehicles towed are in accordance with the current contract between the City and the designated wrecker company. Referrals to any other wrecker company are strictly prohibited.
12. Officers are to be diligent and protect drivers from unauthorized solicitations by "pirate" wrecker companies.

B. Vehicle Storage Receipt

Florida law requires that whenever a law enforcement agency requests that a motor vehicle be removed from an accident scene, street, or highway, an inventory must be taken and a written record must be prepared, of all personal property found in the vehicle before the vehicle is removed by a wrecker operator. When a vehicle is towed or impounded for any reason, the officer must complete a Vehicle Storage Receipt, as well as, complete an Offense Report, Arrest Form and/or an Accident Report. The Vehicle Storage Receipt will be turned in to the Shift Supervisor, along with the report, as soon as possible. The only exceptions to this will be vehicles being towed at the owner's request, or if waived by the Chief of Police, or his designee, during a case of emergency such as a hurricane.

Whenever a vehicle is towed without the knowledge of the owner or is recovered, the officer shall, consistent with this directive, notify the communications center which shall cause the proper entry, deletion, or notification to be made in the computer system.

In the case of vehicles being towed during a state of emergency, the Communications Center will maintain a log of all such vehicles for FEMA. The officer must notify the Communications Center of the appropriate information to enter into the emergency tow log, including tag number, VIN, type and color of vehicle, the location where the vehicle was towed from, and where it was taken. This will also apply if the tow company only removes the vehicle from the roadway to a safe area nearby in order to facilitate the flow of traffic.

C. Communication

1. Whenever the Communications Center is notified by an officer that a vehicle needs to be towed, the Communications Center will contact the rotation towing company currently under agreement with the City. If that company is unable to respond, a backup company will be requested.
2. All vehicles towed or impounded by this Department will be checked on the FCIC terminal to ensure that the vehicle is not an active stolen message. If the vehicle is reported stolen, the appropriate agency will be notified via the FCIC terminal and a recovery of stolen vehicle report will be made.
3. All vehicles that are towed or impounded by Opa-locka Police Department and not released to the owner will be entered into FCIC. The remark's section will indicate whether the vehicle was abandoned, recovered, impounded due to accident or arrest, reflect any holds and authority to hold, and if forfeiture proceedings have been initiated.
4. A copy of the complete registration check and a copy of the NCIC/FCIC entry will be attached to the back of the white copy of the offense/incident or accident report. The white copy will then be forwarded to the Records Unit.

5. When a HOLD is placed on a vehicle at the scene, it will be so indicated in the appropriate section of the Vehicle Storage Receipt and, if applicable, in the appropriate section on the vehicle report. If the HOLD is placed after the vehicle has been towed, the person so placing the HOLD will be responsible for notifying the tow company of the HOLD as well as completing a Supplemental report indicating the addition of a HOLD. Owners may only obtain HOLD vehicles when the officer releasing the HOLD indicated such a release by writing on the Vehicles Storage Receipt the words, "OK to Release To (insert the name of the party accepting/seeking the release)", signing their name below the statement, and printing the date and there court identification number.

A photo copy of the Vehicle Storage Receipt with the approval for release shall be given to the party seeking the release of the vehicle. In addition, the officer authorizing the release shall contact the tow company advising them of the release of the HOLD.

6. The Communications Center will remove the vehicle from the FCIC system when one of the following circumstances exists:
 - a. When a status report is received from the tow company that the vehicle has been released or converted to the tow company's use
 - b. A vehicle has been converted to Opa-locka Police Department property by forfeiture proceedings
 - c. A message is received by another law enforcement agency advising they need to enter the vehicle as stolen or towed and the Opa-locka Police Department message has not yet been removed
7. Whenever a towing company removes a vehicle from private property without the owner's permission, they are required to fax or deliver a copy of the tow form to the Communications Center as quickly as practicable.

D. Towing Company

All vehicles stored pursuant to agreement between the City and the towing company shall be the sole responsibility of the towing company storing such vehicle.

Vehicles will be released only to the registered owner, or his/her valid designee, by showing the vehicle registration or title and valid identification and any other documentation that may be required. If a "HOLD" is placed on the Vehicle Storage Receipt, the towing company will only hold the vehicle for five (5) business days. If the hold is to continue for more than five (5) business days, the person placing the hold on the vehicle is responsible for notifying the towing company, in writing, that the hold is to be extended. Officers shall justify, in writing, any extension of HOLDS beyond the original five (5) days. The Department may elect to have the vehicle removed to a designated impound lot, in which event the vehicle will not be released to the owner or lien holder until proof of payment of towing and storage charges incurred by the towing company is presented to the officer releasing the hold.

As per Florida State Statute 323.001, the requirements for a written hold apply when the following conditions are met:

1. The officer placing the hold has probable cause to believe that the vehicle should be seized and forfeited under Florida or Federal law
2. The officer has probable cause to believe the vehicle was used as the means of committing a crime, is/was part of a crime, or for processing.
3. The officer has probable cause to believe that the vehicle itself is evidence that tends to show that a crime has been committed or that the vehicle contains evidence, which cannot readily be removed, which tends to show that a crime has been committed
4. The officer has probable cause to believe that the vehicle was involved in a traffic accident resulting in death or personal injury and should be sealed for investigation and collection of evidence by a vehicular homicide investigator

- a. The vehicle is impounded or immobilized pursuant to F.S.S. 316.193 or 322.34, or
 - b. The officer is complying with a court order
- 5. When releasing a vehicle, the towing company should indicate the following information on the yellow, blue, and green copies of the Vehicle Storage Receipt:
 - a. To whom the vehicle was released
 - b. Date and time released
 - c. Driver's license number of the person to whom the vehicle was released (or other I.D.)
 - d. Signature of the person to whom the vehicle was released
 - e. Proof of ownership or other documentation that it was okay to release the vehicle to that person along with any other legal or regulatory requirement.
- 6. When the vehicle is released, the copies of the Vehicle Storage Receipt will be distributed as follows:
 - a. The green copy will be given to the authorized person to whom the vehicle is being released.
 - b. The towing company will retain the yellow copy.
 - c. The remaining copies will be sent to the Records Section of the Opa-locka Police Department, upon release, with a statement of charges collected by the towing company, or a copy of the title if the vehicle was not released and the towing company applied for title to said vehicle pursuant to Florida State Statute.

E. Records Section

- 1. On all towed vehicles, the Records Bureau is required to notify the registered owner by regular mail that his or her vehicle has

been towed and where it is stored. This must be accomplished within five (5) business days of receiving the Vehicle Storage Receipt or a written report.

2. On all stolen vehicles that are recovered where owner contact cannot be made by the Communications Center, the Records Bureau must send notification to the owner of the vehicle by certified mail, return receipt requested, within five (5) business days of receiving the tow receipt.
3. Records will retain, on file, all remaining copies of Vehicle Storage Receipts.
4. When notice has been received that a vehicle has been recovered or ownership has been transferred to the tow company, the Communications Center shall make a cancellation of the vehicle from the FCIC/NCIC system. A Supplemental Report shall be completed indicating the recovery and cancellation of the message. The Communications Center will attach a copy of the teletype cancellation to the white copy of the Supplemental Report, and return the Supplemental Report to the shift supervisor for approval.

Upon approval by the shift supervisor, the Supplemental Report shall be forwarded to the Records Section for filing purposes.

APPROVED: _____
Jeffrey Key, Chief of Police

City of Opa-locka

Guidelines and Procedures Manual

Capital Improvement Program (CIP)



Capital Improvement Program (CIP)

Each year, the City of Opa-locka staff will create a long-range capital improvement plan (CIP). The CIP included for budget consideration will define and prioritize the capital projects that the City of Opa-locka plans to take on in the next five years. Project appropriation will be for the current budget year (1 year), and the 5-year CIP will demonstrate the current priorities and intentions for the 5-year period. Years 2-5 are for illustrative/planning purposes. It is understood that circumstances and priorities may change.

- **Definition of a capital project. *Capital Improvement Project*** - *A permanent addition to the city's assets of major importance and cost.* As defined by the City of Opa-locka, a capital improvement project is an investment of public/and or private funds totaling \$25,000 or more for a project with a three or more-year useful life. Examples of capital projects include the construction of a new structure, the reconstruction of an existing structure, or the renovation of a structure that extends its useful life. The costs of planning, design and engineering, land acquisition, construction, renovation, demolition, equipment, and studies are all considered when calculating capital expenditures. Additionally, ongoing operating and maintenance costs will be considered during project evaluation and prioritization, and included in the annual capital improvements program. [This will demonstrate the TOTAL project cost].
- **Needs assessments.** All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed by City Staff to determine the benefit of the asset compared to its cost. (Sample Format is provided in Attachment A)

Policy

Any single capital item costing \$25,000 or more or twice this threshold (\$50,000) for a capital project consisting of multiple line items costing less than \$25,000 each shall be included in the CIP. Any capital item funded from a fund other than the general fund. The capital item should have a useful life of five years or longer.

Capital projects shall be undertaken in order to satisfy documented needs or demands of the City. All capital projects shall be evaluated in terms of their estimated impact on the annual operating budget.

Capital improvement projects shall meet one or more of the following criteria:

- Ensure compliance with state or federal law or administrative regulation or decree.
- Enhance the protection of public health and safety.
- Reduce and/or stabilize operating budget costs.
- Prolong the functional life of a capital asset of the City by more than 10 years.
- Enhance the City's tax base.

City of Opa-locka

Guidelines and Procedures Manual

Capital Improvement Program (CIP)



CIP Project Identification

Each year during the annual budget cycle, after Council Priorities are established, City of Opa-locka staff with recommendations from Boards and Commissions and public input will recommend projects for the CIP. At a minimum, identified projects include the following information:

- **Needs Assessment**
- **A summary of the project scope**
- **Long-term operating and maintenance costs.** A plan will identify the cost to operate and maintain the asset over its life cycle.
- **Funding source.** Project proposals will describe where the funding is expected to come from to acquire, operate, and maintain the asset.
- **Project timing.** Project proposals will identify the proposed schedule for planning, bidding, construction, and other milestones in acquiring the asset.
- **How the CIP Projects support City Commission goals and objectives and Strategic Plan**

CIP Review

During the annual budget cycle, the City Manager, Managing Directors, Finance Department staff, Department Directors, Interdepartmental Review Team and applicable department personnel will review project proposals, determine project phasing, and review and evaluate the CIP section for the proposed budget.

CIP Budget Appropriations

The City's annual CIP appropriation is based on the projects designated by City Commission through the adoption of the annual budget. If new projects are identified or additional resources are necessary throughout the fiscal year they will be brought to Council for review and approval. If, after adopting the budget and making appropriations, City Management deems it necessary, it may transfer appropriated moneys between funds or between spending agencies within a fund, as determined by the original appropriation level.

CIP Carryforward Projects

There are cases where a CIP project is a multi-year effort and other projects that are not completed or have no progress. A summary of such projects will be submitted as part of the annual budget process for review and approval.

City of Opa-locka
Guidelines and Procedures Manual
Capital Improvement Program (CIP)



CIP Project Procedures:

- a. The CIP and other City departments will assess and propose projects based on needs assessments, departmental requests for capital improvements, and any other City programs that include improvements to public infrastructure, buildings, assets, and public works and significant capital equipment expenditures.
- b. The CIP Department shall then review, assess, prioritize, and recommend a five-year capital improvement plan based on the needs assessments, financing capabilities, and capital policies. The proposed plan shall include recommended financing alternatives and specific project timetables.

The projects to be presented shall include the following information and be presented to the Budget Department, City Management, and City Commission for approval (Guidelines for each section of the Project Presentation Format are provided in Attachment B).:

- Project Title
- Cost Estimate by year and the basis for the estimate
- Estimated useful life of the capital project
- Priority area as defined in the criteria above
- Description of the project
- Estimated annual impact on the operating budget
- Benefits of the project
- Other information including possible funding sources
- Estimated implementation schedule and completion date

City of Opa-locka
Guidelines and Procedures Manual
Capital Improvement Program (CIP)



Attachment A
Needs Assessment Project Prioritization (Sample):

Financial Information Assessment

1. What is the total budget appropriation request for the current year (this should include any prior year funding that is needing to carry forward)
2. Does the project leverage any non-city funding?
 - a. How much funding is leveraged?
 - b. What is the source?
 - c. Is the leveraged funding committed?
3. How have ongoing operations and maintenance been evaluated?
 - a. What are the assumptions behind the ongoing operational costs included?
 - b. What are the project maintenance costs?
 - c. Will the project need to be replaced at the end of its useful life? How will it be paid for?

Project Timetable

What is the expected timetable for the project? This should include and identify timeframes for plan development, bidding, construction, and project closeout.

Goal Attainment

Please provide a narrative and reference specifically how the project contributes toward the attainment of the Strategic Plan.

Prioritization

The following items should be answered by evaluating each scoring area on a five-point scale with a rating of “1” for “No” or if the item is not applicable, to a rating of “5” for “Yes” unequivocally or that the project fully addresses that item directly.

1. Is the project legally required or in response to a legal mandate by Charter, State of Florida or Federal Government?
2. Does the project help address health, life and safety concerns of the citizenry?
3. Is the project necessary to provide a minimum level of service to the community and address needs in under-served population?
4. Was there significant public engagement in the development of the project?
5. Does the Project fit within the Strategic Plan?
6. Does the project leverage non-City funding (grants, loans, bonds)?
7. Has the project been developed as part of a larger scale asset plan?
8. If this project moves forward, will it inhibit other priority projects from moving ahead?
9. Fulfill an unmet need?

City of Opa-locka
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Capital Improvement Program (CIP)



10. Complete a vision?
11. What is the economic impact?
12. Are there more efficient, effective ways to achieve the goal?
13. Does this project have a long-term effect on reducing operating or maintenance costs?

City of Opa-locka
Guidelines and Procedures Manual
Capital Improvement Program (CIP)



Attachment B
Project Presentation Format

Guidelines for each section of the Project Presentation Format are provided below.

Contact Information – Contact information, including name, address, phone number and email address, for the person submitting the Project should be provided.

Project Name – A name should be designated for the purpose of reference. It should be brief but should provide enough information to allow readers to distinguish between other similar projects. For instance, “Opa-locka Boulevard Traffic Signal” would be better than “Traffic Signal Improvement.”

Total Project Cost – The total project costs should include all costs for the project.

Type – To categorize the projects, select an option (equipment, improvement, maintenance or unassigned) from the drop-down menu.

Project Description – The description should provide sufficient detail to permit a full understanding of the nature and scope of the project by someone with little to no knowledge of the project. If the project is the construction of a facility, the square footage and/or number of stories should be provided. A more detailed description of the location of the project and its relation to existing facilities or other proposed projects should also be provided.

Project Justification – Detailed reasons and rationale for the project should be provided. Statements of inadequacy must be supported by comparison with accepted standard practice. For instance, “...construction of fire station at this location will increase area of City reachable within IAFF standard response time of 6 minutes or less.”

Expenditure Schedule – The various components* (planning/design, land acquisition, construction/maintenance, equip/vehicles/furnishings) of project implementation should be listed as well as the total cost each year. Estimate as closely as possible all costs necessary to complete the project. Estimates are to be on the basis of present costs and should be reassessed each year.

*Planning/Design costs include research or planning/feasibility studies, preliminary and final design and engineering plans for the project.

Construction/Maintenance costs should include all landscaping and inspections. Equipment costs reflect all miscellaneous equipment/furnishings to initially equip and furnish a facility.

Operational/Budget Impact – An attempt should be made to identify and quantify any net impact of the project on the operating budget for the year of the project and years following completion of the project.

City of Opa-locka

Guidelines and Procedures Manual

Capital Improvement Program (CIP)



Operational/Budget Schedule – The various anticipated operational/budget components (maintenance, staff costs, supplies/materials, other) of the project should be listed as well as the total cost each year.

City of Opa-Locka
Department of Code Enforcement
Internal Policy for using Code Enforcement Vehicles

It is an inherent knowledge that the vehicle used by the staff of Code Enforcement belongs to the City of Opa-Locka; and the use of Code Enforcement vehicles are solely for City Business only.

This internal policy applies to **all staff** working in the Code Enforcement Department.

- All adjustment, changes and use of Code Enforcement Vehicles require the prior approval from the Manager of Code Enforcement. No other Department Manager may override this process without prior written approval from the City Manager.
- It is against City of Opa-locka Policy for any vehicle owned by the City to be used for personal matters.
- No vehicle may be assigned or change-out without prior written approval of the Code Enforcement Manager.
- If the Code Enforcement vehicle to which you are assigned requires service, the Code Enforcement Manager must be notified in writing, i.e., email, or by filling out the vehicle notification form.

Additionally, please adhere to the following policy:

- No smoking in the City vehicle.
- You cannot allow any other City employee to operate your assigned vehicle without prior written approval.
- The vehicle cannot be operated by anyone other than the assigned employee without approval.
- You must lock vehicle when parked or conducting inspections.
- You must always maintain a valid Florida Driver's License.
- You cannot operate the City vehicle under the influence of alcohol, illegal drugs or prescribed medication that can impair your judgement to operating a City vehicle safely.
- You should inspect your vehicle daily to ensure gas, and tire pressure are suitable for vehicle operation. Once a week check to ensure all fluids, i.e., coolant, windshield and brakes are at appropriate levels.

Accidents

- If you are involved in an accident the Manager of Code Enforcement must be notified after contacting 911 or law enforcement. Never accept responsibility for an accident without approval from the City Manager, Code Enforcement Manager, or City of Opa-locka Law Enforcement.
- Never guarantee payment or repair of another vehicle (*if applicable*). The City Manager or her/his designee will handle the matter on behalf of the City.

Parking

- Code Enforcement vehicles are to be parked in the designated areas at the conclusion of your assigned work shift/schedule unless you are paying for a take home vehicle.
- The City of Opa-locka will not assume any liability for theft, vandalism for personal belongings left in City vehicle.

Failure to follow this policy and guidelines can result in disciplinary action including but not limited to written warning, counseling statement suspension with or without pay or termination.

I have read and understand my responsibilities for using a City of Opa-locka Code Enforcement Vehicle.

Employee Signature

Date

Manager of Code Enforcement Signature

Date

Witness

Date



CITY OF OPA-LOCKA, FLORIDA

DEBIT CARD POLICY AND PROCEDURES

I. PURPOSE/INTENT

The purpose of this policy and procedure is to accomplish the following:

- To provide an efficient method of purchasing and paying for goods and services not exceeding one thousand dollars (\$1,000.00) per single transaction or monthly aggregate for the Police department; unless otherwise approved by the City Manager or its designee.
- To provide an efficient method of purchasing and paying for goods and services not exceeding two thousand five hundred dollars (\$2,500.00) per single transaction and monthly aggregate of ten thousand dollars (\$10,000) for the City Manager or its designee to include Assistant City Manager(s).
- To replace the reimbursement of funds to employees for City business.
- To ensure debit card purchases are in accordance with the City's ordinances, financial policies and procedures.
- To reduce the time spent by the Accounts Payable clerk processing low dollar transactions.
- To ensure that the City bears no legal liability from inappropriate use of purchase cards.
- To provide for disciplinary action if the debit card policy is misused.

The policies and procedures herein are minimum standards for Departments and Directors may establish additional controls if necessary.

II. POLICY/PROCEDURES

A. General Purpose

The Debit (Purchase) Card system reduces the procurement/disbursement time required for processing. Procurement responsibility is delegated to the ordering department enabling an authorized cardholder to place an order directly with a vendor.

The authorization process occurs through the electronic system that supports the debit card services under the City of Opa-Locka depository checking accounts held with City National Bank.

B. Requirements

The following is a summation of the responsibilities of the individuals and organizations involved in the purchase card system:

Cardholder:

Consult with the Budget Administrator before purchase to ensure availability of funds per identified cost center codes (i.e., fund/agency organization assigned to charges)

Hold and secure debit card

Collect and save sales receipts to submit to Finance at least weekly

Review monthly statement with cardholder

Sign the monthly statement authorizing charges

Handle disputed items

Finance Department:

Receive approved monthly statements from all cardholders

Review monthly statements against receipts for validity of all transactions

Submit to AP for processing

C. Compliance

Debit cards will be issued to individual employees designated by the City Manager.

Lost or Stolen Debit Cards

If a Debit Card is lost or stolen, the cardholder must immediately notify the Finance Director or its designee.

The cardholder will be responsible for reporting all information necessary to reduce the liability to the City for lost or stolen cards.

Termination or Transfer of Cardholder

When an employee ends his or her employment, they must submit the debit card to the Finance Director or its designee.

If the City is unable to collect the Debit Card when an employee terminates, the City must immediately notify the Finance Director or its designee and they will ensure the card is canceled.

Cardholder Use Only

The Debit Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.

City Purchases Only

The Debit Card is to be used for City authorized purchases only.

The Debit Card cannot be used for any personal use and any such use will require immediate reimbursement and will result in disciplinary action.

Prohibited uses of the Debit Card include the following transactions:

- Alcoholic Beverages
- Ammunition/Weapons

- Any additional goods/services, specifically restricted by the Procurement Officer, as notified from time to time.
- Any items(s) for personal or non-City use
- Cash advances of any kind
- Cash Refunds – any refund must be in the form of a credit to the Debit Card account
- Computers & Computer Printers (Exception for item approved by I.T. and Procurement)
- Construction Projects
- Consulting Services
- Eating Establishments/Restaurants (permitted with prior written approval of the City Manager)
- Entertainment/Performers (exception for Recreation/Cultural Arts programs and approved by Procurement Officer)
- Fines and Late Fee Penalties
- Florida Sales tax
- Gasoline, Fuel, or Oil (exception for approved travel outside the City)
- Gifts and Donations (excludes official gifts authorized by the City Manager)
- Goods/Services specifically restricted by the Procurement Code, the City Manager, or the City of Opa-Locka Code of Ordinances
- Independent Contractor Services
- Industries such as Antique/Pawn Shops, Antique Reproductions, Jewelry Stores, Dating & Escorting Services, Massage Parlors, Betting/Track/Casino, Lotto, Precious Stones & Metals, Stamp & Coin Stores, Health & Beauty Spas, etc.
- Insurance
- Interest and Finance Charges
- Legal Services
- Lobbying
- Maintenance Contracts
- Medical Services
- Miscellaneous Services such as Tailors, Laundry/Dry Cleaning, Barber/Beauty Shops, Shoe Repair, etc.
- Postage
- Purchases over \$1,000
- Specialty Retail Stores such as Duty-Free Stores, Glassware/Crystal Stores, Religious Good Stores, Hearing Aides, Orthopedic Goods, Cigar Stores, etc.
- Splitting purchase transaction to circumvent the Procurement or Payment process
- Vehicle repairs (with the exception of those City Manager authorized repairs of Public Works, Recreation, Police Fleet or other departmental needs)

Telephone/On-Line Orders

When placing a telephone order, the cardholder must confirm the exact amount that the vendor will charge the Debit Card before the shipment is made. The cardholder must receive a delivery slip or receipt with the order to retain for matching with the monthly statement.

Purchases may be made on the Internet. You may use the packing slip, screen print receipt, or any other documentation from the vendor that shows the description of the item and price, to match with your statement as documentation. All items purchased by telephone or the Internet must be delivered by the vendor within the 30 day billing cycle and delivered in single shipments. No back ordering is permitted.

Emergency Operations

As approved by the City Manager, use of the Debit Card is allowed per need in preparation of a natural disaster. The needs list should be provided to the City Manager for review and approval prior to procurement. Justification of need should be defined when presented to the City Manager for consideration.

III. ROLES AND RESPONSIBILITIES

Missing Documentation

If for some reason the cardholder does not have the documentation of the transaction to send with the statement, he/she must attempt to obtain a copy from the vendor prior to forwarding the statement to the Finance Department. If this is not possible then the cardholder must initial next to the item to verify a valid purchase.

Frequently loss documents may result in restricted use of Debit Cards to include discontinuance.

Disputes

If items purchased with the Debit Card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with the debit card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.

A disputed item must be explained with a written note dated and signed by the cardholder and attached to the monthly statement before the forwarding to the Finance Department for payment.



**CITY OF OPA-LOCKA
DEBIT CARD REQUEST**

I request for the City of Opa-locka to issue a Debit Card for:

Date: _____

Employee Name: _____

Employee ID Number: _____

Department/ Title: _____

City Manager's Signature of Approval

Date

Procurement Officer Signature of Acknowledgement

Date

Finance Director's Signature of Acknowledgement

Date



Debit Card Agreement for Card Holder

I certify that I have received a City or Opa-locka Debit Card to be utilized in the performance of my duties for the City. I agree to the following:

1. While making financial commitments on behalf of the City of Opa-locka, I will strive to obtain fair and reasonable value on each purchase.
2. I acknowledge that I am the only person entitled to use the card and I am accountable for all charges made against the card.
3. I agree to use the Debit Card solely for allowable purchases directly related to the performance of my duties and I understand that I cannot use the Debit Card for personal use or for non-City business purposes. Should I use the Card for non-City business purposes, or in violation of established policies, I agree to immediately reimburse the City for any costs associated with such misuses.
4. I acknowledge, agree, and authorize that should I fail to timely reimburse the City for any personal use or non-City business purpose purchase or charges on the City's Debit Card Account, the City may deduct the amounts necessary to recover the costs of said purchases or charges from my salary or wages or accrued vacation leave balances. I understand that such deductions shall continue from paycheck to paycheck until all amounts due are recovered by the City. If my employment with the City terminates before the aforementioned is repaid, any balance still owing may be taken out of my final paycheck. I further acknowledge and agree that this authorization is pursuant to and consistent with the provisions of Section 112.171, Florida Statutes.
5. I acknowledge that I have received the established Policies and Procedures for the use of the Debit Card and will follow the policies and procedures. Failure to follow these policies and procedures may result in revocation of my privilege to use the Debit Card and/ or disciplinary action up to and including termination of employment.
6. I acknowledge that I am responsible for providing receipts and support for transactions on the monthly Debit Card Account and resolving any discrepancies by contacting the vendor and notifying the Finance Director or its designee immediately in writing.
7. I agree to return the Debit Card immediately upon request or upon termination of employment or transfer to another position, division or department as required by the City Manager.
8. If the Debit Card is lost or stolen, I agree to notify the Finance Director immediately.

I certify that I have received the City of Opa-locka's Debit Card identified below and a copy of the City of Opa-locka policies and procedures related to said Card; and I understand and agree to the terms set from therein. I agree that I will relinquish my Debit Card to the City of Opa-locka when requested to do so. I also understand that failure to use the Debit Card in accordance with all rules and regulations may require relinquishing the Card, reimbursement to the City, deduction from my salary, wages or vacation leave accrual balances and/ or disciplinary action up to and including termination of employment. I further understand that the City has zero tolerance for any purchases of a personal nature.

Note: Debit Cards may only be assigned to full time employees.

_____ Employee's Signature _____ Employee's Name (Print)	_____ Date _____ Card Number (last four digits)
--	---



Debit Card Abuse Notification Form

Date: _____

To: _____

Department: _____

Purchase Card No (last four digits of card): _____

This notification is to inform you that you have violated the Policies and Procedures established for use of the Debit Card. Specifically, the violation was:

- ☐ Purchase over designated amount \$1,000 (Police)
- ☐ Purchase over designated amount \$2,500 (City Manager's Office/designee)
- ☐ Purchase of unauthorized or prohibited items/ services
- ☐ Multiple transactions to circumvent Procurement procedures
- ☐ Failure to provide proper documentation, receipts, invoices for monthly statements, etc.
- ☐ Personal charges
- ☐ Allowing another person, other than the cardholder, to use the card
- ☐ Failure to report a lost or stolen card immediately
- ☐ Repeated violations
- ☐ Other: _____

According to our records, this is your _____ violation. As you have been previously informed, misuse of the Debit Card may result in revocation of Debit Card privileges and may result in additional actions. I am referring all violations and discrepancies to the City Manager for appropriate action, which may include reimbursement to the City, deduction from your salary, wages or vacation leave accrual balances and/ or disciplinary action up to and including termination of employment.

If you have any questions on this matter, please contact me.

Finance Director Print Name

Signature

Date

_____ Employee Signature	_____ Date
-----------------------------	---------------

_____ City Manager Signature	_____ Date
---------------------------------	---------------



Debit Card Reinstatement Request

Request for the City of Opa-locka to reinstate the Debit Card for:

Employee Name: _____

Employee ID Number: _____

Department/Title: _____

Date of Inactivation: _____

Reason for Inactivation / Suspension:

Employee Signature

Date

City Manager's Signature of Approval

Date

Procurement Officer Signature of Acknowledgement

Date

Finance Director's Signature of Acknowledgement

Date



Information Technology Policy Manual As of May 1, 2019

Updated September 26, 2022
V1.2(2)



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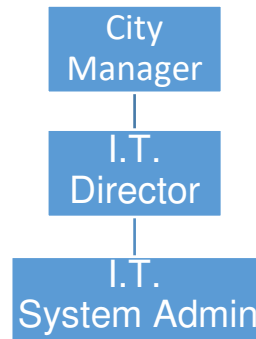
Policy 1.0 - Governance Policy

1.1 Policy

The purpose of Information Technology (IT) Department governance is to align the roles and responsibilities of the I.T. Department with the roles and responsibilities of all the City's departments.

1.2 Management and Organization

The Information Technology Department reports to the City Manager.



1.3 Vision

Enabling access to City Government, making it available to anyone, at any time, from anywhere.

1.4 Mission

The I.T. Department is committed to delivering technological solutions to provide citizens, businesses, and city employees with convenient access to information and services in the most cost-effective manner.

1.5 Responsibilities

I.T. Department –

The primary responsibility of the I.T. Department is to align I.T. with business goals, implement new technology, control I.T. costs, increase efficiencies, ensure confidentiality, integrity, availability and provide systems and end-user support for all information technology functions in Opa-locka Government. The majority of the tasks performed fall into three programs; Support, Research & Development, and Training.

Technical Support: Most of the work performed by the I.T. Department falls under this program. It encompasses all helpdesk activities, hardware replacement and upgrades, software installation and upgrades, system administration, and support of communication systems such as the IP Telephony phone systems, cellular phones, and analog devices.



1.5 Responsibilities – (CONTINUED)

Research & Development: Through this program new technology is evaluated, purchased, and implemented. As technology changes, and the role technology plays in our government's daily activities change, we need to continuously assess the application of that technology, insuring that we implement solutions that improve job efficiency and meet all regulatory requirements. Through this program the I.T. Department works with other City departments to find the technology solutions that best meet their needs.

Training: As technology changes so do the skills required to support and use it. This program provides for the ongoing skills training of I.T. Department staff and assists other departments in providing end-user training tailored to the needs of their staff. The I.T. Department will sponsor in-house training on applications and systems specific to the needs of our City, as well as outsource training where necessary.

City Manager

Provide oversight to the I.T. Department

1.6 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 2.0 - Computer Hardware

2.1 Policy

All computer hardware purchased for use within the City shall be authorized by the I.T. Department.

2.2 Purpose/Description

I.T. will authorize all purchases and installation of all computer hardware to ensure conformance to City technical standards, to meet computer security requirements, and to interface properly with other computerized equipment at the City. Employee-owned hardware may not be connected to the City network without prior authorization by the I.T. Department Manager.

2.3 Enforcement

The Purchasing Department will reject all requests for computer hardware that are not approved by the I.T. Department. Any computer hardware found to be in use without I.T. approval will be disconnected immediately. The incident will be reported to the violator's Department Head and may result in disciplinary action.

2.4 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Work with I.T. to determine hardware needs and to develop an appropriate annual budget. Obtain I.T. approval to purchase any hardware prior to doing so.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

Purchasing Department – Ensure that the I.T. Department has authorized all requests for computer hardware.

I.T. Department - I.T. must authorize all purchases and installation of all computer hardware. I.T. will maintain and periodically inventory all hardware within the City to confirm policy enforcement and to provide for verification of fixed asset tracking for insurance purposes.

2.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 3.0 - Computer Software

3.1 Policy

All computer software purchased or downloaded for use within the City shall be authorized and installed by the I.T. Department. I.T. will also provide for the maintenance of any packaged software and upgrade that software as needed. This policy applies to all operating system software as well as application software.

3.2 Purpose/Description

I.T. will authorize and install city-owned computer software to ensure conformance to City technical standards, to meet computer security requirements, and to interface properly with other computerized hardware and/or software within the City as required. Employee-owned software may not be connected to the City network.

3.3 Software Acquisition

It is the policy of the City of Opa-locka to always purchase packaged software unless there is an overwhelming business need to create a custom package. The I.T. Department does not have the resources to develop or maintain custom software packages.

All proprietary software purchases must provide for escrowing of software source code.

All software packages must be purchased with software maintenance agreements that will be maintained by the I.T. Department.

Acquiring software is a joint responsibility between the I.T. Department and the using department. The using department is responsible for ensuring the software will meet their functional needs. I.T. will ensure the software can technically operate in the City's environment and provide cost and budget information into the decision making process.

3.4 Enforcement

The Purchasing Department will reject all requests for computer software that is not authorized by I.T.. Any computer software found to be in use without I.T. approval will be removed immediately. The incident will be reported to the violator's Department Head and may result in disciplinary action.

3.5 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Work with I.T. as an equal partner in the acquisition process. The using department will provide a primary and secondary liaison to the software vendor for direct application support. The I.T. Department will assist the using department with unresolved support issues.



3.5 Responsibilities (CONTINUED)

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

Purchasing Department – Ensure that the I.T. Department has authorized all requests for computer software.

I.T. Department – Work with using department as an equal partner in the acquisition process. Maintain the software in an operational state, including software upgrades, patches, and fixes. Ensure renewal of all support agreements. Assist the end-user with application support issues when the end-user is unable to resolve issues directly with the software vendor.

3.6 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 4.0 - E-mail

4.1 Policy

The City encourages the business use of e-mail as a productivity enhancement tool. E-mail access will be granted to all City employees unless specifically denied by the employee's Department Head and/or the City Manager.

4.2 Purpose/Description

The purpose of this policy is to clearly define the acceptable use of the City's e-mail system and what actions are prohibited.

4.3 Ownership of the E-mail System

The City's e-mail system belongs to the City of Opa-locka and the contents of all e-mail communication are accessible at all times by the City, with or without advance notice. Although an employee may have a personal password, the City Manager or his designee, without the employee's knowledge or consent, can access e-mail on the City's e-mail system whether business related or personal. Nothing in or on the e-mail system should be considered confidential. The employee has no right to privacy of e-mail.

4.4 Acceptable Use

Use of the City's e-mail system is intended for City related business. All employees are to use e-mail as they would any other type of official City communications tool. When any e-mail is transmitted, both the reader and sender should consider if the communication falls within ethical guidelines. No communication should contain confidential information. Communication by e-mail is encouraged when it results in the most efficient and/or effective means of communication.

City employees are permitted incidental and occasional personal use of the e-mail system, and such use will be treated the same as other business related e-mail messages. The following are guidelines when using the City's e-mail system for personal use:

- Personal incoming or outgoing e-mail must be kept to a minimum so that it does not consume more than a trivial amount of system resources
- Personal incoming or outgoing e-mail must not interfere with an employee's productivity

4.5 Prohibited Uses

The following uses are prohibited:

- Charitable or fundraising campaigns unless specifically approved in advance by the City Manager
- Solicitations or proselytization for commercial ventures, chain letters, religious or personal causes, or outside organizations or other similar, non job-related solicitations



4.5 Prohibited Uses (CONTINUED)

- o E-mails that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, gambling, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that may be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious or political beliefs
- o Use of e-mail to send copies of documents in violation of copyright laws
 - o Use of the e-mail system to compromise the integrity of the City or its business in any way
 - o Use of e-mail to offer for sale non-City related items. The Employee Newsletter, which provides a “For Sale” section and is distributed internally via City e-mail, is excluded.
 - o Do not forward suspicious emails to the IT department or other users.

4.6 Retention of E-mail

The IT Department maintains an email archival system. All incoming and outgoing email is archived on the archiving server and is searchable by the Information Technology for public records requests. User mailboxes will have a mailbox quota to limit the amount of email retained on the email server in order to improve performance, since users can search their email from the archive server instead of from their mailbox.

4.7 Mailbox Limits

The I.T. Department will set mailbox and message size limits that are appropriate to the stability and adequate performance of the e-mail system.

4.8 Enforcement

The I.T. Department will provide for the enforcement of these policies through the use of monitoring technology and report violations to the Department Head of the offending employee for disciplinary action, if necessary.

4.9 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Must maintain e-mails in accordance with State of Florida Public Records Laws. Must coordinate long-term storage with the I.T. Department, when necessary.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Manage mailbox limits. Monitor and report violations.

4.10 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 5.0 - Internet

5.1 Purpose and Description

The City encourages the business use of Internet access as a productivity enhancement tool. Internet access will be granted to all City employees unless specifically denied by the employee's Department Head and/or City Manager.

5.2 Acceptable Use

Use of the City's Internet access is intended for City related business. All employees are to use Internet as they would any other type of official City tool. Users should consider ethical guidelines.

City employees are permitted incidental and occasional personal use of the City's Internet system, and such use will be treated the same as any other legitimate business access. The following are guidelines when using the City's Internet system for personal use:

- o Personal usage must be kept to a minimum so that it does not consume more than a trivial amount of system resources
- o Personal usage must not interfere with an employee's productivity

5.3 Prohibited Use

Any use of the Internet for "moonlighting", soliciting for commercial ventures, gambling, religious or personal causes, or outside organizations, or for other similar non job-related solicitations is strictly prohibited. Use of the City's Internet to access any site or material that is sexually explicit, pornographic, obscene, that may be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs, or has the potential to cause the City public harm or disrepute is strictly prohibited.

Users shall not install any browser plug-in or "enhancement applications" such as Flash, Real Media, Quick Time, Shock Wave, browser toolbars, etc., without permission by the I.T. Department. This includes, but is not limited to: pop-up blockers, anti-spyware programs, screen savers, background changers, or any other item that is not provided by the I.T. Department as part of the original system configuration or added by IT.

5.4 Security and Blocked Access

The I.T. Department will provide for Internet security that includes, but is not limited to, firewall protection, specific routing, profiles, and passwords. Web sites that have no legitimate business purpose may be blocked from access. All web traffic with the exception of HTTP may be blocked from access until a specific business use is demonstrated. An audit trail of access to sites may be maintained by the I.T. Department to investigate possible violation of City policy or breach of security.

5.5 Public Representation

No media advertisement, Internet home page, electronic bulletin board posting, electronic mail message, or any other public representation about the City of Opa-locka may be issued unless appropriate management has granted approval.



5.6 Enforcement

The I.T. Department will monitor Internet access through the use of technology tools. Violations will be reported to the Department Head and/or the City Manager of the offending employee for disciplinary action, if necessary.

5.7 Responsibilities

End-Users – Must be aware of these policies and ensure compliance.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Manage Internet security. Monitor and report violations.

5.8 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 6.0 - Access to Computer Systems

6.1 Policy

It is the policy of the City of Opa-locka to only grant access to systems and programs that are required in the performance of an individual's job. Temporary access will be granted to individuals on a temporary basis when filling in for someone on vacation or other leaves of absence, and to outside parties for the purposes of fulfilling their obligations to the City. Department Heads must authorize access to systems and software under their control.

6.2 Purpose/Description

The purpose of this policy is to ensure that individuals only have access to the software and systems that are required to perform their duties. This minimizes the risk of internal security violations.

6.3 Enforcement

Access authorization documentation will be generated for each individual indicating what software and/or systems are to be accessed and what privileges (read, write, etc.) are permitted. I.T. will ensure that only authorized rights and privileges are granted to the employee. Violations will be reported to the Department Head of the offending employee for disciplinary action, if necessary.

6.4 Responsibilities

End-Users - Must be aware of these policies and ensure compliance.

Department Heads – Provide written authorization for access rights and privileges to the I.T. Department on Form 7-1 - I.T. Authorization Form (see Appendix A). Annually review and reconfirm accuracy of access rights and privileges. Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Grant rights and privileges for system access based upon submission of Form 7-1 from an authorized individual. Manage and audit user access rights.

6.5 Policy History

Created April 14, 2019

Updated: September 26, 2022



Policy 7.0 - Password Security

7.1 Policy

All City computer systems are user identification (UID) and password protected to identify who is using the system and what rights and privileges they may have within the system. Multi-factor authentication will be implemented in phases starting in January 2023.

7.2 Purpose/Description

All City computer systems are protected by UID and passwords. City computer systems may monitor access by UID and records can show such information as who logged in, when they logged in, and what they accessed on the system.

It is the responsibility of the user to protect his/her password as they would any other identification number such as social security number, credit card number or other such personal information. Passwords shouldn't be shared, with the exception of providing them to the I.T. Department staff for support purposes; however, should users share their passwords with others, the users assume full responsibility. In the event passwords are written, they must be kept in a secure location.

7.3 General Requirements

Passwords must meet Microsoft's complexity requirements. Passwords must be at least ten characters long, must not contain any part of the user's name, must include three of the following four categories: uppercase characters, lowercase characters, numbers, non-alphanumeric, (special) characters such as ~!@#\$%^&* _-+=`\'()\{\}[];:"'<>,.?/. Password requirements for applications may vary.

Passwords for network access login must not be duplicated any other accounts outside of the city network (i.e. Apple ID, department specific applications, vendor website, etc.)

Passwords must not be duplicated on personal computers systems and personal accounts.

Passwords must not be inserted into email messages and other forms of electronic communication.

Do not reveal a password over the phone to ANYONE.

Do not reveal a password in an email message.

Do not reveal a password in front of others.

Do not reveal a password on questionnaires or security forms or other documents.

Do not share a password with family members.

Do not reveal a password to co-workers.

If someone demands a password, refer them to this document or have them call the IT Department. If an account or password is suspected to have been comprised, report the incident to the IT Department staff and change all passwords.

Password cracking or guessing may be performed on a periodic or random basis by the IT Department staff or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it or the account may be disabled.



Passphrases are not the same as passwords. A passphrase is a longer version of a password and is, therefore, more secure against “dictionary attacks”. A good passphrase is relatively long and contains a combination of upper and lowercase letters, numeric, punctuation and special characters. All of the rules above that apply to passwords apply to passphrases.

7.4 Password Expirations

Network logon passwords will expire on a 90-day basis and must be changed. Users may not reuse the last 24 network logon passwords.

7.5 Enforcement

I.T. will monitor the use of UID and passwords to ensure only authorized users access the system and to determine that passwords have not been written down and left in unsecured locations. Violations of this policy will be reported to the violator’s Department Head and may result in disciplinary action, if necessary.

7.6 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Follow password policy requirements and maintain confidentiality of UID and passwords.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Issue passwords with proper authorization and monitor compliance of the policy.

7.7 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 8.0 – Data File Storage

8.1 Policy

End-users shall store data files on the City's network servers in designated locations.

8.2 Purpose/Description

The purpose of this policy is to ensure that individuals save data files in designated locations to ensure daily backup of files to tape or other media for purposes of restoration in the event of a disaster or other unforeseen circumstance.

8.3 Enforcement

Should the I.T. Department find City data files on an end-user's computer, I.T. staff will assist end-users with relocating files to a network server. Continued violations of this policy will be reported to the Department Head for disciplinary action, if necessary.

8.4 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Must save all data files in designated locations on network file servers.

Department Heads –Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Assist end-users with relocating files to network servers. Report violations to Department Heads.

8.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 9.0 - Public Records Request

9.1 Policy

It is the policy of the City of Opa-locka to direct all computer system public records requests to the Information Technology Department pursuant to the City of Opa-locka Records Management Plan.

9.2 Purpose/Description

Although much of the information generated by a City is subject to public records requests, there are a number of exceptions that are provided for in Chapter 119 of the Florida State Statutes. Disseminating information that is subject to these exceptions is a serious violation of State law. All public records requests for electronic records should be forwarded to the City Clerk, or designee, for proper handling. No end-user should provide electronic information to any individual without first obtaining authorization from the City Manager or designee.

9.3 Enforcement

Employees are expected to follow this policy. Violations of this policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

9.4 Responsibilities

End-Users - Must be aware of these policies and ensure compliance. Redirect

electronic public records request to the City's Clerks office.

City Clerk – Receive and process request in accordance with Florida State Statutes and the City of Opa-locka Records Management Plan. Designate fulfillment duties for the request to the appropriate department staff member if desired.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Assist City Clerk or designee with compiling electronic public records requests when needed.

9.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 10.0 - Instant Messaging/Chat

10.1 Policy

Instant Messaging and all related tools (voice chat, file transfer and sharing, etc.) are prohibited on City computers, with the exception of authorized messaging software for internal use only.

10.2 Purpose/Description

External instant messaging/chat is prohibited due to the inherent security risks associated with these programs. The I.T. Department may provide messaging software for internal use only. All internal Instant Messaging chat sessions will be logged for the sole purpose of accommodating public record requests. The messages will be retained for a period of time in accordance with the State of Florida General Records Schedules. Employees are to assume there is no right to privacy for electronic communications on the City's communication devices.

10.3 Enforcement

Any instant messaging/chat software found to be in use without I.T. approval will be immediately removed. Instant messaging/chat websites may be blocked. The incident will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

10.4 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Shall not install or utilize instant messaging/chat programs, websites, etc.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Monitor activity, remove and confiscate unauthorized instant messaging/chat software, block access to instant messaging/chat websites, and report violations.

10.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 11.0 - Importing External Data

11.1 Policy

Importing data files for currently supported applications on City owned computers is permitted under certain conditions. Data files for applications not currently supported must be reviewed by the I.T. Department prior to importing.

11.2 Purpose/Description

This policy relates to the importing or copying of any file that does not already reside on a City computer. Importing files of any currently supported application is permitted via the following methods: CD, USB drive, or e-mail. Images (photos) on digital camera media may be imported to City computers.

All other files must be authorized by the I.T. Department prior to importing.

Supported applications include, but are not limited to, Microsoft Word (.doc, .dot, .rtf, .txt), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Microsoft Access (.mdb), Microsoft Publisher (.pub), Microsoft Outlook (.eml, .pst), Adobe Acrobat (.pdf), and Adobe Photoshop (.psd, .bmp, .gif, .jpg).

Other file types may pose a significant threat to the City's computer system and are not permitted to be imported without authorization from the I.T. Department. These file types include, but are not limited to, the following:

- Archives/Compressed - .cab, .gz, .gzip, .jar, .rar, .rpm, .tar, .tgz, .z, .zip
- Executables - .bat, .chm, .class, .cmd, .com, .dll, .drv, .exe, .lnk, .ocx, .pif, .reg, .scr, .sys, .vxd
- Scripts - .asp, .hta, .htx, .js, .php, .php3, .vb, .vbs, .ws, .wsc, .wsf, .wsh, .wst

All imported files must be manually scanned for viruses using the local anti-virus software by the end-user before accessing the files.

11.3 Enforcement

It is expected that employees will adhere to the policy. Violations of this policy will be reported to the Department Head for disciplinary action, if necessary.

11.4 Responsibilities

End-Users - Must be aware of these policies and ensure compliance. When necessary, work with I.T. to import non-supported data files and ensuring manual virus scans are completed prior to access.



11.4 Responsibilities (CONTINUED)

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Work with employees who have a need to import data files that have potential hazards. Report violations.

11.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 12.0 – Digital Data Backup and Recovery

12.1 Policy

Data files maintained on the network servers will be routinely backed up to electronic media located offsite of the data center, for the sole purpose of restoration, not preservation.

12.2 Purpose/Description

Information Technology will conduct backups of critical data on a Daily basis. Backups will be conducted on a more frequent schedule when possible. Disk backup appliance and media will be stored offsite for the designated period of time stated below and will be used for restoration in the event of a disaster.

12.3 Backup Audit Logs

The I.T. Department will maintain a log of all backup jobs within the backup software.

12.4 Backup Job Schedule

Disk Backups will be performed as frequently as possible throughout the day while limiting the impact on system performance.

No backup job shall be kept on disk for more than three months. Backups of servers with limited changes shall only be kept on disk for 30 days. In the event of a disaster requiring system restoration from backup media, information processed that day, or since the last good backup, may be lost and will be the responsibility of the user to re-process.

12.5 Enforcement

The I.T. Director will periodically audit the backup logs to ensure the backups are properly maintained and stored off-site by I.T. staff. Continued violations of this policy will result in disciplinary action.

12.6 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Responsible for notifying the I.T. Department immediately upon determining that data may be lost and need to be restored from backup media.

Department Head – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Provide for backup of network data, maintain appropriate electronic logs, and store backup media offsite. Report any user violations to the Department Head for action.

12.7 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 13.0 – Remote/Mobile Network Access

13.1 Policy

The City will only grant remote access to end-users for systems and programs that are required in the performance of their job.

13.2 Purpose/Description

The policy provides a secure means for end-users to access programs and data from outside of the City's network. It also ensures integrity and security of network and systems by minimizing threats and vulnerabilities associated with access to systems via external networks.

13.3 Enforcement

Department Heads must authorize all remote access in writing on Form 14-1 I.T. Authorization Form (Appendix A). The I.T. Department will provide for the enforcement of these policies through the use of mobility management software and other technology tools.

13.4 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Shall not utilize any mobile technology device without authorization by the Department Head and the I.T. Department. Shall maintain physical security of remote/mobile devices and protect them from physical intrusion, theft, loss, fire, hazardous materials, flood, and other damages. Shall report and all incident to the IT Department immediately.

Department Heads – Provide written authorization for access rights and privileges to the I.T. Department on Form 14-1 - I.T. Authorization Form (see Appendix A). Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Procure, configure, and install authorized remote/mobile devices with latest security measures as determined necessary for connectivity to the City network. Monitor remote access to the City network to thwart attempts of unauthorized access and to ensure access control methods are effective.

13.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 14.0 – Voice Mail

14.1 Policy

The City provides voice mail access to all City employees with desk phone and/or cell phone access unless specifically denied by the employee's Department Head and/or City Manager. Voice Mail is an enhanced feature of desk phones and cell phones and should be utilized as any other communications tool.

14.2 Purpose/Description

The purpose of this policy is to clearly define the acceptable use of the City's voice mail systems, and establish voice mail storage and retrieval guidelines. Employees are to assume there is no right to privacy for electronic communications on City communication devices.

14.3 Acceptable Use

Use of the City's voice mail system is intended for City related business. All employees issued voice mail boxes are to use them as they would any other type of official City communications tool. No communication should contain confidential information. Communication by voice mail is encouraged when it results in the most efficient and/or effective means of communication.

Incidental and occasional personal use of the voice mail system is permitted by the City employees but these communications will be treated the same as other business related communications. The following are guidelines when using the City's voice mail systems for personal use:

- o Personal incoming or outgoing cell calls must be kept to a minimum so that it does not result in additional cost to the City above the normal monthly telephone operational expense.
- o Storage and management of personal incoming or voice mail calls must not interfere with an employee's productivity and must not utilize any more than a nominal amount of storage space on the City's voice mail system.

14.4 Prohibited Uses

The following uses are prohibited:

- o Charitable or fundraising campaigns unless specifically approved in advance by the City Manager
- o Solicitations or proselytizations for commercial ventures, religious or personal causes, or outside organizations or other similar, non job-related solicitations



14.4 Prohibited Uses (CONTINUED)

- o Communications that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden voice mail communications include sexually-explicit messages; inappropriate jokes; unwelcome propositions; ethnic or racial slurs; or any other communication that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious or political beliefs
 - o Use of the City's voice mail in any way that compromises the integrity of the City or its business
- o Use of voice mail to offer for sale non-City related items

14.5 Abusive Use

All City voice mail boxes are subject to internal and external audits. Abusing the use of City voice mail will result in the suspension of voice mail box privileges and may lead to other disciplinary actions.

14.6 Storage

The IT Department will determine the amount of voice mail system storage necessary to adequately meet the needs of the users while balancing the impact of the storage on the phone system.

14.7 Access and Retention

End-users may access their voice mail messages through Avaya IP Office. Voice mail messages are typically considered as transitory messages under Chapter 119 of the State of Florida public records laws. Transitory records are created primarily to communicate information of short-term value, and they are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

Should end-users determine that a voice mail record does indeed meet retention requirements under the public records law, they will need to contact the Information Technology Department for retention until destruction date is reached.

14.8 Enforcement

The I.T. Department will provide for the enforcement of these policies through monitoring voice mail box usage and reporting violations to the Department Head for disciplinary action, if necessary.

14.9 Responsibilities

End-Users – Store voice mails that have retention requirements within their user folders outside of the voice mail system. Must be aware of these policies and ensure compliance.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.



14.9 Responsibilities (CONTINUED)

I.T. Department - Monitor usage and report violations.

14.9a Policy History

Created: April 14, 2019

Updated: September 26, 2022



Policy 15.0 – Security Incident Response

15.1 Policy

The I.T. Department will respond to computer security incidents, which may occur within the City of Opa-locka government.

15.2 Purpose/Description

The purpose of this policy is to clearly define the roles, responsibilities, and communications procedures for responding to computer security incidents, and to detail the incident classifications.

15.3 Scope

Computer security incident response policy is applicable to all City information and infrastructure computing resources, at all levels of sensitivity, whether owned and operated by the City or operated on behalf of the City.

15.4 Leadership Role

Computer security incident response management shall be provided by the I.T. Manager, and support members may include the System Administrator, Human Resources Director, Police Chief, City Manager and others as deemed necessary.

Computer security incident response management is for the purpose of investigating an apparent information security incident and to minimize damage to the City's computer systems.

The role of the I.T. Director or designee is to respond rapidly to any suspected security incident by identifying and controlling the suspected incident, notifying end-users of proper procedures to preserve evidence, and report all findings to the City Manager.

15.5 Computer Security Incident Classification

15.5.1 Identifying Computer Security Incidents

A security incident is any event resulting in the City's computer systems, networks, or data being viewed, manipulated, damaged, destroyed, or made inaccessible by any unauthorized activity.

15.5.2 Notification of Computer Security Incidents

Successful incident handling requires employees to immediately contact the I.T. Department to report incidents. Contact should be made by phone or in person without delay.



15.5.3 Classification of Computer Security Incidents

It is the responsibility of the I.T. Department to classify security incidents into two classes based on the severity of incident: Class 1 and Class 2.

Class 1 Incidents: Localized and/or Minor.

Examples of Class 1 incidents are:

- Localized virus attacks
- Internet abuse, excluding criminal behavior
- Incidents traceable to user error or system failure
- Minor attempts at intrusion, scanning, or pinging
- Missing I.T. devices or equipment
- Theft of I.T. devices

Class 2 Incidents: City-wide and/or High Impact.

Examples of Class 2 incidents are:

- Coordinated, distributed attacks
- Any attacks which cause denial of service
- Financial fraud involving computers
- Unauthorized activity involving a file server or host
- Theft of proprietary information
- Unauthorized activity involving any sensitive system (Financials, Public Safety, IT, etc.)
- Internet abuses which violate either Federal or State law
- Web defacement
- Customer data compromised



15.6 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Report any suspicious activity to the I.T. Department by phone or in person without delay. Document actions taken prior to awareness of suspicious activity.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department –

- Evaluate incident to make initial determination of classification/severity and notify City Manager of Class 2 events.
- Inform all other users who are affected by the security incident of the necessary actions to control the incident.
- Determine if criminal investigation support is needed.
- Perform appropriate back tracing, technical analysis and other tasks required by the review.
- Report periodic status of the Class 2 incidents to the City Manager.
- Conduct a debriefing of lessons learned. Prepare subsequent report including root causes, actions taken to resolve incident, and recommendations for prevention of similar incidents. Submit report to the City Manager.

15.7 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 16.0 - Architectural Standards

16.1 Policy

This policy establishes the City of Opa-locka's Architecture as the primary source for providing information technology technical requirements which govern the acquisition, use and management of information technology resources by City staff.

16.2 Purpose/Description

The City of Opa-locka's Enterprise Architecture is a strategic asset used to manage and align the City's business processes and I.T. infrastructure/solutions with the City's overall strategy.

It is the intent to standardize and simplify the many technologies and products used in order to ensure continuity of operations, reduce staffing cost, and to build a reliable computer environment.

16.3 Hardware and Software Standards

16.3.1 Server Operating Systems

The I.T. Department will continually evaluate the newest release of the Microsoft server operating systems for compatibility, functionality and business need. Upgrades will be implemented as determined feasible by the I.T. Department within the constraints of the budget and available resources.

16.3.2 Desktop Client Operating Systems

The I.T. Department will continually evaluate the newest release of the Microsoft desktop operating systems for compatibility, functionality and business need. Upgrades will be implemented as determined feasible by the I.T. Department within the constraints of the budget and available resources.

16.3.3 Productivity Applications

The I.T. Department will continually evaluate the newest release of the Microsoft productivity applications for compatibility, functionality and business need. Upgrades will be implemented as determined feasible by the I.T. Department within the constraints of the budget and available resources.

16.3.4 Network Infrastructure

The I.T. Department will continually standardize the network infrastructure on industry accepted, high performance, best of breed infrastructure products and protocol standards. The uniformity of this type of equipment will provide stability to the City's network infrastructure as well as Internet accessibility and connectivity.

16.3.5 Security as a Platform Decision Factor

The I.T. Department will consider business security requirements up front when making decisions for all platforms from personal computing devices to enterprise servers.



16.3.6 Remote Administration Platforms

The I.T. Department shall acquire platforms designed for ease of remote administration, diagnosis, and systems management.

16.3.7 Cabling Standards

The City will utilize Information Transport Standards (ITS) for all new facility information and communications cabling installations to ensure compatibility and integrity.

16.3.8 Personal Computing

16.3.8.1 Centralized Personal Computing Decisions

The I.T. Department shall centralize personal computing decisions regarding what shall be procured, how frequently devices may be refreshed, how agency support is to be provided, what security methods are acceptable, and what methods of access may be used.

16.3.8.2 Personal Computing Security Software

The I.T. Department shall establish the minimum requirements for the base image to be used on personal computers, to include the latest best of breed antivirus/malware/spyware software.

16.3.8.3 Personal Computing Desktop Displays

Since desktop displays have a longer lifecycle than the computers they support, their replacement shall not be automatic at the time of a desktop replacement. Display replacement decisions for all City computers must be based on business needs, support considerations, cost-of-ownership data, and hardware compatibility considerations.

16.3.8.4 Personal Computing Processors

When establishing the minimum requirements for PC Processors and components, the I.T. Department will take in to consideration the need for the components to cost-effectively meet anticipated processing needs for the proposed productivity software, typical business needs, special needs of the mobile worker, and/or needs related to lifecycle requirements such as future availability of various memory options.

16.3.8.5 Personal Computing Optical Drives

Minimum requirements for Optical Drives shall include the ability to read and write CDs and DVDs when there is a business need.

16.3.8.6 Lifecycle for Personal Computers

The I.T. Department shall use a lifecycle range goal of three to four years for desktop computers and three years for laptop computers.

16.3.8.7 Surge Protection and Battery Power Backup

To protect computing equipment all computers shall be powered through a battery backup power supply (UPS) and all peripherals shall be powered through a surge protector.



16.3.8.9 Workstation Security

Appropriate measures must be taken when using network computers and mobile devices to ensure the confidentiality, integrity, and availability of information. The IT Department will implement security measures to include Microsoft group policies restrictions to enforce device security to protect user data and network infrastructure. All security settings will be determined and implemented by the IT Manager to include by not limited to the following:

- **Password protected screensaver after a period of 30 minutes of inactivity. A shorter period of inactivity may be implemented at the direction of the IT Manager or the Department Head.**
- **Restricted access to USB ports based on an as-needed bases as determined by the IT Manager.**
- **Strong password policy implementation (see Password Security Policy 8.0).**
- **Remotely rebooting devices on a daily or as-needed basis to ensure the proper operation and integrity of the devices. Users must close and save all open files at the end of each work shift to avoid loss of data. The IT Department highly recommends that users reboot their PC daily at the end of their work shift to improve device performance and avoid file corruption.**

16.4 Responsibilities

End-Users – Must be aware of these policies and ensure compliance.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Periodically review industry standards and update as needed.

16.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 17.0 – Social Networking and Media

17.1 Purpose and Description

The City of Opa-locka recognizes that Social media, professional networking sites, sites, and personal Web sites are all useful technologies, and provide ways to build a sense of community as rapidly communicate directly to stakeholders and the general public. This policy will set forth guidelines that employees shall follow for all online communications in reference to the City of Opa-locka and address the fast-changing landscape of the Internet and the way people receive their information. Social Media provides opportunities for participating departments to attract a broader audience, in addition to creating a social network allowing for residents, consumers and visitors to receive information and participate in their government in an innovative and creative way. These services are intended to enhance communications but not to diminish or circumvent existing processes. The demographic profile of the intended target audience combined with the purpose and goal of the social media initiative are the primary considerations on which to determine the appropriate use of social media. At all times, the social media initiative must align with the City's business goals and objectives.

17.2 Usage Guidelines

17.2.1 Relevant Technologies

This policy includes, but is not limited to, the following specific technologies:

- Facebook
- Google
- Instagram
- LinkedIn
- Snapchat
- TikTok
- Tumblr
- Reddit
- Twitter
- Yahoo
- Personal Blogs
- Personal Web Sites

City of Opa-locka employees are encouraged to use the following guidelines in social networking practices:

- Be relevant to your area of expertise
- Do not be anonymous
- Do not use the City's computing devices to access TikTok's platform
- Maintain professionalism, honesty, and respect
- Apply a “good judgment” test for every activity related to the City of Opa-locka: Could you be guilty of leaking information, customer data, or upcoming announcements? Is it negative commentary regarding the City of Opa-locka? Activity showing good judgment would include statements of fact about the City of Opa-locka and its services, facts about already-public information, or information on the City's official website. Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgment test, please contact the Human Resources Department.

17.2.3 City of Opa-locka Assets

The use of City of Opa-locka assets (computers, Internet access, email, etc.) is intended for purposes relevant to the responsibilities assigned to each employee. Social



networking sites are not deemed a requirement for most positions. For those employees that are permitted to access these services, a reasonable and limited amount of use of company assets are permitted for social networking services.

17.2.4 Inaccurate or Defamatory Content

Employees who participate in online communication deemed not to be in the best interest of the City of Opa-locka will be subject to disciplinary action. This online communication can include but is not limited to the following:

- o Company information or data leakage
- o Inaccurate, distasteful, or defamatory commentary about the company
- o Racial slurs, sexual content, or discriminatory content

Disciplinary action can include termination or other intervention deemed appropriate by Human Resources.

17.2.5 Off-Limits Material

This policy sets forth the following items which are deemed off-limits for social networking:

- o Intellectual property (data and/or software programs)
- o Customer Data

The City of Opa-locka's intellectual property and customer data are strictly forbidden from any online discourse except through mechanisms managed by Senior Management.

17.2.6 Online Recommendations

Some sites, such as LinkedIn, allow members to "recommend" current or former co-workers. The City of Opa-locka employees shall not participate in employee recommendations of current or former employees for reasons of liability. All communication of this type should be referred to the Human Resources Department for verification.

17.2.7 Sensitive Matters

Any online communication regarding proprietary information, such as layoffs, strategic decisions, or other announcements deemed inappropriate for uncoordinated public exchange is not permitted unless specific permission has been granted by the employee's Department Head. State of Florida Public Records laws and Federal Copyright laws must be strictly adhered to.

17.3 Personal Usage

City employees are permitted incidental and occasional personal use of social networking via the Internet. Such use will be treated the same as other business related communication. The following are guidelines when using the City's Internet access for social networking *personal* use:



- o Personal use of social networking media as defined above must be kept to a minimum so that it does not consume more than a trivial amount of system resources
- o Personal use of social networking media as defined above must not interfere with an employee's productivity
- o Accessing TikTok, games, sponsored content, and advertising content on social networking sites is strictly prohibited. Such activity has high potential for introducing malware and spyware on the City networked computers.

17.4 Expectations of Online City Authorized Spokespeople

Just as with traditional media, we have an opportunity, and a responsibility, to effectively manage the City's reputation online and to selectively engage and participate in the online conversations every day. The following principles guide how an authorized City Online Spokesperson(s) should represent the City in an online, official capacity, when they are speaking "on behalf of the City of Opa-locka":

1. **Code of Conduct and Other Policies:** Follow the City's Code of Conduct and all other City policies. As an official representative of the City, you must act with honesty and integrity in all matters. This commitment is true for all forms of social media. In addition, several other policies may govern your behavior as an authorized City spokesperson in the online social media space.
2. **Representing the City:** As a City representative, it is important that your posts convey the same positive, optimistic spirit that the City installs in all of its communications. Be respectful of all individuals, races, religions, and cultures; how you conduct yourself in the online social media space not only reflects on you, it is a direct reflection on the City.
3. **Don't Post Anonymously:** You should identify yourself as an employee of the City, name, and when relevant, role at the City, as to not mislead readers or viewers. Employees should not use aliases or otherwise engage in covert activities.
4. **Keep Records:** It is critical that you keep records of our interactions in the online social media space and monitor the activities of those with whom we engage. Because online conversations are often fleeting and immediate, it is important for you to keep track of them when you're officially representing the City. Remember that online City statement can be held to the same legal standards as the traditional media communications. Keep records of any online dialogue pertaining to the City. The IT Department will assist with implementing an automated solution to archive communications when possible.
5. **When in doubt, Do Not Post:** Official spokespeople are personally responsible for their words and actions, wherever they are. As online spokespeople, you must ensure that your posts are completely accurate and not misleading, and that they do not reveal non-public information of the City. Exercise sound judgment and common sense, and if there is any doubt, **DO NOT POST IT**. In any circumstance in which you are uncertain about how to respond to a post, contact your Department Head or the City Manager.
6. **Respect Copyrights:** **DO NOT** claim authorship of something that is not yours. If you are using another party's content, make certain that they are approving of you utilizing their content, and make certain that they are credited for it in your post. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permission of the rights holder(s).



7. Be responsible for your work: The City understands that employees engage in online social media activities at work for legitimate City purposes and that these activities may be helpful for City affairs. However, the City encourages all employees to exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
8. Remember that your local posts can have a global significance: The way that you answer an online question might be accurate in some parts of the world, but inaccurate (or even illegal) in others. Keep that “world view” in mind when you are participating in online conversations.
9. Know the Internet is permanent: Once information is published online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
10. Drive the public to the City’s website: Use the City’s social media communications to drive the public to the City’s website whenever possible. Use links with the social media sites to link to articles, forms, postings, etc., on the City’s website.

17.5 City Sponsored Social Media Procedures

1. The City Manager or designee will approve the creation of all new social media sites, and the IT Department will establish the naming and accounts for all social media sites, to ensure the name is appropriate for the City of Opa-locka as a government entity and is consistent with other department names and the City of Opa-locka brand.
2. The City Manager or designee will designate staff to manage the content and security of the City’s social media sites. It is important to ensure that the public’s trust of the City of Opa-locka’s presence on social media sites is preserved and maintained. Since imitation sites may exist, the content and information must be monitored on a regular basis. Visual elements of the social media sites must be approved by the City’s website master to reflect the public website brand of the City of Opa-locka. This will ensure the visual consistency and creditability of the page(s).
3. Login information, including user IDs and passwords, will be created by the IT Department and are not permitted to be changed, altered, or modified. Passwords must be secure and adhere to all IT policies with regard to password protections. A user’s social media password cannot be the same password used to log on to the City network.
4. Designated staff must provide information to the IT Department to be posted on the City website prior to posting on the social media sites. Once information is posted on the City website, then a link can be included in the social media post. An exception will be made for disseminating immediate emergency information to the public, in which case the information can be posted on social media sites first and then provided to the IT Department to post on the City website.
5. Designated staff will be responsible for publishing, monitoring and updating their pages on all social media sites. Although departments will be responsible for maintaining their content, the IT Department will work together to monitor social media content based on the best practices and industry norms.



6. All City staff that use social media are responsible for complying with applicable federal, state, county, and city laws, regulations, and policies. Applicable laws include, but are not limited to, Public Records Law, Sunshine Law, records retention and records schedules laws, copyright laws, First Amendment, Privacy laws, and Information Technology policies established by the City of Opa-locka.
7. Designated staff must put forth their best effort to archive all social media sites in order to adhere to the Public Records Law and records retention schedules. The City understands that the public may post a comment and then delete the comment before the next archive is made.
8. Social media sites that allow for correspondence with the public must be monitored on a daily basis by designated employees. Sites that do not allow for patron interactions must be monitored on a weekly basis.
9. All messages must be consistent with other City of Opa-locka content.
10. The frequency of messaging should be very regular and without significant time lapses (at least weekly or more often), and the content should include relevant information. Outdated information
11. Social media sites allowing public comment must be monitored by designated staff daily during working hours to ensure the comments meet certain criteria. Some social media sites, such as Facebook, allow instant commenting, while others, like YouTube, allow for a moderated/approved process. City-created social media forums must be structured narrowly to focus discussions on a particular interest of the City of Opa-locka rather than creating a “public forum”. Designated staff is only allowed to remove postings that do not meet the narrow focus of the City’s media forum, including foul language.
12. Designated staff shall use only images to which the City retains the copyright or that have otherwise been authorized for use as related to the use of social media networks.
13. All social media sites that allow comments must include either a link to the following disclaimer, or the disclaimer should be published on the social media site:

“The purpose of this site is to present matters of public interest in the City of Opa-locka, including its many residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns, but please note this is a moderated online discussion site and not a public forum. Once posted, the City reserves the right to delete submissions that contain vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial, or religious group. Further, the City also reserves the right to delete content or links determined to: (i) be off topic; (ii) advocate illegal activity; (iii) promote particular services, products, or political organizations; or (iv) infringe on copyrights or trademarks. Please note that the comments expressed on this site do not reflect the opinions and position of the City government or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact the “webmaster@ci.mount-dora.fl.us”. E-mail addresses are public record under Florida Law and are not exempt from public records requirements. If you do not want your comments or e-mail address to be subject to being released pursuant to a public records request, do not send electronic mail or make comments to this entity. Instead, contact this office by telephone or in writing, via the United States Postal Service, City of Opa-locka, 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054.”



17.6 Security Standards

1. Accountability: Full responsibility for the City's social media presence and associated security risk in the social network will be specifically assigned in the City.
2. Content: Limit the information uploaded to the social network to the bare minimum required to meet business objectives. All content (text, photography, video, graphics and links) must be approved by the content owner. Refresh content regularly, label copyrighted content, and, where possible, include embedded copyright indicators. Scan uploaded and downloaded content for viruses and other inappropriate code.
3. Staff Use: Staff working in the social network on behalf of the City of Opa-locka must abide by City policies regarding public and media relations. Staff should not place City content on personal pages. Content developed by staff for City government is a City asset and does not belong to the employee.
4. Messaging: Conversations with the social network messaging system must comply with City policies regarding harassment and offensive speech. Messages directed to customers, other employees, and citizens must comply with relevant laws and regulations (for example, disclaimers). Do not send messages that contain sensitive personal information through the system.
5. Monitoring: Monitor City content on a regular basis to detect unauthorized alterations, where possible. The using staff should monitor every time they post content to the site(s) or more often if necessary. IT staff should manually review the City's social media content on a weekly basis to identify visual and other performance problems.

17.7 Look and Feel Standards

In all possible cases, the look and feel of social networking accounts should follow the color-scheme of the City's Visual Identity Standards and Communications Style Guide. If no customization is offered, for example in applications such as Facebook, uploading a City of Opa-locka logo should suffice.

17.8 Enforcement

The I.T. Department will monitor social networking access through the use of technology tools. Violations will be reported to the Department Head and/or the City Manager of the offending employee for disciplinary action, if necessary.

17.9 Responsibilities

End-Users – Must be aware of these policies and ensure compliance.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Manage Internet Social Networking security. Monitor and report violations.

17.10 Policy History



Created: April 4, 2019

Updated: September 26, 2022

Updated: December 5, 2022



Policy 18.0 – Electronic Communication Logging

18.1 Policy

It is the policy of the City of Opa-locka to log all electronic communications pursuant to the City of Opa-locka Records Management Plan and the State of Florida public records laws.

18.2 Purpose/Description

In response to the findings of the Attorney General’s Technology Team that Instant Messages, VoIP, Text, and Pin-to-Pin messages are not transitory in nature and could be retained by governments, the City shall log all electronic communications where we currently have the technology in place to capture this information, and shall retain the records in accordance with the General Records Schedules published by the State of Florida.

These electronic communication records are subject to public records requests including the various exemptions that are provided for in Chapter 119 of the Florida State Statutes. All public records requests for electronic records, whether related to communication transactions or not, should be forwarded to the City Clerk, or designee, for proper handling.

Employees are to assume there is no right to privacy for electronic communications on City communication devices.

18.3 Enforcement

Employees are expected to follow this policy. Violations of this policy will be reported to the violator’s Department Head and may result in disciplinary action, if necessary.

18.4 Responsibilities

End-Users – Must be aware of these policies and ensure compliance.

City Clerk – Receive and process request in accordance with Florida State Statutes and the City of Opa-locka Records Management Plan. Designate fulfillment duties for the request to the appropriate department staff member if desired.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Maintain communication logs in accordance with the State of Florida Public Records laws and assist the City Clerk or designee with compiling electronic public records requests when needed.

18.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 19 – Cell Phone

19.1 Policy

As a productivity enhancement tool, the City encourages the business use of cellular telephones. Cellular telephones will be granted by the employee's Department Head

19.2 Purpose/Description

The purpose of this policy is to clearly define the acceptable use of the City's cellular telephones and what actions are prohibited.

19.3 Ownership of the Cellular Service/Equipment

The City's cellular telephones belong to the City of Opa-locka and the call logs of any cellular communications, as well as text messages, are accessible at all times by the City for business related or other purposes. Employees are to assume there is no right to privacy for cellular communications on City cell telephones.

Upon approval by the Department Head and Finance Director, a monthly stipend may be issued in lieu of a city cellular phone. Information sent or received in connection with the transaction of official city business on a personal cellular device is subject to Florida Public Records laws.

19.4 Acceptable Use

Use of the City's cellular phones is intended for City related business. All employees are to use cellular phones as they would any other type of official City communications tools. Communications should fall within ethical guidelines and should not contain confidential information. Communication by cellular telephone is encouraged when it results in the most efficient and/or effective means of communication.

Incidental and occasional personal use of the City's cellular telephones is permitted by the City employees but these communications will be treated the same as other business related communication messages. The following are guidelines when using the City's cellular telephones for personal use:

- Personal incoming or outgoing calls must be kept to a minimum so that it does not consume more than a trivial amount of time.
- Personal incoming or outgoing calls must not interfere with an employees work during working hours.

19.5 Prohibited Use

- Employees may not use the City's cellular telephones in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale.
- Employees may not use the City's cellular telephones in any way that compromises the integrity of the City or its business.
- Employees may not use the City's cellular telephones for excessive personal use as determined by the Department Head or their designee.
- Employees may not use the City's cellular telephones in any manner that creates an unsafe environment to the employee or to others. Safety is a priority.
- Employees shall not use the City's cellular telephones to access TikToks social media's platform.



19.6 Enforcement

All employees are expected to follow this policy. Violations of this policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

19.7 Responsibilities

End-Users – Must be aware of these policies and ensure compliance.

City Clerk – Receive and process request in accordance with Florida State Statutes and the City of Opa-locka Records Management Plan. Designate fulfillment duties for the request to the appropriate department staff member if desired.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department –

- Monitor call usage and report suspected or known violations such as non-business use to the Department Head or their designee.
- Maintain communication logs in accordance with the State of Florida Public Records laws and assist the City Clerk or designee with compiling electronic public records requests when needed.
- Maintain a detailed master list which identifies all City owned mobile devices and who they are issued to
- Evaluate monthly billing statement and report suspected billing irregularities (high use of data or talk time) to the Department Head or their designee.
- Periodically use a competitive selection process to identify and select wireless devices and the associated communication services
- Perform a documented comparison of devices per master list to the devices shown on the billing statements
- Enroll all cell phones in a Mobile Device Management system prior to distribution

19.8 Wireless Communication within the Local Area Network

The wireless communication shall be divided into separate LANs. A Guest network will provide users with Internet access but no access to the production network. A restricted Wireless LAN will provide access to the production network if deemed necessary by management and the IT department. A Wireless controller shall monitor and provide auditing logs tracked by the device hardware address.

19.9 Personal Cell Phone use for official City Business

The use of a personal cell phone to conduct official City business is prohibited. If an employee conducts any type of City business on his/her personal cell phone the device, messages, logs, and content automatically become subject to any public records request. If an employee conducts any City business on their personal cell phone he/she will be responsible to archive the content pursuant to Florida Statute and the State of Florida general records schedule GS1-SL for State and Local Governments Agencies.

19.10 Policy History

Created: April 4, 2019

Updated: September 26, 2022

Updated: December 5, 2022



Policy 20.0 – Operating System Patch Policy

20.1 Policy

It is the policy of the City of Opa-locka to provide and maintain up-to-date operating system critical and security patches on all laptops, desktops, servers, and mobile devices installed to protect the asset from known vulnerabilities.

20.2 Purpose/Description

Operating system patch management ensures confidentiality, integrity, and availability of data on our network systems. The IT Department has an obligation to provide appropriate protection against malware threats, such as viruses, Trojans, and worms, which could adversely affect the security of the system or its data entrusted on the system. Effective implementation of this policy will limit the exposure and effect of common malware threats to the systems within this scope.

20.3 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all City employees. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

20.4 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Shall apply approved patches by observing system notifications and rebooting computers when necessary.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Manage patching needs of all workstations and servers on the network, and routinely assess compliance with the patching policy.

20.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 21.0 – Public Key Infrastructure

22.1 Policy

It is the policy of the City of Opa-locka to provide secure electronic transfer of information through digital certificates where simple passwords are an inadequate authentication method and ore rigorous proof is required to confirm the identity of the parties involved in the communication and to validate the information being transferred.

21.2 Purpose/Description

Digital certificates provide a method for allowing exchange of information securely over the Internet using the public key infrastructure. Digital certificates provide identifying information, are forgery resistant, and can be verified. The certificate contains the name of the certificate holder, a serial number, expiration dates, a copy of the certificate holder's public key and the digital signature of the certificate-issuing authority (CA) so that a recipient can verify that the certificate is real.

21.3 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all City employees. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

21.4 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Upon issuance of the certificate, end-users provide a secure password separate from any other passwords, and utilize such password for remote access to network resources. Report any connectivity and/or certificate issues to the IT Department.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Manage the Public Key Infrastructure for creating, managing, distributing, using, storing, approving, and revoking digital certificates. Enforce the utilization of passwords when certificates are issued. Maintain functionality of the radius authentication server and compliance of the PKI policy.

21.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 22.0 – Bluetooth

22.1 Policy

It is the policy of the City of Opa-locka to allow use of Bluetooth devices in an acceptable use scenario.

22.2 Purpose/Description

Bluetooth enabled devices enhance the user experience and are allowed for use within the City of Opa-locka IT infrastructure with exceptions. Insecure Bluetooth connections can introduce a number of potential serious security issues; hence, there is a need for a minimum standard for connecting Bluetooth enabled device to ensure sufficient protection of Personally Identifiable information (PII) and confidential data.

22.3 Acceptable Use

1. No Bluetooth Device shall be deployed on City of Opa-locka equipment that does not meet a minimum of Bluetooth v2.1 specification without written authorization from the IT Department. Any Bluetooth equipment purchased prior to this policy must comply with all parts of this policy unless approved by the IT Department (i.e. Older versions of equipment may be grandfathered in by the IT Department).
2. When pairing your Bluetooth unit to your Bluetooth enabled equipment (i.e. phone, laptop, etc.), ensure that you are not in a public area where your PIN can be compromised. If your Bluetooth enabled equipment asks for you to enter your pin after you have initially paired it, you must refuse the pairing request and repair your device when you are in a secure area.
3. All Bluetooth devices shall employ 'security mode 3' which encrypts traffic in both directions, between your Bluetooth device and its paired equipment.
4. All Bluetooth devices shall use a minimum PIN length of 4 characters. A longer PIN provides more security.
5. All Bluetooth devices shall be in hidden mode (non-discoverable).
6. Only activate Bluetooth when it is needed.
7. Ensure device firmware is up-to-date.

22.4 Unauthorized Use

1. Eavesdropping, device ID spoofing, DoS attacks, or any form of attacking other Bluetooth enabled devices.
2. Using City of Opa-locka owned Bluetooth equipment on non-City of Opa-locka owned Bluetooth enabled devices.
3. Unauthorized modification of Bluetooth devices for any purpose.



22.5 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all City employees. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

22.6 Responsibilities

End Users – Must be aware of these policies and ensure compliance. Bluetooth mode must be turned off when not in use. PII and/or City of Opa-locka confidential or sensitive data must not be transmitted or stored on Bluetooth enabled devices. Bluetooth users must only access City of Opa-locka information systems using Bluetooth device hardware, software, solutions, and connections *approved* by the IT Department. Bluetooth users must act appropriately to protect information, network access, passwords, cryptographic keys, and Bluetooth equipment. Bluetooth users are required to report any misuse, loss, or theft of Bluetooth devices or systems immediately to the IT Department.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Periodically review industry Bluetooth standards and update as needed. Report violations to Department Heads.

22.7 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 23.0 – Change Management

23.1 Policy

It is the policy of the City of Opa-locka to provide documented change management whenever possible to ensure that information resources are protected against improper modification before, during, and after system implementation.

23.2 Purpose/Description

The City of Opa-locka technology infrastructure is continuously becoming more complex, and increasingly more staff are dependent on the network, computers, and application programs to perform their daily tasks. As the interdependency between the IT Department's resources grow, the need for a strong change management policy is essential. From time to time, each element requires an outage for planned upgrades, maintenance, or fine-tuning. Additionally, unplanned outages may occur with may result in upgrades, maintenance, or fine-tuning. Managing these changes is a critical part of providing a robust and valuable IT infrastructure. The purpose of the policy is to manage changes in a rational and predictable manner so that staff and clients can plan accordingly. Changes require serious forethought, careful monitoring, and follow-up evaluation to reduce negative impact to the user community and to increase the value of information resources.

23.3 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

23.4 Responsibilities

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Where at all possible, document all installations, upgrades, modifications, and changes, of server, networking, security hardware or software, patches, interim fixes, and Firewall changes, in the IT Department work order system.

23.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 24.0 – Network Account Management

24.1 Policy

It is the policy of the City of Opa-locka to provide documented network account management to ensure that information resources are protected against improper use and modification and access is given on a least privilege, as authorized basis.

24.2 Purpose/Description

A user account is a set of credentials consisting of both a username and password that allows access to a system's resources. Management of all user accounts is essential is protecting the network resources from unauthorized access.

24.3 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

24.4 Responsibilities

Department Heads – Provide an IT Authorization form to the IT Department in a timely manner to document the hiring and termination of all employee for purposes of enabling and deactivating system access to network resources. Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Ensure all new user account creation and terminations have been authorized by the appropriate Department Head with approval by the Human Resources Department via the submission of a completed IT Authorization form. Document all new account creations, changes, and modifications, to all network and local machine user accounts via the IT Department work order system.

24.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 25.0 – Wireless

25.1 Policy

It is the policy of the City of Opa-locka to provide wireless access for specific uses as determined by the IT Department.

25.2 Purpose/Description

The purpose of the policy is to secure and protect the information assets owned by the City of Opa-locka. Wireless connectivity improves the end-user experience as it aids in accomplishing tasks and increasing productivity.

25.3 Acceptable Use

All wireless access rights must be authorized by the IT Department. All wireless infrastructure devices that connect to a City of Opa-locka network, or provide access to City of Opa-locka information must adhere to the following:

1. Be installed, supported, and maintained by the IT Department
2. Use approved authentication protocols and infrastructure
3. Use approved encryption protocols
4. Maintain a hardware address (MAC address) that can be registered and tracked.
5. Not interfere with wireless access deployments maintained by other support organizations.

25.4 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

25.5 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Obtain authorization from the IT Department for wireless access. Report any rogue wireless access devices, or any known attempts for unauthorized access via wireless access devices, to the IT Department immediately.

Department Heads – Provide an IT Authorization form to the IT Department in a timely manner to document the hiring and termination of all employee for purposes of enabling and deactivating system access to network resources. Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Verify compliance to this policy through various methods to include but limited to periodic walk-thru, business tool reports, and auditing. Report violations to Department Head.



25.6 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 26.0 – Vendor Access

26.1 Policy

It is the policy of the City of Opa-locka to provide vendor access to information resources for specific uses as determined by the IT Department.

26.2 Purpose/Description

The purpose of the policy is to establish the rules for vendor access to City of Opa-locka resources and support services (A/C, UPS, etc.). The policy applies to all individuals who are responsible for the installation of new IT assets, and the operations and maintenance of existing IT assets, and who do or may allow vendor access for maintenance, monitoring, and troubleshooting purposes.

26.3 Requirements

Vendors must provide specific details of what they need access to. Vendor access accounts will be disabled except for when in use for authorized maintenance or as deemed necessary by the IT Department for the proper functioning of the systems. Vendor access methods will be approved by the IT Department. Departments are prohibited from providing vendor access to network resources without authorization by the IT Department.

26.4 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all City of Opa-locka staff. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

26.5 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Obtain authorization by the IT Department to provide vendor access to network resources. Report any known unauthorized vendor access to the IT Department immediately.

Department Heads – Provide an IT Authorization form to the IT Department in a timely manner to document the hiring and termination of all employee for purposes of enabling and deactivating system access to network resources. Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Verify compliance to this policy through various methods to include network monitoring, business tool reports, and auditing. Report violations to Department Head.

26.6 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 27.0 – Media Destruction

27.1 Policy

It is the policy of the City of Opa-locka to properly dispose/sanitize/destroy physical and/or electronic IT related media.

27.2 Purpose/Description

The purpose of the policy is to outline the proper disposal/sanitization/destruction of IT related media (physical or electronic). These rules are in place to protect sensitive and classified information, employees, and the City of Opa-locka.

27.3 Requirements

When no longer usable, hard drives, diskettes, tape cartridges, CDs, and other similar items used to process, store and/or transmit data shall be properly disposed of in accordance with measures established below:

1. Surplus through the use of electronic recycling with an approved vendor that meets industry standard certifications.
2. Physical destruction of the media resulting in 100% unreadability.

27.4 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

27.5 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Obtain authorization by the IT Department to dispose of network resources. Report any known unauthorized destruction to the IT Department immediately.

Department Heads – Provide an IT Authorization form to the IT Department in a timely manner to document the hiring and termination of all employee for purposes of enabling and deactivating system access to network resources. Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Verify compliance to this policy through various methods to include network monitoring, business tool reports, and auditing. Report violations to Department Head.

27.6 Policy History



Created: April 4, 2019

Updated: September 26, 2022



Policy 28.0 – Security Alerts & Advisories

28.1 Policy

It is the policy of the City of Opa-locka to monitor and disseminate to staff security alerts and advisories as appropriate.

28.2 Purpose/Description

The purpose of the policy is to outline the procedures for monitoring and disseminating information related to security alerts and advisories to staff.

28.3 Requirements

Security alerts and advisories shall be obtained via various agencies such as US-CERT, MS-ISAC. Alerts deemed appropriate shall be disseminated to City staff.

28.4 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

28.5 Responsibilities

End-Users – Must be aware of these policies and ensure compliance. Must review all security alerts and advisories received.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Verify compliance to this policy through various methods to include network monitoring, business tool reports, and auditing. Report violations to Department Head.

28.6 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Policy 29.0 – Log Review

29.1 Policy

It is the policy of the City of Opa-locka to collection and review logs relating to the information system security in accordance with various agency, local, state, and federal requirements.

29.2 Purpose/Description

Information regarding an incident may be recorded in several places, such as firewalls, routers, and application logs. Logs are generated, collected, and monitored for inappropriate activity and security breaches.

29.3 General Requirements

Logs generated by systems are to be maintained and reviewed according to various agency, local, state and federal requirements.

29.4 Enforcement

Implementation and enforcement of this policy is ultimately the responsibility of all IT Department staff. Information security and internal audits may be conducted randomly to ensure compliance with policy without notice. Any system found in violation of this policy shall require immediate corrective action. Violations shall be noted in the IT Department's work order tracking system and shall be dispatched to remediate the issue. Repeated failures to follow policy will be reported to the violator's Department Head and may result in disciplinary action, if necessary.

End-Users – Must be aware of these policies and ensure compliance. Be aware that activity on the City network is monitored.

Department Heads – Ensure enforcement of the policies through disciplinary actions, if necessary, for those violating the policy.

I.T. Department – Maintain and monitor logs in compliance with various agency, state and federal requirements.

29.5 Policy History

Created: April 4, 2019

Updated: September 26, 2022



Appendix A



IT Authorization Form

(the form is available in a fillable .pdf format and can be submitted via email)

[Reset](#)

Employee Equipment Request Form

Date of Request: _____

General Information			
Employee Name:		Hire/Separation Date:	
Department:		Position:	
Type of Request:	☐ Add	☐ Remove/Return	
Items Requested			
General Equipment		User Access Needed	
☐ PC		☐ Email Account Set-up	
☐ *Laptop		☐ ADP Access	
☐ City ID Card		☐ Sungard Access	
☐ Phone/*Cellphone		☐ Computer Log-in	
☐ Printer		☐ ADP Time-clock Biometrics	
☐ Badge/Access Card			
☐ Office Keys			
☐ *Vehicle Usage			
Special Phone Needs		Software Needs	
Additional Requests			

Department Director

Human Resources Director

IT Representative

*Subject to City Manager Approval

Please return this form to the Human Resources Department by _____

City of Opa-locka



Parks and Recreation Department Policies and Procedures



INTRODUCTION

Welcome to the City of Opa-locka Parks and Recreation Department. Staff constantly strive to provide quality recreation and leisure opportunities by offering a comprehensive program base, well maintained and user-friendly facilities, as well as clean and safe park spaces.

Towards that end, this manual shall serve as a reference guide by outlining the policies, procedures, rules, and regulations relating to the Department's day-to-day operations.

LIGHTNING POLICY

It is mandatory to leave the facility immediately once the lightning is present. Play should be suspended until lightning has left the area (within 10 miles) for 30 minutes. Coaches/Officials/Parents will be held responsible for their participants or children. No party, game play, session, or practice is worth getting someone hurt so when in doubt, get out of the weather.

Chapter 1 – Mission and Administration

Chapter 2 – Customer Service Policy

Chapter 3 - Requests

Chapter 4 – General Policies and Procedures

Chapter 5 – Rental Policies and Procedures

Chapter 6- Program Policy and Procedures

Chapter 7 – Priority Use Guidelines

Chapter 8 – Parks Policies and Procedures

Chapter 9 – Community Center Policies and Procedures

Chapter 10 – Gym Policies and Procedures

Chapter 11 – Parks and Facilities

Appendix A

Appendix B

Appendix C

Chapter 1 – Mission and Administration

The City of Opa-locka Parks and Recreation Department will adhere to its mission and core values when making all decisions.

Vision Statement – Enhance Quality of Life with Quality Recreation Activities.

Mission Statement – The Parks and Recreation Department’s mission is to provide exceptional recreational spaces and opportunities for a sustainable future that best serves the evolving needs of our community.

Core Values – The City of Opa-locka Parks and Recreation Department is comprised of a dedicated team of professionals who believe in and are guided by the following core values.

1. **Community Health and Wellness** – We strive to provide recreational, educational, and cultural experiences that encourage healthy living and human development for residents of all ages and backgrounds.
2. **Quality Park System** – We believe that the core of any Parks and Recreation Department is the park system that offers public health and wellness to the community. We shall make every effort to provide a well-maintained, safe, family-friendly environment that will be enjoyed by all residents.
3. **Environmental Staff** – We will make every effort to be good Park Staff of the environment including protecting natural resources and focusing on sustainability.
4. **Innovation** – We remain open to possibilities, seek out creative and dynamic solutions to opportunities and issues and utilize our ever-changing environment as a mechanism to achieve higher levels of service to our patrons.
5. **Customer Service** – We have the goal of providing excellent customer service, making each customer contact, whether its internal or external, a positive experience.
6. **Requests** – Any request from City Officials and other department regarding Park Staff or the Senior’s Program must submit the request to the City Manager office first and the Manager office will forward request with approval to the Parks and Recreation Director to implement.
7. **Professionalism** – We value professionalism from all employees. We develop our staff to perform their work with expertise, dedication, and care, while continually seeking opportunities to improve through innovative training.

Advisory Committee – This seven-members committee serves in an advisory capacity to the City Commissioners, in addition to other cities related functions, in matters pertaining to parks and the public.

1. The City Commissioners appoint the members of the advisory committee.
2. The Director of Parks and Recreation serves as the Parks and Recreation staff liaison to the advisory.

Policies and Procedures Administration – The Director of Parks and Recreation will administer the policies and procedures outlined in this document. Under the director of the City Manager, policy changes will be brought to the City Commissioners for discussion, recommendation, and review.

Customer Service Policy

The City of Opa-locka Parks and Recreation Department will provide high quality services and programs to its residents and visitors. The Department staff has the goal of providing excellent customer service, and making each customer contact, whether internal or external, and a positive experience.

Customer Service – Staff of the City of Opa-locka Parks and Recreation Department will implement customer service tools to ensure comments and suggestions are solicited from all patrons and users of the City's facilities and

1. Communication with our Patrons – will be a priority and staff will have appropriate interactions skills to provide accurate information to all questions and inquiries from patrons.
2. Staff Training – the guest experience concept will be introduced during staff training and be reinforced throughout employment. Additional customer service training will take place throughout the year at staff meetings.
3. Moments of Truth – occurs any time a patron encounters the Parks and Recreation Department and gets an impression of the service provided. Staff will identify and address moments of truth.
4. Customer Service – will not compromise the safety of patrons at any time.
5. Satisfaction of Service and Programs – is the priority of the Parks and Recreation Department. Patrons dissatisfied with programs or services are encouraged and invited to approach the staff with their concern. The staff will respond in a timely manner to all customers.
6. Evaluations of Services – will be performed regularly by providing patrons with an opportunity to complete a program or facility survey at the conclusion of each program or facility season. In addition, patrons are encouraged to give comments and suggestions to any staff member to help the department.
7. Achieving Solutions – will be the goal of the staff whenever comments or concerns are identified. The department will strive to achieve necessary results and solutions.

Chapter 4 – General Policies and Procedures

The City of Opa-locka Parks and Recreation Department has general policies and procedures that will guide staff when making decisions. All decisions will be made by the City Manager, Parks and Recreation Director with patrons and staff safety in mind, to provide a family-friendly environment.

Proof of Residency – Current City of Opa-locka Residents are entitled to resident rates on all admissions, rentals, and programs. The City of Opa-locka has instituted the following procedure for residents to establish.

1. A patron must provide one of the following identifications to receive the resident rate.
 - a. Unexpired driver's license
 - b. Unexpired state identification card
 - c. Current month's utility bill showing address.
 - d. Most recent Property Tax receipt

Inclusion Services – The City of Opa-locka Parks and Recreation Department encourages people with disabilities to participate in our programs and events. The City of Opa-locka Parks and Recreation will comply with the Americans with Disabilities Act in Providing reasonable.

1. The City of Opa-locka Parks and Recreation will contract with any organization that will provide any assistance with residents with a disability.
2. The City of Opa-locka Parks and Recreation will have a grievance process available to address ADA concerns if needed.

Safety – The safety of our patrons and staff members is a paramount concern of the Parks and Recreation Department.

1. In the event of an injury, accident, illness or uncomfortable situation, a staff member should be notified immediately.
2. If blood or bodily fluid is involved, participation shall be halted until the area is properly cleaned and an accident report is filed by the staff of Parks and Recreation.
3. In the event a staff member is programming with youth or working in the field and the temperature is very hot immediately drink plenty of water to keep hydrated go to a cool area out of the heat to avoid a heat stroke.

Language – The City of Opa-locka facilities and programs are intended to be family-oriented. In appropriate language will not be tolerated. Patrons warned more than once may be asked to leave the premises.

Lost and Found – Any items found in the City of Opa-locka Parks and Recreation will be brought to

The Director's office.

1. Valuables will be stored in the safe at the Director's office. After thirty days, lost and found valuables will be given to the Police Department.
2. Lost and found items not considered "valuable" are stored for two weeks before being donated to.

Solicitation – Solicitation, including the distribution of literature or the seeking of any contributions, is not allowed in Parks and Recreation unless authorized by the City Manager office or the Parks and Recreation Director.

1. Facilities may be the collection site for food/ toy drives with the approval of the Director of Parks or the City Manager.
2. Violations will be reported to the City of Opa-locka Police Department to

Signage/ Flyers – Outside flyers of program/ events, from not-for-profit organizations, that are not in direct competition with programs offered through the City of Opa-locka Parks and Recreation Department will be considered for

1. The Director of Parks and Recreation shall approve flyers / banners at least two weeks prior to being posted.
2. Flyers should look professional.
3. Flyers may be posted immediately after being approved by the City Manager for programs and events.
4. All materials will be discarded following publicized event unless otherwise.

Vandalism – Violations will be reported to the City of Opa-locka Police Department for investigation. Vandals will be prosecuted to the full extent of the

Violators – Rules violators create an unsafe and friendly recreation environment. Rule violators shall be dealt with in a reasonable and courteous manner. When dealing with rule violators, staff will make every attempt to be consistent, explain the rules and resolve any situation. Repeat rule violators or those refusing to abide by department rules will be reported to the City of Opa-locka Police Department. When dealing with rule violators, staff will follow these guidelines.

1. Staff will always enforce rules consistently and fairly.
2. Staff will understand and be able to explain rules.
3. Staff will have a positive attitude when dealing with violations.
4. Staff will refer problems to the Supervisors or the Director.

Chapter 5 – Rental Policies and Procedures

The City of Opa-locka Parks and Recreation Department will follow its mission when making decisions on rentals of City's facilities. Every effort shall be made to rent areas that generate additional revenue in an efficient and manageable manner, while balancing the needs of the citizens.

Facility Bookings – All activities shall be booked in advance based upon availability after City's events and programs have been.

1. recreational opportunities and City's activities
2. Each of the City's facilities will have a pre-determined lead time for
 - a. Athletic Fields may be booked commencing the first business day in
 - b. Auditorium may be booked commencing the first business day in
 - c. Gyms may be booked commencing the first business day in January.
 - d. Shelters may be booked commencing the first business day in
3. Reservations that take place during normal hours of operation shall be made a minimum of four hours.
4. Reservations that take place after business hours of operations and large events shall be made a minimum of thirty days
5. Rental fees are established by comparative study and reviewed annually. The current rental rate for the City of Opa-locka Parks and Recreation facilities can be found in the appendix of this.
6. If there is not a rental fee assigned to a facility, the facility is not available to
7. For a reservation to be considered valid, all terms of the application shall be completed.
 - a. A signed rental application shall be made and given to the executive secretary.
 - b. A deposit shall be paid to reserve a date.
 - c. Payment shall be received one month in advance, or at the time of booking if less than one month in

Facility Rental Reservation Guidelines – Renters may book facilities according to the following guidelines.

1. Rental fees are calculated per hour.
2. Rentals that stay past their scheduled time will be charged an hourly rate for additional time. If possible, this will be taken out of their deposit and will not be allowed to rent in the future.
3. Facilities cannot be rented for events that are open to the public and involve an admission charge at the
4. The Director of Parks and Recreation or his/ her designee may make exceptions to these guidelines when it is deemed to be in the best interest of

Rental Reservations – Staff will ensure an accurate and efficient registration process for all rentals. All reservations shall be made during normal business hours of

1. All rentals shall be reserved in the following:
 - a. In person at the City of Opa-locka Parks and Recreation Department
 - b. By Money Order only
2. Forms of payment

Deposit – All public rentals shall require a damage/ security deposit at the time of booking. The deposit shall be returned in full if all terms and regulations of the rental agreement have been adhered to.

1. Deposit shall be retained if excessive cleanup is needed or for any.
2. Deposit shall be refunded within 30 days after

Cancellations – Reservation may be canceled up to fourteen days

1. Cancellations shall be made in writing to the staff person responsible for the facility in which the activity was to be.
2. A full refund will be given for any reservation canceled at least fourteen days in advance.
3. Cancellations received less than fourteen days will not be eligible for a refund.
4. Rental fees shall be retained by the City for any booking that does not show.
5. In the case of inclement weather, every effort shall be made to reschedule the activity. If this is not possible, a full refund of both the deposit and rental fee shall be offered.
6. In those cases where 75% of the rental time has passed, the event will not be rescheduled due to inclement weather and no refund shall be given.
7. Refunds may not be given on the threat of inclement.
8. Rentals made less than fourteen days in advance shall have a twenty-four- hour period in which to cancel and be eligible for a full refund of deposit and rental.

Refunds, Replacements and Fee Accommodations – All adjustments to rental contract fees shall be approved by the Director of Parks and Recreation or his/ her.

1. Requests for fee adjustments shall be made by the renter in writing and addressed to the Director of Parks and Recreation of his/ her.
2. Deposit guidelines and cancellation deadlines shall be followed when determining eligibility for a refund.
3. No refunds will be considered if a renter or event participants are asked to leave for noncompliance with Community Center
4. In the event the Community Center must cancel or alter the contracted parameters of an event, management shall determine whether to offer a future rental at no charge, or a partial/ full refund.
5. Refund of fees and/ or deposits will be processed within thirty days of the rentals.

Staff – For all rentals staff will be assigned one hour before every event and one hour after

1. If there are more than 50 peoples two staff will be assigned and renter must pay for a police officer.
2. If you having DJ's there is a fee for music
3. Any rentals that run over the schedule time will forfeit their refund
4. Any rentals that staff must do excessive cleaning after event will also forfeit refund
5. Renters will be responsible for staff time working events.

Catering and Food – The City of Opa-locka Parks and Recreation allows outside food and beverages to be brought in for

1. Renters shall be responsible for contacting caters and making all food.
2. Alcoholic beverages are not permitted at the City of Opa-locka Recreation Center or Opa-locka Parks without prior approval from the Director of Parks and Recreation or his/ her designee, as well as a special use permit approved by Planning and Community Development
3. Renters wishing to use a food truck at their rental will need a mobile food vendor permit from the City of Opa-locka Department of Planning and Community Development.
4. Specialized trailers, grills and any other catering equipment must receive permission for site access and placement by coordinating in advance with the Director of Parks and Recreation.
5. Caterers are not allowed into this facility until the reservation start time stated on the contract.

Chapter 6 – Program Policy and Procedures

The City of Opa-locka Parks and Recreation Department strives to offer programming that meets the needs of the community. This includes a wide array of programs, leagues, and wellness opportunities for people of all ages and abilities. Staff will maintain current programming trends to enhance the health, fitness, wellness, and quality of life of our residents.

New Programs – New programs will be reviewed by staff, to coincide with the preparation of each brochure. The following procedure will be used by staff to propose a new

1. Staff will complete a new Program Submittal Sheet and submit it to them.
2. The Supervisor will review the Program Submittal Sheet. If approved, the Supervisor will submit the sheet to the programmer with his/ her signature. If denied, the Supervisor will discuss the program with
3. Once the program has been approved, programmer will add the program to

Program Fees – Staff will review all program costs and set fees during the budget Program fees are based on the following guidelines:

1. Recreation program fees are expected to, at a minimum; recover costs associated with the program along with insurance.
2. Resident fees shall be set at a rate below non-resident.

3. Staff will factor in whether the program is a core service versus a specialty program when determining.

Program Dates and Times – Program dates and times will be set by staff to maximize class participation and facility.

Program Registration Deadlines – Registration deadlines are designed to encourage early registration. To coincide with the cancelation and refund policies, all programs will have a registration deadline of a minimum of seven calendar days prior to the start of

Program Registration – Staff will ensure accurate and efficient registrations for all Parks and Recreation

1. All Registrations shall be completed in accordance with the program enrollment of choice.
 - a. In person at the Welcome Desk at the City of the Opa-locka Parks and Recreation Department
 - b. By phone with a credit
2. Forms of payment
 - a. Money order only

Program Refund Policy – Full-time staff will administer program refunds that are fair and consistent with the policies of the City of Opa-locka Parks and Recreation Department and do not jeopardize the financial well-being of the

1. A full refund will be given for programs canceled by the City of Opa-locka Parks and Recreation or if a registrant is restricted from participating in a program due to medical issues.
2. No refunds will be given for registration if the child has been practicing or conditioning during that time of the activities. A written refund request must be submitted with a physician's statement.
3. Please allow thirty days for refunds
4. League refunds will not be given for any reason.
5. Senior trips will not be refunded due to monies being paid directly to the vendor by the City of Opa-locka Parks and Recreation Department.
6. All refunds must be approved by the park Director and the City Manager.

Cancellation Policy – Outlined below is the procedure to follow when staff is determining to cancel programs.

1. City of Opa-locka Parks and Recreation reserves the right to cancel program due severe storm approaching.
2. City of Opa-locka Parks and Recreation reserves the right to cancel due to Covid-19 viruses.

3. Programming or Rentals shall not be scheduled on those dates when the facility is closed for the holidays.

Program Location – Staff will ensure that programs will be conducted in a safe, pleasing environment for participants. Staff reserves the right to cancel the program location if a location becomes unsafe.

1. Before a program begins staff will inspect the facilities and grounds to ensure it is clean and safe.
2. If any of the Parks and Recreation locations are deemed unsafe the facility will close until the issue is resolved.
 - a. Ingram Park – 2100 Burlington Street Opa-Locka, FL 33054
 - b. Sherbondy Village – 215 N Perviz Avenue Opa-Locka, FL 33054
 - c. Sherbondy Park- 380 Bahman Avenue Opa-Locka, FL 33054
 - d. Segal Park/Helen L. Miller- 2331 NW 143rd Street Opa-Locka, FL 33054
3. During the program staff will cancel a program if in their opinion the locations become unsafe for participants. Staff will try to move the program to another park.

Weather Cancellations – Staff will adhere to the following procedures to handle severe weather conditions. If a program has been canceled, youth program participants will be taken to the closest operating Parks and Recreation facility if their parent is not at the park.

1. Extreme Temperatures:
 - a. Youth programs- will be canceled if the heat index exceeds 100 degrees Fahrenheit.
 - b. Adult programs- a decision will be made by staff for programs where the heat index exceeds 100 degrees Fahrenheit.
 - c. Special events- a decision will be made by staff for programs where the heat index exceeds 100 degrees Fahrenheit.
2. Hail- all outdoor programs will be cancelled.
3. Lightning- if lightning is spotted, all program participants will be evacuated to the city vehicle or facility with the windows and doors secured safely for 30 minutes or until it is clear. Avoid metal fences, gates, tall light poles, power poles or taking shelter under a pavilion.
4. Rain- Programs will continue if staff determines the program participants are safe.
5. Severe Thunderstorms- all outdoor activities will be canceled. Indoor programs will continue in a secure area of the gym.
6. Thunder- if thunder is heard, outdoor activities will be suspended until we get clearance that the thunder is far from the location. All participants will evacuate from outside into

the parks facilities.

7. Tornado Warning- all outdoor programs will be canceled, and indoor activities will continue.
8. Wind Advisory- All programs will be evacuated to a predetermined location until the end of the wind advisory.

Program Evaluation – Program evaluations will be conducted by staff at the conclusion of each.

1. A paper copy of the program evaluation form will be available at the front desk.
2. An electronic survey will be emailed to

Chapter 7 – Priority Use Guidelines

The facilities of the City of Opa-locka Parks and Recreation Department shall be used primarily to serve the recreational and leisure needs of the residents of the great City of Opa-locka. Each facility within the City of Opa-locka shall maintain a balance for the public usage, programming, rentals, schools within city limits and other city events.

General Priority Use Guidelines – Each area within the City of Opa-locka Parks and Recreation Department shall establish a schedule of Operations that balances public usage, programming, rentals, schools within city limits and other city events.

1. Athletic Fields
 - a. Programming – primarily scheduled from the hours of 6:00pm – 8:00pm. Saturday from 8:00am – 8:00pm. Closed on Sundays
 - b. Rentals- available open time after programs,
 - c. Public usage – any time there is no programming,
2. Community Center Rooms
 - a. Rentals- available open time after programs have been.
 - b. Programming – top priority is to keep programming in rooms.
 - c. City of Opa-locka Parks and Recreation – the department will try to accommodate any City of Opa-locka .
3. Gym's
 - a. Programming – primarily scheduled before public hours of operations. Limited scheduling during public
 - b. Public usage- top priority during all public hours of
 - c. Rentals- available open time after programs and Affiliated Users have been scheduled.
4. Basketball Courts
 - b. Programming- primarily scheduled from the hours of 6:00p.m.-8:00 p.m. on Saturday from 11:00am – 5:00pm.
 - c. Affiliated User Groups- available open time after programs have been scheduled. Priority scheduling, with requests for usage taken prior to other rentals.
 - d. Rentals- available any open time after programs and Affiliated Users have been.

- scheduled.
 - e. Public usage – any time there is no programming or
 - 5. Tennis Courts
 - a. Public usage – top priority during all public hours of the Parks and Recreation Department.
 - b. Programming – primarily scheduled from the hours of 6:00 – 8:00p.m. on weekdays and 8:00a.m. -12:00p.m. on weekends.
 - c. Affiliated User Groups – available open time after programs have been scheduled. Priority scheduling, with requests for usage taken prior to other rentals.
 - d. Rentals – available open time after programs and Affiliated Users have been scheduled.
 - e. City of Opa-locka School District- usage of courts for after school sport practices 3:00 p.m.- 6:00p.m. Limited use for weekend matches.
- User Group Definitions - the City of Opa-locka Parks & Recreation Department recognizes its responsibility to serve all residents of the community. While it is important to ensure the financial viability of the department, it is equally important to provide access to those who expand the offerings of the department. The procedures outlined provide a guideline for access to facilities. User groups have been divided into four categories based on their level of affiliation with the City of Opa-locka.
1. Internal User Groups- Reservations made by the City of Opa-locka Park and Recreation Department to serve programs and special events for the community. Other activities for groups directly sponsored by these departments will be considered internal users.
 2. City of Opa-locka - Reservations made by the City of Opa-locka Park Departments or City official must fill out rental application.
 3. Dade County School/Private- Reservations made by Dade County school/ Private must fill out application and turn in to the office of Parks and Recreation Department activities and events for the school.
 4. General Public User Groups – Anyone who does not fall into the other three.

Procedures for Rental of Facilities for the User Group Categories – The following procedures should be used when booking facilities.

1. Internal User Group Reservations – Internal Groups will be scheduled seasonally as possible. Internal reservation requests will be honored in order of the priorities established by the Priority Use Guidelines. Requests for reservation outside of the priorities established by the Priority Use Guideline will be handled on an individual basis. A reservation will be allowed if space is available and that user with priority gives consent.
 - 1.Damage Deposit Required: yes.
 2. Reservation Fee: yes

City of Opa-locka

Department of Planning and Community Development

Policies and Procedures

Department Mission

The mission of the Department of Planning and Community Development is:

- To handles the City of Opa-locka's current and long range planning needs, including site plan, plat and zoning reviews for proposed residential, commercial and industrial development and redevelopment projects in the city.
- Services to utilize the grant funds from Federal, State and Local government sources to aid in the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.
- Carry out a wide range of community development activities directed towards neighborhood revitalization, economic development, improved community facilities and services, and assisting those least likely to benefit from the economic growth and prosperity projected for the City.

PCD covers several areas for the City

Planning and Zoning responsibilities include:

- Administrative Site Plan review
- Administrative Variances
- Group Homes applications and Verification Letters
- Landscape Plan Review
- Plats and Subdivision Reviews
- Zoning Review Certificates of use/Licenses
- Zoning Review of Building Permits
- Banners/Sign Plans
- Substantial Compliance
- Variances and Zoning Changes (Public Hearings)
- Zoning Inspections
- Zoning Verification Letters

Community Development

- Improve the quality of life for the residents, property owners and business owners within the City municipal boundaries.
- Promote employment and job development
- Promote Business Attraction, Expansion, and Retention
- Maintaining a balance economic, educational, social, recreational and entertainment environment.

Historic Preservation

- Manage and preserve the 30+ registered historic properties in the City and seek to preserve an additional 20+ properties which potentially qualify as historic structures/sites.

Community Redevelopment Agency

- The elimination of slum and blight
- Promote Opa-locka as a destination
- Promote the development of affordable housing for all
- Promote business assistance and employment for local residents
- Improvement park and recreation facilities and activities

Department of Planning & Community Development

Procedures and Processes

1. Certificate of Use and Business Tax Receipt
2. Building Permit Review Process
3. Site Plan Review Checklist
4. Site Plan Review Process
5. Site Plan Review (Administrative Approval) Process
6. Special Exception Process
7. Variance Review Process
8. Plat Review Process
9. Land Use and Rezone Process
10. Annexation Review Process
11. Abandonment Review Process
12. Sign and Landscaping Inspection
13. Fee Processing

Certificate of Use, Business Tax Receipt and Special Event

Standard Procedure

1. Preliminary Zoning Verification

a. Applicant must receive written verification (in the form of the Zoning Verification Sheet) from the Planning and Zoning Department prior to submitting a Certificate of Use, Business Tax Receipt or Special Event Application (hereinafter “application”) to the Office of Billing, Collections and Licensing (hereinafter “BCL”) for the departmental review process. This ensures that the proposed use is complies with zoning codes. No application will be accepted by the BCL Office without this approval.

NOTE Zoning verification does not constitute final zoning approval.

2. Once zoning is verified, the BCL Office intakes the application and fees, along with any required documentation associated with the application.

a. The BCL Office then scans the application packet and emails it only to the Planning and Zoning Administrator for review.

3. The Planning and Zoning Administrator then reviews the application packet and approves or denies it.

a. If denied, the applicant will be contacted by the BCL Office and/or P&Z in order to resolve any outstanding comments.

b. If approved, the P&Z Administrator will email the scanned application to the Sales Tax Email Group to continue the review process.

4. Once emailed to the Sales Tax Group, approvals generated from departmental reviews from Police, Code Enforcement, Fire, Building and possibly Utilities, Public Works and Parks and Rec. will be returned to the BCL Office via Sales Tax Group email reply.

a. If a department denies or requires clarification on any application, then that department is responsible for contacting the applicant directly. Issues raised by various departments will be resolved with the applicant by the department raising specific issues. The BCL Office is not responsible for resolving issues raised by various departments; however they may provide information and keep track of responses sent via the Sales Tax System Email Group.

5. Once the BCL Office receives positive feedback from all required departments, the application applied for may be issued when fees are collected depending on the use proposed and fee schedule approved via Ord. 3061 and similar as amended.

Building Permit Review Procedures

1. Receive Plans from Building Department
2. Identify the type of permit: Sign, Fence, Landscape, etc.
3. Review Plans to comply with the subject properties Zoning
4. Review Plans to comply with type of permit: Sign, Fence, Landscape, etc.
5. If the Plans meet all of Code requirements
 - Stamp Plans with “Zoning Approved” stamp; Sign: Name and Date
 - Sign and date routing slip and return to Building Department: ‘Reviewed Plans Box’
6. If the Plans have minor issues regarding the Code, call the applicant for further clarification
 - Request revised plans
 - Return plans to Building Dept in ‘Pending Plans Box’ with Comment on routing slip “waiting for revised plan”
7. If the Plans have major issues to comply with Code, Disapprove the plans
 - Do not stamp plans
 - Sign and date routing slip; provide Comments on routing slip identifying the inconsistencies with Code
 - Return to Building Department: ‘Disapproved Plans Box’

Note: Most of the large site plans have been thought the Planning & Zoning Site Plan procedures; review the Construction/ Permit Plans to match the Site Plans.

SITE PLAN REVIEW CHECKLIST

File Name: File No.:

- ☐ Received site plan file with application and fee payment receipt
- ☐ Sent copies out for departmental comments
- ☐ Sent Public Notice Advertisement for Special Exception Application
- ☐ Yellow sign of Notification set on property affected (RZ, LU, SE, AX, AB)
- ☐ Reviewed plan for compliance with zoning
- ☐ Received departmental comments and forwarded to applicant
- ☐ Received second set of plans addressing staff comments and distributed to departments for further comment
- ☐ Received additional comments and forwarded to applicant, if necessary

☐ Received final set of plans addressing staff comments

☐ Completed staff report and resolution/ordinance

☐ Submitted to Planning and Zoning Board. Packet included:

- Staff Report
- Departmental Comments
- Applicant Response
- Original Letter from Applicant
- Application and owner authorization
- Location Map

☐ Submitted to City Council. Packet included:

- Agenda Item
- Resolution
- Reduced Site Plan (11x17)
- Location Map
- Application
- Owner Authorization
- Staff Report

☐ Close Project

- Prepare and transmit approval letter requesting additional copies of the site plan (include signed resolution).
- Update file with signed approved resolution, and a copy of the City Council Agenda summary for that item.
- Stamp approved site plan with City Council Stamp - write resolution number on the plan and file the site plan after Mary signs the plan.
- Send additional copies that are provided later to City Departments (that reviewed the plan) notify them that enclosed is the approved site plan.

Site Plan (SP) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book

- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of site plan, allow 2 weeks for returned comments
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the site plan for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map
 - o Project Narrative
 - o Application & Owner Authorization
 - o Department Comments
 - o Applicant Response
 - o Staff Report

** all project must include the following conditions of approval:

1. In compliance with the City's exclusive franchise agreement, Waste Management must be used for roll-off service needs.
2. A two-year landscaping bond for 110% of the value of landscaping and irrigation shall be required before certificate of occupancy is issued.
3. All future advertising must state that the property is in the City of Riviera Beach. A fine of \$250 per day will be levied against the property owner for violation of this condition.
4. Construction must be initiated within 18 months of receiving City Council Approval.

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council
- Prepare to Submit for City Council Meeting Include:
 - o Agenda Item
 - o Resolution
 - o Reduced Site Plan
 - o Location Map
 - o Applicant & Owner Authorization
 - o Staff Report
 - o Department Comments
 - o Project Narrative

Week 8:

- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Site Plan Review Policies and Procedures (Administrative)

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division w/account numbers; Deposit fees
- Write a Memo to Department Heads for 1st review of site plan, allow 2 weeks for returned comments

- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month after submittal)
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments returned within 2 weeks, to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments returned within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 3 sets of the site plan for Administrative Approval
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Stamp Plans with Administrative Approval
- Write Administrative Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Special Exception (SE) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Special Exception, allow 2 weeks for returned comments

- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code and Special Exception (Sec. 31-62)

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - o Include property address, location map, and meeting dates
 - o Advertisement should be published a minimum of 15 days prior to P&Z meeting date
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the SE for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map
 - o Project Narrative
 - o Application & Owner Authorization
 - o Department Comments

- o Applicant Response

- o Staff Report

- o Public Notice

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council

- Prepare to Submit for City Council Meeting Include:

- o Agenda Item

- o Resolution

- o Reduced Site Plan

- o Location Map & Public Notice

- o Applicant & Owner Authorization

- o Staff Report

- o Department Comments

- o Project Narrative

Week 8:

- Stamp Plans with City Council Approval

- Write City Council Approval Letter

- Provide Applicant with approval documents

- Close Project in Log Book

Variance (VA) Review Policies and Procedures

Week 1:

- Receive Plans with Fees

- Log project into Log Book

- Write a Memo to Billing & Collection Division include account numbers

- Write a Memo to Department Heads for 1st review of Variance, allow 2 weeks for returned comments

- Review plans to comply with Zoning Code and Variance Criteria (Sec. 31-39)

Week 1 – 2:

- Schedule Site Plan for Zoning Board of Adjustments, ZBA (about 2 month from submittal)

- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

- Prepare Public Notice for News Paper and Public Flyer

- o Include property address, location map, and meeting dates

- o All residents w/in 300 ft. must be mailed a minimum of 15 days prior to meeting date

- o Advertisement should be published a maximum of 15 days prior to ZBA meeting date; see Sec. 31-40(3)(d)

Week 2-4:

- Receive revised plans from applicant

- Write a Revised Memo to Department Heads for 2nd review of Variance plans, allow 2 weeks for returned comments

- Review plans to comply with Zoning Code and Sec. 31-39

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

- If all issues have been addressed, request 15 sets of the site plan for ZBA

- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans

- Schedule for City Council meeting (2-4 weeks after ZBA)

- Prepare to Submit for Zoning Board of Adjustments Meeting Include:

- o Variance/Site Plan

- o Location Map

- o Project Narrative

- o Application & Owner Authorization

- o Department Comments

- o Applicant Response

- o Staff Report

- o Variance Justification

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ variance plans for City Council
- Prepare to Submit for City Council Meeting Include:

- o Agenda Item
- o Resolution
- o Reduced Site Plan
- o Location Map
- o Project Narrative
- o Applicant & Owner Authorization
- o Staff Report
- o Department Comments
- o Variance Justification

Week 8:

- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Plat (PA) Review Policies and Procedures

Week 1:

- Receive plat and survey with Fees to City and to Nick Miller Inc.
- Log project into Log Book
- Write a Memo to Billing & Collection Division
- Deposit in water billing using Excel deposit slip with account numbers
- Write a Memo to City Engineer
- Send plat to Nick Miller Inc. for review (typically done by Engineer)
- Send plat to City Departments for review
- Review plans to comply with easements and dedications

Week 2-3:

- Receive plat with comments from Nick Miller Inc.
- Receive comments from City Departments

- Write a comment letter to applicant addressing all issue from Nick Miller Inc. and City

Week 3-6 +:

- Receive revised plat from applicant
- Review plat to comply with comments from Nick Miller Inc. and City
- Send revised plat back to Nick Miller Inc.

Week 6 +:

- Receive letter from Nick Miller Inc. approving plat to proceed
- Request 30 copies of reduced size (11 x 17) signed plat for City Council
- 1 full size Mylar signed Plat
- 1 full size copy of signed Plat
- 2 checks (Payable to Sharon R. Bock, Clerk and Comptroller) for copy and recording fees
- 1 CD in Auto Cad format, ex: *.dwg file in state plane coordinates
- Prepare to Submit for City Council Meeting Include:

- o Agenda Item

- o Resolution

- o Reduced Plat

- o Location Map

- o Applicant & Owner Authorization

End:

- Receive a signed copy of approved Plat
- Close Project in Log Book

Land Use (LU) & Rezone (RZ) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book separately
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of LU & RZ plan, allow 2 weeks for returned comments
- Write letter & complete form for Palm Beach County to review Comprehensive Plan Amendment

- Write letter to Palm Beach County Traffic Division for Traffic Concurrency
- If Residential: Write letter to PBC School District for Concurrency
- Review plans to comply with Zoning Code and State Statutes §163.3187 and §166.041

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - o Include property address, location map, and meeting dates
 - o Advertisement should be published a minimum of 30 days prior to first Public Hearing date, and a minimum of 5 days prior to second Public Hearing meeting date
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to have revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the site plan for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map & Public Notice
 - o Project Narrative
 - o Department Comments

- o Application & Owner Authorization

- o Applicant Response

- o Staff Report

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan, landscape plan, & elevation plans for City Council

- Prepare to Submit for City Council Meeting Include:

- o Agenda Item

- o Resolution

- o Reduced Site Plan

- o Location Map & Public Notice

- o Project Narrative

- o Staff Report

- o Department Comments

- o Traffic Concurrency Letter

- o Applicant & Owner Authorization

Week 8:

- Transmit to DCA a letter and copy of Ordinance to identify the small scale land use amendment

- Include all data on Form 9J-11, Form RPM-BSP

- Stamp Plans with City Council Approval

- Write City Council Approval Letter

- Provide Applicant with approval documents

- Close Project in Log Book

<http://www.dca.state.fl.us/fdcp/dcp/Procedures/index.cfm#comp>

9J-11 TRANSMITTAL REQUIREMENTS FOR THE SUBMISSION OF ADOPTED SMALL- SCALE COMPREHENSIVE PLAN AMENDMENTS

APRIL 2006

NUMBER OF COPIES TO BE SUBMITTED: Please submit within ten working days after adoption, one copy of all plan amendment materials, which may be on CD ROM in Portable Document Format (PDF), including graphic and textual materials and support documents directly to the Florida Department of Community Affairs, Division of Community Planning, Plan Processing Team and one copy each to the appropriate Regional Planning Council and any other local government or governmental agency in the state of Florida that has filed a written request with the local government.

SUBMITTAL LETTER REQUIREMENTS: Please include the following information in the transmittal cover letter transmitting the adopted small-scale amendment (9J-11.015(1), F.A.C.):

_____ A statement indicating that the local government is submitting the adopted small-scale amendment in accordance with Section 163.3187(1)(c), F.S.;

_____ A statement identifying the number of acres of the small-scale amendment;

_____ A statement identifying the cumulative total number of acres for small-scale amendments the local government has approved for the calendar year;

_____ A statement identifying whether the amendment involves the same property that was granted another change within the prior 12 months.

_____ A statement identifying whether the amendment involves the same owner's property within 200 feet that was granted a change with the prior 12 months.

_____ A statement identifying whether the proposed amendment involves a text change.

_____ A statement identifying whether the amendment is within an area of critical state concern.

_____ A statement indicating the residential land use density before and after the adopted change if the land use change contained a residential land use category

_____ A statement indicating the that the amendment has been submitted to the appropriate Regional Planning Council, the Office of Tourism, Trade and Economic Development (if amendment is being adopted pursuant to Section 163.3187(1)(c)4, F.S.) and any other local government or governmental agency in the state of Florida that has filed a written request with the local government.

_____ The name, title, address, telephone and fax number of the local contact person.

ADOPTION: The amendment package must include the following (see 9J-11.015(1), (2), F.S.):

_____ One copy of the executed ordinance(s) adopting the small-scale development amendment (Rule 9J-11.015(1)(b)2, F.A.C.);

_____ A Future Land Use Map depicting the newly adopted designation and boundaries and location of the subject property in relationship to the surrounding street and thoroughfare network (Rule 9J-11.015(1)(b)1, F.A.C.);

_____ Copy of the public hearing notice of adoption hearing (Rule 9J-11.015(1)(b)3, F.A.C.);

_____ Other supporting information relative to the amendment (Rule 9J-11.015(1)(b), F.A.C.);

_____ If amendment is a small scale development amendment within a rural area of critical economic concern (RACEC) and adopted pursuant to Section 163.3187(1)(c)4, F.S., a copy of the letter to Office of Tourism, Trade, and Economic Development certifying and explaining how the plan amendment meets the objectives of the executive order issued under Section 288.0656(7), F.S.;

_____ Form RPM-BSP-EXEMPT REVIEW (Rule 9J-11.015(1)(b)5, F.A.C.).

FORM RPM-BSP- EXEMPT REVIEW

AMENDMENTS EXEMPT FROM STATE AND REGIONAL REVIEW

1. Name of Local Government _____

Person completing this form _____

Phone Number _____

Name of Newspaper in which notice of amendment was published _____

Date Publication Noticed _____

(Please attach copy of notice)

2. Please indicate type of amendment being submitted:

_____ a). a map amendment directly related to proposed small scale development activities that meet the criteria of Section 163.3187(1)(c), F.S.;

_____ b). a map amendment solely to property within an urban service boundary that meets the criteria of Section 163.3184(17), F.S.;

_____ c). a map amendment solely to property within a designated urban infill and redevelopment area pursuant to Section 163.3184(18), F.S.;

_____ d). a plan amendment associated with an area certified pursuant to Section 163.3246, F.S.

Please complete the following information if amendment is submitted under 2(a):

3. If amendment contains a residential land use category indicate:

density allowed prior to change _____ dwelling unit(s) per acre.

density allowed after change _____ dwelling unit(s) per acre.

4. Number of acres of small scale development amendments contained in package:

a. Within Urban Infill, Urban Redevelopment or Downtown Revitalization as defined by Section 163.3164, FS _____

b. Within Transportation Concurrency Exception Area pursuant to Section 163.3180(5), FS _____

c. Within Regional Activity Centers or Urban Central Business Districts pursuant to Section 380.06(2)(e), FS _____

d. Within a Rural Area of Critical Economic Concern pursuant to Section 163.3187(1)(c)4, FS _____

(Please attach certifying letter to OTTED)

e. Outside categories a., b, c. and d. _____

5. Cumulative total number of acres of small scale development amendments for the calendar year:

a. Categories listed in Item 4 a, b, c and d. above _____

b. Categories listed in Item 4 e above _____

6. Total number of acres of small scale development amendments in this package that are located within the coastal high hazard area as identified in the comprehensive plan _____

Pursuant to Rule 9J-11.015(1)(b)5, Florida Administrative Code, this form must be mailed with all amendments as defined by Section 9J-11.015(1)(a) Florida Administrative Code to:

DEPARTMENT OF COMMUNITY AFFAIRS PLAN PROCESSING SECTION 2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100 (850) 488-4925

Annexation (AX) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Annexation, allow 2 weeks for returned comments
- Write letter to Miami-Dade County Traffic Division for Traffic Concurrency
- If Residential: Write letter to Miami-Dade Public School District for Concurrency
- Review plans to comply with Zoning Code and State Statutes §166.041 and §171.0413

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper and Public Flyer (all residents w/in 300 ft.) (Sec.31-4)
 - o Include property address, location map, and meeting dates
 - o Advertisement should be published a maximum of 7 days prior to first Public Hearing date, and a maximum of 5 days prior to second Public Hearing meeting date

- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Provide Applicant with Public Notice Flyer
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the AX plans for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map
 - o Project Narrative
 - o Application & Owner Authorization
 - o Department Comments
 - o Applicant Response
 - o Staff Report
 - o Public Notice

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ annexation plan for City Council
- Prepare to Submit for City Council Meeting Include:
 - o Agenda Item
 - o Resolution

- o Reduced Site Plan
- o Location Map & Public Notice
- o Applicant & Owner Authorization
- o Staff Report
- o Department Comments
- o Project Narrative

Week 8:

- Publish Public Notice Advertisement for two consecutive weeks stating AX Approval Ordinance, not located in the Legal Section of the newspaper
- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Abandonment (AB) Review Policies and Procedures

Week 1:

- Receive Plans with Fees
- Log project into Log Book
- Write a Memo to Billing & Collection Division include account numbers
- Write a Memo to Department Heads for 1st review of Abandonment, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code and State Statutes §336.09
- Write letter to Palm Beach County Traffic Division for Traffic Concurrency

Week 1 – 2:

- Schedule Site Plan for Planning & Zoning Board (about 2 month from submittal)
- Prepare Public Notice for News Paper (Public Flyer is not required, but recommended by Staff)
- o Include property address, location map, and meeting dates
- o Advertisement should be published a minimum 14 days prior to first Public Hearing date, and one time within 30 days of adoption of Resolution
- Collect comments from each department, collaborate into one letter to the applicant, include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.

Week 2-4:

- Receive revised plans from applicant
- Write a Revised Memo to Department Heads for 2nd review of plans, allow 2 weeks for returned comments
- Review plans to comply with Zoning Code

Week 4:

- Collect comments from each department, collaborate into one letter to the applicant; include Zoning comments. Ask to receive revised comments within 2 weeks to maintain scheduling.
- If all issues have been addressed, request 15 sets of the AB plans for P& Z Board
- If there are major issues still unresolved, prepare to send out memo for 3rd review

Week 5-6:

- Receive revised plans
- Schedule for City Council meeting (2-4 weeks after P&Z)
- Prepare to Submit for Planning & Zoning Board Meeting Include:
 - o Site Plan
 - o Location Map & Public Notice
 - o Project Narrative
 - o Application & Owner Authorization
 - o Department Comments
 - o Applicant Response
 - o Staff Report
 - o Abandonment Justification
 - o Traffic Concurrency Letter

Week 6-7:

- Request 30 copies of reduced size (11 x 17) site plan/ abandonment plan for City Council
- Prepare to Submit for City Council Meeting Include:
 - o Agenda Item
 - o Resolution
 - o Reduced Site Plan

- o Location Map & Public Notice
- o Applicant & Owner Authorization
- o Staff Report
- o Department Comments
- o Project Narrative
- o Abandonment Justification
- o Traffic Concurrency Letter

Week 8:

- Publish Public Notice Advertisement within 30 day stating AB Approval Resolution
- Stamp Plans with City Council Approval
- Write City Council Approval Letter
- Provide Applicant with approval documents
- Close Project in Log Book

Sign and Landscape Inspection Procedures

1. Receive Inspection Request from Building Department
2. Identify subject property prior to going out for inspection
3. Once on site, locate the Permit and approved Plans

Sign Inspections

- Compare location and dimensions of the sign with the approved plans
- Check that construction materials are not located in sign area
- Check to see landscaping is replaced around monument signs and grass is in place

Landscape Inspections

- Review Landscape Plans to reflect actual landscape
- Count the number of trees and measure the spacing and height of all trees on site
- Check that all hedge/shrubbery are in place
- Check that the entire landscape area is mulched
- Check that the sod and plant material are not in poor shape/ dying
- Notice or ask if irrigation has been inspected or is scheduled, if not, require an inspection to be scheduled ASAP

- Check that construction materials are not located in landscape or lawn
- Make sure site is litter free

4. Sign off on Inspection Request form

- Check 'Approved' if OK
- Check 'Disapproved' if Sign/Landscape does not meet all requirements. Note corrections at bottom of page
- Check 'Re-inspection Required' or 'Re-inspection Fee Required'
- Return Department copy to 'Inspection Results' Box

Planning and Zoning Division

Fee Processing Procedure

Purpose: This procedure is to be used to process fees received for site plan reviews, variances, special exceptions, comprehensive plan changes, plat approvals, abandonment of easements, advertising and zoning verification letters.

Step One: Complete the Check or Cash Transmittal Form

1. The Check or Cash Transmittal Form is located on the shared drive in Excel format at \\admcdv\Data1\PLANNING_AND ZONING\Forms\CHECK TRANSMITTAL FORM
2. On the line labeled "Department Receiving Payment" input Community Development
3. On the line labeled "To be transmitted to" input Billing and Finance Department
4. In the column labeled "Category" input the item the fee is for. For example, enter "Site Plan Review or Zoning Certification Letter".
5. In the column labeled "Amount" input the amount of the fee submitted. If one check is submitted for multiple items, list out each item individually.
6. In the column labeled "Payor/Reason" input who the fee is from and the corresponding address of the project. For example, enter "Riviera Beach Hotels, Inc. Site Plan Review 100 North Ocean Drive".
7. In the column labeled "Account #" enter the account number that corresponds to the item. Enter Account # 001-00-347242 for all site plan reviews, special exceptions, plat approvals, comprehensive plan changes, abandonment of easements, zoning certification letters. Enter Account # 001-00-347243 for all advertising fees. Enter Account # 001-03-329111 for all digitizing fees.
8. The Check or Cash Transmittal form is formatted to add all of the amounts in the "Amount" column. Verify that the total listed is correct.
9. On the line labeled "From" print and sign your name.
10. On the line labeled "Date" enter the date you completed the form.

Step Two: Submit the Check or Cash Transmittal Form

1. Take the completed Check or Cash Transmittal Form and the fee to the Cashier's window located on the 1st floor of the Municipal Complex
2. Forms submitted before 2:00 pm will be processed immediately. Forms submitted after 2:00 pm will be processed at the end of the day. If the form is submitted after 2:00 pm instruct the cashier to send a receipt of payment to you via interoffice mail.
3. At the cashier's window, complete the "Log Sheet".
 - a. In the column labeled "Time" enter the time you submitted the payment to the cashier
 - b. In the column labeled "Department" enter Community Development
4. If the payment is received before 2:00 pm the cashier will immediately process the payment and give you a receipt. Verify that the account number on the receipt and the payment amount are correct.
5. Make a copy of the receipt and place it, along with the original receipt, in the project file.

Standard Operating Guideline – Pump Station Maintenance

Standard Operating Guideline (SOG)

Title: **Pump STATION INSPECTION**

Station No.: _____

Date Prepared: _____ Date Revised: _____

OBJECTIVE:

Pump Stations are used to lift or raise wastewater from a lower elevation to a higher elevation. The term “lift station” usually refers to a wastewater facility with a relatively short discharge line to a downstream gravity sewer. A “pump station” commonly is a similar type of facility that is discharging into a force main. The purpose of this document is to provide adequate equipment and process control information, necessary to ensure the station operates as designed, routine inspections and preventative maintenance are performed to prevent costly repair bills, eliminate spills, and avoid property losses. The following are suggestions that may insure fewer breakdowns and problems:

RATIONALE / PURPOSE:

- Pump Stations should be inspected at least weekly. (Based on system design and capacity, more frequent inspections may be required).
- Records of these inspections must be maintained through the use of written notes, logs, notebooks, and /or computer format.
- These are to be referenced by management, operations, and maintenance crews, to ensure established procedures are being followed to ensure the maximum lifespan of all facilities and equipment.
- Documentation may also be required by outside regulatory agencies and insurance companies in the event of a spill, equipment failure, or property loss.

METHODS / PROCEDURES:

1. Wet wells should be pumped out and cleaned at least twice a year, or more often if necessary, to prevent solids and grease build-up. Build-up of solids can create odors and damage to the pump.
2. Inspection of pumps (submersible and dry) should be performed quarterly. Inspection of the impeller should be performed quarterly or when motor hours are not within 10 percent of each other. The inspections would assure that the impeller is free of debris.

Standard Operating Guideline – Pump Station Maintenance

3. Inspection of the check valves should be performed at least twice a year, to insure proper working order and to prevent backflow from the force main to the wet well.
4. Cleaning and inspections of floats should be performed four times a year to assure proper performance. The buildup of grease prevents floats from working properly.
5. Inspection of the light and alarm systems should be performed weekly. An alarm system in working order can alert you to problems immediately.
6. Installation of an hour meter on each motor will give one an accurate record of how often each motor is cycling; and hence, the amount of water being pumped through the system. It is recommended to alternate lead pumps at least weekly. A logbook of motor hours, dates and maintenance performed should be kept.
7. Installation of a flow meter on each pump will give one an accurate record of how much flow is being processed through the system. A logbook of flow records, dates and maintenance performed should be kept.
8. Amp and vibration readings should be taken at least once a month on each motor in the on-site lift station. If the readings do not meet the manufacturer's specifications, it is an indication that debris is lodged in the propeller within the motor, or that water has entered the motor housing or the wiring.
9. An annual inspection of all electrical motor control equipment should be performed to find poor connections and worn parts. This inspection should include infrared testing and panel maintenance.
10. During routine inspections, the emergency back up generator needs to be visually checked for fuel level, battery, and general condition. At least quarterly, the generator is to be operated, under load, to ensure proper operation and per operating permit requirements. This test is to be conducted by tripping power to the station and observing a successful transfer to generator power for at least 15 minutes.
11. All Pump stations are to be monitored 24 hours a day by Member Agency using a remote notification system, such as modem dialer, telemetry or SCADA system. These systems must be able to provide 24 hour notification to system operators, and remote monitoring and control of pumps, water level, alarms and power status. This system must be accessible to all assigned employees during non-duty hours.

The following information should be included within the Pump Station inspection information collected:

- Date;
- Time;
- Initials of person performing inspection;
- Meter readings for each pump;

Standard Operating Guideline – Pump Station Maintenance

- Flow reading for each pump;
- General appearance (note if there is grease buildup or if wet well baskets need to be cleaned);
- Any maintenance done to the lift station.
- Date of pump and equipment calibrations.
- Pump ratings in gallons per minute.
- Power usage (if available).

SAFETY CONSIDERATIONS:

Safety is directly related to your level of professionalism which in turn is directly related to knowledge and ultimately certification. It is imperative that employees conduct all day-to-day activities safely through a combination of awareness and professionalism.

Multiple hazards exist in the performance of the employee's routine daily tasks and work assignments. The following are some of the more common hazards to be aware of:

- Slips
- Falling Objects
- Infections and Infectious Diseases
- Lacerations and Contusions
- Falls
- Explosions
- Confined Space Entry Procedures and Permit Requirements
- Poisonous or Toxic Gases
- Strains or Ruptures
- Traffic Mishaps
- Bites (insects, bugs, rodents, snakes)
- Excavations and Trench Shoring
- Drowning
- Fire
- Electrical Shock and Arc Flash
- Noise

Employees are required to follow the Member City's Safety Practices and Procedures. These Administrative Procedures establish guidelines in compliance with the Illness Injury Prevention Program (IIPP) mandates of the Federal Code of Regulations, the Occupational Safety and Health Administration (OSHA), and the Member City's Board of Directors.

COST BENEFIT:

Senior Management support is critical to the success of any preventive maintenance and inspection program. Critical to any Agency is being able to identify and control activities within both the Operation and the Maintenance areas.

The elimination of sewage spills, improved sewer maintenance , inspection of facilities and equipment and implementing long-term Capital Improvement programs to renew aging infrastructure can be reduce the possibility of fines and citations from other State and local

Standard Operating Guideline – Pump Station Maintenance

agencies. These costs usually come directly from the City's general operating budget and are not covered by insurance.

Preventive maintenance (PM) is a time based strategy conducted at a set interval or predetermined time when a piece of equipment is routinely inspected and/or taken off line for schedule service or repairs. The result of moving from "Run to Failure" or reactive maintenance to planned PM and scheduled repairs is significant to the maintenance repair budget. Emergency repairs typically take labor, time and equipment. Overtime costs are often involved.

Routine inspections, scheduled maintenance and accurate recordkeeping can help reduce costs and increase equipment reliability and lifespan. Table 1 below shows the four different maintenance approaches used in the water / wastewater industry.

Reactive Maintenance	Fix it when it breaks	High repair budget
Preventive Maintenance	Scheduled Maintenance	Planned Component Replacement
Predictive Maintenance	Condition Based Monitoring	Maintenance based on condition of equipment
Proactive Maintenance	Source failure detection	Monitor and correct failure and root causes

Table 1. Maintenance Categories

INSPECTION FORMS / CHECKLISTS / DOCUMENTATION:

It is understood that each Agency has different types of facilities and equipment. Each comes with their own set of operating procedures, inspection guidelines and specific needs. The following is an outline of the minimum inspections that should be performed and documented by a city staff member. Samples of policies, forms and checklists used by other Miami Dade County cities are attached for review.

Sample Lift Station Inspection Schedule

Daily / Weekly

1. Visually inspect the station for vandalism.
2. Clean up any trash or debris material.
3. Record pump hours for each pump.
4. Run each pump by hand / manual control and watch level control go up and down to ensure pumps are operating properly.
5. Wash down wet well.
6. Place pump controls back in auto position prior to leaving station.
7. Visually inspect emergency generator for fuel and ability to operate properly.
8. Test all panel lights and change as needed to ensure proper operation.
9. Lock up the station, including exterior power panels if required, prior to leaving.
10. Complete all required paperwork.

Standard Operating Guideline – Pump Station Maintenance

Monthly

1. Open up wet well and visually inspect the pumping of each pump.
2. Completely pump down the wet well to its lowest point and make a visual inspection.
3. Hose the wet well down during the pump down process.
4. Inspect wet well for excessive grease build up on surface, clean when needed.
5. Check wet well floats for rag build up, clean as needed.
6. Pumps and piping are checked visually for defects.
7. Power back up generator needs to be checked, and started (fuel level, battery and general condition).
8. Turn in operations log sheets at end of the month.

Quarterly

1. Clean grit and grease from the wet well using a vac-con truck.
2. Generator is to be operated, under load, for 15 minutes. This test is to be conducted by tripping power to the station and observing a successful transfer to generator power. Emergency generators are to be operated per manufacturer's requirements and in compliance with any City, County, or State agency operating permit.

Other Duties

1. Assist maintenance staff as needed for repair work requirements.
2. Respond to all lift station alarms.
3. Maintain all required lift station field logs.
4. Report all problems with the lift station to the operations supervisor.
5. Record all problems or observations at the lift station in the lift station journal.

Standard Operating Guideline – Pump Station Maintenance

Sample Lift Station Inspection Log

Pump Rating (gpm):

Date of most recent pump calibration:

Date	Time	Meter Reading 1	Meter Reading 2	General Appearance	Initials

Operator Notes:

Standard Operating Guideline – Pump Station Maintenance

Sample Documents:

Sample Lift Station Inspection Log

Lift Station, Daily/Weekly Maintenance Checklist

Confined Space Entry Permit

Pump Station, Daily/Weekly Maintenance Procedures

Pump Station, Monthly Maintenance Procedures

Pump Station, Quarterly Maintenance Procedures

Pump Station, Semi-Annual Maintenance Procedures

Pump Station, Annual Maintenance Procedures

Site Specific-Pump Station SOPs

Wastewater Operations and Spill Control Self-Audit Checklist



The city of bright opportunities

STORMWATER STANDARD OPERATING PROCEDURES Index

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SOP 1: DRY WEATHER OUTFALL INSPECTION

Introduction

Outfalls from an engineered storm drain system can be in the form of pipes or ditches. Under current and pending regulations, it is important to inspect and document water quality from these outfalls under dry and wet conditions. SOP 2, “Wet Weather Outfall Inspection”, covers the objectives of that type of inspection. This SOP discusses the dry weather inspection objectives, and how they differ from wet weather inspection objectives.

During a dry weather period, it is anticipated that minimal flow from stormwater outfalls will be observed. Therefore, dry weather inspections aim to characterize any/all flow observed during a dry weather period and identify the potential source(s) of an illicit discharge through qualitative testing; further described in SOP 13, “Water Quality Screening in the Field”.

Objectives of Dry Weather Inspections

A dry weather period is a time interval during which less than 0.1 inches of rain is observed across a minimum of 72 hours. Unlike wet weather sampling, dry weather inspections are not intended to capture a “first flush” of stormwater discharge, rather they are intended to identify any/all discharges from a stormwater outfall during a period without recorded rainfall. The objective of inspections during a dry weather period is to characterize observed discharges and facilitate the detection of illicit discharges.

Visual Condition Assessment

The attached Dry Weather Outfall Inspection Survey is a tool to assist in documenting observations related to both quantitative and qualitative characteristics of any/all flows conveyed by the structure during a dry period.

For any visual observation discharge from a stormwater outfall, an investigation into the pollution source should occur, but the following are often true:

1. Foam: an indicator of upstream vehicle washing activities, or an illicit discharge.
2. Oil sheen: result of a leak or spill.
3. Cloudiness: indicator of suspended solids such as dust, ash, powdered chemicals and ground-up materials.
4. Color or odor: Indicator of raw materials, chemicals, or sewage.
5. Excessive sediment: indicator of disturbed earth of other unpaved areas lacking adequate erosion control measures.
6. Sanitary waste and optical enhancers (fluorescent dyes added to laundry detergent): indicators of illicit discharge.
7. Orange staining: indicator of high mineral concentrations.



Both bacteria and petroleum can create a sheen on the water surface. The source of the sheen can be differentiated by disturbing it, such as with a pole. A sheen caused by oil will remain intact and move in a swirl pattern; a sheen caused by bacteria will separate and appear “blocky”. Bacterial or naturally occurring sheens are usually silver or relatively dull in color and will break up into a number of small patches of sheen. The cause may be the presence of iron, decomposition of organic material, or certain bacteria. Bacterial sheen is not a pollutant but should be noted.

Many of these observations are indicators of an illicit discharge. Examples of illicit discharges include: cross-connections of sewer services to engineered storm drain systems; leaking septic systems; intentional discharge of pollutants to catch basins; combined sewer overflows; connected floor drains; and sump pumps connected to the system (under some circumstances). Additional guidelines for illicit discharge investigations are included in SOP 10, “Locating Illicit Discharges”. If dry weather flow is present at the outfall, and the flow does not appear to be an obvious illicit discharge (e.g. flow is clear, odorless, etc.) attempt to identify the source of flow (e.g. intermittent stream, wetlands drainage, etc.) and document the discharge for future comparison.

Although many of the observations are indicators of illicit discharge it should be noted that several of these indicators may also occur naturally. Orange staining may be the result of naturally occurring iron, and thus unrelated to pollution. Foam can be formed when the physical characteristics of water are altered by the presence of organic materials. Foam is typically found in waters with high organic content such as bog lakes, streams that originate from bog lakes, productive lakes, wetlands, or woody areas. To determine the difference between natural foam and foam cause by pollution, consider the following:

1. Wind direction or turbulence: natural foam occurrences on the beach coincide with onshore winds. Often, foam can be found along a shoreline and/or on open waters during windy days. Natural occurrences in rivers can be found downstream of a turbulent site.
2. Proximity to a potential pollution source: some entities including the textile industry, paper production facilities, oil industries, and fire fighting activities work with materials that cause foaming in water. If these materials are released to a water body in large quantities, they can cause foaming. Also, the presence of silt in water, such as from a construction site can cause foam.
3. Feeling: natural foam is typically persistent, light, not slimy to the touch.
4. Presence of decomposing plants or organic material in the water.

Optical enhancers, fluorescent dyes added to laundry detergent, are typically detected through the use of clean, white cotton pads placed within the discharge for several days, dried then viewed under a UV light. If the cotton pad displays fluorescent patches, optical enhancers are present. Optical enhancers are occasionally visible as a bluish-purple haze on the water surface; however, the testing method should be used to confirm the presence of optical enhancers.

The Dry Weather Outfall Inspection Survey includes fields where these and other specific observations can be noted. The inspector shall indicate the presence of a specific water quality indicator or parameter



by marking “Yes”. If “Yes” is marked, provide additional details in the comments section. If the indicator in question is not present, mark “No”.

Within the comments section, provide additional information with regard to recorded precipitation totals, or more detailed descriptions of observations made during the inspection and corrective actions taken.

Measuring Water Quality

Based on the Visual Condition Assessment results, it may be necessary to collect additional data about water quality. Water quality samples can be in the form of screening using field test kits and instrumentation, or by discrete analytical samples processed by a laboratory.

Information on selecting and using field test kits and instrumentation is included in SOP 13, “Water Quality Screening in the Field.” The Inspection Survey also provides values for what can be considered an appropriate benchmark for a variety of parameters that can be evaluated in the field.

If the results of screening using field test kits indicate that the outfall’s water quality exceeds the benchmarks provided, collection of discrete analytical samples should be considered.

Analytical Sample Collection

Sample collection methods may vary based on specific outfall limitations but shall follow test procedures outlined in 40 CFR 136. A discrete manual or grab sample can classify water at a distinct point in time. These samples are easily collected and used primarily when the water quality of the discharge is expected to be homogeneous, or unchanging, in nature. A flow-weighted composite sample will classify water quality over a measured period of time. These samples are used when the water quality of the discharge is expected to be heterogeneous or fluctuating, in nature. Grab samples are more common for dry weather outfall inspections due to the time-sensitive nature of the process.

Protocols for collecting a grab sample shall include the following:

1. Do not eat, drink or smoke during sample collection and processing.
2. Do not collect or process samples near a running vehicle.
3. Do not park vehicles in the immediate sample collection area, including both running and non-running vehicles.
4. Always wear clean, powder-free nitrile gloves when handling sample containers and lids.
5. Never touch the inside surface of a sample container or lid, even with gloved hands.
6. Never allow the inner surface of a sample container or lid to be contacted by any material other than the sample water.
7. Collect samples while facing upstream and so as not to disturb water or sediments in the outfall pipe or ditch.
8. Do not overfill sample containers, and do not dump out any liquid in them. Liquids are often added to sample containers intentionally by the analytical laboratory as a preservative or for pH adjustment.



9. Slowly lower the bottle into the water to avoid bottom disturbance and stirring up sediment.
10. Do not allow any object or material to fall into or contact the collected water sample.
11. Do not allow rainwater to drip from rain gear or other surfaces into sample containers.
12. Replace and tighten sample container lids immediately after sample collection.
13. Accurately label the sample with the time and location.
14. Document on the Wet Weather Outfall Inspection Survey that analytical samples were collected, specify parameters and note the sample time on the Inspection Survey. This creates a reference point for samples.

Analytical Sample Quality Control and Assurance

Upon completion of successful sample collection, the samples must be sent or delivered to a FLDEP-approved laboratory for analytical testing. Quality control and assurance are important to ensuring accurate analytical test results.

Sample preservation is required to prevent contaminate degradation between sampling and analysis and should be completed in accordance with 40 CFR 136.3.

Maximum acceptable holding times are also specified for each analytical method in 40 CFR 136.3. Holding time is defined as the period of time between sample collection and extraction for analysis of the sample at the laboratory. Holding time is important because prompt laboratory analysis allows the laboratory to review the data and if analytical problems are found, re-analyze the affected samples within the holding times.

Chain of custody forms are designed to provide sample submittal information and document transfers of sample custody. The forms are typically provided by the laboratory and must be completed by the field sampling personnel for each sample submitted to the lab for analysis. The document must be signed by both the person releasing the sample and the person receiving the sample every time the sample changes hands. The sampling personnel shall keep one copy of the form and send the remaining copies to the laboratory with the samples. Custody seals, which are dated, signed and affixed to the sample container, may be used if the samples are shipped in a cooler via courier or commercial overnight shipping.

Attachments

1. Dry Weather Outfall Inspection Survey

Related Standard Operating Procedures

1. SOP 2, Wet Weather Outfall Inspection
2. SOP 8, Locating Illicit Discharges
3. SOP 11, Water Quality Screening in the Field



SOP 2: WET WEATHER OUTFALL INSPECTION*Introduction*

Outfalls from an engineered storm drain system can be in the form of pipes or ditches. Under current and pending regulations, it is important to inspect and document water quality from these outfalls under both dry weather and wet weather conditions. SOP 1, “Dry Weather Outfall Inspection”, covers the objectives of that type of inspection. This SOP discusses wet weather inspection objectives and how they differ from dry weather inspection objectives. The primary difference is that wet weather inspection aims to describe and evaluate the first flush of stormwater discharged from an outfall during a storm, representing the maximum pollutant load managed by receiving water.

Definition of Wet Weather

A storm is considered a representative wet weather event if greater than 0.1 inches of rain fall and occurs at least 72 hours after the previously measurable (greater than 0.1 inches of rainfall) storm event. In some watersheds, based on the amount of impervious surface present, increased discharge from an outfall may not result from 0.1 inches of rain. An understanding of how outfalls respond to different events will develop as the inspection process proceeds over several months, allowing the inspectors to refine an approach for inspections.

Ideally, the evaluation and any samples collected should occur within the first 30 minutes of discharge to reflect the first flush or maximum pollutant load.

Typical practice is to prepare for a wet weather inspection event when weather forecasts show a 40% chance of rain or greater. If the inspector intends to collect analytical samples, coordination with the laboratory for bottleware and for sample drop-off needs to occur in advance.

Visual Condition Assessment

The attached Wet Weather Outfall Inspection Survey should be used to document observations related to the quality of stormwater conveyed by the structure. Observations such as the following can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

For any visual observation of pollution in a stormwater outfall discharge, an investigation into the pollution source should occur, but the following are often true:

1. Foam: indicator of upstream vehicle washing activities, or an illicit discharge.
2. Oil sheen: result of a leak or spill.



3. Cloudiness: indicator of suspended solids such as dust, ash, powdered chemicals and ground up materials.
4. Color or odor: Indicator of raw materials, chemicals, or sewage.
5. Excessive sediment: indicator of disturbed earth of other unpaved areas lacking adequate erosion control measures.
6. Sanitary waste and optical enhancers (fluorescent dyes added to laundry detergent): indicators of illicit discharge.
7. Orange staining: indicator of high mineral concentrations.

Many of these observations are indicators of an illicit discharge. Examples of illicit discharges include: cross-connections of sewer services to engineered storm drain systems; leaking septic systems; intentional discharge of pollutants to catch basins; combined sewer overflows; connected floor drains; and sump pumps connected to the system (under some circumstances). Additional guidelines for illicit discharge investigations are included in SOP 10, "Locating Illicit Discharges".

Although many of the observations are indicators of illicit discharge it should be noted that several of these indicators may also occur naturally. Orange staining may be the result of naturally occurring iron, and thus unrelated to pollution. Foam can be formed when the physical characteristics of water are altered by the presence of organic materials. Foam is typically found in waters with high organic content such as bog lakes, streams that originate from bog lakes, productive lakes, wetlands, or woody areas. To determine the difference between natural foam and foam cause by pollution, consider the following:

1. Wind direction or turbulence: natural foam occurrences on the beach coincide with onshore winds. Often, foam can be found along a shoreline and/or on open waters during windy days. Natural occurrences in rivers can be found downstream of a turbulent site.
2. Proximity to a potential pollution source: some entities including the textile industry, paper production facilities, oil industries, and fire fighting activities work with materials that cause foaming in water. If these materials are released to a water body in large quantities, they can cause foaming. Also, the presence of silt in water, such as from a construction site can cause foam.
3. Feeling: natural foam is typically persistent, light, not slimy to the touch.
4. Presence of decomposing plants or organic material in the water.

Both bacteria and petroleum can create a sheen on the water surface. The source of the sheen can be differentiated by disturbing it, such as with a pole. A sheen caused by oil will remain intact and move in a swirl pattern; a sheen caused by bacteria will separate and appear "blocky". Bacterial or naturally occurring sheens are usually silver or relatively dull in color and will break up into a number of small patches of sheen. The cause may be presence of iron, decomposition of organic material or presence of certain bacteria. Bacterial sheen is not a pollutant but should be noted.

Optical enhancers, fluorescent dyes added to laundry detergent, are typically detected through the use of clean, white cotton pads placed within the discharge for several days, dried then viewed under a UV light. If the cotton pad displays fluorescent patches, optical enhancers are present. Optical enhancers are occasionally visible as a bluish-purple haze on the water surface; however the testing method should be used to confirm the presence of optical enhancers.



The Wet Weather Outfall Inspection Survey includes fields where these and other specific observations can be noted. The inspector shall indicate the presence of a specific water quality indicator or parameter by marking “Yes”. If “Yes” is marked, provide additional details in the comments section. If the indicator in question is not present mark “No”.

Within the comments section, provide additional information with regard to recorded precipitation totals, or more detailed descriptions of observations made during the inspection and corrective actions taken.

Measuring Water Quality

Based on the results of the Visual Condition Assessment, it may be necessary to collect additional data about water quality. Water quality samples can be in the form of screening using field test kits or by discrete analytical samples processed by a laboratory.

Information on how to use field test kits is included in SOP 13, “Water Quality Screening with Field Test Kits”, and the Wet Weather Outfall Inspection Survey includes fields to document the results of such screening. The Inspection Survey also provides values for what can be considered an appropriate benchmark for a variety of parameters that can be evaluated with field test kits.

If the results of screening using field test kits indicate that the outfall’s water quality exceeds the benchmarks provided, collection of discrete analytical samples should be considered.

Analytical Sample Collection

Sample collection methods may vary based on specific outfall limitations but shall follow test procedures outlined in 40 CFR 136. A discrete manual or grab sample can classify water at a distinct point in time. These samples are easily collected and used primarily when the water quality of the discharge is expected to be homogeneous, or unchanging, in nature. A flow-weighted composite sample will classify water quality over a measured period of time. These samples are used when the water quality of the discharge is expected to be heterogeneous, or fluctuating, in nature. Grab samples are more common for wet weather outfall inspections due to the time-sensitive nature of the process.

Protocols for collecting a grab sample shall include the following:

1. Do not eat, drink or smoke during sample collection and processing.
2. Do not collect or process samples near a running vehicle.
3. Do not park vehicles in the immediate sample collection area, including both running and non-running vehicles.
4. Always wear clean, powder-free nitrile gloves when handling sample containers and lids.
5. Never touch the inside surface of a sample container or lid, even with gloved hands.
6. Never allow the inner surface of a sample container or lid to be contacted by any material other than the sample water.
7. Collect samples while facing upstream and so as not to disturb water or sediments in the outfall pipe or ditch.



8. Do not overfill sample containers, and do not dump out any liquid in them. Liquids are often added to sample containers intentionally by the analytical laboratory as a preservative or for pH adjustment.
9. Slowly lower the bottle into the water to avoid bottom disturbance and stirring up sediment.
10. Do not allow any object or material to fall into or contact the collected watersample.
11. Do not allow rainwater to drip from rain gear or other surfaces into samplecontainers.
12. Replace and tighten sample container lids immediately after samplecollection.
13. Accurately label the sample with the time and location.
14. Document on the Wet Weather Outfall Inspection Survey that analytical samples were collected, specify parameters, and note the sample time on the Inspection Survey. This creates a reference point for samples.

Analytical Sample Quality Control and Assurance

Upon completion of successful sample collection, the samples must be sent or delivered to a FLDEP-approved laboratory for analytical testing. Quality control and assurance are important to ensuring accurate analytical test results.

Sample preservation is required to prevent contaminant degradation between sampling and analysis and should be completed in accordance with 40 CFR 136.3.

Maximum acceptable holding times are also specified for each analytical method in 40 CFR 136.3. Holding time is defined as the period of time between sample collection and extraction for analysis of the sample at the laboratory. Holding time is important because prompt laboratory analysis allows the laboratory to review the data and if analytical problems are found, re-analyze the affected samples within the holding times.

Chain of custody forms are designed to provide sample submittal information and document transfers of sample custody. The forms are typically provided by the laboratory and must be completed by the field sampling personnel for each sample submitted to the lab for analysis. The document must be signed by both the person releasing the sample and the person receiving the sample every time the sample changes hands. The sampling personnel shall keep one copy of the form and send the remaining copies to the laboratory with the samples. Custody seals, which are dated, signed and affixed to the sample container, may be used if the samples are shipped in a cooler via courier or commercial overnight shipping.

Attachments

1. Wet Weather Outfall Inspection Survey

Related Standard Operating Procedures

1. SOP 1, Dry Weather Outfall Inspection
2. SOP 8, Locating Illicit Discharges
3. SOP 11, Water Quality Screening in the Field



SOP 3: Catch Basin Inspection and Cleaning

Introduction

Catch basins help minimize flooding and protect water quality by removing trash, sediment, decaying debris, and other solids from stormwater runoff. These materials are retained in a sump below the invert of the outlet pipe (older catch basins may not have a sump). Catch basin cleaning reduces foul odors, prevents clogs in the storm drain system, and reduces the loading of trash, suspended solids, nutrients, bacteria, and other pollutants to receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees on catch basin inspection and cleaning to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

This SOP can also be used for inspection of catch basins or manholes for the purpose of conducting catchment investigations as part of the city's Illicit Discharge Detection and Elimination program.

The Public Works Department performs routine inspections, cleaning, and maintenance of the approximately 403 catch basins that are located within the MS4 regulated area. The City of Opa Locka will include an optimization plan for catch basin cleaning and inspection in its annual report.

The Public Works Department will implement the following catch basin inspection and cleaning procedures to reduce the discharge of pollutants from the MS4:

Procedures

Inspection and Cleaning Frequency

- Each catch basin should be cleaned and inspected at least annually.
- Catch basins near construction activities (roadway construction, residential, commercial, or industrial development or redevelopment) or high-use areas should be inspected and cleaned more frequently if inspection finds excessive sediments or debris loadings.



- Catch basins should be cleaned to ensure that they are no more than 50 percent full¹ at any time. Establish inspection and maintenance frequencies needed to meet this “50 percent” goal. If a catch basin sump is more than 50 percent full during two consecutive inspections, document the findings, investigate the contributing drainage area for sources of excessive sediment loading, and, if possible, address the contributing sources. If no contributing sources are found, increase the inspection and cleaning frequencies of the sump.
- Street sweeping performed on an appropriate schedule will reduce the amount of sediment, debris, and organic matter entering the catch basins, which will in turn reduce the frequency with which they need to be cleaned. Reference SOP 16: Streets and Parking Lots for information on appropriate street sweeping frequencies. Street sweeping schedules should also be adjusted based on catch basin inspection findings, with more frequent sweepings for areas with higher catch basin loads.
- In accordance with Chapter 62-304 TMDL/IMPAIRED WATER requirements, the City of Opa Locka will prioritize catch basin cleaning and inspection in catchments with TMDLs/impairments when creating their optimization schedule to ensure that these catch basins are no more than 50% full and reduce stormwater pollution to IMPAIRED WATERBODIES OR CATCHMENTS.

Inspection and Cleaning Procedures

Catch basin inspection and cleaning procedures should address both the grate opening and the catch basin structure, including the sump and any inlet and outlet pipes. Document any and all observations about the condition of the catch basin structure and water quality (an inspection form and log of catch basins cleaned or inspected are included in the attachments). Collect data on the condition of the physical basin structure, its frame, and the grate, as well as on the quality of stormwater conveyed by the structure. Observations like those below can indicate sources of pollution within the storm drain system:

- Oil sheen
- Discoloration
- Trash and debris

Both oil and bacteria can create a sheen on the water’s surface. The source of a sheen can be differentiated by disturbing it (e.g., with a pole). A sheen caused by oil will remain intact and move in a swirl pattern, while a sheen caused by bacteria will separate and appear “blocky.” The bacteria that cause this sheen are naturally occurring iron bacteria – they are not considered a pollutant but should be noted. Other types of bacteria, such as fecal bacteria, are considered pollutants and their discovery should be recorded.

¹ A catch basin sump is more than 50 percent full if the contents within the sump exceed one half the distance between the bottom interior of the catch basin to the invert of the deepest outlet of the catch basin

Observations like those below can indicate a potential connection of a sanitary sewer to the storm drain system, which is an illicit discharge:

- Indications of sanitary sewage, including fecal matter or sewage odors
- Foaming, such as from detergent
- Optical enhancers, fluorescent dye added to laundry detergent

In general, adhere to the following procedures when inspecting and cleaning catch basins. Record the findings in the log in the attachments:

1. Implement appropriate traffic safety procedures (e.g., traffic cones) prior to and during the catch basin inspection and cleaning process.
2. Work upstream to downstream in a given drainage network.
3. Clean sediment and trash off of the grate.
4. Visually inspect the outside of the grate.
5. Remove the grate and visually inspect the inside of the catch basin to determine cleaning needs.
6. Inspect the catch basin for structural integrity.
7. Determine the most appropriate equipment and method for cleaning the basin:
 - a. Manually use a shovel to remove accumulated sediments.
 - b. Use a bucket loader to remove accumulated sediments.
 - c. Use a high pressure washer to clean any remaining material out of the catch basin while capturing the slurry with a vacuum.
 - d. If necessary, after the catch basin is cleaned, use the rodder of the vacuum truck to clean the downstream pipe and pull back sediment that might have entered it.
8. If contamination is suspected, chemical analysis will be required to determine if the materials comply with the Florida Department of Environmental Protection (FLDEP) Hazardous Waste Regulations, 40 CFR 261 [Hazardous Waste Management | Florida Department of Environmental Protection](#)). The chemical analysis required will depend on suspected contaminants. Note the identification number of the catchbasin on the sample label and note sample collection on the Catch Basin Inspection Form.

Handling and Disposal of Catch Basin Cleanings

- Properly dispose of collected sediments and catch basin cleanings (solid material, such as leaves, sand, and twigs removed from stormwater collection systems during cleaning operations).
- Cleanings from stormwater-only drainage systems may be disposed at any landfill that is permitted by FLDEP to accept solid waste. FLDEP does not routinely require stormwater-only catch basin cleanings to be tested before disposal, unless there is evidence that they have been contaminated by a spill or some other means.
- Screenings may need to be placed in a drying bed to allow water to evaporate before proper disposal. In this case, ensure that the screenings are managed properly to prevent pollution.
- Catch basin cleanings must be handled and disposed in accordance with compliance with the applicable FLDEP regulations, policies, and guidance ([Hazardous Waste Management | Florida Department of Environmental Protection](#)).



Documentation and Reporting

The following information should be documented and included in the city's annual report – use the catch basin inspection log provided in the attachments to document the information to include in the report (alternatively, obtain records of volume of debris removed to include in the report):

- Metrics and other information used to reach the determination that the established plan for cleaning and maintenance is optimal for the MS4 (include in the SWMP and first annual report)
- Any action taken in response to excessive sediment or debris loadings
- Total number of catch basins
- Number of catch basins inspected
- Number of catch basins cleaned
- Total volume or mass of material removed from catch basins.

Employee Training

- Employees who perform catch basin cleaning and inspection are trained 1 time per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Catch Basin Inspection Form and Log
2. Catch Basin Inventory

Related Standard Operating Procedures

1. SOP 16: Streets and Parking Lots



CATCH BASIN INSPECTION FORM

Job No.: _____ Town: _____ Inspector: _____ Date: _____

Catch Basin I.D.	_____		Final Discharge from Structure? Yes ☐ No ☐ If Yes, Discharge to Outfall No: _____	
Catch Basin Label:	Stencil ☐	Ground Inset ☐	Sign ☐	None ☐ Other _____
Basin Material:	Concrete ☐ Corrugated metal ☐ Stone ☐ Brick ☐ Other: _____ ☐	Catch Basin Condition:		Good ☐ Fair ☐ Poor ☐ Crumbling ☐
Pipe Material:	Concrete ☐ HDPE ☐ PVC ☐ Clay Tile ☐ Other: _____ ☐	Pipe Measurements:		Inlet Dia. (in): d= _____ Outlet Dia. (in): D= _____
Required Maintenance/ Problems (check all that apply): ☐ Tree Work Required ☐ New Grate is Required ☐ Pipe is Blocked ☐ Frame Maintenance is Required ☐ Remove Accumulated Sediment ☐ Pipe Maintenance is Required ☐ Basin Undermined or Bypassed ☐ Cannot Remove Cover ☐ Ditch Work ☐ Corrosion at Structure ☐ Erosion Around Structure ☐ Remove Trash & Debris ☐ Need Cement Around Grate Other: _____				
Catch Basin Grate Type:	Sediment Buildup Depth:	More than 50% full?	Description of Flow:	Street Name/ Structure Location:
Bar: ☐ Cascade: ☐ Other: _____ Properly Aligned: Yes ☐ No ☐	0-6 (in): _____ 6-12(in): _____ 12-18 (in): _____ 18-24 (in): _____ 24 + (in): _____	Yes ☐ No ☐	Heavy ☐ Moderate ☐ Slight ☐ Trickling ☐	
*If the outlet is submerged check yes and indicate approximate height of water above the outlet invert. h above invert (in): ☐ Flow ☐ Standing Water (check one or both)			Yes ☐ No ☐ Circle those present: Foam Sanitary Waste Orange Staining Excessive sediment Other: _____ Oil Sheen Bacterial Sheen Floatables Pet Waste Optical Enhancers	
Weather Conditions : Dry > 24 hours ☐ Wet ☐				
Sample of Screenings Collected for Analysis? Yes ☐ No ☐				
Amount of sediment removed: _____				
Comments: _____				



Catch Basin Inspection and Cleaning Log
City of Opa Locka

Date	Inspector	Weather Condition s	Number of Catch Basins Inspected/Cleaned	Amount of Material Removed	Catch Basins More Than 50% Full	Corrective Action Taken/Recommend ed if More Than 50% Full



CATCH BASIN INSPECTION FORM

Job No.: _____ Zone: _____ Inspector: _____ Date: _____

Catch Basin I.D.			Final Discharge from Structure? Yes ☐ No ☐	
			If Yes, Discharge to Outfall No: _____	
Catch Basin Label:	Stencil ☐	Ground Inset ☐	Sign ☐	None ☐ Other _____
Basin Material:	Concrete ☐ Corrugated metal ☐ Stone ☐ Brick ☐ Other: ☐	Catch Basin Condition:	Good ☐ Fair ☐	Poor ☐ Crumbling ☐
Pipe Material:	Concrete ☐ HDPE ☐ PVC ☐ Clay Tile ☐ Other: _____	Pipe Measurements:	Inlet Dia. (in): d= _____ Outlet Dia. (in): D= _____	
Required Maintenance/ Problems (check all that apply): ☐ Tree Work Required ☐ New Grate is Required ☐ Pipe is Blocked ☐ Frame Maintenance is Required ☐ Remove Accumulated Sediment ☐ Pipe Maintenance is Required ☐ Basin Undermined or Bypassed ☐ Cannot Remove Cover ☐ Ditch Work ☐ Corrosion at Structure ☐ Erosion Around Structure ☐ Remove Trash & Debris ☐ Need Cement Around Grate Other: _____				
Catch Basin Grate Type:	Sediment Buildup Depth:	More than 50% full?	Description of Flow:	Street Name/ Structure Location:
Bar: ☐ Cascade: ☐ Other: _____ Properly Aligned: Yes ☐ No ☐	0-6 (in): _____ 6-12(in): _____ 12-18 (in): _____ 18-24 (in): _____ 24 + (in): _____	Yes ☐ No ☐	Heavy ☐ Moderate ☐ Slight ☐ Trickling ☐	
*If the outlet is submerged check yes and indicate approximate height of water above the outlet invert. h above invert (in): ☐ Flow ☐ Standing Water (check one or both)			Yes ☐ No ☐	
Weather Conditions : Dry > 24 hours ☐ Wet ☐			Circle those present:	
Sample of Screenings Collected for Analysis? Yes ☐ No ☐			Foam ☐ Oil Sheen ☐ Sanitary Waste ☐ Bacterial Sheen ☐ Orange Staining ☐ Floatables ☐ Excessive sediment ☐ Pet Waste ☐ Other: _____ ☐ Optical Enhancers ☐	
Amount of sediment removed: _____				
Comments: _____				

Catch Basin Inspection and Cleaning Log
CITY OF OPALOCKA

Date	Inspector	Weather Condition s	Number of Catch Basins Inspected/Cleaned	Amount of Material Removed	Catch Basins More Than 50% Full	Corrective Action Taken/Recommended if More Than 50% Full

SOP 4: Spill Response and Cleanup

Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

The City of Opa Locka undertakes various precautions with spill response and cleanup procedures.

Procedures

The City of Opa Locka will implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (fill out the attached spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- Complete the following:
 - Stop the contaminant release.
 - Contain the contaminant release through the use of spill containment berms or absorbents.
 - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
 - Clean up the spill.
 - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
 - i. Soil contaminated with petroleum should be handled and disposed of as described in FLDEP policy FAC-62-780, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils ([Remediation Guidance | Florida Department of Environmental Protection](#)).
 - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
 - iii. Waste oil contaminated industrial wipes and sorptive minerals:
 - 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the FLDEP



Petroleum Restoration Program ([Remediation Guidance | Florida Department of Environmental Protection](#)).

2. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
 3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
 - a. It is acceptable to mix the following fluids and handle them as waste oil:
 - i. Waste motor oil
 - ii. Hydraulic fluid
 - iii. Power steering fluid
 - iv. Transmission fluid
 - v. Brake fluid
 - vi. Gear oil
 - b. **Do not mix** the following materials with waste oil. Store each separately:
 - i. Gasoline
 - ii. Antifreeze
 - iii. Brake and carburetor cleaners
 - iv. Cleaning solvents
 - v. Other hazardous wastes
 4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**
 - Contact the FLDEP 24-hour spill reporting notification line, toll-free at **(850)-245-2118**;
 - The following scenarios **are exempt** from FLDEP reporting requirements (see the FLDEP factsheet on oil and hazardous materials handling for more information: [Hazardous Materials/Petroleum Spills \(SWO Incidents\) | Florida Department of Environmental Protection](#)).
 - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
 - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
 - iii. Fuel spills from passenger vehicle accidents
 - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

Reporting a Spill

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
 - a. What was released;



- b. How much was released, which may include:
 - i. Pounds
 - ii. Gallons
 - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
 - a. Pavement
 - b. Soil
 - c. Drains
 - d. Catch basins
 - e. Water bodies
 - f. Public streets
 - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
 - a. Tanks
 - b. Pipes
 - c. Valves

Maintenance and Prevention Guidance

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

- Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Implement good management practices where chemicals and hazardous wastes are stored:
 - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
 - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
 - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
 - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
 - e. Regularly inspect storage areas for leaks.
 - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
 - g. Maintain accurate records of stored materials.
- Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.



Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

Employee Training

- Employees who perform work with potential stormwater pollutants ##NUMBER times per year on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Spill Response and Cleanup Contact List



CONSTRUCTION SITE STORMWATER INSPECTION REPORT

General Information

Project Name			
Project Location			
Site Operator			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Subject to USEPA Construction General Permit? Yes ☐ No ☐ If yes, has NOI been approved? Yes ☐ No ☐ If yes, attach the approved NOI to this report. If no, contact site operator immediately to determine status of NOI.			
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe the current phase of construction			

Site-Specific BMPs

Customize the following BMPs to be consistent with the SWPPP for the site being inspected.

	BMP Description	Installed and Operating Properly?	Corrective Action Needed
1		Yes ☐ No ☐	
2		Yes ☐ No ☐	

(continued)

	BMP Description	Installed and Operating Properly?	Corrective Action Needed
3		Yes ☐ No ☐	
4		Yes ☐ No ☐	
5		Yes ☐ No ☐	
6		Yes ☐ No ☐	
7		Yes ☐ No ☐	
8		Yes ☐ No ☐	
9		Yes ☐ No ☐	
10		Yes ☐ No ☐	
11		Yes ☐ No ☐	
12		Yes ☐ No ☐	
13		Yes ☐ No ☐	
14		Yes ☐ No ☐	
15		Yes ☐ No ☐	
16		Yes ☐ No ☐	
17		Yes ☐ No ☐	
18		Yes ☐ No ☐	
19		Yes ☐ No ☐	
20		Yes ☐ No ☐	

Erosion and Sedimentation Control

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Have all ESC features been constructed before initiating other construction activities?	Yes ☐ No ☐	
Is the contractor inspecting and maintaining ESC devices regularly?	Yes ☐ No ☐	
Is existing vegetation maintained on the site as long as possible?	Yes ☐ No ☐	
Is construction staged so as to minimize exposed soil and disturbed areas?	Yes ☐ No ☐	
Are disturbed areas restored as soon as possible after work is completed?	Yes ☐ No ☐	
Is clean water being diverted away from the construction site?	Yes ☐ No ☐	
Are sediment traps and sediment barriers cleaned regularly?	Yes ☐ No ☐	
Are vegetated and wooded buffers protected and left undisturbed?	Yes ☐ No ☐	
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes ☐ No ☐	
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes ☐ No ☐	
Is regular, light watering used for dust control?	Yes ☐ No ☐	
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes ☐ No ☐	

(continued)

Issue	Status	Corrective Action Needed
Are erosion control blankets used when seeding slopes?	Yes ☐ No ☐	
Are trees and vegetation that are to be retained during construction adequately protected?	Yes ☐ No ☐	
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes ☐ No ☐	
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes ☐ No ☐	
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes ☐ No ☐	
Do all entrances to the storm sewer system have adequate protection?	Yes ☐ No ☐	

Overall Site Conditions

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Are slopes and disturbed areas not being actively worked properly stabilized?	Yes ☐ No ☐	
Are material stockpiles covered or protected when not in use?	Yes ☐ No ☐	
Are natural resource areas protected with sediment barriers or other BMPs?	Yes ☐ No ☐	
Are perimeter controls and sediment barriers installed and maintained?	Yes ☐ No ☐	

(continued)

Issue	Status	Corrective Action Needed
Are discharge points and receiving waters free of sediment deposits and turbidity?	Yes ☐ No ☐	
Are storm drain inlets properly protected?	Yes ☐ No ☐	
Is there evidence of sediment being tracked into streets?	Yes ☐ No ☐	
Is trash/litter from the construction site collected and placed in dumpsters?	Yes ☐ No ☐	
Are vehicle/equipment fueling and maintenance areas free of spills and leaks?	Yes ☐ No ☐	
Are potential stormwater contaminants protected inside or under cover?	Yes ☐ No ☐	
Is dewatering from site properly controlled?	Yes ☐ No ☐	
Are portable restroom facilities properly sited and maintained?	Yes ☐ No ☐	
Are all hazardous materials and wastes stored in accordance with local regulations?	Yes ☐ No ☐	

Non-Compliance Actions

The city shall provide the site operator with a copy of this report, and notice of the corrective action(s) to be taken. The site operator shall have thirty days from the receipt of the notice to commence curative action of the violation.

SOP 5: CONSTRUCTION SITE INSPECTION

Construction sites that lack adequate stormwater controls can contribute a significant amount of sediment to nearby bodies of water. This Standard Operating Procedure describes the major components of a city Stormwater Construction Inspection Plan, as well as procedures for evaluating compliance of stormwater controls at construction sites.

Stormwater Construction Inspection Plan

A stormwater Construction Site Inspection program is a program developed by city to track, inspect, and enforce local stormwater requirements at construction sites.

This SOP assumes that the city has the legal authority (i.e., a bylaw or ordinance) in place, per the requirements of the City of Opa Locka MS4 Permit, to require sediment and erosion control at construction sites. This legal authority must require construction site operators “to implement a sediment and erosion control program which includes [Best Management Practices] that are appropriate for the conditions at the construction site, including efforts to minimize the area of the land disturbance.” The legal authority must also give inspectors the authority to enter the site.

A city stormwater Construction Site Inspection program should include or address the following:

1. Construction Site Inventory
 - A tracking system to inventory projects and identify sites for inspection.
 - Track the results of the inspection and prioritize sites based on factors such as proximity to waterways, size, slope, and history of past violations.
2. Construction Requirements and BMPs
 - City provide contractors with guidance on the appropriate selection and design of stormwater BMPs.
3. Plan Review Procedures
 - Submitted plans must be reviewed to ensure they address local requirements and protect water quality.
4. Public Input
 - Per the City of Opa Locka MS4 Permit, a program must allow the public to provide comments on inspection procedures and must consider information provided by the public.
5. Construction Site Inspections
 - Identify an inspection frequency for each site.
 - See more detailed information below.
6. Enforcement Procedures
 - A written progressive enforcement policy for the inspection program.



- Sanctions, both monetary and non-monetary, shall be utilized to ensure compliance with the program
7. Training and Education
- City staff conducting inspections should receive training on regulatory requirements, BMPs, inspections, and enforcement.

Conducting Stormwater Inspections at Construction Sites

The role of the construction inspector is to ensure that site operations match the approved site plans and the Stormwater Pollution Prevention Plan (SWPPP) for the project, and that all precautions are taken to prevent pollutants and sediment from the construction site from impacting local waterways. The inspector is also expected to determine the adequacy of construction site stormwater quality control measures.

The attached Construction Site Stormwater Inspection Report shall be used by the inspector during site visits. Construction site inspectors should abide by the following guidelines:

1. Inspections to monitor stormwater compliance should be performed at least once per month at each active construction site, with priority placed on sites that require coverage under the USEPA 2012 Construction General Permit (i.e., that disturb one or more acres), and sites that are located in the watershed of any 303(d) water bodies.
2. The inspection shall begin at a low point and work uphill, observing all discharge points and any off-site support activities.
3. Written and photographic records shall be maintained for each site visit.
4. During the inspection, the inspector should ask questions of the contractor. Understanding the selection, implementation, and maintenance of BMPs is an important goal of the inspection process, and requires site-specific input.
5. The inspector should not recommend or endorse solutions or products. The inspector may offer appropriate advice, but all decisions must be made by the contractor.
6. The inspector shall always wear personal protective equipment appropriate for the site.
7. The inspector shall abide by the contractor's site-specific safety requirements.
8. The inspector has legal authority to enter the site. However, if denied permission to enter the site, the inspector should never force entry.

Prior to planning a site visit, the inspector shall determine if the project is subject to USEPA's 2012 Construction General Permit, which is true if the project disturbs one or more acres, total. The 2012 Construction General Permit replaces the 2008 Construction General Permit, which expired on February 15, 2012. Operators of sites that required coverage under the USEPA's 2008 Construction General Permit but continue to be active should have submitted a new Notice of Intent (NOI) under the 2012 Permit.



If the site requires this coverage, the inspector shall visit the USEPA Region 1 eNOI website (<http://cfpub.epa.gov/npdes/stormwater/cgpenoi.cfm> or <http://cfpub.epa.gov/npdes/stormwater/noi/noisearch.cfm>) to determine if the contractor filed for coverage under the 2012 and/or 2008 Construction General Permits, respectively. Print a copy of the project's NOI.

If the project disturbs one or more acres and is under construction, but does not show up in either database, the project is in violation of the Construction General Permit. Call the contractor to determine if the NOI process has been started. If not, notify the contractor verbally of this requirement and the violation. Work cannot proceed on the site until a Notice of Intent (NOI) for coverage under the 2012 Construction General Permit has been approved by USEPA. The inspector may choose to print instructions on how to file an NOI and meet with the contractor to review these. Issue a written Stop Work Order until the NOI has been approved by USEPA.

Once it has been determined that the site is in compliance with the 2012 Construction General Permit, the site inspection process can continue. The Construction Site Inspection process shall include the following:

1. Plan the inspection before visiting the construction site
 - a. Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
 - b. Print the approved NOI from the USEPA 2012 Construction General Permit NOI website, listed previously.
 - c. Inform the contractor of the planned site visit.
2. Meet with the contractor
 - a. Review the Construction SWPPP (if the site includes over one acre of disturbance) or other document, as required by the city's legal authority. Compare BMPs in the approved site plans with those shown in the SWPPP.
 - b. Review the project's approved NOI and confirm that information shown continues to be accurate.
 - c. Get a general overview of the project from the contractor.
 - d. Review inspections done by the contractor.
 - e. Review the status of any issues or corrective actions noted in previous inspection reports.
 - f. Discuss any complaints or incidents since the last meeting.
3. Inspect perimeter controls
 - a. Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
 - b. For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.
4. Inspect slopes and temporary stockpiles
 - a. Determine if sediment and erosion controls are effective.
 - b. Look for slumps, rills, and tracking of stockpiled materials around the site.
5. Compare BMPs in the site plan with the construction site conditions



- a. Determine whether BMPs are in place as specified in the site plan, and if the BMPs have been adequately installed and maintained.
 - b. Note any areas where additional BMPs may be needed which are not specified in the site plans.
6. Inspect site entrances/exits
 - a. Determine if there has been excessive tracking of sediment from the site.
 - b. Look for evidence of additional entrances/exits which are not on the site plan and are not properly stabilized.
7. Inspect sediment basins
 - a. Look for signs that sediment has accumulated beyond 50% of the original capacity of the basin.
8. Inspect pollution prevention and good housekeeping practices
 - a. Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.
 - b. Inspect vehicle/equipment fueling and maintenance areas for the presence of spill control measures and for evidence of leaks or spills.
9. Inspect discharge points and downstream, off-site areas
 - a. Walk down the street and/or in other directions off-site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.
 - b. Inspect down-slope catch basins to determine if they are protected, and identify whether sediment buildup has occurred.
10. Meet with the contactor again prior to leaving
 - a. Discuss the effectiveness of current controls and whether modifications are needed.
 - b. Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or the implementation of stormwater controls.
 - c. Agree on a schedule for addressing all discrepancies, and schedule a follow-up inspection.
11. Provide a written copy of the inspection report to the contractor.
12. Follow up, as determined, and provide a copy of the subsequent inspection to the contractor.
13. Use Stop Work orders, as needed, until compliance with the 2012 Construction General Permit and/or other document, as required by the city's legal authority, can be achieved.

Attachments

1. Construction Site Stormwater Inspection Report

Related Standard Operating Procedures

1. SOP 8, Inspecting Constructed Best Management Practices



EROSION AND SEDIMENTATION CONTROL INSPECTION REPORT

General Information

Project Name			
Project Location			
Inspector's Name			
Site Operator			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Subject to USEPA Construction General Permit? Yes ☐ No ☐ If yes, has NOI been approved? Yes ☐ No ☐ If yes, attach approved NOI to this report. If no, contact contractor immediately to determine status of NOI.			
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe the current phase of construction			

Erosion and Sediment Control (ESC) on Construction Sites

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Have all ESC features been constructed before initiating other construction activities?	Yes ☐ No ☐	
Is the contractor inspecting and maintaining ESC devices regularly?	Yes ☐ No ☐	
Is existing vegetation maintained on the site as long as possible?	Yes ☐ No ☐	
Is construction staged so as to minimize exposed soil and disturbed areas?	Yes ☐ No ☐	
Are disturbed areas restored as soon as possible after work is completed?	Yes ☐ No ☐	
Is clean water being diverted away from the construction site?	Yes ☐ No ☐	
Are sediment traps and sediment barriers cleaned regularly?	Yes ☐ No ☐	
Are vegetated and wooded buffers protected and left undisturbed?	Yes ☐ No ☐	
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes ☐ No ☐	
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes ☐ No ☐	
Is regular, light watering used for dust control?	Yes ☐ No ☐	
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes ☐ No ☐	

(continued)

Issue	Status	Corrective Action Needed
Are erosion control blankets used when seeding slopes?	Yes ☐ No ☐	
Are trees and vegetation that are to be retained during construction adequately protected?	Yes ☐ No ☐	
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes ☐ No ☐	
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes ☐ No ☐	
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes ☐ No ☐	
Do all entrances to the storm sewer system have adequate protection?	Yes ☐ No ☐	

Non-Compliance Actions

The city

shall provide the site operator with a copy of this report, and notice of the corrective action(s) to be taken. The site operator shall have thirty days from the receipt of the notice to commence curative action of the violation.



SOP 6: EROSION AND SEDIMENTATION CONTROL

Erosion and sedimentation from land-disturbing human activities can be a significant source of stormwater pollution. This Standard Operating Procedure describes methods for reducing or eliminating pollutant loading from such activities.

Controlling Erosion and Sediment through Design and Planning

Prevention of erosion and sedimentation is preferable to installing treatment devices. Consistent application and implementation of the following guidelines during the design and review phases can prevent erosion and sedimentation:

1. Avoid sensitive areas, steep slopes, and highly erodible soils to the maximum extent possible when developing site plans.
2. Identify potential problem areas before the site plan is finalized and approved.
3. Plan to use sediment barriers along contour lines, with a focus on areas where short-circuiting (i.e., flow around the barrier) may occur.
4. Use berms at the top of a steep slopes to divert runoff away from the slope's edge.
5. Design trapezoidal or parabolic vegetated drainage channels, not triangular.
6. Use vegetated channels with rip rap check dams, instead of impervious pavement or concrete, to reduce the water velocity of the conveyance system.
7. Design a check dam or sediment forebay with level spreader at the exit of outfalls to reduce water velocity of the discharge and collect sediment.
8. Use turf reinforcement matting to stabilize vegetated channels, encourage vegetation establishment, and withstand flow velocities without scouring the base of the channel.
9. Plan open channels to follow land contours so natural drainage is not disrupted.
10. Use organic matting for temporary slope stabilization and synthetic matting for permanent stabilization.
11. Provide a stable channel, flume, or slope drain where it is necessary to carry water down slopes.

Controlling Erosion and Sediment on Construction Sites

During the construction phase, it is important to inspect active sites regularly to ensure that practices are consistent with approved site plans and the site's Stormwater Pollution Prevention Plan (SWPPP) or other document, as required by the city's legal authority. The following guidelines apply:

1. Erosion and sediment control features should be constructed before initiating activities that remove vegetated cover or otherwise disturb the site. These shall be installed consistent with the approved site plans and with manufacturer's instructions.
2. Erosion and sediment control devices shall be inspected by the contractor regularly, and maintained as needed to ensure function.



3. In the SWPPP or other document, the contractor shall clearly identify the party responsible for maintaining erosion and sediment control devices.
4. An inspection should be completed of active construction sites every month, at a minimum, to check the status of erosion and sedimentation controls. Refer to SOP 5, "Construction Site Inspection", for construction site stormwater inspection procedures.
5. Existing vegetation should be maintained on site as long as possible.
6. Construction should proceed progressively on the site in order to minimize exposed soil, and disturbed areas should be restored as soon as possible after work has been completed.
7. Stockpiles shall be stabilized by seeding or mulching if they are to remain for more than two weeks.
8. Disturbed areas shall be protected from stormwater runoff by using protective Best Management Practices (BMPs).
9. Clean water shall be diverted away from disturbed areas on construction sites to prevent erosion and sedimentation.
10. Sediment traps and sediment barriers should be cleaned out regularly to reduce clogging and maintain design function.
11. Vegetated and wooded buffers shall be protected.
12. Soils shall be stabilized by mulching and/or seeding when they would be exposed for more than one week during the dry season, or more than two days during the rainy season.
13. Vegetation shall be allowed to establish before introducing flows to channels.
14. Regular light watering shall be used for dust control, as this is more effective than infrequent heavy watering.
15. Excessive soil compaction with heavy machinery shall be avoided, to the extent possible.
16. Construction activities during months with higher runoff rates shall be limited, to the extent possible.

Controlling Erosion and Sediment by Proper Maintenance of Permanent BMPs

Many construction phase BMPs can be integrated into the final site design, but ongoing inspection and maintenance are required to ensure long-term function of any permanent BMP. Refer to SOP 9, "Inspection of Constructed Best Management Practices", for more information. The following guidelines summarize the requirements for long-term maintenance of permanent BMPs.

1. Responsibility for maintaining erosion and sediment control devices shall be clearly identified.
2. Erosion and sediment control devices shall be inspected following heavy rainfall events to ensure they are working properly.
3. Erosion control blankets shall be utilized when seeding slopes.
4. Vegetated and wooded buffers shall be protected, and left undisturbed to the extent possible.
5. Runoff shall not be diverted into a sensitive area unless this has been specifically approved.
6. Sedimentation basins shall be cleaned out once sediment reaches 50% of the basin's design capacity.
7. Snow shall not be plowed into, or stored within, retention basins, rain gardens, or other BMPs.



8. Easements and service routes shall be maintained, to enable maintenance equipment to access BMPs for regular cleaning.

Related Standard Operating Procedures

1. SOP 5, Construction Site Inspection
2. SOP 8, Inspection of Constructed Best Management Practices



FUEL DELIVERY FORM
CITY OF OPA LOCKA

Date: _____

Time of Arrival: _____

Time of Departure: _____

Truck Number: _____

Name of Truck Driver: _____

Name of City Employee: _____

BEFORE UNLOADING:

Is all spill response equipment and personal protective equipment in place?

Yes ☐ No ☐

In the case of bulk fuel delivery, does tank capacity exceed the amount of delivery?

Yes ☐ No ☐ N/A ☐

In the case of drum fuel delivery, are all drums free of leaks and punctures?

Yes ☐ No ☐ N/A ☐

COMMENCE UNLOADING. REMAIN WITH VEHICLE AT ALL TIMES.**AFTER UNLOADING IS COMPLETE:**

Have all fuel containers, including the vehicle, been inspected for leaks?

Yes ☐ No ☐

Has the ground at the unloading point been inspected for evidence of leaks?

Yes ☐ No ☐

If there are any leaks or spills, has the material been properly cleaned?

Yes ☐ No ☐

Has the correct amount of fuel been delivered?

Yes ☐ No ☐

Has a receipt been collected?

Yes ☐ No ☐

DELIVERY IS COMPLETE.

SOP 7: Fuel and Oil Handling

Introduction

Spills, leaks, and overfilling can occur during handling of fuels and petroleum-based materials, representing a potential source of stormwater pollution, even in small volumes. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees on a variety of ways by which fuels and petroleum-based materials can be delivered, as well as steps to be taken when petroleum products (such as waste oil) are loaded onto vehicles for offsite disposal or recycling. Delivery, unloading, and loading of waste oils are hereafter referred to as “handling.” Attached is a fuel delivery form checklist.

The city undertakes various procedures and precautions in handling fuel and oil.

Procedures

The City of Opa Locka will implement the following fuel and oil handling procedures to help reduce the discharge of pollutants from the MS4:

General Guidelines

For all manners of fuel and oil handling described below, a member of the facility’s Pollution Prevention Team (if the facility has a SWPPP) or another knowledgeable person familiar with the facility should be present during handling procedures. This person should ensure that the following are observed:

- There is no smoking while fuel handling is in process or underway.
- Sources of flame are kept away while fuel handling is being completed. This includes smoking, lighting matches, carrying any flame, or carrying a lighted cigar, pipe, or cigarette.
- The delivery vehicle’s hand brake is set and wheels are chocked while the activity is being completed.
- Catch basins and drain manholes are adequately protected.
- No tools are to be used that could damage fuel or oil containers or the delivery vehicle.
- No flammable liquid should be unloaded from any motor vehicle while the engine is operating, unless the engine of the motor vehicle is required to be used for the operation of a pump.
- Ensure that local traffic does not interfere with fuel transfer operations. If it does, make appropriate accommodations.
- The attending persons should watch for any leaks or spills:
 - Any small leaks or spills should be immediately stopped, and spilled materials absorbed and disposed of properly. Follow the procedures in SOP 4: Spill Response and Cleanup.
 - In the event of a large spill or one that discharges to surface waters or an engineered storm drain system, the facility representative should activate the facility’s Stormwater Pollution Prevention Plan (SWPPP) and report the incident as specified in the document.

Delivery by Bulk (Tanker) Truck

Procedures for the delivery of bulk fuel should include the following:

- The truck driver should check in with the facility upon arrival.



- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials.
- The facility representative should check to ensure that the amount of delivery does not exceed the available capacity of the tank.
 - A level gauge can be used to verify the level in the tank.
 - If a level gauge is not functioning or is not present on the tank, the tank should be stick tested prior to filling.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- The truck driver and the facility representative should inspect all visible lines, connections, and valves for leaks.
- When delivery is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The delivery vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.
- The facility representative should inspect the fuel tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned and disposed of properly.
- The facility representative should gauge tank levels to ensure that the proper amount of fuel is delivered, and collect a receipt from the truck driver.

Delivery of Drummed Materials

Drummed materials may include motor oil, hydraulic fluid, transmission fluid, or waste oil from another facility (as approved). Procedures for the delivery of drummed materials should include the following:

- The truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials. The facility representative should closely examine the shipment for damaged drums.
 - If damaged drums are found, they should be closely inspected for leaks or punctures.
 - Breached drums should be removed to a dry, well-ventilated area and the contents transferred to other suitable containers.
 - Drums should be disposed of in accordance with all applicable regulations.
- Drummed materials should not be unloaded outdoors during wet weather events.
- The truck driver and the facility representative should both remain with the vehicle during the delivery process.
- Drums should be handled and unloaded carefully to prevent damage.
- Upon completion of unloading, the facility representative should inspect the unloading point and the drums to verify that no leaks have occurred, that any leaked or spilled material has been cleaned up and disposed of properly, and that the unloaded drums are not leaking.
- The facility representative should check to ensure that the proper amount of fuel or other material is delivered, and collect a receipt from the truck driver.

Removal of Waste Oil from the Facility

When waste oil or similar oil products need to be removed from the premises, only haulers certified to transport waste oil should be utilized. Procedures should include the following:

- The disposal truck driver should check in with the facility upon arrival.
- The facility representative should ensure that the appropriate spill cleanup and response equipment and personal protective equipment are readily available and easily accessible. Refer to SOP 4: Spill Response and Cleanup for examples of spill cleanup and response materials. The truck driver and the facility representative should both remain with the vehicle during the tank draining process.
- When draining is complete and the hoses are removed, buckets should be placed underneath connection points to catch drippings.
- The facility representative should inspect the loading point and the tank to verify that no leaks have occurred, or that any leaked or spilled material has been cleaned up and disposed of properly.
- The facility representative should collect a receipt from the truck driver.
- When draining bulk oil tanks:
 - The facility representative should verify that the volume of waste oil in the tank does not exceed the available capacity of the disposal hauler's vehicle.
 - The disposal hauler vehicle should be inspected prior to departure to ensure that the hose is disconnected from the tank.

Employee Training

- Employees who handle or deliver fuel and/or oil are trained ##NUMBER times per year on proper procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Fuel Delivery Checklist

Related Standard Operating Procedures

- SOP 4: Spill Response and Cleanup



Inventory of Structural Stormwater Best Management Practices (BMPs)
CITY OF OPA LOCKA

BMP ID or Description	Location	BMP Type	Inspection Frequency	Date of Last Inspection	Additional Notes



INSPECTION OF BIORETENTION AREAS / RAIN GARDENS|**General Information**

BMP Description	Bioretention Area / Rain Garden		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Inspect for soil erosion and repair	Monthly	Yes ☐ No ☐	
Inspect for invasive species and remove if present	Monthly	Yes ☐ No ☐	
Remove trash	Monthly	Yes ☐ No ☐	
Mulch void areas	Annually	Yes ☐ No ☐	
Remove dead vegetation	Bi-Annually	Yes ☐ No ☐	
Replace dead vegetation	Annually	Yes ☐ No ☐	
Prune	Annually	Yes ☐ No ☐	
Replace all media and vegetation	As Needed	Yes ☐ No ☐	



INSPECTION OF CONSTRUCTED STORMWATER WETLANDS Years 0-3 of Operation

General Information

BMP Description	Constructed Stormwater Wetland		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Inspect for invasive species and remove if present	Monthly	Yes ☐ No ☐	
Replace all media and vegetation	As Needed	Yes ☐ No ☐	

In addition, the following information should be recorded and mapped at least once per year:

- Types and distribution of dominant wetland plants
- Presence and distribution of planted wetland species
- Presence and distribution of invasive species
- Indications other species are replacing planted wetland species
- Percent of standing water that is not vegetated
- Replace all media and vegetation
- Stability of original depth zones and micro-topographic features
- Accumulation of sediment in the forebay and micropool and survival rate of plants



INSPECTION OF CONSTRUCTED STORMWATER WETLANDS

Year 4 - Lifetime of Operation

General Information

BMP Description	Constructed Stormwater Wetland		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Inspect for invasive species and remove if present	Monthly	Yes ☐ No ☐	
Clean forebays	Annually	Yes ☐ No ☐	
Clean sediment in basin/wetland system	Once every 10 years	Yes ☐ No ☐	
Mulch void areas	Annually	Yes ☐ No ☐	
Remove dead vegetation	Bi-Annually	Yes ☐ No ☐	
Replace dead vegetation	Annually	Yes ☐ No ☐	
Prune	Annually	Yes ☐ No ☐	
Replace all media and vegetation	As Needed	Yes ☐ No ☐	



INSPECTION OF EXTENDED DRY DETENTION BASINS

Inspections should be conducted bi-annually, and during and after major storm events.

General Information

BMP Description	Extended Dry Detention Basin		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Examine outlet structure for clogging or high outflow release velocities	Bi-Annually	Yes ☐ No ☐	
Mow upper stage, side slopes, embankment and emergency spillway	Bi-Annually	Yes ☐ No ☐	
Remove trash and debris	Bi-Annually	Yes ☐ No ☐	
Remove sediment from basin	At least once every 5 years	Yes ☐ No ☐	

INSPECTION OF PROPRIETARY MEDIA FILTERS**General Information**

BMP Description	Media Filter		
BMP Location			
Media Type			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Inspect for standing water, trash, sediment and clogging	Bi-Annually (minimum)	Yes ☐ No ☐	
Remove trash and debris	Each Inspection	Yes ☐ No ☐	
Examine to determine if system drains in 72 hours	Annually	Yes ☐ No ☐	
Inspect filtering media for clogging	Per manufacturer's schedule	Yes ☐ No ☐	

INSPECTION OF SAND AND ORGANIC FILTERS

Inspections should be conducted after every major storm event for the first 3 months following completion, then every 6 months thereafter.

General Information

BMP Description	Sand/Organic Filter		
BMP Location			
Media Type			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Remove sediment, trash, and debris	Every 6 months	Yes ☐ No ☐	
Rake sand	Every 6 months	Yes ☐ No ☐	



INSPECTION OF DRY WELLS

Regular inspections should be conducted after every major storm event for the first 3 months following completion, then annually thereafter.

General Information

BMP Description	Dry Well		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe condition of dry well at time of inspection			

After a major storm event, the water depth in the observation well should be measured at 24 and 48 hour intervals and the clearance rate calculated.



INSPECTION OF WET BASINS

Inspections should be conducted after every major storm event for the first 3 months following completion, then biannually thereafter.

General Information

BMP Description	Wet Basin		
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe condition of wet basin at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
Preventative maintenance	Bi-Annually	Yes ☐ No ☐	
Mow/rake buffer area, side slopes and basin bottom	Bi-Annually	Yes ☐ No ☐	
Remove trash, debris and organic matter	Bi-Annually	Yes ☐ No ☐	
Inspect and clean pretreatment devices	Every other month and after every major storm event	Yes ☐ No ☐	



INSPECTION OF OTHER BMP**General Information**

BMP Description			
BMP Location			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			

Specific Information

Maintenance Activity	Maintenance Frequency	Is Status of BMP Satisfactory?	Corrective Action Needed
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	



SOP 8: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)

Introduction

Best Management Practices (BMPs) are policies, procedures and structures designed to reduce stormwater pollution, prevent contaminant discharges to natural water bodies, and reduce stormwater facility maintenance costs. Structural BMPs are permanent site features designed to treat stormwater before infiltrating it to the subsurface or discharging it to a surface water body. Regular inspection and maintenance of structural stormwater BMPs is critical for these engineered systems to function as designed (e.g., provide benefits to water quality, groundwater recharge, and peak flow attenuation).

This Standard Operating Procedure (SOP) provides general inspection and maintenance frequencies and procedures for eight common structural stormwater BMPs, including:

1. Bioretention Areas and Rain Gardens
2. Constructed Stormwater Wetlands
3. Extended Dry Detention Basins
4. Proprietary Media Filters
5. Sand and Organic Filters
6. Wet Basins
7. Dry Wells
8. Infiltration Basins

The Public Works Department is responsible for inspection and maintenance of structural stormwater BMPs and other stormwater infrastructure in the City of Opa Locka. A list of existing structural stormwater BMPs is included in the attachments, along with inspection and maintenance checklists for each type of BMP.

Structural stormwater BMPs will be inspected annually at a minimum. Inspection checklists for each type of structural BMP are provided in the attachments.

Procedures

Bioretention Areas and Rain Gardens

Bioretention areas and rain gardens are shallow depressions filled with sandy soil, topped with a thick layer of mulch, and planted with dense native vegetation. There are two types of bioretention cells:

1. Filtering bioretention area: Areas that are designed solely as an organic filter.
2. Exfiltration bioretention area: Areas that are configured to recharge groundwater in addition to acting as a filter.

Inspection and Maintenance

Regular inspection and maintenance are important to prevent against premature failure of bioretention areas or rain gardens. Regular inspection and maintenance of pretreatment devices and bioretention cells for sediment buildup, structural damage and standing water can extend the life of the soil media.



Maintenance Schedule: Bioretention Areas and Rain Gardens

Activity	Time of Year	Frequency
Inspect for soil erosion and repair	Year round	Monthly
Inspect for invasive species and remove if present	Year round	Monthly
Remove trash	Year round	Monthly
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed

When failure is discovered, excavate the bioretention area, scarify the bottom and sides, replace the filter fabric and soil, replant vegetation, and mulch the surface.

Never store snow within a bioretention area or rain garden. This would prevent the recharge and water quality treatment of ground water.

Constructed Stormwater Wetlands

Constructed stormwater wetlands maximize pollutant removal from stormwater through the use of wetland vegetation uptake, retention, and settling. Constructed storm water wetlands must be used in conjunction with other BMPs, such as sediment forebays.

Inspection and Maintenance

Regular inspection and maintenance are important for the health of constructed stormwater wetlands. They help identify the need for replacement of vegetation and media, detect potentially harmful invasive species, and ensure the overall health of the wetland.

Maintenance Schedule, Constructed Stormwater Wetlands: Years 0-3

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly
Record and Map:	Year round	Annually
Types and distribution of dominant wetland plants	Year round	Bi-annually
Presence and distribution of planted wetland species	Spring	Annually
Presence and distribution of invasive species	Fall and spring	Bi-annually
Indications other species are replacing planted wetland species	Spring	Annually
Percent of standing water that is not vegetated	Spring or fall	Annually
Replace all media and vegetation	Late spring/early summer	As needed
Stability of original depth zones and micro-topographic features		
Accumulation of sediment in the forebay and micropool and survival rate of plants		



Maintenance Schedule, Constructed Stormwater Wetlands: Years 4-Lifetime

Activity	Time of Year	Frequency
Inspect for invasive species and remove if present	Year round	Monthly
Clean forebays	Year round	Annually
Clean sediment in basin/wetland system	Year round	Once every 10 years
Mulch Void Areas	Spring	Annually
Remove dead vegetation	Fall and spring	Bi-annually
Replace dead vegetation	Spring	Annually
Prune	Spring or fall	Annually
Replace all media and vegetation	Late spring/early Summer	As needed

Never store snow within a constructed stormwater wetland. This would prevent required water quality treatment and the recharge of groundwater.

Extended Dry Detention Basins

Extended dry detention basins are designed to control both stormwater quantity and quality. These BMPs are designed to hold stormwater for at least 24 hours, allowing solids to settle and reducing local and downstream flooding. Pretreatment is required to reduce the potential for overflow clogging. The outflow may be designed as either fixed or adjustable. Additional nutrient removal may be achieved by a micropool or shallow marsh.

Inspection and Maintenance

Annual inspection of extended dry detention basins is required to ensure that the basins are operating properly. Potential problems include: erosion within the basin and banks, tree growth on the embankment, damage to the emergency spillway, and sediment accumulation around the outlet. Should any of these problems be encountered, necessary repairs should be made immediately.



Maintenance Schedule: Extended Dry Detention Basins

Activity	Time of Year	Frequency
Inspect basins	Spring and fall	Bi-annually and during and after major storms
Examine outlet structure for clogging or high outflow release velocities	Spring and fall	Bi-annually
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually
Remove trash and debris	Spring	Bi-annually
Remove sediment from basin	Year round	At least once every 5 years

Proprietary Media Filters

Media Filters are designed to reduce total suspended solids and other target pollutants, such as organics, heavy metals, or nutrients – these materials are sorbed onto the filter media, which is contained in a concrete structure. The substrate used as filter media depends on the target pollutants, and may consist of leaf compost, pleated fabric, activated charcoal, perlite, amended sand in combination with perlite, and zeolite. Two types of Media Filters are manufactured: Dry media filters, which are designed to dewater within 72 hours, and wet media filters, which maintain a permanent pool of water as part of the treatment system.

Inspection and Maintenance

Maintenance in accordance with the manufacturer's requirements is necessary to ensure stormwater treatment. Inspection or maintenance of the concrete structure may require OSHA confined space training. Dry media filters are required to dewater in 72 hours, thus preventing mosquito and other insect breeding. Proper maintenance is essential to prevent clogging. Wet media filters require tight fitting seals to keep mosquitoes and other insects from entering and breeding in the permanent pools. Required maintenance includes routine inspection and treatment.

Maintenance Schedule: Proprietary Media Filters

Activity	Time of Year	Frequency
Inspect for standing water, trash, sediment and clogging	Per manufacturer's schedule	Bi-annually (minimum)
Remove trash and debris	N/A	Each inspection
Examine to determine if system drains in 72 hours	Spring, after large storm	Annually
Inspect filtering media for clogging	Per manufacturer's schedule	Per manufacturer's schedule

Sand and Organic Filters

Sand and organic filters, also known as filtration basins, are intended for stormwater quality control rather than quantity control. These filters improve water quality by removing pollutants through a filtering media and settling pollutants on top of the sand bed and/or in a pretreatment basin. Pretreatment is required to prevent filter media from clogging. Runoff from the filters is typically discharged to another BMP for additional treatment.

Inspection and Maintenance

If properly maintained, sand and organic filters have a long life. Maintenance requirements of the filters include raking the sand and removing sediment, trash, and debris from the surface of the BMP. Over time, fine sediments will penetrate deep into the sand requiring replacement of several inches or the entire sand layer. Discolored sand is an indicator of the presence of fine sediments, suggesting that the sand should be replaced.

Maintenance Schedule: Sand and Organic Filters

Activity	Frequency
Inspect filters and remove debris	After every major storm for the first 3 months after construction completion. Every 6 months thereafter.

Wet Basins

Wet basins are intended to treat stormwater quality through the removal of sediments and soluble pollutants. A permanent pool of water allows sediments to settle and removes the soluble pollutants, including some metals and nutrients. Additional dry storage is required to control peak discharges during large storm events. If properly designed and maintained, wet basins can add fire protection, wildlife habitats, and aesthetic values to a property.

Inspection and Maintenance

To ensure proper operation, wet basin outfalls should be inspected for evidence of clogging or excessive outfall releases. Potential problems to investigate include erosion within the basin and banks, damage to the emergency spillway, tree growth on the embankment, sediment accumulation around the outlet, and the emergence of invasive species. Should any of these problems be encountered, perform repairs immediately. An on-site sediment disposal area will reduce sediment removal costs.

Maintenance Schedule: Wet Basins

Activity	Time of Year	Frequency
Inspect wet basins	Spring and/or fall	Annually (Minimum)
Mow upper stage, side slopes, embankment and emergency spillway	Spring through fall	Bi-annually (Minimum)
Remove sediment, trash and debris	Spring through fall	Bi-annually (Minimum)
Remove sediment from basin	Year round	As required, but at least once every 10 years

Dry Wells

Dry wells are used to infiltrate uncontaminated runoff. These BMPs should never be used to infiltrate stormwater or runoff that has the potential to be contaminated with sediment and other pollutants. Dry wells provide groundwater recharge and can reduce the size and cost required of downstream BMPs or storm drains. However, they are only applicable in drainage areas of less than one acre and may experience high failure rates due to clogging.

Inspection and Maintenance

Proper dry well function depends on regular inspection. Clogging has the potential to cause high failure rates. The water depth in the observation well should be measured at 24 and 48 hour intervals after a storm and the clearance rate calculated. The clearance rate is calculated by dividing the drop in water level (inches) by the time elapsed (hours).

Maintenance Schedule: Dry Wells

Activity	Frequency
Inspect dry wells	After every major storm for the first 3 months after construction completion. Annually thereafter.

Infiltration Basins

Infiltration basins are designed to contain stormwater and provide groundwater recharge. Pollution prevention and pretreatment are required to ensure that contaminated stormwater is not infiltrated. Infiltration basins reduce local flooding and preserve the natural water balance of the site. High failure rates, however, often occur due to improper siting, inadequate pretreatment, poor design, and lack of maintenance.

Inspection and Maintenance

Regular maintenance is required to prevent clogging, which results in infiltration basin failure. Clogging may be due to upland sediment erosion, excessive soil compaction, or low spots. Inspections should include signs of differential settlement, cracking, erosion, leakage in the embankments, tree growth on the embankments, riprap condition, sediment accumulation, and turf health.



Maintenance Schedule: Infiltration Basins

Activity	Time of Year	Frequency
Preventative maintenance	Spring and fall	Bi-annually
Inspection	Spring and fall	After every major storm for the first 3 months after construction completion. Bi-annually thereafter and discharges through the high outlet orifice.
Mow/rake buffer area, side slopes and basin bottom	Spring and fall	Bi-annually
Remove trash, debris and organic matter	Spring and fall	Bi-annually

Employee Training

- Employees who perform inspection or maintenance on structural BMPs are trained 2 times per year on proper procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Structural BMP Inventory Template
2. Structural BMP Inspection and Maintenance Checklists



Illicit Discharge Incident Tracking Sheet

Incident ID:			
Responder Information (for Citizen-Reported issues)			
Call Taken By:		Call Date:	
Call Time:		Precipitation (inches) in past 24-48 hours:	
Observer Information			
Date and Time of Observation:		Observed During Regular Maintenance or Inspections? ☐ Yes ☐ No	
Caller Contact Information (optional) or City Employee Information:			
Observation Location: (complete one or more below)			
Latitude and Longitude:			
Stream Address or Outfall #:			
Closest Street Address:			
Nearby Landmark:			
Primary Location Description		Secondary Location Description:	
☐ Stream Corridor (In or adjacent to stream)		☐ Outfall	☐ In-stream Flow ☐ Along Banks
☐ Upland Area (Land not adjacent to stream)		☐ Near Storm Drain	☐ Near other water source (stormwater pond, wetland, ect.):
Narrative description of location:			
Upland Problem Indicator Description			
☐ Dumping		☐ Oil/Solvents/Chemicals ☐ Sewage	
☐ Detergent, suds, etc.		☐ Other: _____	
Stream Corridor Problem Indicator Description			
Odor	☐ None	☐ Sewage	☐ Rancid/Sour ☐ Petroleum (gas)
	☐ Sulfide (rotten eggs); natural gas	☐ Other: Describe in "Narrative" section	
Appearance	☐ "Normal"	☐ Oil Sheen	☐ Cloudy ☐ Foam
	☐ Optical enhancers ☐ Discolored		
	☐ Other: Describe in "Narrative" section		
Floatables	☐ None	☐ Sewage (toilet paper, etc)	☐ Algae ☐ Trash or debris
	☐ Other: Describe in "Narrative" section		
Narrative description of problem indicators:			
Suspected Source (name, personal or vehicle description, license plate #, address, etc.):			



SOP 9: LOCATING ILLICIT DISCHARGES*Introduction*

An “illicit discharge” is any discharge to an engineered storm drain system that is not composed entirely of stormwater unless the discharge is defined as an allowable non-stormwater discharge under the city of Opa Locka MS4 Permit. Illicit discharges may enter the engineered storm drain system through direct or indirect connections, such as: cross-connections of sewer services to engineered storm drain systems; leaking septic systems; intentional discharge of pollutants to catch basins; combined sewer overflows; connected floor drains; and sump pumps connected to the system (under some circumstances). Illicit discharges can contribute high levels of pollutants, such as heavy metals, toxics, oil, grease, solvents, nutrients, and pathogens to receiving streams.

Illicit discharges can be located by several methods, including routine dry weather outfall inspections and catch basin inspections, which are described in detail in SOP 1, “Dry Weather Outfall Inspection” and SOP 3, “Catch Basin Inspection and Cleaning”, respectively, as well as from citizen reports.

This SOP assumes that the city has legal authority (i.e., a bylaw or ordinance) in place, per the requirements of the city of Opa Locka MS4 Permit, to prohibit the connection of non-stormwater discharges into the storm drain system. The authority or department for addressing illicit discharge reports would be clearly identified in the city’s legal authority.

Identifying Illicit Discharges

The following are often indicators of an illicit discharge from stormwater outfall:

1. Foam: indicator of upstream vehicle washing activities, or an illicit discharge.
2. Oil sheen: result of a leak or spill.
3. Cloudiness: indicator of suspended solids such as dust, ash, powdered chemicals and ground up materials.
4. Color or odor: Indicator of raw materials, chemicals, or sewage.
5. Excessive sediment: indicator of disturbed earth or other unpaved areas lacking adequate erosion control measures.
6. Sanitary waste and optical enhancers (fluorescent dyes added to laundry detergent): indicator of the cross-connection of a sewer service.
7. Orange staining: indicator of high mineral concentrations.

Both bacteria and petroleum can create a sheen on the water surface. The source of the sheen can be differentiated by disturbing it, such as with a pole. A sheen caused by oil will remain intact and move in a swirl pattern; a sheen caused by bacteria will separate and appear “blocky”. Bacterial sheen is not a pollutant but should be noted.

Citizen Call in Reports

Reports by residents and other users of a water body can be effective tools in identifying the presence of illicit discharges. Many communities have set up phone hotlines for this purpose, or have provided guidance to local police departments and dispatch centers to manage data reported in this manner. City employees and the general public should receive education to help identify the signs of illicit discharges and should be informed how to report such incidents.

When a call is received about a suspected illicit discharge, the attached IDDE Incident Tracking Sheet shall be used to document appropriate information. Subsequent steps for taking action to trace, document, and eliminate the illicit discharge are described in the following sections.

Potential illicit discharges reported by citizens should be reviewed on an annual basis to locate patterns of illicit discharges, identify high-priority catchments, and evaluate the call-in inspection program.

Tracing Illicit Discharges

Whenever an illicit discharge is suspected, regardless of how it was identified, the attached IDDE Incident Tracking Sheet should be utilized. The Incident Tracking Sheet shall be provided to the appropriate authority (i.e., Board of Health, Department of Public Works, etc.), which shall promptly investigate the reported incident.

If the presence of an illicit discharge is confirmed by the authority, but its source is unidentified, additional procedures to determine the source of the illicit discharge should be completed.

1. Review and consider information collected when illicit discharge was initially identified, for example, the time of day and the weather conditions for the previous 72 hours. Also consider and review past reports or investigations of similar illicit discharges in the area.
2. Obtain storm drain mapping for the area of the reported illicit discharge. If possible, use a tracking system that can be linked to your system map, such as GIS.
3. Document current conditions at the location of the observed illicit discharge point, including odors, water appearance, estimated flow, presence of floatables, and other pertinent information. Photograph relevant evidence.
4. If there continues to be evidence of the illicit discharge, collect water quality data using the methods described in SOP 13, "Water Quality Screening in the Field". This may include using field test kits or instrumentation, or collecting analytical samples for full laboratory analysis.
5. Move upstream from the point of observation to identify the source of the discharge, using the system mapping to determine infrastructure, tributary pipes, and drainage areas that contribute. At each point, survey the general area and surrounding properties to identify potential sources of the illicit discharge. Document observations at each point on the IDDE Incident Tracking Sheet as well as with photographs.
6. Continue this process until the illicit discharge is no longer observed, which will define the boundaries of the likely source. For example if the illicit discharge is present in catch basin 137 but not the next upstream catch basin, 138, the source of the illicit discharge is between these two structures.

If the source of the illicit discharge could not be determined by this survey, consider using dye testing, smoke testing, or closed-circuit television inspection (CCTV) to locate the illicit discharge.

Dye Testing

Dye testing is used to confirm a suspected illicit connection to a storm drain system. Prior to testing, permission to access the site should be obtained. Dye is discharged into the suspected fixture, and nearby storm drain structures and sanitary sewer manholes observed for presence of the dye. Each fixture, such as sinks, toilets, and sump pumps, should be tested separately. A third-party contractor may be required to perform this testing activity.

Smoke Testing

Smoke testing is a useful method of locating the source of illicit discharges when there is no obvious potential source. Smoke testing is an appropriate tracing technique for short sections of pipe and for pipes with small diameters. Smoke added to the storm drain system will emerge in connected locations. A third-party contractor may be required to perform this testing activity.

Closed Circuit Television Inspection (CCTV)

Televised video inspection can be used to locate illicit connections and infiltration from sanitary sewers. In CCTV, cameras are used to record the interior of the storm drain pipes. They can be manually pushed with a stiff cable or guided remotely on treads or wheels. A third-party contractor may be required to perform this testing activity.

If the source is located, follow steps for removing the illicit discharge. Document repairs, new sanitary sewer connections, and other corrective actions required to accomplish this objective. If the source still cannot be located, add the pipe segment to a future inspection program.

This process is demonstrated visually on the last page of this SOP.

Removing Illicit Discharges

Proper removal of an illicit discharge will ensure it does not recur. Refer to Table SOP 10-1, attached for, for examples of the notification process.

In any scenario, conduct a follow up inspection to confirm that the illicit discharge has been removed. Suspend access to the storm drain system if an “imminent and substantial danger” exists or if there is a threat of serious physical harm to humans or the environment.

Attachments

1. Illicit Discharge Incident Tracking Sheet

Related Standard Operating Procedures

1. SOP 1: Dry Weather Outfall Inspection



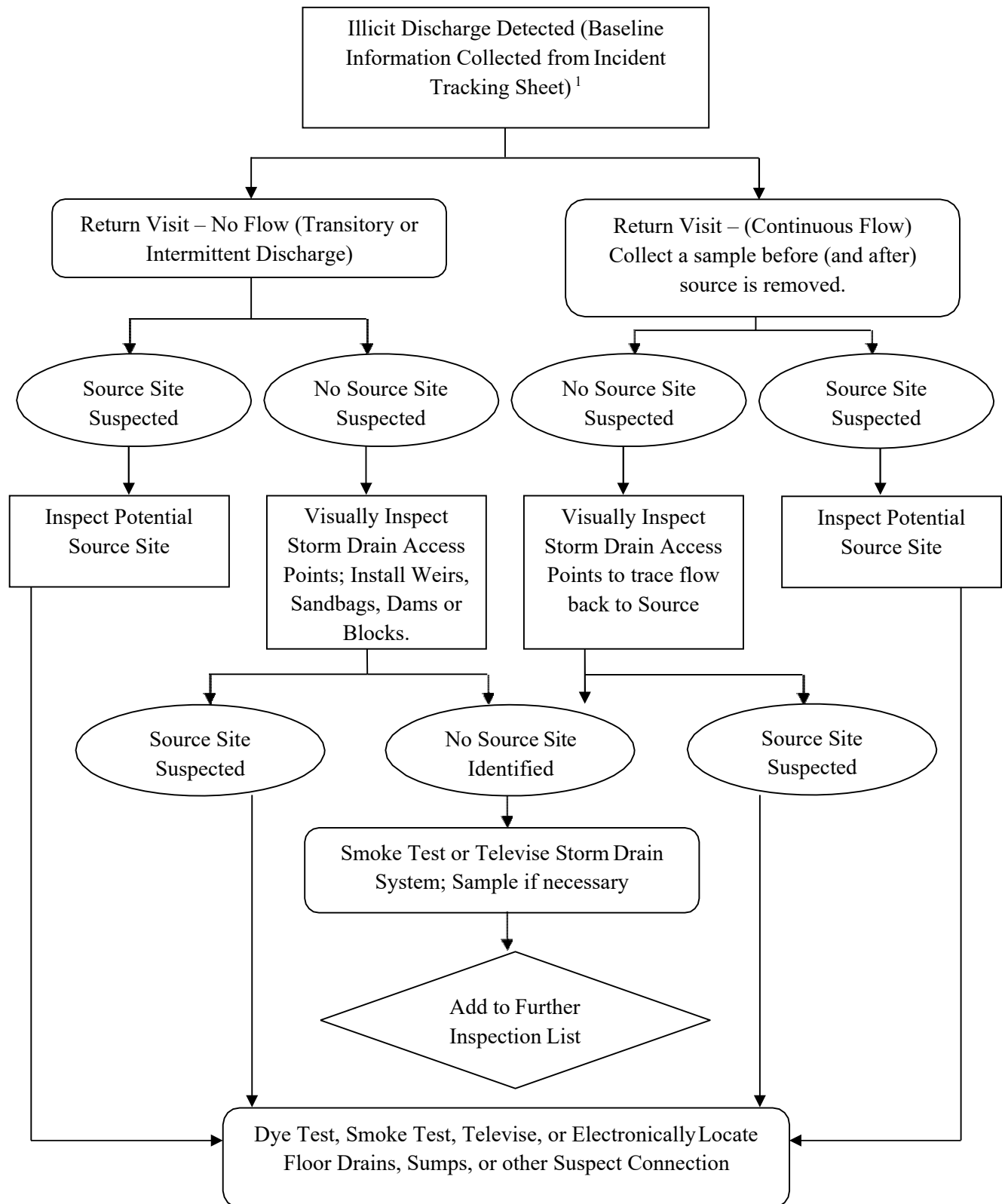
2. SOP 2: Wet Weather Outfall Inspection
3. SOP 3: Catch Basin Inspection
4. SOP 12: Using Field Test Kits For Outfall Screening
5. SOP 14: Private Drainage Connections

Table SOP 9-1

**Notification and Removal Procedures for Illicit Discharges
into the City Separate Storm Sewer System**

Financially Responsible	Source Identified	Enforcement Authority	Procedure to Follow
Private Property Owner	One-time illicit discharge (e.g. spill, dumping, etc.)	Ordinance enforcement authority (e.g. Code Enforcement Officer)	• Contact Owner • Issue Notice of Violation • Issue fine
Private Property Owner	Intermittent or continuous illicit discharge from legal connection	Ordinance enforcement authority (e.g. Code Enforcement Officer)	• Contact Owner • Issue Notice of Violation • Determine schedule for removal • Confirm removal
Private Property Owner	Intermittent or continuous illicit discharge from illegal connection or indirect (e.g. infiltration or failed septic)	Plumbing Inspector or ordinance enforcement authority	• Notify plumbing inspector
City	Intermittent or continuous illicit discharge from illegal connection or indirect (e.g. failed sewer line)	Ordinance enforcement authority (e.g. Code Enforcement Officer)	• Issue work order • Schedule removal • Remove connection • Confirm removal
Exempt 3 rd Party	Any	USEPA	• Notify exempt third party and USEPA of illicit discharge





SOP 10: OIL/WATER SEPARATOR (OWS) MAINTENANCE

Oil/water separators (OWS), also known as gas/oil separators, are structural devices intended to provide pretreatment of floor drain water from industrial and garage facilities. An OWS allows oils (and substances lighter than water) to be intercepted and be removed for disposal before entering the sanitary sewer system. Substances heavier than water settle into sludge at the bottom of the unit. The remaining water passes through the unit into the sanitary sewer system.

OWS units are generally required where petroleum-based products, wastes containing petroleum, or oily and/or flammable materials are used, produced, or stored. OWS units should not be used to manage stormwater or flow from vehicle washing facilities. High flow rates through an OWS will reduce the structure's ability to separate materials. Detergents and solvents can emulsify oil and grease, allowing the particles to enter the sewer, so these should not be disposed of in drains entering the OWS.

General OWS Maintenance Requirements

1. Each OWS at a facility may receive different materials in different quantities, so the cleanout schedule may not be the same for every OWS at a facility.
2. Employees performing inspections of an OWS must be properly trained and be familiar with the maintenance of that specific structure, since function can vary based on design. Third-party firms may be utilized to perform quarterly inspections.
3. Do not drain petroleum, oil, or lubricants directly to an OWS. The structures are designed to manage these materials at low and medium concentrations in sanitary sewage, not as slug loads.
4. Do not drain antifreeze, degreasers, detergents, fuels, alcohols, solvents, coolant, or paint to the OWS.
5. Separator compartment covers should be tightly sealed to ensure floor drainage only enters the first compartment of the OWS.
6. Drains should be kept free of debris and sediment to the maximum extent practicable.
7. Spill cleanup materials should be maintained in the area served by the OWS. For more information on spill cleanup and response materials, refer to SOP 4, "Spill Response and Cleanup Procedures".

OWS Inspection Procedures

Daily inspection of an OWS should include a visual examination of the area served by the OWS for evidence of spills or leaks.

Weekly inspections of an OWS should include the following:

1. Visually examine the area served by the OWS for evidence of spills or leaks.
2. Inspect the point of discharge (i.e., sewer manhole) for evidence of petroleum bypassing the OWS.
3. Inspect drains for any signs of unauthorized substances entering the OWS.
4. Examine the OWS for signs of leaks or any malfunction.

Quarterly inspections of an OWS should include the following:

1. Complete tasks noted as appropriate for daily and weekly inspection.
2. Complete the Quarterly OWS Inspection Checklist, attached, during the inspection.
3. Take the following measurements to benchmark function of the OWS:
 - A. Distance from rim of access cover to bottom of structure
 - B. Distance from rim of access cover to top of sludge layer
 - C. Depth of sludge layer ($C = A - B$)
 - D. Distance from rim of access cover to the oil/water interface
 - E. Distance from rim of access cover to the top of the liquid surface
 - F. Depth of oil layer ($F = D - E$)

OWS Cleaning Procedures

Cleaning of the OWS is required when there has been a spill to the OWS that exceeds ten gallons of oil, one gallon of detergent or solvent, or any material prohibited by the owner of the sanitary sewer. Cleaning is also required when the levels of accumulated sludge and/or oil meet the manufacturer's recommended levels for cleaning. This will vary based on the manufacturer of the OWS. If the manufacturer's recommendations are unknown, the following guidelines are appropriate for determining when to clean:

1. When sludge accumulates to 25% of the wetted height of the separator compartment; or
2. When oil accumulates to 5% of the wetted height of the separator compartment; or
3. When 75% of the retention capacity of the OWS is filled.

Cleaning should be performed a minimum of once per year. When cleaning is required, it shall be performed by licensed OWS maintenance companies. Materials removed from the OWS must be disposed of in accordance with FL Hazardous Waste Regulations, Chapter 376.

Documentation of Cleaning and Service

The operator of the premises where the OWS is located shall maintain a log describing the date and type of all inspections, service and maintenance performed in connection with the Separator. Documentation shall include the identity of the inspector (or the identity of the person or entity that performed the service and/or maintenance). Records shall also document the amount of residue removed from the OWS each time it was cleaned, and how removed materials were disposed. This documentation shall be maintained for a minimum of six years.

Attachments

1. Quarterly OWS Inspection Checklist

Related Standard Operating Procedures

1. SOP 4, Spill Response and Cleanup Procedures

SOP 11: Storage and Use of Pesticides and Fertilizer

Introduction

The use and improper storage of pesticides, herbicides, and fertilizers can contribute to the discharge of nutrients and toxic compounds to the city storm drainage system and surface waters. The goal of this Standard Operating Procedure (SOP) is to provide guidance on city employees on proper handling and storage of pesticides, herbicides, and fertilizers to prevent the discharge of pollutants from the MS4.

Procedures

Below are procedures for the storage and use of fertilizers, pesticides, and herbicides by city employees. In this section, the term “pesticide” includes products used as herbicides. Refer to SOP 4: Spill Response and Cleanup and SOP 16: Hazardous Materials Storage and Handling for information on and handling spills and hazardous materials.

Storage

- ☐ Store pesticides and fertilizers in high, dry locations in accordance with the manufacturer’s specifications.
- ☐ Store in cool, well-ventilated, and insulated areas to protect against temperature extremes.
- ☐ Store in areas that have been constructed in accordance with local fire codes for storing flammable or combustible materials.
 - ☐ Flammable products should be stored separately from non-flammable products, preferably in a fire-proof cabinet.
 - ☐ Small quantities (less than 500 lbs. or 220 gallons) of pesticides can be stored in cabinets constructed of double-walled 18-gauge sheet metal.
 - ☐ Large quantities (greater than 500 lbs. or 220 gallons) of pesticides can be stored in a prefabricated Hazardous Material Storage building or in a purpose-built storage facility. It is not anticipated that many city facilities will store quantities in excess of 500 lbs. or 220 gallons of pesticides.
 - ☐ Building walls should have a two-hour fire rating and be impervious to the stored materials.
 - ☐ Floors should be watertight, impervious, and provide spill containment.
- ☐ Store materials in an enclosed area or in covered, impervious containment, such as a locked cabinet. The cabinet should be located in a first story room or one that has direct access to the outdoors. Storage areas should be equipped with easily accessible spill cleanup materials and portable firefighting equipment. Regularly inspect storage areas for leaks and spills. Emergency eyewash stations and emergency drench showers should be located near the storage area.
- ☐ For pesticides, storage cabinets should be kept locked and the door to the storage area should contain a weather proof sign that warns of the existence and danger of the pesticides inside. The door should be kept locked. The sign should be visible at a distance of 25 feet and should read as follows:



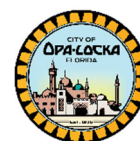
DANGER
PESTICIDE STORAGE AREA
ALL UNAUTHORIZED PERSONS KEEP OUTKEEP
DOORS LOCKED WHEN NOT IN USE

The sign should be posted in both English and any other language used by maintenance workers.

- ☐ Pesticides should not be stored in the same place as ammonium nitrate fertilizer.
- ☐ Separate pesticides and fertilizers from other chemical storage and other flammable materials.
- ☐ Label all containers with date of purchase. Clearly label all secondary containers. Use older materials first.
- ☐ Order for delivery as close to the time of use as possible to reduce the amount of chemicals stored at the facility.
- ☐ Order only the amount of materials needed in order to minimize excess or obsolete materials, which require storage and disposal.
- ☐ Never leave unlabeled or unstable pesticides and fertilizers in uncontrolled locations.
- ☐ Maintain a current written inventory of all pesticides and fertilizers at the storage site.
- ☐ Ensure that contaminated waste materials are kept in designated containers and stored in labeled, designated, covered, and contained areas.
- ☐ Dispose of excess or obsolete pesticides/fertilizers and associated waste materials in accordance with the manufacturer's specification and all applicable regulations.

Use and Application of Fertilizers

- ☐ All fertilizer products manufactured or distributed in the State of Florida must be registered with the Department of Agricultural Resources.
- ☐ Perform soil testing before choosing a fertilizer. The quantity of available nutrients already present in the soil will determine the type and amount of fertilizer that is recommended. The soil test will also determine the soil pH, humic matter, texture, and exchangeable acidity, which will indicate whether pH adjustment is required for fertilizer to work efficiently. A soil test should be completed at each facility, as soil type can vary widely within a single community.
 - ☐ Soil tests are recommended every 3-4 years for turf and plantings (more frequently for problem or newly planted areas) and every year for soil where phosphorus-containing fertilizers are used. Soil pH tests should be conducted every year for all sites.
 - ☐ When collecting soil samples, take multiple samples for each target area at a four-inch depth; mix the samples together in a container and properly label the sample with property information and site use type. Separately sample areas that have discoloration, abnormal plant growth, or other problems. Take the sample at approximately the same time every year. If the area has been fertilized, wait eight weeks after fertilizing to test the soil to ensure nutrients have been absorbed.
- ☐ When selecting the optimal type of fertilizer to use on an area, consider the soil test results, type of turf, and type of turf use. Slow-use fertilizer should be used for turf grass.
- ☐ Calibrate application equipment regularly to ensure proper application and loading rates.
- ☐ Mix fertilizers using clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate the soil.



- ❑ Fertilizers should only be applied by properly trained personnel.
- ❑ Never apply fertilizers in quantities exceeding the manufacturer's instructions. Instead, apply small amounts throughout the growing season.
- ❑ Time fertilizer application methods for maximum plant uptake, usually in the fall and spring (e.g., between April 15 and October 15). When applying at the beginning and end of planting season, take into consideration the slower uptake rate of fertilizer by plants and adjust the fertilizer application accordingly.
- ❑ Never apply fertilizer during a drought, when the soil is dry or frozen, when it is raining, or immediately before expected rain.
- ❑ Fertilizer should be applied when the ground temperature is above 55° F.
- ❑ Apply fertilizers in amounts appropriate for the type of vegetation to minimize losses to surface water and groundwater. Use the results of the soil test to determine optimal fertilizer timing and application rates.
- ❑ Where applicable, till fertilizers into the soil rather than dumping or broadcasting (proper application techniques will depend on the type of soil and vegetation).
- ❑ Do not hose down paved areas after fertilizer application if drainage will enter into an engineered storm drain system or drainage ditch.
- ❑ Limit irrigation after fertilizer application to prevent runoff (approximately ½ inch of water per application for a week following application).
- ❑ Turn off irrigation systems during periods of adequate rainfall.
- ❑ Do not over-apply fertilizer in late fall to "use it up" before winter. The effectiveness of fertilizer does not reduce when stored.
- ❑ If phosphorus fertilizer is used when re-seeding, mix the phosphorus into the root zone. Do not apply directly to the soil surface.
- ❑ Avoid combined products such as "weed and feed," which do not target specific problems at the appropriate time.

Use and Application of Pesticides and Herbicides

The State of Florida has a stringent program for registration of pesticides and certification of those authorized to apply them. Once a pesticide has been approved for use by the USEPA, it must be registered by the Florida Department of Agriculture prior to being distributed, purchased, or used in Florida. Pesticide classification in Florida is based on the potential adverse effects the pesticide may have on humans or the environment. "Restricted Use" pesticides can only be sold by Licensed Dealers to Certified Applicators, while "State Limited Use" pesticides may be restricted to use by certain individuals or require written permission from the Department of Agricultural Resources prior to use. Legal application of pesticides must be performed by an individual licensed or certified by the Florida Department of Agricultural Resources. A Commercial Applicator License is required for applying general use pesticides, and a Commercial Applicator Certification is required for applying restricted and state limited-use products.

Use and Application of Pesticides

- ❑ Pesticides should only be applied by licensed or certified applicators.
- ❑ Calibrate application equipment regularly to ensure proper application and loading rates.
- ❑ Ensure that pesticide application equipment is capable of immediate shutoff in case of emergency.



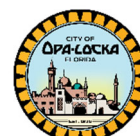
- ☐ Conduct spray applications according to specific label directions and applicable local regulations.
- ☐ Never apply pesticides in quantities exceeding the manufacturer's instructions.
- ☐ Apply pesticides at the life stage when the pest is most vulnerable.
- ☐ Never apply pesticides if it is raining or immediately before expected rain.
- ☐ Establish setback distances from pavement, storm drains, and waterbodies, which act as buffers from pesticide application, with disease-resistant plants and minimal mowing.
- ☐ Do not apply pesticides within 100 feet of open waters or of drainage channels.
- ☐ Spot treat infected areas instead of the entire location.
- ☐ Mix pesticides and clean application equipment under cover in an area where accidental spills will not enter surface water or groundwater and will not contaminate soil.
- ☐ Do not hose down paved areas after pesticide application to a storm drain or drainage ditch.
- ☐ Recycle rinsate from equipment cleaning back into product.
- ☐ Choose the least toxic pesticide that is still capable of reducing the infestation to acceptable levels.
- ☐ Use alternatives to pesticides, such as manual weed control, biological controls, and Integrated Pest Management strategies (learn more at [How to Handle Pesticides | Florida Department of Environmental Protection](#)) For the use of herbicides, reduce seed release of weeds by timing cutting and pesticide application at seed set. Select vegetation and landscaping that is low-maintenance in order to tolerate low levels of weeds without interfering with aesthetics.

Employee Training

- ☐ Employees who handle pesticides, fertilizers, and herbicides are trained 2 times per year on proper handling and storage procedures.
- ☐ Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- ☐ If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Related Standard Operating Procedures

- ☐ SOP 4: Spill Response and Cleanup
- ☐ SOP 15: Hazardous Materials Storage and Handling



SOP 12: WATER QUALITY SCREENING IN THE FIELD*Introduction*

Outfalls from an engineered storm drain system can be in the form of pipes or ditches. Under current and pending regulations, it is important to inspect and document water quality within the MS4 system under both dry weather and wet weather conditions. SOP 1, “Dry Weather Outfall Inspection” and SOP 2, “Wet Weather Outfall Inspection”, cover the objectives of these activities and how water quality parameters can be collected during both types of inspections. SOP 3, “Catch Basin Inspection and Cleaning”, describes how this operations and maintenance activity can serve as an additional opportunity to collect water quality data.

SOP 2 included detailed information on how to collect discrete analytical samples to be processed by a laboratory. In contrast, this SOP addresses screening-level measurements than can be collected at outfalls, catch basins, receiving waters, or other water bodies. The measurements can be collected with field test kits or with portable meters.

Water quality screening data collected in this manner can feed into an illicit discharge detection and elimination investigation, like the process described in SOP 10, “Locating Illicit Discharges”.

Visual Condition Assessment

SOP 1, SOP 2, and SOP 3 describe a Visual Condition Assessment to collect observations related to the quality of stormwater conveyed by an engineered storm drain system. These observations may include such visual evidence and/or potential pollutants as:

- ☐ Foaming (detergents)
- ☐ Discoloration
- ☐ Evidence of sanitary waste
- ☐ Optical enhancers (fluorescent dyes added to laundry detergent); and
- ☐ Turbidity

If a Visual Condition Assessment indicates the presence of these pollutants, it may be necessary to quantify the extent of each, and gather data on other parameters that cannot be visually observed but can be measured using field kits or meters. These parameters include:

- ☐ Ammonia
- ☐ Chloride (present in treated drinking water but not groundwater)
- ☐ Conductivity
- ☐ Fluoride
- ☐ Hardness
- ☐ pH
- ☐ Potassium



Field Kits and Sampling Methods Available

In recent drafts of new MS4 Permits, U.S. EPA Region 1 has identified several test kits that are acceptable for use in the field, and other regulatory agencies have also completed similar reviews. The following table shows field test kits and portable meters that can be used for screening parameters.

**Table SOP 13-1
Field Measurements, Test Kits, and Instrumentation**

Analyte or Parameter	Instrumentation (Portable meter)	Field Test Kit
Ammonia	CHEMetrics™ V-2000 Colorimeter Hach™ DR/890 Colorimeter Hach™ Pocket Colorimeter™ II	CHEMetrics™ K-1410 CHEMetrics™ K-1510 (series) Hach™ NI-SA Hach™ Ammonia Test Strips
Bacteria	Bacteria field test kits require 24-hour window	
Boron	N/A	Hanna™ HI 38074 Taylor™ K-1541
Chloride	CHEMetrics™ V-2000 Colorimeter Hach™ Pocket Colorimeter™ II LaMotte™ DC1200 Colorimeter	CHEMetrics™ K-2002 through K-2070 Hach™ CDS-DT Hach™ Chloride QuanTab® Test Strips
Color		Hach™ ColorDisc
Conductivity	CHEMetrics™ I-1200	N/A
Detergents (Surfactants)	CHEMetrics™ I-2017	CHEMetrics™ K-9400 and K-9404 Hach™ DE-2
Fluoride	CHEMetrics™ V-2000 Colorimeter Hach™ Pocket Colorimeter™ II	N/A
Hardness	N/A	CHEMetrics™ K-1705 and K-1710 CHEMetrics™ K-4502 through K-4530 Hach™ HA-DT Hach™ Hardness Test Strips
Optical enhancers	Field tests still under development	
pH	CHEMetrics™ I-1000	Hach™ 17J through 17N Hach™ pH Test Strips
Potassium	Horiba™ Cardy C-131	LaMotte™ 3138 KIW
Turbidity	CHEMetrics™ I-1300	N/A



Each field test kit will include instructions specific to that test kit, and most kits are available in configurations that detect different ranges of the parameter. For example, the CHEMetrics™ detergents kit K-9400 shown above detects concentrations of 0 to 3 milligrams per liter (mg/L) while the K-9404 kit detects concentrations of 0 to 1,400 mg/L.

The table below shows values identified by the U.S. EPA and the Center for Watershed Protection as typical screening values for select parameters. These represent the typical concentration (or value) of each parameter expected to be found in stormwater. Screening values that exceed these benchmarks may be indicative of pollution and/or illicit discharges.

Table SOP 13-2
Benchmark Field Measurements for Select Parameters

Analyte or Parameter	Benchmark
Ammonia	>50.0 mg/L
Conductivity	>2,000
Detergents (Surfactants)	> 0.25 mg/L
Fluoride	>0.25 mg/L
pH	<5
Potassium	>20 mg/L

If and when water quality screening samples, whether using field test kits or portable meters, exceed these benchmark concentrations, the inspector should consider collecting analytical samples for laboratory analysis.

Advantages and Disadvantages of Field Testing

Field test kits can be convenient for use as a screening tool, initial purchase costs are low (typically \$0.50 to \$5.00 for the kits included in Table SOP 13-1), and the costs are far less than full analyses at a laboratory. However, some disadvantages of this screening method include:

- ☐ Limited shelf life
- ☐ Labor cost associated with inspector's time
- ☐ Generation of wastes, including glass vials and used reagent
- ☐ Steps and processes for each kit can vary widely, resulting in errors
- ☐ Trained staff are required in order to effectively utilize kits
- ☐ Not all kits are accepted by all regulatory agencies
- ☐ Limited useful detection range

Portable instrumentation such as the colorimeters shown in Table SOP 13-1 have the benefit of providing accurate readings, measure to low detection limits, and can be purchased pre-programmed to measure concentrations of most parameters required. Disadvantages of portable instrumentation include:

- ☐ High initial purchase cost
- ☐ Requirement for ongoing calibration and maintenance
- ☐ Individual probes require periodic replacement
- ☐ Specific storage requirements to maintain calibration
- ☐ Trained staff are required in order to effectively utilize meters

Related Standard Operating Procedures

1. SOP 1, Dry Weather Outfall Inspection
2. SOP 2, Wet Weather Outfall Inspection
3. SOP 3, Catch Basin Cleaning and Inspection
4. SOP 9, Locating Illicit Discharges



SOP 13: CITY VEHICLE WASHING PROCEDURES*Introduction*

Vehicle washing activities can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to an engineered drainage system.

Consistent with the 2003 USEPA NPDES Phase II Small City Separate Storm Sewer System (MS4) Permit, city vehicle washing activities should not discharge pollutants to the MS4 system.

Outdoor Vehicle Washing Procedures

Outdoor washing of city vehicles should be avoided unless wash water is contained in a tight tank or similar structure. Where no alternate wash system is available, and full containment of wash water cannot be achieved, the following procedures shall be followed:

1. Avoid discharge of any wash water directly to a surface water (e.g., stream, pond, drainage swale, etc.)
2. Minimize use of water to the extent practical.
3. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
5. Do not power wash, steam clean or perform engine cleaning or undercarriage cleaning.
6. Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems shall not be used within wellhead protection areas or within other protected resources.
7. Impervious surfaces discharging to engineered storm drain systems shall not discharge directly to a surface water unless treatment is provided. Treatment can include a compost-filled sock designed specifically for removal of petroleum and nutrients, such as the Filtrexx™ FilterSoxx product, or equal. The treatment device shall be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
8. All adjacent engineered storm drain system catch basins shall have a sump. These structures shall be cleaned periodically (refer to SOP 3, "Catch Basin Inspection and Cleaning").
9. Solids and particulate accumulation from the washing area shall be completed through periodic sweeping and/or cleaning.
10. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in SOP 4, "Spill Response and Cleanup Procedures".

Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts shall not be washed outside, without exception.



Indoor Vehicle Washing Procedures

Indoor vehicle washing procedures shall include the following:

1. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
2. Detergents shall not be used in areas where oil/water separators provide pre-treatment of drainage (refer to SOP 11, “Oil/Water Separator Maintenance”, for more information).
3. Floor drains shall be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems shall be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
4. Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent contamination of wash water by motor oils, hydraulic lubricants, greases, etc.
5. Dry clean-up methods, such as sweeping and vacuuming, are recommended within garage facilities. Do not wash down floors and work areas with water.
6. Bring smaller vehicles to commercial washing stations.
7. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in SOP 4, “Spill Response and Cleanup Procedures”.

Heavy Equipment Washing Procedures

Heavy equipment washing procedures shall include the following:

1. Mud and heavy debris removal shall occur on impervious pavement or within a retention area.
2. Maintain these areas with frequent mechanical removal and proper disposal of spoils.
3. All adjacent engineered storm drain system components shall have a sump. These structures shall be cleaned periodically (refer to SOP 3, “Catch Basin Inspection and Cleaning”).
4. Impervious surfaces with engineered storm drain systems shall not discharge directly to a surface water.
5. Floor drains shall be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems shall be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
6. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
7. Detergents shall not be used in areas where oil/water separators provide pre-treatment of drainage (refer to SOP 11, “Oil/Water Separator Maintenance”, for more information).
8. Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Clean up any spills using the procedures described in SOP 4, “Spill Response and Cleanup Procedures”.

Engine Washing and Steam Washing Procedures

Engine and steam washing procedures shall include the following:

1. Do not wash parts outdoors.
2. Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Clean up any spills using the procedures described in SOP 4, “Spill Response and Cleanup Procedures”.
3. Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. Use of a biodegradable, phosphate-free detergent is preferred.
4. Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
5. Recycle clean solutions and rinse water to the extent practicable.
6. Wash water shall discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents shall not be used in areas where oil/water separators provide pre-treatment of drainage (refer to SOP 11, “Oil/Water Separator Maintenance”, for more information).

Related Standard Operating Procedures

1. SOP 3, Catch Basin Inspection and Cleaning
2. SOP 4, Spill Response and Cleanup Procedures
3. SOP 10, Oil/Water Separator Maintenance



SOP 14: PRIVATE DRAINAGE CONNECTIONS*Introduction*

The City of Opa Locka MS4 Permit described a number of non-stormwater discharges to the engineered storm drain system that are considered “allowable”, as long as an individual community has not prohibited the discharge. Allowable non-stormwater discharges to the storm drain system can include the following, per the MS4 Permit (not inclusive):

- ☐ Diverted stream flows;
- ☐ Uncontaminated groundwater infiltration
- ☐ Uncontaminated pumped groundwater;
- ☐ Foundation drains;
- ☐ Water from crawl space pumps;
- ☐ Footing drains; and
- ☐ Flows from riparian habitats and wetlands.

The city of Opa Locka is regulated under the MS4 Permit have approved connection of the above sources to engineered storm drain systems in a variety of ways, ranging from full acceptance to full prohibition of discharges from these sources.

This Standard Operating Procedure intends to provide guidance to the city on how to evaluate non-stormwater discharges to the engineered storm drain system from private connections such as foundation drains (also referred to as perimeter drains), footing drains (similar to foundation drains), non-pumped groundwater infiltration, and other private non-stormwater discharges. Discharges from sump pumps or other pumped groundwater sources are being addressed by a separate Sump Pump Discharge Policy, and are not covered by this Standard Operating Procedure.

Applicability of Private Drainage Connections

Connections of private drainage to the city storm drain system generate two primary concerns. The first concern is the potential for pollution from the connection, such as if subsurface contamination or septic system waste is conveyed via drainage from a foundation drain to the stormwater outfall. The second concern is that system capacity can be reduced because of pipe space occupied by flow from private sources. This results in a decreased capacity for the system to convey stormwater during wet weather events, increasing pipe surcharging and the potential for localized street flooding.

For both of these reasons, this SOP is not intended to encourage connections of private drainage to the engineered storm drain system. Instead, this SOP is to be used as guidance for connecting private drainage in scenarios where property damage may result, where discharge of water to the ground surface would result in a public hazard or nuisance, and where there is no other reasonable alternative for discharge of stormwater from the private property.

The connection of private drainage cannot be used for the discharge of non-stormwater from the site.



Requirements for Connection of Private Drainage

A community may consider connection of private drainage to the engineered storm drain system if all of the following conditions are met.

1. The owner of the private drainage (hereafter referred to as the applicant) accepts responsibility for securing all other permits or approvals for the completion of the work, including any right-of-way process required by the city.
2. The applicant agrees to submit plans for review by the city, showing the location of all proposed work.
3. The applicant agrees to pay for all costs associated with the completion of the work, including but not limited to the costs of land survey, legal reviews, testing, permitting, construction, engineering design, and traffic control.
4. The applicant agrees to compensate the city for the time of its Town Engineer, Code Enforcement Officer, water department (or quasi-city water district), consulting engineer, and/or other official, as required, for their review of the proposed connection plans.
5. The applicant agrees to perform flow metering to determine the volume of discharge that would enter the city system from the property.
6. The applicant agrees to have dye and/or smoke testing performed to confirm that no prohibited fixtures would be connected to the city system from the property (i.e., to document that the connection would not represent an illicit discharge).
7. The applicant agrees to use the same materials specified by the city for construction of the system, and provide a materials list to the city for review and approval in advance of construction. If any pump is to be utilized to convey the drainage, cut sheets on the selected pump shall be provided to the city for review and approval in advance of construction.
8. The applicant's contractor agrees to secure all road opening permits, drainlayer permits, and other construction permits as required by the city.
9. The applicant's discharge is in close proximity to the city system, for example, within 300 linear feet, and the connection to the city system can be completed without impacting other private property or city infrastructure and without significant impact to aboveground assets. Aboveground assets may include trees, fences, stone walls, utility poles, gardens, signs, or other semi-permanent features.
10. The applicant agrees to execute a covenant for the property to reflect the drainage connection, and record this covenant with the Registry of Deeds for the property.
11. The applicant agrees to install a backflow preventer, cleanout, and a shutoff device in such places that all fittings are accessible to the city.
12. The applicant agrees to install an oil/water separator, if required by the city, and provide documentation of maintenance of this device.
13. The applicant agrees to complete confirmation analytical testing of the discharge, with pollutants and laboratory specified by the city. This testing may occur during the initial evaluation phase, and may be required annually or on some other frequency to demonstrate ongoing compliance.
14. The applicant agrees to provide record drawings to the city documenting the location of the discharge, with ties to permanent structures.



15. The applicant agrees to pay any annual review or inspection fees associated with the discharge.

Right of Refusal for New Connections of Private Drainage

The city shall reserve the right to refuse connection of the private drainage to the engineered storm drain system if any of the following can be demonstrated:

1. The city system does not have adequate capacity to manage proposed flow from the connection.
2. The private drainage includes flow from city users or sources.
3. The stormwater outfall that manages flow from the applicant's property discharges to a water body identified as impaired in the most current version of the Integrated List of Waters (i.e., the 303(d) list) or is subject to stringent local controls.
4. The connection would be located within 100 linear feet of a subsurface wastewater disposal system (i.e., septic system).
5. The connection would be located within a public drinking water supply Zone I.
6. The connection would be located within a public drinking water supply Zone II, and the city's water department (or quasi-city water district) has not approved of the connection in writing.
7. Flow conveyed by the discharge would create a safety hazard such as ponding or freezing to vehicular, pedestrian, bicycle or other transportation, or would create erosion or the potential for erosion.
8. The connection jeopardizes public health, safety, or natural resources.
9. The the connection fails to meet the terms and conditions of this SOP.

Existing Connections of Private Drainage

Existing private connections are considered to be a grandfathered, as long as they are used only for discharge of non-stormwater discharges allowed by MS4 Permit. Any modification made to any grandfathered connection shall be subject to the conditions in this SOP.

The city may revoke grandfathered approval if the city determines that any of the nine conditions under "Right of Refusal for New Connections of Private Drainage" become applicable.



SUMP PUMP INSPECTION

Discharge from sump pumps is not always an allowable non-stormwater discharge. As such, the practice of connecting sump pumps to the engineered storm drain system was not fully addressed by the MS4 Permit. It is therefore up to the discretion of the city to determine whether or not a building owner should be permitted to connect a sump pump to the engineered storm drain system.

All sump pumps that have been approved via permit process to tie into the engineered storm drain system should be inspected annually. The inspector has the right to enter and inspect the premises where the sump pump is located, including any tanks, storage areas, or rooms that may discharge or be caused to discharge to the sump pump. The inspector also has the right to sample or monitor any substances or parameters at any location for purposes of assuring compliance with the Sump Pump Drainage Connection Agreement or as otherwise authorized by the Clean Water Act. In addition, the inspector has the right to have access to and copy any records required to be kept under the terms and conditions of the Agreement.

This form shall be used by the inspector to ensure that the sump pump remains in compliance with the current policy.

General Information

Address of Connection			
Make/Model			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	

Compliance Review

Each of the following conditions should be evaluated as "True" during the on-site inspection to demonstrate compliance. If any of the following conditions, as recorded during the inspection, are not satisfied (i.e., if the evaluation is "False"), the sump pump shall be considered to be in violation of the original connection Agreement.

Prior to the Inspection

The inspector shall review the following questions prior to completing the on-site inspection.

Condition	Evaluation	Comment
A covenant for the property to reflect the drainage connection has been recorded at the Registry of Deeds	True ☐ False ☐	
Record drawings documenting the location of the discharge were supplied to the city after construction.	True ☐ False ☐	
If property has an oil/water separator: evidence of annual maintenance of oil/water separator was provided to city in previous period	True ☐ False ☐	
If property was required to complete analytical monitoring: results of analytical testing of discharge provided to city in previous period.	True ☐ False ☐	
Other:		

During the On-Site Inspection

The inspector shall make the following observations during the on-site inspection, and note the results in the table.

Condition	Evaluation	Comment
Sump pump is used for the discharge of stormwater only	True ☐ False ☐	
The discharge, and liquid in the sump, is visibly free of oil or other pollutants.	True ☐ False ☐	
Grey water/black water is not visibly present in the discharge	True ☐ False ☐	
Sediment-laden surface water is not visibly present in the discharge	True ☐ False ☐	
Flow from the connection does not exceed approved flow	True ☐ False ☐	
No prohibited fixtures are connected to the city system from the property	True ☐ False ☐	
The pump presently utilized is the same as the pump approved by the city.	True ☐ False ☐	

(continued)

Condition	Evaluation	Comment
The pump presently utilized is the same as the pump approved by the city.	True ☐ False ☐	
Backflow preventer, cleanout, and shutoff device remain operational and easily accessible to city	True ☐ False ☐	
Other:		

Review of Compliance with Sump Pump Policy

If any of the following conditions is applicable, as recorded during the inspection, the city shall have the right to revoke approval of the sump pump, including grandfathered sump pumps.

☐	There is inadequate capacity of the drainage system to manage flow from the connection.
☐	Private drainage includes flow from industrial users or sources.
☐	Private drainage includes flow from multiple users, systems, or sources.
☐	The connection is located within 100 linear feet of a subsurface wastewater disposal system, such as a septic system.
☐	The stormwater outfall managing the property flow discharges to a water body identified as impaired in the most current of the Integrated List of Waters (303(d) list) or is subject to stringent local controls.
☐	The connection is located within a public drinking water Zone I.
☐	The connection is located in a public drinking water supply Zone II, and the water department or district has not approved of the connection in writing.
☐	Flow conveyed to the discharge creates a safety hazard such as ponding or freezing to vehicular, pedestrian, bicycle, or other transportation, or creates erosion or the potential for erosion.
☐	The connection jeopardizes public health, safety, or natural resources.
☐	The connection fails to meet the terms and conditions of the Agreement.

Non-Compliance Actions

The city shall provide the property owner with written notice of the violation with corrective action to be taken. The property owner shall have thirty days from the receipt of the notice to commence curative action of the violation.

Street Sweeping Log

City of Opa Locka

Date	Operator	Weather Conditions	Streets/Parking Lots Swept	Number of Miles Swept	Volume/Mass of Material Removed	Corrective Action Taken/Recommended



SOP 15: Streets and Parking Lots

Introduction

Regular sweeping of streets and city-owned parking lots is important for maintaining clean and safe roadways. It also plays a vital role in keeping pollutants like sand, trash, and leaves out of the MS4. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees on street and parking lot sweeping procedures and frequencies to reduce the discharge of pollutants to the storm drainage system and receiving waters. If sweeping services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

Streets and city-owned parking lots are swept Twice per Week

Procedures

The City of Opa Locka will implement the following street and parking lot sweeping procedures to reduce the discharge of pollutants from the MS4:

Sweeping Frequency

- All streets should be swept and/or cleaned a minimum of once per year in the spring (with the exception of rural uncurbed roads with no catch basins or high-speed limited-access highways).
- Sweep as soon as possible after heavy rain and following raining season activities such as sanding to capture sand and debris before it is washed into the storm drainage system.
- Consider more frequent sweeping for targeted areas based on pollutant load reduction potential, inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired waters, or other factors.
- For rural uncurbed roadways with no catch basins and limited access highways, the City of Opa Locka will either meet the minimum frequencies above, or develop and implement an inspection, documentation, and targeted sweeping plan outlining reduced frequencies within two (2) years of the effective date of the MS4 Permit and submit such plan with its year-one annual report.
- In accordance with TMDL/IMPAIRED WATER requirements, the City of Opa Locka will conduct more frequent sweeping for city-owned streets and parking lots. Sweeping will be performed in these areas a minimum of two times per year, once in the spring (following raining season activities such as sanding) and at least once (May 1 to October 31; following leaf fall) to reduce runoff to IMPAIRED CATCHMENTS/WATERBODIES. The following streets and parking lots will be targeted: TARGETED STREETS/PARKING LOTS.

- In accordance with MDC TMDL/IMPAIRED WATER requirements, the City of Opa Locka will increase street sweeping frequency in commercial areas, high-density residential areas, or drainage areas with a large amount of impervious area. The following streets will be targeted to reduce runoff to IMPAIRED WATERBODIES OR CATCHMENTS: TARGETED STREETS/PARKING LOTS.
- The City of Opa Locka annual report will include the sweeping schedule developed above to target areas with high pollutant loads.
- In accordance with MDC TMDL/IMPAIRED WATER requirements, the City of Opa Locka will develop a schedule for increased street sweeping frequency to reduce pollutant discharges from areas with high pollutant loads. The following streets and parking lots will be targeted to reduce runoff to IMPAIRED WATERBODIES/CATCHMENTS: TARGETED STREETS/PARKING LOTS.
- The City of Opa Locka annual report will include the street sweeping schedule developed above to target areas with high pollutant loads.

Sweeping Practices

- Street sweeping should be conducted in dry weather. Sweeping should not be conducted during or immediately after rainstorms.
- Dry cleaning methods should be used whenever possible, with the exception of very fine water spray for dust control. Avoid wet cleaning or flushing of the pavement.
- When necessary, enact parking bans to facilitate sweeping on busy streets.
- Sweep in a manner that avoids depositing debris into storm drains.
- Sweeping equipment (mechanical, regenerative air, vacuum filter, tandem sweeping) should be selected depending on the level of debris. Brush alignment, sweeper speed, rotation rate, and sweeping pattern should be set to optimal levels to manage debris.
- Routinely inspect and perform maintenance on sweeping equipment to reduce the potential for leaks. See SOP 20: Operations and Maintenance of city Vehicles and Equipment for more information.

Sweepings Reuse and Disposal

- The reuse of sweepings is recommended by MDC. If street sweepings are reused (e.g., as anti-skid material or fill in parking lots), they should be properly filtered to remove solid waste, such as paper or trash, in accordance with their intended reuse. All reuse and/or disposal of street sweepings will be managed in accordance with current MDC policies and regulations.
- Sweepings intended for reuse can be stored for up to one year in approved temporary storage areas. Storage areas should be protected to prevent erosion and runoff and should be located away from wetland resource areas and buffer zones, surface water, or groundwater.
- Sweepings are classified as solid waste. If not reused, they should be disposed of at solid waste disposal sites.
- The City of Opa Locka will store sweepings intended for reuse at the LOCATION OF STORAGE in accordance with MS4 regulations. Street sweepings will be disposed of at DISPOSAL FACILITY/DISPOSAL METHOD.

Documentation and Reporting

The following information should be documented and included in each annual report:

- Number of miles cleaned or the volume or mass of material removed (refer to the sweeping log in the attachments).

Employee Training

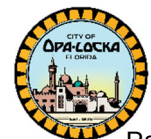
- Employees who perform street and parking lot sweeping are trained 2 times per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Street and Parking Lot Sweeping Log

Related Standard Operating Procedures

1. SOP 20: Operations and Maintenance of city Vehicles and Equipment



SOP 16: Hazardous Materials Storage and Handling

Introduction

A hazardous material is any biological, chemical, or physical material with properties that make it dangerous or potentially harmful to human health or the environment. Hazardous materials can be released to the environment in a variety of ways. When hazardous materials come into contact with rain or snow, the pollutants are washed into the storm sewer system and to surface waterbodies and/or groundwater.

Hazardous materials associated with city facilities and their operations include, but are not limited to, oil, gasoline, antifreeze, fertilizers, pesticides, and de-icing agents and additives.

City owned or managed facilities where hazardous materials are commonly stored and handled include:

- Equipment storage and maintenance yards
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Composting facilities
- Materials storage yards
- city buildings and facilities (e.g., schools, libraries, police and fire departments, town offices, city pools, and parking garages)
- Public works yards
- Solid waste handling and transfer facilities
- Vehicle storage and maintenance yards
- Water and wastewater facilities

Minimizing or eliminating contact of hazardous materials with stormwater can significantly reduce pollution of receiving waters. Proper hazardous material handling and storage also contributes to employee health, an organized workplace, and efficient operations. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees to help prevent stormwater pollution resulting from the handling and storage of hazardous materials. If services are contracted, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The City of Opa Locka undertakes various activities in regards to handling and storing hazardous materials.

Procedures

The City of Opa Locka will implement the following procedures for handling and storing hazardous materials to reduce the discharge of pollutants to the MS4:

Handling, Loading, and Unloading

- Avoid loading/unloading materials in the rain and/or provide cover.
- Retrace areas where materials have been transferred to identify spills. If spills are found, immediately clean them up. Follow procedures in SOP 4: Spill Response and Cleanup.
- Time delivery and handling of materials during favorable weather conditions whenever possible (e.g., avoid receiving loads of sand during windy weather).
- Inspect containers for material compatibility and structural integrity prior to loading/unloading any raw or waste materials.

- Use dry cleanup methods (e.g., squeegee and dust pan, sweeping, and absorbents as last step) rather than hosing down surfaces.

Material Storage

- Confine material storage indoors whenever possible. Plug or disconnect floor drains that lead to the stormwater system.
- Confine outdoor material storage to designated areas that are covered, on impervious surfaces, away from high traffic areas, and outside of drainage pathways.
- Store containers on pallets or equivalent structures to facilitate leak inspection and to prevent contact with wet floors that can cause corrosion. This technique also reduces incidences of container damage by insects and rodents.
- Store materials and waste in materially compatible containment units.
- Keep hazardous materials in their original containers.
- If materials are not in their original containers, clearly label all storage containers with the name of the chemical, the expiration date, and handling instructions.
- Maintain an inventory of all raw and waste materials to identify leakage. Order new materials only when needed.
- Provide secondary containment for storage tanks and drums with sufficient volume to store 110 percent of the volume of the material.
- Provide sufficient aisle space to allow for routine inspections and access for spill cleanup.
- Inspect storage areas for spills or leaks and containment units for corrosion or other failures.

Waste Treatment, Disposal, and Cleanup

- Adopt a regular schedule for the pick-up and disposal of waste materials.
- Recycle leftover materials whenever possible.
- Substitute nonhazardous or less-hazardous materials for hazardous materials whenever possible.
- Protect empty containers from exposure to stormwater and dispose of them regularly to avoid contamination from container residues.

Employee Training

- Employees who handle and use hazardous materials are trained ##NUMBER times per year on these procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Related Standard Operating Procedures

1. SOP 4: Spill Response and Cleanup



SOP 17: Operations and Maintenance of Parks and Open Spaces

Introduction

Parks and open space operations and maintenance activities commonly involve the operation of equipment such as mowers and tractors; disposal of waste from mowing, planting, weeding, raking, pruning, and trash collection; application of pesticides, herbicides, and fertilizers; cleaning and maintenance of park amenities such as play equipment, restrooms, and structures; and snow removal. These activities have the potential to generate contaminants such as sediments and toxic chemicals that may be picked up by rainwater, thereby entering the storm drainage system and receiving waters. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees to reduce the discharge of pollutants from the MS4 and to receiving waters as a result of parks and open space operations and maintenance. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The City of Opa Locka performs a variety of operations and maintenance activities at its city parks and open spaces.

Within two years of the effective date of the MS4 Permit, the City of Opa Locka will create an inventory of all city parks and open spaces and update this inventory annually (refer to the attached inventory template).

Procedures

The City of Opa Locka will implement the following procedures at city parks and open spaces to reduce the discharge of pollutants from the MS4:

General

- Repair damage to landscaped or mulch or vegetated bare areas as soon as possible to prevent erosion. If there are areas of erosion or poor vegetation, repair them as soon as possible, especially if they are within 50 feet of surface water (e.g., pond, lake, or river).
- Remove (sweep or shovel) materials such as soil, mulch, and grass clippings from parking lots, streets, curbs, gutters, sidewalks, and drainage-ways.
- Do not clean up any unidentified or possibly hazardous materials found during maintenance; notify a supervisor immediately.



Maintenance

- Wastewater from power washing signs, structures, or bleachers cannot be discharged into the stormwater system.
- When painting park equipment, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Sweep parking lots with a street sweeper and dispose of street sweepings in designated areas (see SOP 15: Streets and Parking Lots).
- Never wash debris from parking lots into the storm drain.

Mowing

- Remove debris and trash from landscaped areas prior to mowing.
- Collect grass clippings and leaves after mowing. Do not blow or wash them into the street, gutter, or storm drains.
- Properly recycle or dispose of organic waste after mowing, weeding, and trimming.
- Reduce mowing frequencies wherever possible by establishing low/no-mow areas in lesser-used spaces.
- Brush off mowers (reels and decks) and tractors over grassy areas or in contained washout areas.
- Leave clippings on grassy areas or dispose of them in the trash or by composting.
- Do not hose off mowers over paved areas that drain into the MS4 or directly to surface waters.
- Follow proper vehicle and equipment maintenance procedures to prevent leaks (see SOP 21: Operations and Maintenance of City Vehicles and Equipment)
- Do not allow grease from mowers to fall onto areas where they can be washed into the stormwater system.

Irrigation

- Repair broken sprinkler heads as soon as possible.
- Only irrigate at a rate that can infiltrate into the soil to limit run-off.
- Avoid irrigating close to impervious surfaces such as parking lots and sidewalks.

Landscaping

- When establishing new plantings, use alternative landscaping materials, such as drought resistant or native plants to reduce the need for irrigation and extensive application of fertilizers and pesticides.
- Follow proper fueling procedures for all equipment to ensure that petroleum products do not enter the stormwater system (see SOP 7: Fuel and Oil Handling Procedures).
- Fertilizers, herbicides, and pesticides should be properly used, stored, and handled (see SOP 11: Storage and Use of Pesticides and Fertilizer).



Trash Management

- All waste and recycling containers must be leak-tight with tight-fitting lids or covers.
- Place waste and recycling containers indoors or under a roof or overhang whenever possible.
- Clean and sweep up around outdoor waste containers regularly.



- Arrange for waste and recyclables to be picked up regularly and disposed of at approved disposal facilities.
- Do not wash out waste or recycling containers outdoors or in a parking lot.
- Conduct periodic inspections of waste areas to check for leaks and spills.
- Ensure there are enough trash and recycling containers at appropriate areas.
- Monitor waste and recycling containers at heavily-used sites and on holidays to ensure that there is no overflow.
 - The following sites are known to have higher frequency of use or need more frequent inspection to prevent trash overflow: LIST APPLICABLE SITES.

Other Activities

- Provide pet waste stations with bags and trash receptacles where pets are permitted. Post signs describing the proper disposal of pet waste.
- All portable toilets should be staked down in flat, secure locations where they are less likely to be knocked down or blown over. They should be placed in a location that would retain any spillage from washing into the MS4 or receiving waters. Ensure routine maintenance and cleaning of portable toilets.
- Identify undesirable waterfowl congregation areas and take steps to prevent waterfowl droppings from entering the stormwater system or surrounding waterbodies.
 - Take measures to discourage congregation near waterbodies and the storm system (e.g., use strobe lights or reflective tape, establish no-mow zones to reduce available feeding areas, or plant thick vegetation along waterlines). If waterfowl congregation cannot be managed, then isolate the drainage from congregation areas away from the storm system and waterbodies.

Install signage to educate the public on the negative effects of waterfowl feces entering the stormwater system or nearby waterbodies in order to discourage public feeding. Alternatively, enact feeding bans.

Employee Training

- Employees who perform maintenance or other applicable work at city parks and open spaces are retrained 2 times per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Inventory of City Parks and Open Spaces

Related Standard Operating Procedures

- SOP 7: Fuel and Oil Handling Procedures
- SOP 11: Storage and Use of Pesticides and Fertilizer
- SOP 15: Streets and Parking Lots
- SOP 20: Operations and Maintenance of City Vehicles and Equipment



SOP 18: Operations and Maintenance of City Buildings and Facilities

Introduction

City buildings and facilities (schools, city offices, police and fire stations, city pools, parking garages, etc.) often house various chemicals, such as petroleum products and hazardous materials. As a result, these buildings and facilities are potential sources of pollutant discharges to the storm drainage system. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees on the use, storage, and disposal of chemicals and other stormwater pollutants to reduce the discharge of pollutants from the MS4. If services are contracted, this SOP should be provided to the contractor. The contract should specify that the contractor is responsible for compliance with all applicable laws.

The City of Opa Locka performs a variety of operations and maintenance activities at its city owned and operated buildings.

Within two years of the effective date of the MS4 Permit, the city of Opa Locka will create an inventory of all city buildings and facilities and update this inventory annually (refer to the attached buildings and facilities inventory sheet).

Procedures

The City of Opa Locka will implement the following procedures for city owned or operated buildings and facilities to reduce the discharge of pollutants from the MS4:

Handling, Storage, Transfer, and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at city facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material. If using an open-top roll-off dumpster, cover it and tie it down with a tarp unless adding materials.
- Place waste or recycling receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Do not locate dumpsters over or adjacent to catch basins.
- Prior to transporting the waste, trash, or recycling, ensure that containers are not leaking (double bag if needed) and properly secure containers to the vehicle.
- Clean and sweep up around outdoor waste containers regularly.



- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container (see SOP 17: Hazardous Materials Storage and Handling).
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In dumpster areas, regularly pick up surrounding trash and debris and regularly sweep the area.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks. Regularly sweep the area.

Building Maintenance

- When power washing buildings and facilities, ensure that the wash water does not flow into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted up gradient of them.
- When painting, use a drop cloth and clean up any spills immediately.
- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Do not discharge chlorinated pool water into the stormwater system. Water must be properly dechlorinated and tested before it is discharged.
- Streets and parking lots surrounding city buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.
- Streets and parking lots around buildings and facilities will be swept in accordance with the procedures in SOP 16: Streets and Parking Lots.

Storage of Petroleum Products and Potential Pollutants

- Floor drains in storage areas should be disconnected from the stormwater system.
- Routinely inspect buildings and facilities for areas of potential leaks.
- For storage and handling procedures of petroleum products and potential pollutants, refer to SOP 17: Hazardous Materials Storage and Handling and SOP 7: Fuel and Oil Handling Procedures.
- For storage and handling procedures for fertilizers, pesticides, and herbicides, refer to SOP 12: Fertilizers, Pesticides, and Herbicides.
- All city buildings and facilities should be periodically inspected to address potential pollutant sources (e.g., leaks).



Spill Prevention Plan

- Spill prevention plans such as Spill Prevention Control and Countermeasure (SPCC) Plans should be in place where applicable, based on inventories of material storage and potential pollutants. Coordinate with the local fire department if necessary.
- Spill SOPs are outlined in SOP 4: Spill Response and Cleanup.

Employee Training

- Employees who perform maintenance or other applicable work at city buildings and facilities are trained 2 times per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Inventory of City Buildings and Facilities

Related Standard Operating Procedures

1. SOP 4: Spill Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 11: Storage and Use of Pesticides and Fertilizer
4. SOP 15: Streets and Parking Lots
5. SOP 16: Hazardous Material Storage and Handling



Inventory of Municipal Buildings and Facilities
City of Opa Locka

Name of Building/Facility	Location	Manager/Contact – Name, Position, Department, Phone Number	Potential Stormwater Pollutant Sources (e.g., trash containers, fertilizers, fuel)



SOP 19: Operations and Maintenance of City Vehicles and Equipment

Introduction

Regular maintenance of both city and contracted vehicles and heavy equipment not only prolongs the life of city assets but also helps reduce the potential for leaking of fluids associated with normal wear and tear. Potential pollutants include fuels, oil, antifreeze, brake fluid, solvents, and battery acid. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to city employees to help reduce the discharge of pollutants from the MS4 as a result of leaks from vehicles and equipment. If services are contracted with respect to vehicles and equipment, this SOP should be provided to the contractor. The contract should also specify that the contractor is responsible for compliance with all applicable laws.

The City of Opa Locka undertakes various procedures regarding its city vehicles and equipment.

Within two years of the effective date of the MS4 Permit, the City of Opa Locka will create an inventory of all city vehicles and equipment and update this inventory annually (refer to the attached vehicles and equipment inventory template).

Procedures

The City of Opa Locka will implement the following procedures for city-owned and operated vehicles and equipment to reduce the discharge of pollutants from the MS4:

Vehicle and Equipment Maintenance

Vehicle Storage

- Monitor vehicles and equipment for leaks and use drip pans as needed until repairs can be performed.
- When drip pans are used, avoid overtopping.
- Drain fluids from leaking or wrecked vehicles and parts as soon as possible. Dispose of fluids properly.
- Store and park vehicles on impervious surfaces and/or undercover or indoors whenever possible.

Vehicle Maintenance

- Conduct routine inspections of heavy equipment and vehicles to proactively identify maintenance needs or potential leaks.
- Perform routine preventive maintenance to ensure heavy equipment and vehicles are operating optimally.
- Recycle or dispose of waste properly and promptly.
- Sweep and pick up trash and debris as needed.



- Do not dump any liquids or other materials outside, especially near or in storm drains or ditches.

Body Repair and Painting

- Conduct all body repair and painting work indoors.
- Minimize waste from paints and thinners. Calculate paint needs based on surface area.
- Use dry cleanup methods (vacuum, sweep) to clean up metal filings and dust and paint chips from grinding, shaving and sanding. Sweep debris from wet sanding after allowing it to dry overnight on the shop floor. Dispose of waste properly; never dump waste into storm or sanitary sewers.
- Use sanding tools equipped with vacuum capability to pick up debris and dust.

Fueling

- Fueling areas owned or operated by the city should be covered.
- Fueling areas should be evaluated to ensure that pollutants (e.g., gasoline or oil) do not enter the MS4. Follow the procedures in SOP 7: Fuel and Oil Handling.

Material Management

- Store materials and waste in labeled containers under cover and in secondary containment.
- Chemicals should not be combined in containers.
- Hazardous waste must be labeled and stored according to hazardous waste regulations. Follow the procedures in SOP 17: Hazardous Materials Storage and Handling.
- Carefully transfer collected fluids from containers into designated storage areas as soon as possible.
- Store new and used batteries securely to avoid breakage. Store indoors or in secondary containment to contain potential acid leaks. Recycle used batteries.
- Conduct periodic inspections of storage areas to detect possible leaks.
- Do not wash or hose down storage areas unless there is prior approval to collect and discharge the water into the sanitary sewer. Use dry cleanup methods whenever possible.
- Keep lids on containers. Store them indoors or under cover to reduce exposure to rain.
- Inspect and maintain all pretreatment equipment, including interceptors, according to the manufacturer's maintenance schedule and at least once per year.
- Proper spill protocol should be followed to prevent chemicals from entering the stormwater system. Follow the procedures in SOP 4: Spill Response and Cleanup.

Parts Cleaning

- Use designated areas for engine, parts, or radiator cleaning. Do not wash or rinse parts outdoors. If parts cleaning equipment is not available then capture parts cleaning fluids.
- Recycle cleaning solution. Never discharge waste to the sanitary sewer or storm sewer.
- Use steam cleaning or pressure washing of parts instead of solvent cleaning. Cleaning equipment must be connected to an oil/water interceptor prior entering the sanitary sewer.
- When using solvents for cleaning, drain parts over the solvent tank to avoid drips to the floor. Catch excess solutions and divert them back to tank. Allow parts to dry over the hot tank.



Vehicle and Equipment Washing

Vehicle washing can result in the discharge of nutrients, sediment, petroleum products, and other contaminants to a surface water body or to a stormwater system. The MS4 Permit does not authorize the discharge of city vehicle washing byproducts into the MS4.

Outdoor Vehicle Washing Procedures

Outdoor washing of city vehicles should be avoided unless wash water is contained in a tight tank or similar structure. Where no alternative wash system is available, and full containment of wash water cannot be achieved, adhere to the following procedures:

- Avoid discharge of any wash water directly to the storm drainage system or surface water (e.g., stream, pond, or drainage swale)
- Minimize the use of water to the extent practicable.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Do not use solvents except in dedicated solvent parts washer systems or in areas not connected to a sanitary sewer.
- Do not power wash, steam clean, or perform engine or undercarriage cleaning.
- Grassy and pervious (porous) surfaces may be used to promote direct infiltration of wash water, providing treatment before recharging groundwater and minimizing runoff to an adjacent stormwater system. Pervious surfaces or other infiltration-based systems should not be used within wellhead protection areas or within other protected resources.
- Impervious surfaces discharging to the storm drainage system should not discharge directly to a surface water unless treatment is provided. The treatment device should be positioned such that all drainage must flow through the device, preventing bypassing or short-circuiting.
- Periodic sweeping and/or cleaning should be completed to prevent accumulation from forming on the washing area.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP 4: Spill Response and Cleanup.
- Heavily soiled vehicles or vehicles dirtied from salting or snow removal efforts should follow the SOPs in the “Heavy Equipment Washing Procedures” below.

Indoor Vehicle Washing Procedures

- Vehicles and equipment should be washed inside whenever possible to reduce runoff to the stormwater system.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface water bodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Designate separate areas for routine maintenance and vehicle cleaning. This helps prevent



contamination of wash water by motor oils, hydraulic lubricants, greases, or other chemicals.

- Dry cleanup methods are recommended within garage facilities. Do not wash down floors and work areas with water.
- Bring smaller vehicles to commercial washing stations.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP 4: Spill Response and Cleanup.

Heavy Equipment Washing Procedures

- Mud and heavy debris removal should occur on impervious surfaces or within a retention area.
- Maintain these areas with frequent mechanical removal and proper disposal of waste.
- Impervious surfaces with engineered storm drain systems should not discharge directly to a surface water.
- Floor drains should be connected to a sanitary sewer or tight tank. Floor drains discharging to adjacent surface waterbodies or engineered storm drain systems should be permanently plugged or otherwise abandoned before any vehicle wash activities are completed.
- Where the use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of biodegradable, phosphate-free detergent is preferred.
- Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.
- Maintain absorbent pads and drip pans to capture and collect spills or noticeable leaks observed during washing activities. Follow the procedures in SOP 4: Spill Response and Cleanup.

Engine and Steam Washing Procedures

- Do not wash parts outdoors.
- Maintain drip pans and smaller containers to contain motor oils, hydraulic lubricants, greases, etc. and to capture and collect spills or noticeable leaks observed during washing activities, to the extent practicable. Follow the procedures in SOP 4: Spill Response and Cleanup.
- Where use of detergent cannot be avoided, use products that do not contain regulated contaminants. The use of a biodegradable, phosphate-free detergent is preferred.
- Avoid cleaning with solvents except in dedicated solvent parts washer systems. Make use of pressure washing and steam cleaning.
- Recycle clean solutions and rinse water to the extent practicable.
- Wash water should discharge to a tight tank or a sanitary sewer via an oil/water separator. Detergents should not be used in areas where oil/water separators provide pre-treatment of drainage.

Employee Training

- Employees who perform work on/with city vehicles or equipment are trained 1 time per year on these procedures and the proper operation of related equipment.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.



Attachments

1. Inventory of City Vehicles and Equipment

Related Standard Operating Procedures

1. SOP 4: Spill Response and Cleanup
2. SOP 7: Fuel and Oil Handling
3. SOP 16: Hazardous Material Storage and Handling



SOP 20: Construction Site Stormwater Runoff Control

Introduction

Construction sites that lack adequate stormwater controls can contribute a significant amount of sediment to nearby bodies of water. This Standard Operating Procedure (SOP) describes procedures for evaluating compliance of stormwater controls at construction sites to minimize or eliminate erosion and sediment transport.

These procedures address Minimum Control Measure 4, Construction Site Stormwater Runoff Control, by documenting the processes that the City of Opa Locka will use for inspection and enforcement of sediment and erosion control measures and review, inspection and enforcement of site plans. These procedures are part of City's Construction Site Stormwater Runoff Control Program.

In addition to the inspection and enforcement procedures detailed in this program it is important to note that construction site operators within the MS4 jurisdiction are required to control construction wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes. These wastes may not be discharged to the MS4.

Attached are erosion and sediment control inspection and construction site inspection forms.

Procedures: Site Inspection and Enforcement of Sediment and Erosion Control Measures

The Public Works Department performs routine inspections of sediment and erosion control measures for construction activities that result in a land disturbance of greater than or equal to one acre within the regulated area and construction activities that disturb less than one acre when that disturbance is part of a larger common plan of development or sale that would disturb one or more acres. Under the City

BY LAW, the Public Works Department has the authority to enforce sediment and erosion control procedures and/or impose sanctions to ensure compliance when necessary.

Controlling Erosion and Sediment on Construction Sites

During the construction phase, it is important to inspect active sites regularly to ensure that practices are consistent with approved site plans and the site's Stormwater Pollution Prevention Plan (SWPPP) or other document, as required by the city's legal authority. The following guidelines apply:

- Active construction sites should be inspected bi-weekly or monthly to check the status of erosion and sedimentation controls. Inspections should also be conducted after incidents of heavy rainfall (0.25 inches or more in 24 hours).
- Erosion and sediment control features should be constructed before initiating activities that remove vegetated cover or otherwise disturb the site. These should be installed consistent with the approved site plans and with manufacturer's instructions.
- Erosion and sediment control devices should be inspected by the contractor regularly, and



maintained as needed to ensure function.

- In the SWPPP or other document, the contractor should clearly identify the party responsible for maintaining erosion and sediment control devices.
- Existing vegetation should be maintained on site as long as possible.
- Construction should proceed progressively on the site in order to minimize exposed soil, and disturbed areas should be restored as soon as possible after work has been completed.
- Stockpiles should be stabilized by seeding or mulching if they are to remain for more than two weeks.
- Disturbed areas should be protected from stormwater runoff by using protective Best Management Practices (BMPs).
- Clean water should be diverted away from disturbed areas on construction sites to prevent erosion and sedimentation.
- Sediment traps and sediment barriers should be cleaned out regularly to reduce clogging and maintain design function.
- Vegetated and wooded buffers should be protected.
- Soils should be stabilized by mulching and/or seeding when they would be exposed for more than one week during the dry season, or more than two days during the rainy season.
- Vegetation should be allowed to establish before introducing flows to channels.
- Regular light watering should be used for dust control, as this is more effective than infrequent heavy watering.
- Excessive soil compaction with heavy machinery should be avoided, to the extent possible.
- Construction activities during months with higher runoff rates should be limited, to the extent possible.

Controlling Erosion and Sediment by Proper Maintenance of Permanent BMPs

Many construction phase BMPs can be integrated into the final site design, but ongoing inspection and maintenance are required to ensure long-term function of any permanent BMP. Refer to SOP 9: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs) for more information. The following guidelines summarize the requirements for long-term maintenance of permanent BMPs:

- Responsibility for maintaining erosion and sediment control devices should be clearly identified.
- Erosion and sediment control devices should be inspected following heavy rainfall events to ensure they are working properly.
- Erosion control blankets should be utilized when seeding slopes.
- Vegetated and wooded buffers should be protected, and left undisturbed to the extent possible.
- Runoff should not be diverted into a sensitive area unless this has been specifically approved.
- Sedimentation basins should be cleaned out once sediment reaches 50% of the basin's design capacity.
- Snow should not be plowed into, or stored within, retention basins, rain gardens, or other BMPs.
- Easements and service routes should be maintained, to enable maintenance equipment to access BMPs for regular cleaning.



Inspection Procedures

Construction sites will be inspected to ensure that sediment and erosion control measures are in place consistent with approved site plans. Inspections will be conducted by the Public Work Department or a qualified member of the site crew. Inspections will be conducted in accordance with the Miami Dade County Stormwater Handbook. Inspections may include, but are not limited to:

- Inspection during or immediately following initial installation of sediment controls.
- Inspection following severe rainstorms to check for damage to controls.
- Inspection prior to seeding deadlines, particularly in fall.
- Final inspection of projects nearing completion to ensure that temporary controls have been removed, stabilization is complete, drainage ways are in proper condition, and the final contours agree with the proposed contours on the approved plan.

All inspections will be completed using the Sediment and Erosion Control Inspection form, included in the attachments. All completed inspection forms will be maintained on file by City of Opa Locka in the Public Works Department office. During inspection, the inspector will verify that sediment and erosion control measures are functioning as intended and are being maintained properly. Specific sediment and erosion control measures that will be assessed during inspection are detailed on the Inspection Form.

Enforcement Procedures

In the event that a non-compliance issue is discovered during pre-construction or routine inspection, the Public Works Department will document the occurrence and inform the site operator of the violation and the required corrective action. The City of Opa Locka will provide the site operator with a copy of the inspection form, noting the non-compliance and the required corrective action. The site operator will have ##NUMBER OF DAYS from the receipt of notice to perform the corrective action. The Public Works Department will revisit the site for inspection after 7 DAYS to verify that the corrective action was performed and that the site has achieved compliance.

Reporting

The following information will be included in each annual report:

- Number of site inspections conducted
- Number of violations issued
- Record of enforcement actions

Employee Training

- Employees who inspect applicable construction sites are trained 2 times per year on these procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.

Procedures: Site Plan Review, Inspection, and Enforcement

Under the authority of the City of Opa Locka BYLAW, the Public Works Department have the authority to perform construction site plan review, inspection and enforcement.

City of Opa Locka will implement the following construction site plan review, inspection and enforcement procedures:



Controlling Erosion and Sediment through Design and Planning

Prevention of erosion and sedimentation is preferable to installing treatment devices. Consistent application and implementation of the following guidelines during the design and review phases can prevent erosion and sedimentation:

- Avoid sensitive areas, steep slopes, and highly erodible soils to the maximum extent possible when developing site plans.
- Identify potential problem areas before the site plan is finalized and approved.
- Plan to use sediment barriers along contour lines, with a focus on areas where short-circuiting (i.e., flow around the barrier) may occur.
- Use berms at the top of steep slopes to divert runoff away from the slope's edge.
- Design trapezoidal or parabolic vegetated drainage channels, not triangular.
- Use vegetated channels with rip rap check dams, instead of impervious pavement or concrete, to reduce the water velocity of the conveyance system.
- Design a check dam or sediment forebay with level spreader at the exit of outfalls to reduce water velocity of the discharge and collect sediment.
- Use turf reinforcement matting to stabilize vegetated channels, encourage vegetation establishment, and withstand flow velocities without scouring the base of the channel.
- Plan open channels to follow land contours so natural drainage is not disrupted.
- Use organic matting for temporary slope stabilization and synthetic matting for permanent stabilization.
- Provide a stable channel, flume, or slope drain where it is necessary to carry water down slopes.

Site Plan Review Procedure

- The applicant will submit site plans to the Building Department for pre-construction review. A review will be conducted by all required departments. The Building Department will make the final decision to approve, reject, or request modifications to the site plan.
- Site plan review will be completed within the established timeframe, taking into consideration the following standards with regard to water quality protection and stormwater management:
 - General site design will include appropriate stormwater drainage system details and calculations.
 - Planned construction operations will include adequate Best Management Practices (BMPs) and Sediment and Erosion Control Measures to reduce water quality impacts.
 - Planned BMPs must be designed to the standards found in the Miami Dade County Stormwater Handbook. When possible BMPs should promote on-site infiltration of stormwater runoff from impervious surfaces.
 - For sites located in areas subject to Total Maximum Daily Load (TMDL) requirements, BMPs will be selected and prioritized to address the pollutant identified as the cause of the impairment.
 - When possible, low impact designs (LID) and/or Green Infrastructure (GI) should be included in site design. If LID/GI are not included in the site plan, the Public Works Department will require that the applicant review opportunities for the use of LID/GI.
- Upon completion of Site Plan Review the Building Department will make the site plans and review findings available for public review and comment for a period of 30



DAYS. The Building Department will review and consider all public comments prior to issuing or denying a permit.

- The Building Department may require the applicant to revise the site plan as necessary before issuing or denying a permit.

Site Inspection Procedures

Inspections will be conducted, at a minimum, during BMP construction as well as after construction of BMPs to ensure they are working as described in the approved plans. Inspection will be completed by a Professional Engineer or other qualified person with sufficient training, experience, and/or education to be able to adequately read site plans and assess the installation, operation and maintenance of BMPs in accordance with approved plans. An inspection form will be filled out for each site inspection and stored in the Building Department and Public Works Department office. A copy of the Inspection Form is available in the attachments.

Inspection Guidelines

- The inspection should begin at a low point and work uphill, observing all discharge points and any off-site support activities.
- Written and photographic records should be maintained for each site visit.
- During the inspection, the inspector should ask questions to the contractor. Understanding the selection, implementation, and maintenance of BMPs is an important goal of the inspection process and require site-specific input.
- The inspector should not recommend or endorse solutions or products. The inspector may offer appropriate advice but all decisions must be made by the contractor.
- The inspector should always wear personal protective equipment (PPE) appropriate for the site.
- The inspector should abide by the contractor's site-specific safety requirements.
- The inspector has legal authority to enter the site. However, if denied permission to enter the site, the inspector should never force entry.

Prior to planning a site visit, the inspector should determine if the project is subject to USEPA's 2017 Construction General Permit, which replaces USEPA's 2012 Construction General Permit (for more information, visit: https://www.epa.gov/sites/production/files/2019-05/documents/final_2017_cgp.pdf). Operators of sites that required coverage under the USEPA's 2012 Construction General Permit that continue to be active should have submitted a new Notice of Intent (NOI) under the 2017 Permit.

If the site requires this coverage, the inspector should visit the USEPA Region 1 eNOI website to determine if the contractor filed for coverage under the 2017 and/or 2012 Construction General Permit. Print a copy of the project's NOI.

If the project disturbs one or more acres and is under construction but does not show up in the database, the project is in violation of the Construction General Permit. Call the contractor to determine if the NOI process has been started. If not, notify the contractor verbally of his requirement and the violation. Work cannot proceed on the site until a NOI for coverage under the 2017 Permit has been approved by the USEPA. The inspector may choose to print instructions on how to file an NOI and meet with the contractor to review these. Issue a written Stop Work Order until the NOI has been approved by the USEPA.



Once it has been determined that the site is in compliance with the 2017 Construction General Permit, site inspection can continue.

Inspection Process

1. Pre-inspection review
 - Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
 - Print the approved NOI from the USEPA 2017 Construction General Permit website.
 - Inform the contractor of the planned site visit.
2. Meet with site contractor
 - Review the construction Stormwater Pollution Prevention Plan (SWPPP) (if the site includes over one acre of disturbance) or other documents, as required by the city's legal authority. Compare BMPs in the approved site plans with those shown in the SWPPP.
 - Review the project's approved NOI and confirm that information shown continues to be accurate.
 - Get a general overview of the project from the contractor.
 - Review inspections are done by the contractor.
 - Review the status of any issues or corrective actions noted in previous inspection reports.
 - Discuss any complaints or incidents since the last meeting.
3. Inspect perimeter controls
 - Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
 - For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.
4. Inspect slopes and temporary stockpiles
 - Determine if sediment and erosion controls are effective.
 - Look for slumps rills, and tracking of stockpiled materials around the site.
5. Compare BMPs in the site plan with the construction site conditions
 - Determine whether BMPs are in place as specified in the site plan, and if the BMPs have been adequately installed and maintained.
 - Note any areas where additional BMPs may be needed that are not specified in the site plans.
 - Inspect BMPs prior to and after construction.
6. Inspect site entrances/exits
 - Determine if there has been excessive tracking of sediment from the site.
 - Look for evidence of additional entrances/exits which are not on the site plan and are not properly stabilized.
7. Inspect sediment basins
 - Look for signs that sediment has accumulated beyond 50% of the original capacity of the basin.
8. Inspect pollution prevention and good housekeeping practices
 - Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.
 - Inspect vehicles/equipment fueling and maintenance areas for the presence of spill control measure sand for evidence of leaks or spills.
9. Inspect discharge points and downstream, off-site areas



- Walk down the street and/or in other directions of site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.
 - Inspect down-slope catch basins to determine if they are protected and identify whether sediment buildup has occurred.
10. Meet with the contactor again prior to leaving
 - Discuss the effectiveness of current controls and whether modifications are needed.
 - Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or the implementation of stormwater controls.
 - Agree on a schedule for addressing all discrepancies and schedule a follow-up inspection.
 11. Provide a written copy of the inspection report to the contractor.
 12. Follow up, as determined, and provide copies of subsequent inspections to the contractor.
 13. Use Stop Work orders, as needed, until compliance with the 2017 General Construction Permit can be achieved.

Enforcement Procedure

In the event that a non-compliance issue is discovered during inspections, the Public Works Department will document the occurrence and inform the site operator of the violation and the required corrective action. The Code Department will provide the site operator with a copy of the inspection form, noting the non-compliance and the required corrective action. The site operator will have 10 days from the receipt of notice to perform the corrective action. The Public Works Department will revisit the site for inspection to verify that the corrective action was performed and that the site has achieved

The number of site reviews, inspections and enforcement actions will be tracked ELECTRONICALLY/ON PAPER. Records will be maintained and included in the annual report.

Employee Training

- Employees who inspect applicable construction sites are trained 2 times per year on these procedures.
- Employees are also trained on stormwater pollution prevention, illicit discharge detection and elimination (IDDE) procedures, and spill and response procedures.

Reporting

The following information will be included in each annual report:

- Number of site reviews conducted
- Number of site inspections conducted
- Number of violations issued
- Record of enforcement actions

Attachments

1. Erosion and Sedimentation Control Inspection Report
2. Construction Site Stormwater Inspection Report

Related Standard Operating Procedures

1. SOP 8: Inspection and Maintenance of Structural Stormwater Best Management Practices (BMPs)



EROSION AND SEDIMENTATION CONTROL INSPECTION REPORT**General Information**

Project Name			
Project Location			
Inspector's Name			
Site Operator			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Subject to USEPA Construction General Permit? Yes ☐ No ☐ If yes, has NOI been approved? Yes ☐ No ☐ If yes, attach approved NOI to this report. If no, contact contractor immediately to determine status of NOI.			
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe the current phase of construction			



Erosion and Sediment Control (ESC) on Construction Sites

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Have all ESC features been constructed before initiating other construction activities?	Yes ☐ No ☐	
Is the contractor inspecting and maintaining ESC devices regularly?	Yes ☐ No ☐	
Is existing vegetation maintained on the site as long as possible?	Yes ☐ No ☐	
Is construction staged so as to minimize exposed soil and disturbed areas?	Yes ☐ No ☐	
Are disturbed areas restored as soon as possible after work is completed?	Yes ☐ No ☐	
Is clean water being diverted away from the construction site?	Yes ☐ No ☐	
Are sediment traps and sediment barriers cleaned regularly?	Yes ☐ No ☐	
Are vegetated and wooded buffers protected and left undisturbed?	Yes ☐ No ☐	
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes ☐ No ☐	
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes ☐ No ☐	
Is regular, light watering used for dust control?	Yes ☐ No ☐	
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes ☐ No ☐	



(continued)

Issue	Status	Corrective Action Needed
Are erosion control blankets used when seeding slopes?	Yes ☐ No ☐	
Are trees and vegetation that are to be retained during construction adequately protected?	Yes ☐ No ☐	
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes ☐ No ☐	
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes ☐ No ☐	
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes ☐ No ☐	
Do all entrances to the storm sewer system have adequate protection?	Yes ☐ No ☐	

Non-Compliance Actions

The city shall provide the site operator with a copy of this report, and notice of the corrective action(s) to be taken. The site operator shall have thirty days from the receipt of the notice to commence curative action of the violation.



CONSTRUCTION SITE STORMWATER INSPECTION REPORT**General Information**

Project Name			
Project Location			
Site Operator			
Inspector's Name			
Date of Inspection		Date of Last Inspection	
Start Time		End Time	
Subject to USEPA Construction General Permit? Yes ☐ No ☐ If yes, has NOI been approved? Yes ☐ No ☐ If yes, attach approved NOI to this report. If no, contact site operator immediately to determine status of NOI.			
Type of Inspection: Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post-Storm Event ☐			
Describe the weather conditions at time of inspection			
Describe the current phase of construction			



Site-Specific BMPs

Customize the following BMPs to be consistent with the SWPPP for the site being inspected.

	BMP Description	Installed and Operating Properly?	Corrective Action Needed
1		Yes ☐ No ☐	
2		Yes ☐ No ☐	
3		Yes ☐ No ☐	
4		Yes ☐ No ☐	
5		Yes ☐ No ☐	
6		Yes ☐ No ☐	
7		Yes ☐ No ☐	
8		Yes ☐ No ☐	
9		Yes ☐ No ☐	
10		Yes ☐ No ☐	
11		Yes ☐ No ☐	
12		Yes ☐ No ☐	
13		Yes ☐ No ☐	
14		Yes ☐ No ☐	
15		Yes ☐ No ☐	
16		Yes ☐ No ☐	
17		Yes ☐ No ☐	
18		Yes ☐ No ☐	
19		Yes ☐ No ☐	
20		Yes ☐ No ☐	



Erosion and Sedimentation Control

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Have all ESC features been constructed before initiating other construction activities?	Yes ☐ No ☐	
Is the contractor inspecting and maintaining ESC devices regularly?	Yes ☐ No ☐	
Is existing vegetation maintained on the site as long as possible?	Yes ☐ No ☐	
Is construction staged so as to minimize exposed soil and disturbed areas?	Yes ☐ No ☐	
Are disturbed areas restored as soon as possible after work is completed?	Yes ☐ No ☐	
Is clean water being diverted away from the construction site?	Yes ☐ No ☐	
Are sediment traps and sediment barriers cleaned regularly?	Yes ☐ No ☐	
Are vegetated and wooded buffers protected and left undisturbed?	Yes ☐ No ☐	
Are soils stabilized by mulching and/or seeding when they are exposed for a long time?	Yes ☐ No ☐	
Has vegetation been allowed to establish itself before flows are introduced to channels?	Yes ☐ No ☐	
Is regular, light watering used for dust control?	Yes ☐ No ☐	
Is excessive soil compaction with heavy machinery avoided, to the extent possible?	Yes ☐ No ☐	



(continued)

Issue	Status	Corrective Action Needed
Are erosion control blankets used when seeding slopes?	Yes ☐ No ☐	
Are trees and vegetation that are to be retained during construction adequately protected?	Yes ☐ No ☐	
Are areas designated as off-limits to construction equipment flagged or easily distinguishable?	Yes ☐ No ☐	
If excavated topsoil has been salvaged and stockpiled for later use on the project, are stockpiles adequately protected?	Yes ☐ No ☐	
Are temporary slope drains or chutes used to transport water down steep slopes?	Yes ☐ No ☐	
Do all entrances to the storm sewer system have adequate protection?	Yes ☐ No ☐	



Overall Site Conditions

Document any of the following issues found on the construction site, and the corrective action(s) required for each.

Issue	Status	Corrective Action Needed
Are slopes and disturbed areas not being actively worked properly stabilized?	Yes ☐ No ☐	
Are material stockpiles covered or protected when not in use?	Yes ☐ No ☐	
Are natural resource areas protected with sediment barriers or other BMPs?	Yes ☐ No ☐	
Are perimeter controls and sediment barriers installed and maintained?	Yes ☐ No ☐	
Are discharge points and receiving waters free of sediment deposits and turbidity?	Yes ☐ No ☐	
Are storm drain inlets properly protected?	Yes ☐ No ☐	
Is there evidence of sediment being tracked into streets?	Yes ☐ No ☐	
Is trash/litter from the construction site collected and placed in dumpsters?	Yes ☐ No ☐	
Are vehicle/equipment fueling and maintenance areas free of spills and leaks?	Yes ☐ No ☐	
Are potential stormwater contaminants protected inside or under cover?	Yes ☐ No ☐	
Is dewatering from site properly controlled?	Yes ☐ No ☐	
Are portable restroom facilities properly sited and maintained?	Yes ☐ No ☐	
Are all hazardous materials and wastes stored in accordance with local regulations?	Yes ☐ No ☐	



Non-Compliance Actions

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