

City of Opa-locka

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



REGULAR COMMISSION MEETING Agenda

**Wednesday, February 9, 2022
7:00 PM**

City Commission

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

Appointed Officials

**Interim City Manager James B. Wright
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC**

SPEAKING BEFORE THE CITY COMMISSION

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

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

DECORUM POLICY

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

NOTICE TO ALL LOBBYISTS

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

FLORIDA STATUTES, CHAPTER 285.0105

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

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

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

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

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

CITY OF OPA-LOCKA
“The Great City”

AGENDA
REGULAR COMMISSION MEETING
February 09, 2022
7:00 P.M.

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

SWEARING-IN OF INTERIM CITY MANAGER JAMES B. WRIGHT
The Honorable Judge Lizzet Martinez, Eleventh Judicial Circuit of Florida

BLACK HISTORY MONTH PRESENTATION
Marquise Shipp, Soloist
Lift Every Voice and Sing

PRESENTATION OF PROCLAMATION TO THE NAACP MIAMI-DADE CHAPTER
Presented by Mayor Veronica J. Williams

RECOGNITION OF LOCAL BUSINESSES
Presented by Mayor Veronica J. Williams

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

7. APPROVAL OF AGENDA:

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – January 26, 2022

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

10. PUBLIC PRESENTATIONS:

1. Airia Austin, Director
City of Opa-locka Public Works / CIP

2. **Representative Dr. James Bush III**
Florida House of Representatives, District 109
Re: Glorieta Gardens Apartments Update and \$7 Million Dollar Check
Presentation to the City of Opa-locka for Infrastructure Improvements

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, AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR ELEVATOR MODERNIZATION AND UPGRADE AT 2105 ALI-BABA AVENUE, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

14. **NEW ITEMS:**

15. **PLANNING & ZONING:**

A. **PUBLIC HEARINGS:**

B. **APPEALS:**

16. **ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:**

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

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, 2021 AND ENDING SEPTEMBER 30, 2022, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMEDEMMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

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

C. RESOLUTION(S):

17. CITY MANAGER’S REPORT:

18. OFFICIAL BOARD REPORTS:

19. FUTURE AGENDA ITEMS:

20. MAYOR/COMMISSION REPORTS:

21. OFFICIAL BOARD APPOINTMENTS:

Civil Service Board

1 individual appointment (Vice-Mayor Taylor)

1 individual appointment (Mayor Williams)

1 individual appointment (Commissioner Dominguez)

Historic Environmental Preservation Board

2 at-large appointments

Fair Housing and Nuisance Abatement Board

1 individual appointment (Vice Mayor Taylor)

1 individual appointment (Mayor Williams)

Community Relations, Recreation and Activities Board

1 individual appointment (Vice Mayor Taylor)

1 individual appointment (Commissioner Davis)

1 individual appointment (Mayor Williams)

1 individual appointment (Commissioner Dominguez)

Planning & Zoning Board

1 at-large appointment

Charter Review Board

2 at-large appointments

22. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

A. City of Opa-locka and Feeding South Florida Drive-Thru Food Distribution, last **Tuesday of every month from 9:00 a.m. – 11:00 a.m., Sherbondy Village Park, 215 Perviz Avenue, Opa-locka, Florida.**

B. City of Opa-locka After School Program, **August 23, 2021 – June 8, 2022, Monday – Friday from 1:00 p.m. – 6:00 p.m., Helen Miller Center, 2331 NW 143rd Street, Opa-locka, Florida. We offer homework assistance, tutoring,**

healthy snacks, school pick-up and recreational activities. Program price: resident \$20.00 weekly – non-resident \$25.00 weekly.

- C. City of Opa-locka Human Resources Department presents “Who wants to work Wednesdays” Open House, **every Wednesday** from 10:00 a.m. – 11:30 a.m., Opa-locka City Hall, 780 Fisherman Street, 1st floor lounge, Opa-locka, Florida. Offering on the spot interviews.

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

APPROVAL OF MINUTES

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
January 26, 2022
7:00 P.M.

1. CALL TO ORDER:

Mayor Williams called the meeting to order at 7:08 p.m. on Wednesday, January 26, 2022 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Sherelean Bass, Commissioner Chris Davis, Commissioner Audrey Dominguez, Vice Mayor John H. Taylor Jr., and Mayor Vanessa J. Williams. Also, in attendance were: Acting City Manager James B. Wright, City Attorney Burnadette Norris-Weeks, Assistant City Attorney Candice Cobb and City Clerk Joanna Flores.

3. INVOCATION:

The Invocation was delivered by Commissioner Davis.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

There were none.

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

Vote taken on Consent Agenda items can be viewed under Agenda Item 13 - Administration.

7. APPROVAL OF AGENDA:

City Clerk Flores informed the Commission of the request to add Item 14-1 to the Agenda and she read it into the record.

14-1 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF OPA-LOCKA AT BRANCH BANKING AND TRUST COMPANY AND CITY NATIONAL BANK OF FLORIDA; RECOGNIZING JAMES B. WRIGHT AS THE INTERIM CITY MANAGER AND REPLACING JOHN E. PATE’S NAME WITH JAMES B. WRIGHT FOR OFFICIAL PURPOSES EFFECTIVE FEBRUARY 1, 2022 AT 12:01 AM; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH SAID BANKING REQUIREMENTS; PROVIDING AN EFFECTIVE DATE. *Sponsored by City Manager*

It was moved by Vice Mayor Taylor, seconded by Commissioner Davis to approve the addition of Item 14-1 to the Agenda.

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

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

City Clerk Flores informed the Commission of the request to add Item 14-2 to the Agenda and she read it into the record.

14-2 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AN EMPLOYMENT AGREEMENT WITH JAMES B. WRIGHT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Vice Mayor Taylor*

It was moved by Vice Mayor Taylor, seconded by Commissioner Bass to add Item 14-2 to the Agenda.

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

Commissioner Dominguez	Yes
Vice Mayor Taylor	Yes
Commissioner Bass	Yes

Commissioner Davis	Yes
Mayor Williams	Yes

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

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

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

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – January 12, 2022

It was moved by Commissioner Davis, seconded by Commissioner Bass to approve the minutes of the **Regular Commission Meeting Minutes – January 12, 2022**.

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

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

Special Commission Meeting Minutes – January 14, 2022

It was moved by Vice Mayor Taylor, seconded by Commissioner Dominguez to approve the minutes of the **Special Commission Meeting Minutes – January 14, 2022**.

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

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

Special Commission Meeting Minutes – January 20, 2022

It was moved by Commissioner Bass, seconded by Commissioner Dominguez to approve the minutes of the **Special Commission Meeting Minutes – January 20, 2022.**

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

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

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

There was none.

10. PUBLIC PRESENTATIONS:

There were none.

11. CITIZENS' FORUM:

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

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

Mayor Williams opened the Citizens' Forum.

Toroni Mitchell who resides at 14225 NW 22nd Place asked if anyone is checking the remilling and street striping being done in the Segal Park area, because she said that they started and then stopped and that it is sloppy. Ms. Mitchell also reported that she had an issue on State Road 9 when she call the Florida Highway Patrol to report that 3 guys were filming a car doing donuts in the middle of the intersection, and they told her that they no longer handle the road but did send a patrol officer because someone almost got killed; and because the Florida Highway Patrol told her that the road was given back to Opa-locka a couple of months but she was also told that Opa-locka doesn't handle the road, she asked who needed to be called in a situation like that. Additionally, she raised concerns about people sleeping at Segal Park and altering the electricity with a television. She shared that she saw a mom make her kids go back home after she saw the guys sitting there with the television, and Ms. Mitchell said it's not fair to the kids because the park is for everybody. Suggesting that police go by during the day and night, she concluded by stating that Segal Park is not a hotel.

Mr. John Riley who resides at 2963 NW 135th Street sympathized with Ms. Toroni Mitchell, but stated that Opa-locka's city limits end on 17th Avenue and the State of Florida cannot give up its responsibility for state roads. Mr. Riley also congratulated the Mayor and Commission for their selection for City Manager. He stated that being 77 years old, he knows what it is to be talked about because someone is going to find something negative to say about anyone, asserting that it takes a real man or woman to build somebody up. Mr. Riley concluded by stating that what has been torn down has to be rebuilt to make Opa-locka what it is supposed to be, expressing his pride in the Commission and their healthy camaraderie.

Ms. Natasha Ervin who resides at 670 Dunad Avenue joined Mr. John Riley in congratulating the City Commission on their pick for City Manager. Ms. Ervin shared having felt elated as a resident when she found out that the Acting City Manager was riding around checking out the City to look over what City Employees are doing or not doing. She stated that she has been keeping an eye on him and reported that he gets to work very early in the morning and is usually the last person to leave, which she said was very much appreciated. Ms. Ervin concluded by telling Acting City Manager Wright that she is watching everybody.

Retired Police Chief Cheryl Cason who resides at 781 Curtiss Drive stated that she is very happy because of the appointment of Acting City Manager James Wright. Ms. Cason shared that she had to have total knee replacement because Mr. Wright had her cleaning and checking Segal Park when she was the night supervisor, and she fell in a hole and got injured. Acknowledging that Mr. Wright has not been a city manager, she said that he has the experience and they've been to so many meetings that they could do City Manager, Mayor, Clerk and all of it. Stating that she knew the new crew could do it, she said that they can't go wrong when they're going with Wright.

Ms. Chris Roberts who resides at 640 Dunad Avenue stated that the City's public relations person needs to be fired because she doesn't seem to be doing any work. Ms. Roberts said that anything being done in the City is advertised the day before, and if the Commission wants people in the community to participate, they must advertise way before.

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

Commissioner Davis addressed Ms. Toroni Mitchell's comments, acknowledging that all the City's parks have been notorious for having the wrong element deterring kids and residents from enjoying the activities that the parks offer. The Commissioner recalled that the Commission included funding for fencing in the City budget, to control when the parks are open and closed, so that trespassing laws can be enforced if someone is hanging out there past the operating hours. He asked City Manager Wright if it was possible to have

regular patrolling of those areas. Commissioner Davis also shared that he lives in the neighborhood near State Road 9 and hears the loud screeching tires in the middle of the night. He agreed with former Mayor Riley that it is a state highway and Florida Highway Patrol should have jurisdiction, recalling that his first traffic ticket was on that road, which is how he knows that. Stating that he doesn't think a change happened, he said that an answer and follow-up will be provided through the City Manager's Office and asked that the area be patrolled to put an end to the street racing.

Commissioner Bass expressed her appreciation for the residents coming to the Commission meeting with their concerns, stating that the Mayor and Commission cannot fix everything, but they know who to hand it to. She said that she knows the City Manager is paying attention to their concerns and asked him to respond to the question about the public relations person.

Acting City Manager Wright stated that he understood the concerns of the Commission and he reported that he had a meeting with Parks & Recreation Director Delven Patterson to outline some of his expectations for the City's parks, including the programming and outreach. Mr. Wright said that he asked for data to be provided about what is happening at the parks and he had a follow-up meeting with Assistant City Manager George Ellis to ensure that he also met with the Parks Department. Addressing the Ms. Toroni Mitchell's comments about State Road 9, Mr. Wright stated that while a segment of the roadway is the responsibility of Florida Highway Patrol, it does not mean that the Police Department can't also conduct traffic enforcement in that area. He said that he asked his Executive Assistant to take notes, so that they can follow-up with Ms. Mitchell and the Commission to address the issues. Additionally, Mr. Wright shared that he also met with Assistant City Manager Ellis to determine if the maintenance of State Road 9 had been conveyed by the state, assuring the Commission that he is working to develop a plan for beautification of the road. He also reported that the City is in transition from the public relations person, and he said that he would like to see more communication with citizens, to make sure that events are properly planned and get the participation that the City is looking for, stressing that he is moved by data.

Vice Mayor Taylor addressed Ms. Toroni Mitchell's concern about the lighting at Segal Park and asked if the lights are working. The Vice Mayor also inquired about loitering and trespassing signage at the parks.

Acting City Manager Wright stated that he'd like to address some of the discussions as future agenda items because sometimes he may not have the answers to the Commission's questions and assured them that he would follow back up with them once the issue is addressed.

Mayor Williams expressed appreciation to the citizens that share the successes and barriers in the City with the Commission, twice a month to get the City back on track. The Mayor stated that like Ms. Natasha Ervin, she has also heard about Acting City Manager Wright's drive-bys and shared that she was excited about it. She stated that one of the contentious items during the Miami-Dade County School Board meeting was whether the Superintendent the board would appoint, lived in the community and she said that though it is not part of the charter, the Acting Manager lives here, and the Commission knows he is going to be present and saturated in the community. The Mayor recalled bringing up having inmates clean State Road 9, which she said should be looked at. She lamented having had many organizations contact the City to clean the road, and said it is a disgusting mess. Because it is a gateway to Opa-locka, Mayor Williams said that everybody assumes it's Opa-locka's mess that is being ignored, stressing that the City needs to get on top of that.

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

There were none.

13. ADMINISTRATION:

CONSENT AGENDA:

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

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

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

- 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING EXECUTION OF AN AGREEMENT WITH STRK PROPERTIES LLC.; ACCEPTING POTABLE WATER, AND WASTEWATER FACILITIES; PROVIDING FOR ADOPTION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES RELATED TO THE ENGINEERING DESIGN FOR ROADWAY WATER DISTRIBUTION AND DRAINAGE RECONSTRUCTION FOR NW 131ST STREET BETWEEN NW 31ST AVENUE AND NW 32ND AVENUE, TO INCLUDE THE SEGMENT BETWEEN NW 30TH AVENUE TO NW 31ST AVENUE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager***

14. NEW ITEMS:

1. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING SIGNATORIES FOR VARIOUS BANK ACCOUNTS OF THE CITY OF OPA-LOCKA AT BRANCH BANKING AND TRUST COMPANY AND CITY NATIONAL BANK OF FLORIDA; RECOGNIZING JAMES B. WRIGHT AS THE INTERIM CITY MANAGER AND REPLACING JOHN E. PATE'S NAME WITH JAMES B. WRIGHT FOR OFFICIAL PURPOSES EFFECTIVE FEBRUARY 1, 2022 AT 12:01 AM; AUTHORIZING CITY OFFICIALS TO EXECUTE ALL NECESSARY DOCUMENTS TO COMPORT WITH THIS RESOLUTION AND WITH SAID BANKING REQUIREMENTS; PROVIDING AN EFFECTIVE DATE. *Sponsored by City Manager***

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

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

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

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

2. **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AN EMPLOYMENT AGREEMENT WITH JAMES B. WRIGHT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Vice Mayor Taylor***

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

It was moved by Commissioner Dominguez, seconded by Vice Mayor Taylor to discuss Agenda Item 14-2.

Vice Mayor Taylor stated that Agenda Item 14-2 proposes to approve Acting City Manager Wright's employment agreement. The Vice Mayor said that it is an urgent item because technically he is not on payroll as a salaried employee, and he said the Commission wants to make sure that he is compensated for the work that he is doing.

Commissioner Bass stated that the Commission must discuss the salary for the new Acting City Manager, despite the information provided to the Commission by Budget Administrator Bob Anathan.

Mayor Williams stated that she agrees with Commissioner Bass and said that she is concerned about the salary of \$162,200 being proposed. The Mayor said that she cannot expect herself to be at the top pay scale without having the experience, but suggested that through the interim process, the Commission can increase the salary. She said that she understood the information Budget Administrator Anathan provided to the Commission, but she asserted that it will be a budgetary constraint and the money will come from somewhere. Mayor Williams asked City Attorney Norris-Weeks if the Commission can negotiate if the board sees fit to do so.

City Attorney Norris-Weeks pointed out that Acting City Manager Wright was present on the dais, she said that she thinks he is open to listening and she also encouraged him to participate.

Acting City Manager Wright informed the Commission that Human Resource Department Director Kierra Ward informed him that she did not have any information from the Commission with respect to his salary and she expressed concern that having to pay his salary retroactively would cause some unnecessary attention. Subsequently, Mr. Wright said that City Attorney Norris-Weeks realized that state statute prohibits retroactive pay, which is why he said that waiting until February 1st would put the City in a situation. He apologized that he did not submit his Curriculum Vitae to the Commission, but he shared with them that he has 31 years of local government experience having spent his entire adult life in public service, including having served as Opa-locka's Police Chief from 2005 to 2008. Mr. Wright said that a number of city managers have come from the ranks of Police and Fire Chiefs because public safety comprises 50% or more of a city's budget and he asserted that if you can run a Police or Fire Department, you can run a city government. He shared that he is a business owner and entrepreneur with

relationships that he has built and maintained at the local, state and federal level. He also said that he has served on a number of boards, including having been appointed to the first ever Taxpayer Advocacy Panel with 10 other Floridians by President Bill Clinton after over 1,100 people applied; in addition to serving on the Economic Action Committee of the Miami-Dade Economic Advisory Trust since 2018 and he is also serving a 5-year term on the Private Investigation Recovery and Security Advisory Council with 10 other members after being appointed by the Florida Department of Agriculture and Consumer Services Commissioner Nikki Fried. Mr. Wright shared his assessment that Budget Administrator Bob Anathan is credible, and he said that he is not going to provide any information to the Commission with respect to budgetary items that don't have a public purpose, and he noted that Mr. Anathan indicated that the dollars for the proposed salary are in the City's budget. He also pointed out that the proposed salary will be paid bi-weekly and assured them that if after the national search the Commission decides for whatever reason that they no longer need Mr. Wright's services, there will be no severance payout and the City will not have paid out the full amount. Mr. Wright concluded by stating that he is prepared to answer any other questions the Commission has with respect to his qualifications and expertise.

Vice Mayor Taylor stated that the salary for the previous City Manager was \$169,000 but Mr. Wright is taking \$162,000. The Vice Mayor asserted that the City can't pay under what others are making and expect them to provide quality work. He said that the reason why the City has a lot of vacancies is because the City doesn't pay its people. The Vice Mayor also pointed out that other city managers in surrounding municipalities make way more than what is being proffered for the Acting City Manager's salary. He said that he understands what Commissioner Bass and Mayor Williams are saying about setting a goal for the City Manager to give them a raise, but he stressed that if they want to get quality people and want them to be happy and stay in Opa-locka, they must pay them.

Mayor Williams stated that Opa-locka cannot be compared to other cities because it is under financial oversight with the State of Florida. The Mayor said they do not do what the private sector, including Amazon does, to allow a 90-day grace period to show what you know and that you are the person for the job. She agreed with Vice Mayor Taylor that Opa-locka does not get the right people, but she said that it is not based on salary because there are plenty of people getting a lot of money in Opa-locka, which he lamented did not include those at the lowest pay levels. The Mayor asked if the ones making the top dollars are producing. Offering assurances that she is super glad that the City has Mr. Wright, the Mayor asserted that they need to allow people to show what they can do. She also said she was a little

confused by the language limiting the Acting City Manager to 5 hours of outside employment per week and asked for it to be explained.

Acting City Manager Wright informed the Commission that prior to his selection as Acting City Manager, he was already a business owner. Mr. Wright offered assurances that he is committed to the City, has already transitioned a number of his businesses' employees to run the day-to-day and that most issues can be handled by telephone, but there may be times on the weekends that he will have to involve himself. He pointed out that he has a statutory obligation as a public official to disclose it, and that though he could ask how's anybody going to know, he doesn't want to start his relationship in the City like that in case somebody sees him on the weekend and says he has another job and then it comes back to the Commission and creates a concern or issue. Mr. Wright asserted that the Commission can expect him to be forthright, open, honest and transparent because he has nothing to hide.

Vice Mayor Taylor pointed out that most of the members of the Commission are salaried employees, and he said that when they go to jobs, the salary is disclosed at the beginning to be negotiated, which he said is what they are doing now. The Vice Mayor stated that he doesn't understand how the Acting City Manager's probation relates to his salary and asked if Mayor Williams was proposing to pay him less and then more after 90 days.

Mayor Williams stated that not all the members of the Commission work for the private sector which is why their salary is determined when they go to their interview, and she asked her colleagues to keep in mind that when they go to an interview, their resume has their experience to say they deserve the top salary. The Mayor asserted that she thinks they should negotiate and because the City is under State oversight, they must be able to spend their money in a way that makes sense.

Commissioner Davis stated that having a little bit more experience because he has been on the dais a little longer, he pointed out that historically Opa-locka has paid its City Managers in the range of the low hundred thousands, which he said obviously didn't get them much of a return over the years. The Commissioner recalled that when the Commission decided to conduct a national search to recruit the last City Manager, they decided to raise the ceiling for the salary to garner more interest. He stated that Commissioner Taylor is right that the City needs to be competitive if they want the best, brightest, most consistent and present, which he said unfortunately comes with a price. Acknowledging that Mayor Williams might feel a little bit more comfortable with a 90-day probationary period, Commissioner Davis expressed his hope that any salary increase would not be based on a 90-day period but would be based on some sort of formal evaluation so that it is based on

performance. He also noted that because the salary being proposed for Acting City Manager Wright is slightly less than what was proffered for the last City Manager, it would represent a cost savings. Commissioner Davis suggested that Mayor Williams and Commissioner Bass share an amount they would propose for the Acting City Manager's salary, so that they can all come to some agreement.

Commissioner Bass stated that considering the money that was paid to the former City Manager, they saw what they got and therefore for her, money doesn't have that much to do with integrity, and everything must be proven. The Commissioner said she was hoping that a time period like the proposed 90 days would be established for an evaluation and then raise the Acting City Manager's salary based on the evaluation.

Mayor Williams asked Commissioner Bass what number she would like to propose for Acting City Manager Wright's salary.

Commissioner Bass stated that she thinks 30 days would be sufficient time for the Commission to decide with an evaluation, and she said that she is more than willing to go to the \$162,000 but asserted that the Commission need to drop it a little bit right now, with something to work towards when they make that decision.

Acting City Manager Wright stated that the probationary period in most public entities is a year, offering the example of a probationary employee in the Police Department being evaluated every 6 months. Mr. Wright assured the Commission that he doesn't have a problem being evaluated but he believes it is important to determine the criteria and performance dimensions on which they will evaluate him before they talk about salary. He also reminded the Commission that they can terminate his services at any time, and he can also terminate his relationship with the City at any time as well.

Commissioner Dominguez stated that she wants everyone to be equal if the Commission is going to evaluate the City Manager and said that none of the 3 entities that fall under the Commission have had an evaluation. The Commissioner also stated that she has never heard of someone starting with one salary and having it raised 3 months later if they are good.

Mayor Williams stated that raising salaries after employees are vetted is done and that she would have wanted to workshop this issue, but she said that she hears the will of the Commission. The Mayor also said that after 20 weeks, severance must be paid.

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

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

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):

There were none.

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

There were none.

C. RESOLUTION(S)/PUBLIC HEARING:

There were none.

17. CITY MANAGER'S REPORT:

Acting City Manager Wright thanked the Commission for their confidence in his appointment as Interim City Manager. Mr. Wright reported that he has been speaking with City Employees to get a handle on the short-term and long-term issues and concerns that impact the City. He said that he understands the position of public trust that he holds. Mr. Wright also shared that he has expressed his concerns to the majority of the Commission about getting the City out of financial oversight. He also said he wants to implement policies and procedures that continue to limit the City's exposure to liability. Acknowledging that there's a tremendous amount of work that needs to be done in the City, he said he is elated to be back home and is extremely hopeful that the City has the experienced people willing to do the work and he is here to assist in sharpening some pencils and to get to work. Mr. Wright informed the Commission that he will have a more detailed report that they will receive prior to the next Commission Meeting. He concluded by offering assurances that he is here to work in a collaborative fashion with the State of Florida oversight board and the Commission because he thinks it is important and believes

it is what the citizens, taxpayers and those who traverse through, deserve in the City, adding that he is looking forward to working with each and every member of the Commission to continue to move the City forward.

18. OFFICIAL BOARD REPORTS:

There were none.

19. FUTURE AGENDA ITEMS:

There were none.

20. MAYOR/COMMISSION REPORTS:

Commissioner Bass thanked the Opa-locka Police Department and Chief Jackson for working with Dr. Robert B. Ingram Elementary School to groom the boys into men through the 5,000 Role Models partnership.

Commissioner Dominguez thanked City Clerk Flores and her staff for always being there to assist her with anything every time she calls. The Commissioner said that because of Clerk Flores, her pictures are up, and she wanted to personally thank her and her staff.

Vice Mayor Taylor thanked everyone who showed up and supported the MLK & Ollie B. Kelley Peace Day, stating that it was a great success, and he can't wait until next year. The Vice Mayor also asked about the appointing of the members of the Charter Review Board who will be serving in advisory roles.

Mayor Williams also suggested that the Charter Review Board would be something that the League of Women Voters would be interested in, but that she had not moved forward with her recommendations.

Vice Mayor Taylor asked if the Charter Review Board can start meeting, considering that they are pressed for time and all the voting members have been appointed, with the 2 vacant seats being non-voting advisory roles.

City Attorney Norris-Weeks recalled that when the issue came up before, her recommendation was to have a full slate of people appointed to the Charter Review Board and then start meeting at one time, so everybody's on the same page with training and instructions. The City Attorney added that if the Commission is interested in amending the item, it can be brought back as one of the City Manager's items on the next agenda, so they can figure out how they want to have the 2 vacancies filled and can start the meetings.

Vice Mayor Taylor asked if City Employees can be appointed to the Charter Review Board as temporary seat fillers.

City Attorney Norris-Weeks stated that she thinks City Employees are not one of the options for who can be appointed to the Charter Review Board.

Commissioner Davis noted that it's common practice for business to go on if there is a quorum for the Commission and said that he is a big supporter of the Charter Review Board and would like for it to go forward.

Mayor Williams stated that time is of the essence, and she will reach out to Katy Sorenson after the State of the City Address. The Mayor also asked if a Special Commission Meeting could be called to have any amendments to the composition of the Charter Review Board voted on, so that it can move forward.

City Attorney Norris-Weeks stated that if the Charter Review Board was approved by the Commission through an ordinance, it will require 2 readings.

Vice Mayor Taylor stated that by the next Commission Meeting, they will have the 2 names for the advisory members to be appointed to the Charter Review Board, so that it can go ahead and move forward.

Mayor Williams invited everyone to the State of the City Address this Friday, January 28th at 6:30 PM in front of Historic City Hall and will be live on Facebook. The Mayor urged everyone to engage, reinvigorate and understand that it is a team effort.

21. OFFICIAL BOARD APPOINTMENTS:

Commissioner Davis noted that the Commission received a few applications for the Planning & Zoning Board from Rose Tydus, Elio Guerrero who re-applied to serve on the board as residents, as well as an application from Germane Barnes who re-applied to serve on the board based on his professional experience as a professor of architecture.

It was moved by Commissioner Davis, seconded by Vice Mayor Taylor to accept Germane Barnes' application and appoint him to the Planning & Zoning Board.

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

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

It was moved by Vice Mayor Taylor, seconded by Commissioner Davis to accept Rose Tydus' application and appoint her to the Planning & Zoning Board.

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

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

It was moved by Vice Mayor Taylor, seconded by Commissioner Dominguez to accept Elio Guerrero's application and appoint him to the Planning & Zoning Board.

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

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

22. ADJOURNMENT:

There being no further business to come before the City Commission, the meeting adjourned at 8:34 p.m.

Veronica J. Williams
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CONSENT AGENDA

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR ELEVATOR MODERNIZATION AND UPGRADE AT 2105 ALI-BABA AVENUE, WITHIN THE CITY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the elevator at the Cultural Arts Center at 2105 Ali-Baba Avenue within the City of Opa-Locka ("City") requires significant renovation, for which a Request For Proposals (RFP) to obtain competitive bidding must be issued. The City Manager recommends the City Commission approve the issuance of a Request for Proposal ("RFP") for this service; and

WHEREAS, the elevator in the Cultural Arts Center is antiquated and is extensively used by the current tenant. It is no longer cost-effective to continue to maintain the elevator; and

WHEREAS, in order to modernize the system and bring it up to current Code requirements certain overhaul is necessary, including obtaining controllers, a new hydraulic system, total renovation of the electrical, phone and fire alarm systems, upgrading the air conditioning and renovation of the elevator pit and machine room; and

WHEREAS, it is estimated this renovation will cost approximately One Hundred Seventy-Five Thousand Dollars (\$175,000); and

WHEREAS, the City desires to issue a Request for Proposal ("RFP") for Elevator Modernization and Upgrades and obtain bids from qualified and experienced firms; and

WHEREAS, advertising expense is anticipated to be approximately One Thousand Dollars (\$1,000); and

WHEREAS, the selected firm will be responsible for the new controller, new pumping unit as well as all necessary electrical, air conditioning, general contractor, fire alarm, pit and hoist way work; and

WHEREAS, the City Commission authorizes the City Manager to issue an RFP for Elevator Modernization and Upgrades at 2105 Ali-Baba Avenue.

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

Section 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The Commission of the City of Opa-Locka, Florida hereby authorizes the City Manager to issue an RFP, attached hereto as Exhibit "A", for qualified and experienced firms.

Section 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, 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 immediately upon adoption and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this ____ day of _____, 2022.

Veronica J. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

Special Assistant To City Manager	Sha'mecca Lawson		Special Assistant To City Manager Signature:				
City Manager:	James Wright		CM Signature:				
Commission Meeting Date:	02/09/2022		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
	X		Public Hearing: (Enter X in box)	Yes	No	Yes	No
					X		X
Funding Source: Account# :	(Enter Fund & Dept) Ex: See Financial Impact Section		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communcation ☐	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)			
		X					
Sponsor Name	City Manager		Department:	City Manager			

Short Title:

A resolution authorizing the City Manager to issue an RFP for Elevator Modernization and Upgrade at 2105 Ali-Baba Avenue.

Staff Summary:

Issue / Recommendation: The elevator at the Cultural Arts Center at 2105 Ali-Baba Avenue requires significant renovation, for which a Request For Proposals (RFP) to obtain competitive bidding must be issued. Staff recommends the City Commission approve the issuance of an RFP for this service.

Current Activity: The elevator in the Cultural Arts Center is extremely old and is extensively used by the current tenant. It has reached the point that it is no longer cost-effective to continue to maintain it, to the point that when some parts fail, they are no longer available and must be individually manufactured. To modernize the system and bring it up to current Code requirements involves an entire overhaul, including controllers, a

new hydraulic system, total renovation of the electrical, phone and fire alarm systems, upgrading the air conditioning and renovation of the elevator pit and machine room. It is estimated this renovation will cost in the range of \$175,000. For procurement of goods and services expected to cost \$25,000 or more, the City's procurement code requires formal competitive bidding in most instances, initiated with a solicitation requesting bids, in this instance an RFP.

Consequently, staff deems it appropriate to issue an RFP for Elevator Modernization and Upgrades to obtain bids from qualified and experienced firms. It is anticipated that there may be some advertising expense involved in ensuring broad awareness of this request. It is requested that up to \$1,000 be authorized to be expended for this purpose as deemed necessary.

Financial Impact: The only financial authorization being sought at this time is approval to spend up to \$1,000 for advertising expense.

Account	Description	Available	Project	Remaining Balance
19-515491	Other Advertising	\$10,000	\$1,000	\$9,000

Proposed Action:

Staff recommends the City Commission approve this request to issue an RFP to seek proposals from qualified firms and also authorize the expenditure of up to \$1,000 for advertising this bid solicitation.

Attachment:

RFP Document.

City of Opa-locka



RFP NO: 22-XXXXXXX

REQUEST FOR PROPOSAL (RFP)

ELEVATOR MODERNIZATION AND UPGRADE



CITY OF OPA-LOCKA
RFP NO. 22-XXXXXXX

ELEVATOR MODERNIZATION AND UPGRADE

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CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 22-XXXXXXX

ELEVATOR MODERNIZATION AND UPGRADE

Sealed Proposals for Elevator Modernization and Upgrade will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Wednesday, March 9, 2022 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened. The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The address to submit sealed proposals is listed below:

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

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Elevator Modernization and Upgrade**.

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

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award a contract to that proposer whose proposal best complies with the **RFP NO: 22-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A pre-bid meeting will be held on **Tuesday, February 22, 2022 at 10:00 a.m.** at 780 Fisherman Street, Ste. 220, Opa-locka, FL 33054 and via zoom. The purpose of this meeting is to provide an overview of this Solicitation and to answer any questions by participants.

City Clerk
Joanna Flores, CMC



CITY OF OPA-LOCKA

RFP NO. 22-XXXXXXX

ELEVATOR MODERNIZATION AND UPGRADE

PART I

PROPOSAL GUIDELINES

Introduction: The City of Opa-locka is requesting proposals from qualified professional companies to provide Elevator Modernization and Upgrade services at 2104 Ali-Baba Avenue, Opa-locka, FL 33054.

1-2. Proposal Submission and Withdrawal: The City of Opa-locka will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The City must receive all proposals by 1:00pm on Wednesday, March 9, 2022. The address to submit sealed proposals is listed below:

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

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 22-XXXXXXX – Elevator Modernization and Upgrade**. This package shall also include the Proposer's return address.

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

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

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

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

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

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

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

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

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff.

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

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

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

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

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and

must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

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

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

1. Evidence of General Liability coverage with limits not less than \$1,000,000 per Occurrence/ \$2,000,000 Aggregate (Including Policy Number and Policy Period);
2. Evidence of Auto Liability coverage with limits not less than \$1,000,000 per Occurrence/\$1,000,000 Aggregate (Including Policy Number and Policy Period);
3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than \$100,000 (Including Policy Number and Policy Period);
4. The City listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);
5. Minimum 30-day written notice of cancellation.

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

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

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

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

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

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

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

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The City of Opa-locka seeks proposals from qualified professionals with expertise to provide elevator modernization at 2105 Ali-Baba Avenue, Opa-locka, Florida, 33054.

Description of Work:

New Controller

- TAC 32 Controller
- Remote monitoring
- DLM

New Pumping unit

- EP-80 Power Unit (Submersible)
- 5 gallon drum of Biodegradable oil (Citgo NZ)
- 55 gallon drum of Biodegradable oil (Citgo NZ)
- 2" Shutoff Valve Kit (Pump)
- Isolation Couplings

All necessary **Pit** and **hoist way work** to accommodate the new system and satisfy the elevator safety code are required.

Electrical

- Replace existing lights in elevator mechanical room with new LED fixtures to meet 19' candle code requirements.
- Replace cab lights disconnect as per NEC code requirements.
- Replace 3 phase disconnect with heavy duty safety switch with RK5 fuses, rejection clips, dedicated earth ground and lowering relay.
- Replace receptacles outlets in machine room and elevator pit.
- Install a 120 VAC receptacle for sump pump in elevator pit.
- Install new LED lights in elevator pit with compression fittings to meet 10' candle code requirement.
- Re-use existing main feeders.
- Install new phone line conduit to elevator controller.
- Provide all necessary connection for new A/C.
- Label disconnects with source ID.
- Permits and Inspections must be included in the total.

Air Conditioning

- Install One 1 Ton mini-split unit.
- Install new drain and refrigeration lines.
- Install new condensing unit on aluminum brackets and stainless-steel hardware.
- Fire caulking all penetrations in machine room.
- Permits and Inspections included.

General contractor

- Paint machine room ceiling, walls and floor and pit floor.
- Cut out hole for fixtures, patch and paint to match existing conditions.

Fire Alarm

- Furnish and install all conduits and wires.
- Install EWL relay with base.
- Programing, Adjustments and inspections included.
- Install Shunt trip monitor relays.

2-2 PROPOSER QUALIFICATIONS

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

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for elevator modernization and upgrades held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit satisfactory evidence of experience in like work and that they are fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.
- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in elevator maintenance, upgrades, and modernization in public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits.
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity.

2-3 TERM OF CONTRACT

The term of the contract should not exceed one fiscal year.

PART III
PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSALS

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

3-2 SUBMISSION OF PROPOSALS

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

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

3.2.2 Tab 1 - Table of Contents

Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal

3.2.3.1 Limit to one or two pages.

3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the City's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.

3.2.4.2 Mailing Address and Phone Number.

3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

3.2.4.4 Normal business hours.

3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

3.2.4.6 Give the date business was organized and/or incorporated, and where.

3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and Qualifications

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

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

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

3.2.7 Tab 6 – Schedule

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

3.2.7.2 Indicate the earliest available start date for your project team.

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

3.2.8 Tab 7 – Pricing of Services

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

3.2.9 Tab 8 – References

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

3.2.10 Tab 9 – Additional Forms

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

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

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

PART IV EVALUATION OF PROPOSALS

4-1 SELECTION COMMITTEE

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

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

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

4-2 EVALUATION CRITERIA

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

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing elevator services 2. Qualifications and experience of staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
References 1. Performance of similar services for governmental clients including at least two references	10
Resources and approach 1. Adequate resources 2. Proposed plan and approach to fulfilling scope	30
Price Proposal 1. Cost of proposed services	35
TOTAL	100

4-3 ORAL PRESENTATIONS

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

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

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

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

4-4 FINAL SELECTION

The City of Opa-locka will select the firm that meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final. Following the notification of the selected firm, it is expected that an Agreement will be executed between both parties. City staff will recommend award to the responsible Proposer whose Proposal is determined to provide overall best value to the City, considering the evaluation factors in this RFP.

4-5 AWARD AND CONTRACT EXECUTION

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



**RFP NO. 22-XXXXXXX
PROPOSER QUALIFICATIONS**

ELEVATOR MODERNIZATION AND UPGRADE

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

1. Legal Name and Address:

Name: _____

Address: _____

City, State, Zip: _____ Phone/Fax: _____

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

3. If Corporation, state:

Date of Incorporation: _____ State in which Incorporated: _____

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

5. Name and Title of Principal Officers

Date Elected:

_____	_____
_____	_____
_____	_____
_____	_____

6. The length of time in business: _____years

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

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

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

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



RFP NO: 22-XXXXXXX
PRICE PROPOSAL FORM

ELEVATOR MODERNIZATION AND UPGRADE

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

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

LUMP SUM PRICE: \$ _____

SUBMITTED
THIS

_____ DAY OF _____ 2022.

BID SUBMITTED BY:

Company

Telephone Number

Name of Person Authorized to Submit
Bid

Fax Number

Signature

Email Address

Title



CITY OF OPA-LOCKA

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature _____

Printed Name _____



**CITY OF OPA-LOCKA
RFP NO. 22-XXXXXXX**

DRUG-FREE WORKPLACE CERTIFICATION FORM

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

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

This Certification is submitted by _____ the
(Name)
_____ of _____
(Title/Position) (Company)

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

Date

Signature



**CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT**

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

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

Signed, sealed and delivered in the presence of:

Witness

By: _____
Signature

Witness

Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

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

By: _____

Title: _____

Sworn and subscribed before this

____ day of _____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires: _____



E-VERIFY

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

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

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



E-VERIFY FORM

Definitions:

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

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

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

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

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

Company Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

**FIRST READING
ORDINANCE / PUBLIC
HEARING**

1st Reading/Public Hearing:

2nd Reading/Public Hearing:

Adopted:

Effective Date:

Sponsored By: City Manager

ORDINANCE NO. 22-XXX

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

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

NOW, THEREFORE, BE IT DULY 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

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

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

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

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

Any and all outstanding encumbrances as of September 30, 2021, shall not lapse at that time and appropriations have been hereby provided for those outstanding encumbrances that have been incurred prior to September 30, 2021, but are not expected to be paid until after then. Receipts from sources not anticipated in the attached budget may be appropriated and expensed by Ordinance duly enacted by the City Commission in accordance with the applicable law. Adjustments within the same fund to departmental appropriations made in the attached Budget may be approved, from time to time, by the City Manager, or by Resolution adopted by the City Commission, if lawful. The City Manager is authorized to approve adjustments to the expenditure code allocations, within the limit of department appropriations made in the attached Budget.

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

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE.

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

PASSED and **ADOPTED** this 9th day of February, 2022.

Veronica J. Williams, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

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



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

Department Director:	Robert Anathan		Department Director Signature:				
City Manager:	James Wright		CM Signature:				
Commission Meeting Date:	Feb 9, 2022		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i> N/A	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> See Attachments		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's Office	City Manager			

Short Title:

FY 22 Budget Amendment #2 – First Hearing

Staff Summary:

Issue/Recommendation: A budget amendment is required to align the budget with current City requirements. Staff recommends the City Commission approve FY 22 Budget Amendment #2 on first hearing.

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

On January 12, 2022, the City Commission approved Budget Amendment #1, which focused primarily on bringing forward incomplete portions of projects approved in FY 21 but not completed, and also the initiation of spending American Rescue Plan Act (ARPA) grant funds on various water and sewer projects. This

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

Current Activity: A further budget amendment is recommended to address new requirements and also to simplify operations. The following are the major activities incorporated into this recommended budget amendment.

1. The City has two Internal Service Funds, the Information Technology and the Risk Management Internal Service Funds. The purpose of these Internal Service Funds is to provide the indicated services and then have all of the City financial units pay for these services through an allocation process. In addition to the core expenses incurred by each of these Internal Service Funds, they were also charged overhead, including occupancy in the Municipal Complex, vehicle maintenance, administrative support, IT and risk management services. These charges have been incorporated into each Internal Service Fund cost structure. This resulted in these Internal Service Funds being charged for this support and then having the other City Funds that received these overhead payments then being required to repay the Internal Services Funds for these charges. This was unnecessarily complicated and provided little value. Consequently, the \$160,158 of these overhead charges charged to the Internal Services Funds have been eliminated to simplify the process.
2. The City has a \$5.5 million debt obligation to the County which it has been repaying over a five-year period starting in June, 2019. It had originally been believed to be 100% related to unpaid County water and sewer services. Further research has indicated that 86% of the obligation was for unpaid water and sewer services, 10% of the obligation is attributable to unpaid charges related to storm drainage services, including canal maintenance services, and 4% is attributable unpaid charges associated with the General Fund. Consequently, \$168,153 of annual debt service payment has been moved from the Water-Sewer Fund to the Stormwater Fund and the Debt Service Fund (the latter being funded in part by the General Fund). This further strengthens the Water-Sewer Fund's ability to repay the \$1 million loan to the General Fund in September, 2023.
3. \$288,396 of new expenditures, offset by \$273,396 of savings and \$153,153 use of Contingency.

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

Funding

Revenue / Loans / Grants	\$ -
(Additions To Fund Balance	<u>(138,153)</u>
Total Funding – Excluding Transfers-In	(138,153)
Transfers-In	<u>(382,653)</u>
Total Funding	\$ (520,806)

Expenditure

Expenditure – Excluding Transfers-Out	\$ (138,153)
Transfers-Out	<u>(382,653)</u>
Total Expenditure	\$ (520,806)

Additional details on the above overview as well as a brief description of each amendment item are in the Summary attachment. There is also a Detailed Information attachment which contains accounting information for the State review which is a highly detailed version of what is presented in the Summary information.

.Proposed Action:

Staff recommends that the City Commission approve the proposed amendments.

Attachment:

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

Budget Amendment #2 Summary - First Hearing

Summary		
<u>Funding</u>		Notes
Revenue / Loans / Grants	\$ -	
(Addition To Fund Balance)	(138,153)	(a)
Total Funding – Excluding Transfers-In	(138,153)	
Transfer-In	(382,653)	(c)
Total Funding	\$ (520,806)	
<u>Expenditure</u>		
Expenditure – Excluding Transfers-Out	\$ (138,153)	(b)
Transfers-Out	(382,653)	(c)
Total Expenditure	\$ (520,806)	
Notes		

<u>Revenue / Loans / Grants</u>		
	\$ -	
Total Revenue / Loans / Grants	\$ -	
(a) <u>Use Of/(Addition To) Fund Balance</u>		
General Fund	\$ 30,000	
Water-Sewer Operating Fund	(168,153)	
Total Use Of / (Addition To) Fund Balance	\$ (138,153)	
(b) <u>Expenditures</u>		
Increase In Terminal Leave Payout	\$ 105,000	
Credit Card Charges	20,000	
City Manager Recruitment Search	30,000	
City Manager Termination	73,396	
CRA Staffing Increase *	60,000	
Expenditures - Gross	\$ 288,396	
Contingency Increase	(153,153)	
Other Savings	(273,396)	
Expenditures - Net	\$ (138,153)	
* For Information Only - Approved By CRA Board		
<u>Funded By</u>		
Additional Revenue	\$ -	
Fund Balance Addition	(138,153)	
	\$ (138,153)	
(c) <u>Transfers</u>		
Elimination of IT Internal Services G&A Charges	(118,553)	
Elimination of Risk Management Internal Services G&A Charges	(41,605)	
Removal of Glorieta Gardens Retention Pond Project	(200,000)	
Other	(22,495)	
	\$ (382,653)	

FY 22 Budget Amendment #2 Summary By Line Item

First Hearing

#	Amount	Purpose	Funding Source
1	\$75,000	Increase General Fund budget for unused leave payout when employees terminate employment	General Fund Contingency
2	\$168,153	Reallocate a portion of the County debt payments to the Stormwater Fund and Debt Service Fund (latter funded by the General Fund)	Savings improved the Water-Sewer Fund fund balance by \$158,153
3	\$120,109	Portion of County debt transferred to the Stormwater Fund	Savings from the Glorieta Gardens Retention Pond project no longer being necessary,
4	\$48,044	Portion of County debt transferred to the Debt Service Fund	General Fund Contingency
5	\$20,000	Additional utility billing credit card charges. Original budget too low.	Water-Sewer Fund Contingency
6	\$30,000	Increase Enterprise Fund budget for unused leave payout when employees terminate employment	Water-Sewer Fund Contingency
7	\$118,553	Elimination of Information Technology Internal Service Fund overhead charges.	Provides savings to Funds charged for these additional charges
8	\$41,605	Elimination of Risk Management Internal Service Fund overhead charges.	Provides savings to Funds charged for these additional charges
9	\$13,597	Difference between fees received from Internal Service Funds and reduced payments to the Internal Service Funds from elimination of Internal Service overhead charges.	General Fund Contingency
10	\$244	Reduction of CRA expense due to elimination of Internal Service overhead change	Increase to the CRA Trust Fund
11	\$11,332	Reduction of Water-Sewer Fund expense due to elimination of Internal Service overhead change	Increase the Water-Sewer Fund Contingency budget
12	\$2,021	Reduction of Stormwater Fund expense due to elimination of Internal Service overhead change	Increase the Stormwater Fund Contingency budget
13	\$451	Reduction of Town Center Fund expense due to elimination of Internal Service overhead change	Reduction in General Fund funding to support Town Center
14	\$30,000	City Manager national recruitment search	General Fund fund balance
15	\$73,396	Impact of overlap of former City Manager separation package and Interim City Manager compensation	Funded by vacancy savings
16	\$60,000	Increased CRA staffing. This is for information since CRA Board approves CRA budget amendments	CRA Trust Account

FY 22 Budget Amendment #2 - First Hearing

Total City				
	Governmental Funds	Enterprise Funds	ARPA Fund	Total
<u>Budget - Adopted</u>				
<u>Funding</u>				
Revenue/Loans	25,874,901	14,988,533	3,978,531	44,841,965
Use Of / (Add To) Fund Bal	4,639,794	3,744,380	(2,515,710)	5,868,464
Total Funding Ex Trans-In	30,514,695	18,732,913	1,462,821	50,710,429
Transfer-in	9,684,530	5,394,327	-	15,078,857
Total Funding	40,199,225	24,127,240	1,462,821	65,789,286
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	30,818,358	19,892,070	-	50,710,428
Transfer-Out	9,380,867	4,235,170	1,462,821	15,078,858
Total Expenditure	40,199,225	24,127,240	1,462,821	65,789,286
<u>Amendment #1</u>				
<u>Funding</u>				
Revenue/Loans	-	-	-	-
Use Of / (Add To) Fund Bal	30,000	(168,153)	-	(138,153)
Total Funding Ex Trans-In	30,000	(168,153)	-	(138,153)
Transfer-in	(182,653)	(200,000)	-	(382,653)
Total Funding	(152,653)	(368,153)	-	(520,806)
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	16,647	(154,800)	-	(138,153)
Transfer-Out	(169,300)	(213,353)	-	(382,653)
Total Expenditure	(152,653)	(368,153)	-	(520,806)
<u>Budget Thru Amend #1</u>				
<u>Funding</u>				
Revenue/Loans	25,874,901	14,988,533	3,978,531	44,841,965
Use Of / (Add To) Fund Bal	4,669,794	3,576,227	(2,515,710)	5,730,311
Total Funding Ex Trans-In	30,544,695	18,564,760	1,462,821	50,572,276
Transfer-in	9,501,877	5,194,327	-	14,696,204
Total Funding	40,046,572	23,759,087	1,462,821	65,268,480
<u>Expenditure</u>				
Expenditure - Ex Trans-Out	30,835,005	19,737,270	-	50,572,275
Transfer-Out	9,211,567	4,021,817	1,462,821	14,696,205
Total Expenditure	40,046,572	23,759,087	1,462,821	65,268,480

FY 22 Budget Amendment #2 - First Hearing

General Fund

Funding

Revenue/Loans
 Use Of / (Add To) Fund Bal
 Total Funding - Ex Transfer-In
 Transfer-In
 Total Funding - Ex Transfer-In

Budget Thru Amend #1	Amendment #2	Budget Thru Amend #2
16,237,557	-	16,237,557
4,114,944	30,000	4,144,944
20,352,501	30,000	20,382,501
3,458,930	(70,088)	3,388,842
23,811,431	(40,088)	23,771,343
Expenditure		
Commission	-	121,707
City Manager	36,160	896,918
General Fund Non-Depart - Ex Trans Out	(31,641)	2,312,806
Human Resources	-	398,360
Clerk	-	393,661
Attorney	-	645,000
Finance	-	1,050,717
Planning & Community Dev	(36,160)	384,611
Building & Licenses	-	638,786
Parks & Recreation	-	1,172,418
Police	-	6,254,074
Code Enforcement	-	389,286
Public Works - Admin	-	452,681
Public Works - Bldg Maintenance	-	488,250
Public Works - Streets	-	1,045,799
Public Works - Trash	-	185,832
Public Works - Vehicle Maintenance	-	653,228
Total Expenditure - Ex Transfer-Out	(31,641)	17,484,134
Transfer-Out	(8,447)	6,287,209
Total Expenditure	(40,088)	23,771,343

FY 22 Budget Amendment #2 - First Hearing

Governmental Funds										
	General Fund	CRA Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Special Law Enforcement Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
<u>Budget Thru Amend #1</u>										
<u>Funding</u>										
Revenue/Loans	16,237,557	1,303,462	3,106,771	950,000	350,200	3,926,911	-	-	-	25,874,901
Use Of / (Add To) Fund Bal	4,114,944	-	-	414,850	-	-	110,000	-	-	4,639,794
Total Funding Ex Trans-In	20,352,501	1,303,462	3,106,771	1,364,850	350,200	3,926,911	110,000	-	-	30,514,695
Transfer-in	3,458,930	-	1,277,290	-	513,082	-	-	3,088,545	1,346,683	9,684,530
Total Funding	23,811,431	1,303,462	4,384,061	1,364,850	863,282	3,926,911	110,000	3,088,545	1,346,683	40,199,225
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	17,515,775	1,219,704	4,384,061	1,364,850	739,600	1,209,299	110,000	3,046,939	1,228,130	30,818,358
Transfer-Out	6,295,656	83,758	-	-	123,682	2,717,612	-	41,606	118,553	9,380,867
Total Expenditure	23,811,431	1,303,462	4,384,061	1,364,850	863,282	3,926,911	110,000	3,088,545	1,346,683	40,199,225
<u>Amendment #2</u>										
<u>Funding</u>										
Revenue/Loans	-	-	-	-	-	-	-	-	-	-
Use Of / (Add To) Fund Bal	30,000	-	-	-	-	-	-	-	-	30,000
Total Funding Ex Trans-In	30,000	-	-	-	-	-	-	-	-	30,000
Transfer-in	(70,088)	-	-	-	(451)	48,044	-	(41,605)	(118,553)	(182,653)
Total Funding	(40,088)	-	-	-	(451)	48,044	-	(41,605)	(118,553)	(152,653)
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	(31,641)	244	-	-	-	48,044	-	-	-	16,647
Transfer-Out	(8,447)	(244)	-	-	(451)	-	-	(41,605)	(118,553)	(169,300)
Total Expenditure	(40,088)	-	-	-	(451)	48,044	-	(41,605)	(118,553)	(152,653)
<u>Budget Thru Amend #2</u>										
<u>Funding</u>										
Revenue/Loans	16,237,557	1,303,462	3,106,771	950,000	350,200	3,926,911	-	-	-	25,874,901
Use Of / (Add To) Fund Bal	4,144,944	-	-	414,850	-	-	110,000	-	-	4,669,794
Total Funding Ex Trans-In	20,382,501	1,303,462	3,106,771	1,364,850	350,200	3,926,911	110,000	-	-	30,544,695
Transfer-in	3,388,842	-	1,277,290	-	512,631	48,044	-	3,046,940	1,228,130	9,501,877
Total Funding	23,771,343	1,303,462	4,384,061	1,364,850	862,831	3,974,955	110,000	3,046,940	1,228,130	40,046,572
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	17,484,134	1,219,948	4,384,061	1,364,850	739,600	1,257,343	110,000	3,046,939	1,228,130	30,835,005
Transfer-Out	6,287,209	83,514	-	-	123,231	2,717,612	-	1	-	9,211,567
Total Expenditure	23,771,343	1,303,462	4,384,061	1,364,850	862,831	3,974,955	110,000	3,046,940	1,228,130	40,046,572

FY 22 Budget Amendment #2 - First Hearing

Enterprise Funds										
	Water-Sewer Operating Expense Fund					Storm Water Op	Water Sewer CIP	Storm Water CIP	Total	
	Water-Sewer Operating Divisions (Expense)					Total				
	Water Division	Sewer Division	Water-Sewer Finance Division	Water Lines Division	Water-Sewer CIP Division	Total Water-Sewer Op Fund	Storm Water Op Fund	Total Water-Sewer CIP Fund	Storm Water CIP Fund	Total Funds
<u>Budget Thru Amend #1</u>										
<u>Funding</u>										
Revenue/Loans						10,025,825	1,900,000	1,596,577	1,466,131	14,988,533
Use Of / (Add To) Fund Bal						2,143,620	1,600,760	-	-	3,744,380
Total Funding Ex Trans-In						12,169,445	3,500,760	1,596,577	1,466,131	18,732,913
Transfer-in						1,000,000	-	996,821	3,397,506	5,394,327
Total Funding	-	-	-	-	-	13,169,445	3,500,760	2,593,398	4,863,637	24,127,240
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	2,000,670	4,014,923	5,093,724	255,205	139,882	11,504,404	930,631	2,593,398	4,863,637	19,892,070
Transfer-Out	-	-	1,665,041	-	-	1,665,041	2,570,129	-	-	4,235,170
Total Expenditure	2,000,670	4,014,923	6,758,765	255,205	139,882	13,169,445	3,500,760	2,593,398	4,863,637	24,127,240
<u>Amendment #2</u>										
<u>Funding</u>										
Revenue/Loans						-	-	-	-	-
Use Of / (Add To) Fund Bal						(168,153)	-	-	-	(168,153)
Total Funding Ex Trans-In						(168,153)	-	-	-	(168,153)
Transfer-in						-	-	-	(200,000)	(200,000)
Total Funding	-	-	-	-	-	(168,153)	-	-	(200,000)	(368,153)
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	-	-	(156,821)	-	-	(156,821)	202,021	-	(200,000)	(154,800)
Transfer-Out	-	-	(11,332)	-	-	(11,332)	(202,021)	-	-	(213,353)
Total Expenditure	-	-	(168,153)	-	-	(168,153)	-	-	(200,000)	(368,153)
<u>Budget Thru Amend #2</u>										
<u>Funding</u>										
Revenue/Loans						10,025,825	1,900,000	1,596,577	1,466,131	14,988,533
Use Of / (Add To) Fund Bal						1,975,467	1,600,760	-	-	3,576,227
Total Funding Ex Trans-In						12,001,292	3,500,760	1,596,577	1,466,131	18,564,760
Transfer-in						1,000,000	-	996,821	3,197,506	5,194,327
Total Funding	-	-	-	-	-	13,001,292	3,500,760	2,593,398	4,663,637	23,759,087
<u>Expenditure</u>										
Expenditure - Ex Trans-Out	2,000,670	4,014,923	4,936,903	255,205	139,882	11,347,583	1,132,652	2,593,398	4,663,637	19,737,270
Transfer-Out	-	-	1,653,709	-	-	1,653,709	2,368,108	-	-	4,021,817
Total Expenditure	2,000,670	4,014,923	6,590,612	255,205	139,882	13,001,292	3,500,760	2,593,398	4,663,637	23,759,087

FY 22 Budget Amendment #2 - First Hearing

<u>#</u>	<u>Amendment Details</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	
1	<u>Terminal Leave Payout - General Fund</u>							
	Non-Dept	Exp	19-581922	Sick Annual Leave Reserve	75,000	(75,000)	-	Payout broken into three compensation categories and doubled due to year-to-date usage
	Non-Dept	Exp	19-5819xx	Terminal Leave Payout - Wages		110,000	110,000	
	Non-Dept	Exp	19-5819yy	Terminal Leave Payout - FICA		7,800	7,800	
	Non-Dept	Exp	19-5819zz	Terminal Leave Payout - FRS		32,200	32,200	
	Non-Dept	Exp	19-519390	Contingency	1,358,712	(75,000)	1,283,712	
2	<u>County Debt - Water Sewer Fund</u>							
	WS-Finance	Exp	61-535542	Miami Dade Debt- Principal	1,611,092	(234,252)	1,376,840	Reduction in debt due to General Fund and Stormwater Fund being allocated a portion of this debt.
	WS-Finance	Exp	61-533720	Miami Dade Debt- Interest	-	66,099	66,099	
	WS Fund	Rev	440-383010	Use Of Fund Balance	2,143,620	(168,153)	1,975,467	
3	<u>County Debt - Allocated To Stormwater Fund</u>							
	StmWtr Ops	Exp	43-535542	Miami Dade Debt- Principal	-	112,423	112,423	Allocation of Miami-Dade debt to Stormwater Fund. Funded by elimination of Glorieta Gardens Retention Pond which is the property owner will be responsible for
	StmWtr Ops	Exp	43-533720	Miami Dade Debt- Interest	-	7,686	7,686	
	StmWtr Ops	Contin	43-538992	Contingency	190,000	79,891	269,891	
	StmWtr Ops	Trf-Out	43-538xxx	Trf-Out From Stormwater Ops	2,397,506	(200,000)	2,197,506	
	STM-CIP	Trf-In	455-xxxxxx	Trf-In From Stormwater Ops	2,397,506	(200,000)	2,197,506	
	STM-CIP	Exp	87-538633	Glorieta Gardens Retention Pond	200,000	(200,000)	-	
4	<u>County Debt - Allocated To Debt Service Fund</u>							
	Debt Svc	Exp	83-535542	Miami Dade Debt- Principal	-	44,969	44,969	County Debt Service being allocated among General, Water-Sewer and Stormwater Funds. Originally being paid only from Water-Sewer Fund
	Debt Svc	Exp	83-533720	Miami Dade Debt- Interest	-	3,075	3,075	
	Debt Svc	Trf-In	230-381001	Trf-In From General Fund	-	48,044	48,044	
	Non-Dept	Trf-Out	19-581xxx	Trf-Out To Debt Service	-	48,044	48,044	
	Non-Dept	Contin	19-519390	Contingency	1,283,712	(48,044)	1,235,668	
5	<u>WS Credit Card Charges</u>							
	Wtr-Swr Fin	Exp	61-533529	Credit Card Fee	5,000	20,000	25,000	Correction of under-budgeted expense
	Wtr-Swr Fin	Contin	61-513992	Contingency	497,975	(20,000)	477,975	
6	<u>Terminal Leave Payout - Enterprise Fund</u>							
	WS-Fin	Exp	61-535916	Sick Annual Leave Reserve	30,000	(30,000)	-	Payout broken into three compensation categories and doubled due to year-to-date usage
	WS-Fin	Exp	61-535xxx	Terminal Leave Payout - Wages	-	50,000	50,000	
	WS-Fin	Exp	61-535yyy	Terminal Leave Payout - FICA	-	2,000	2,000	
	WS-Fin	Exp	61-535zzz	Terminal Leave Payout - FRS	-	8,000	8,000	
	WS-Fin	Contin	61-513992	Contingency	477,975	(30,000)	447,975	

FY 22 Budget Amendment #2 - First Hearing

#	Amendment Details				Budget	Adj	Revised	
7	<u>IT Internal Service - Interfund Allocation Modification</u>							
	Info Tech	Trf-Out	85-512391	Admin Charge - Gen Fund	43,296	(43,296)	-	Revised methodology eliminating requirement for Internal Services fund to pay various G&A fees to simplify process. Reduction in Internal Services expense results in reduction in funds transferred in.
	Info Tech	Trf-Out	85-512441	Information Tech Charge	16,860	(16,860)	-	
	Info Tech	Trf-Out	85-512442	Insurance Charges - Risk	38,020	(38,020)	-	
	Info Tech	Trf-Out	85-512448	Rental Expense - TCO	15,233	(15,233)	-	
	Info Tech	Trf-Out	85-512449	Vehicle Service Charges	5,144	(5,144)	-	
	Info Tech	Trf-in	119-383030	Transfer-In - All Funds	1,346,683	(118,553)	1,228,130	
8	<u>Risk Management Internal Service - Interfund Allocation Modification</u>							
	Risk Mgmt.	Trf-Out	84-513391	Admin Charge - Gen Fund	21,648	(21,648)	-	Revised methodology eliminating requirement for Internal Services fund to pay various G&A fees to simplify process. Reduction in Internal Services expense results in reduction in funds transferred in.
	Risk Mgmt.	Trf-Out	84-513441	Information Tech Charge	8,430	(8,430)	-	
	Risk Mgmt.	Trf-Out	84-513451	Insurance Charges - Risk	11,527	(11,527)	-	
	Risk Mgmt.	Trf-in	118-384140	Transfer-In - All Funds	3,088,545	(41,605)	3,046,940	
9	<u>General Fund - Adjustment Due Internal Services Allocation Modification</u>							
	Non-Dept	Trf-Out	19-519441	Information Tech Charges	1,111,527	(78,332)	1,033,195	With elimination of Internal Service G&A fees, the General Fund payments to the Internal Services Funds are reduced and the payment from the Internal Services Funds to the General Fund are eliminated. General Fund has to make a payment to the Town Center Fund since the Town Center Fund no longer received payment from the Internal Services Funds. Remaining surplus used to increase General Fund Contingency.
	Non-Dept	Trf-Out	19-519442	Risk Management Charges	2,484,553	7,059	2,491,612	
	Non-Dept	Trf-Out	19-581926	Transfer Out - Town Center	482,287	14,782	497,069	
	Non-Dept	Exp	19-519390	Contingency *	1,235,668	(13,597)	1,222,071	
	Gen Fund	Trf-In	001-xxxxxx	Transfer In - Risk Management	21,648	(21,648)	-	
	Gen Fund	Trf-In	001-yyyyyy	Transfer In - IT	43,296	(43,296)	-	
	Gen Fund	Trf-In	001-383031	Transfer In - Vehicle Maintenance	138,876	(5,144)	133,732	
	* Budget Adjusted Due To Prior Items							
10	<u>CRA - Adjustment Due Internal Services Allocation Modification</u>							
	CRA	Trf-Out	77-515441	Information Tech Charges	3,586	(255)	3,331	CRA Fund payments to the Internal Services Funds are reduced since Internal Service Funds no longer have additional G&A expense. CRA Fund savings increase Fund's Trust Account
	CRA	Trf-Out	77-515442	Risk Management Charges	6,970	11	6,981	
	CRA	Exp	77-515543	Trust Account	81,582	244	81,826	
11	<u>Water-Sewer Fund - Adjustment Due Internal Services Allocation Modification</u>							
	WS Fin	Trf-Out	61-513441	Information Tech Charges	168,181	(11,965)	156,216	Water-Sewer Ops Fund payments to the Internal Services Funds are reduced since Internal Service Funds no longer have additional G&A expense. Water-Sewer Fund savings increase Fund's Contingency
	WS Fin	Trf-Out	61-513442	Risk Management Charges	397,317	633	397,950	
	WS Fin	Exp	61-513992	Contingency *	447,975	11,332	459,307	
	* Budget Adjusted Due To Prior Items							

FY 22 Budget Amendment #2 - First Hearing

<u>#</u>	<u>Amendment Details</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	
12	<u>Stormwater Fund - Adjustment Due Internal Services Allocation Modification</u>							
	Strmwtr	Trf-Out	43-538441	Information Tech Charges	29,669	(2,111)	27,558	Stormwater Ops Fund payments to the Internal Services Funds are reduced since Internal Service Funds no longer have additional G&A expense. Stormwater Fund savings increase Fund's Contingency
	Strmwtr	Trf-Out	43-538442	Risk Management Charges	56,554	90	56,644	
	Strmwtr	Exp	43-538992	Contingency	190,000	2,021	192,021	
13	<u>Town Center Fund - Adjustment Due Internal Services Allocation Modification</u>							
	Town Center	Trf-Out	62-519441	Information Tech Charges	8,430	(600)	7,830	Town Center Fund payments to the Internal Services Funds are reduced since Internal Service Funds no longer have additional G&A expense. Town Center Fund payments from Internal Services Fund reduced. Offset by payment from General Fund
	Town Center	Trf-Out	62-519442	Risk Management Charges	93,604	149	93,753	
	Town Center	Trf-In	490-381001	Transfer In - All Funds	513,083	(451)	512,632	
14	<u>City Manager Recruitment Search</u>							
	Non-Dept	Exp	19-519312	Other Professional Services	235,500	30,000	265,500	City Manager national search. Funded by Fund Balance due to one-time nature
	Gen Fund	Fnd Bal	001-383010	Use of Fund Balance	4,114,945	30,000	4,144,945	
15	<u>CRA - Staffing Increase</u>							
	CRA	Exp	77-515120	Salaries - Regular	45,630	34,000	79,630	Increased staffing . SUBJECT TO CRA BOARD APPROVAL. REPORTED HERE FOR INFORMATION ONLY
	CRA	Exp	77-515130	Salaries - Part-time	-	14,000	14,000	
	CRA	Exp	77-515210	FICA	10,410	4,000	14,410	
	CRA	Exp	77-515220	Retirement	14,723	4,000	18,723	
	CRA	Exp	77-515230	Life And Health Insurance	9,401	4,000	13,401	
	CRA	Exp	77-515543	Trust Account	81,582	(60,000)	21,582	
16	<u>City Manager Termination</u>							
	CM Office	Exp	12-512110	Salaries - Executive	271,032	60,138	331,170	Additional compensation in City Manager Office due to overlap in compensation in termination package of prior City Manager and Interim City Manager. Offset by savings from vacant Purchasing Officer (City Manager's Office) and Planner (Community Development) positions.
	CM Office	Exp	12-512120	Salaries - Regular	308,665	(29,376)	279,289	
	CM Office	Exp	12-512210	FICA	45,948	1,655	47,603	
	CM Office	Exp	12-512220	Retirement	98,890	(4,623)	94,267	
	CM Office	Exp	12-512230	Life And Health Insurance	49,575	8,366	57,941	
	Com Dev	Exp	15-515120	Salaries - Regular	162,689	(28,478)	134,211	
	Com Dev	Exp	15-515210	FICA	17,087	(2,179)	14,908	
	Com Dev	Exp	15-515220	Retirement	24,167	(2,422)	21,745	
	Com Dev	Exp	15-515230	Life And Health Insurance	26,511	(3,081)	23,430	