City of Opa-locka

Commission Chambers
215 Perviz Avenue
Opa-locka, FL 33054

REGULAR COMMISSION MEETING
Agenda

Wednesday, May 12, 2021
7:00 PM

City Commission

Mayor Matthew A. Pigatt
Vice Mayor Veronica J. Williams
Commissioner Alvin Burke
Commissioner Chris Davis
Commissioner John H. Taylor Jr.

Appointed Officials

City Manager John E. Pate
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give their full name and address, and the name and address of the organization they 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 becomes boisterous while addressing the Commission, shall be declared to be out of order by the presiding officer, and shall be barred from future audiences before the Commission by the presiding officer, unless permission to continue or again address the Commission is granted by a 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:

Anyone who desires to appeal any decision made by any board, agency, or commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for that reason, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal may be based.

Procedures for Public Participation

How to watch the meeting
Members of the public are encouraged to 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 on any agenda item may do so in person or virtually. **Space for in-person attendance is very limited due to COVID-19 social distancing.**

To participate virtually, please register at least 30 minutes prior to the scheduled meeting time on the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA

“The Great City”

AGENDA
REGULAR COMMISSION MEETING
May 12, 2021
7:00 P.M.

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

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

7. APPROVAL OF AGENDA:

8. APPROVAL OF MINUTES:

Virtual Workshop Meeting Minutes – March 18, 2021
Special Commission Meeting Minutes – April 29, 2021

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

10. PUBLIC PRESENTATIONS:

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

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

13. ADMINISTRATION:

CONSENT AGENDA:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR FINANCIAL ACCOUNTING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

2. A RESOLUTION OF THE CITY COMMISSION OF CITY OF OPA-LOCKA, FLORIDA, APPROVING THE RECOMMENDATION OF THE HISTORIC ENVIRONMENTAL PRESERVATION BOARD TO ISSUE A CERTIFICATE OF APPROPRIATENESS FOR THE STRUCTURE AT 432 OPA-LOCKA BOULEVARD TO ALLOW FOR THE REPLACEMENT OF WINDOWS AND DOORS ON SAID REGISTERED HISTORIC PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; RESCINDING ALL RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A MUTUALLY AGREED UPON AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN CITY MANAGER JOHN E. PATE AND THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager and Vice Mayor Williams*

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

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 (Commissioner Taylor)
1 Individual appointment (Vice Mayor Williams)

Historic Environmental Preservation Board
3 At-large appointments

Fair Housing and Nuisance Abatement Board
1 Individual appointment (Commissioner Taylor)
1 Individual appointment (Vice Mayor Williams)
1 Individual appointment (Mayor Pigatt)

Community Relations, Recreation and Activities Board
1 Individual appointment (Commissioner Taylor)
1 Individual appointment (Commissioner Davis)
1 Individual appointment (Vice Mayor Williams)
1 Individual appointment (Mayor Pigatt)
1 At-large appointment

Planning & Zoning Board
1 At-large appointment

22. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

A. Feeding South Florida Drive-Thru Food Distribution, Tuesday, May 11, 2021 from 9:00 a.m. – 11:00 a.m., Sherbondy Park, 215 Perviz Avenue, Opa-locka, Florida.

B. Miami-Dade Fire Rescue Open Recruitment Informational Session, Thursday, May 13, 2021 at 6:30 p.m., Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida. *Hosted by Vice Mayor Veronica J. Williams*

C. City of Opa-locka Mayor & Commission along with Parks & Recreation presents Bingo & Chill, Friday, May 14, 2021 at 6:00 p.m., Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida. Join us for a Community Night of Fun. RSVP required by May 12, 2021. *Hosted by Commissioner John H. Taylor*

D. City of Opa-locka Virtual Workshop, Monday, May 17, 2021 at 5:30 p.m. to discuss City Commission Priorities. To participate, please register on the City of Opa-locka website at www.opalockafl.gov. The virtual workshop will be aired via livestream at https://www.youtube.com/user/CityofOpaLocka.

E. Virtual Ethics Training for City of Opa-locka Board Members conducted by Miami-Dade County Commission on Ethics and Public Trust, Wednesday, May 19, 2021 at 6:00 p.m.

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

Virtual Workshop
Thursday, March 18, 2021
5:30 p.m.

1. WELCOME/OPENING REMARKS:

Mayor Matthew Pigatt called the Virtual Workshop to order at 5:30 PM on Thursday, March 18, 2021.

In his opening remarks, Mayor Pigatt stated that the workshop was scheduled to discuss Opa-locka's events policy.

2. ROLL CALL:

The following members of the City Commission were virtually present: Commissioner Alvin E. Burke, Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also virtually in attendance were: City Manager John E. Pate, Assistant City Attorney Candice Cobb, and City Clerk Joanna Flores.

Assistant City Attorney Candice Cobb announced the agenda protocols for virtual workshop meetings pursuant to Resolution No. 21-9835 passed by the City Commission on November 12, 2020.

3. INVOCATION:

The invocation was delivered by Commissioner Taylor.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Davis.

5. PUBLIC COMMENTS:

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

Clerk Flores stated that there were no public comments.

6. DISCUSSION ITEMS:

a) City of Opa-locka Special Events Policy

Mayor Pigatt asked City Manager Pate to introduce the events policy.

City Manager Pate stated that he had Budget Director Robert Anathan prepare a Powerpoint presentation on the events policy.

Budget Director Anathan reported that he assisted Parks & Recreation Director Delven Patterson in pulling the policy together, and he briefly reviewed the proposed policy for the Commission.

Vice Mayor Williams thanked Mr. Anathan for his presentation of the events policy and for breaking it down for the Commission to see the larger policy in chunks. The Vice Mayor asked if the Special Events Coordinator is a new position or if it will be someone who is already an employee of the City, and whether the Coordinator will be over the Special Events Committee or if they are two separate entities.

Parks & Recreation Director Patterson explained that for now, he will be the Special Events Coordinator as he will primarily oversee the coordination of events through his department, and the Coordinator is part of the Committee which will be made up of different City department heads.

Budget Director Anathan added that in the absence of the Parks & Recreation Director, the Special Events Coordinator will be the Chairman of the Special Events Committee.

Vice Mayor Williams expressed that she is still unclear from the last meeting about the special events policy, in terms of the role of the Special Events Coordinator and Special Events Committee when it comes to Commission events.

Budget Director Anathan explained that he differentiates between when resources are required and when they are not. Director Anathan offered as an example tomorrow's luncheon and stated that after being informed through the City Manager, the only role that the Special Events Coordinator will play is to confirm that it doesn't conflict with anything else going on in the City, and takes a look at the promotion plan to make sure that it's being properly floated just to make sure that all of the Commissioner and department heads are aware that the event is going to take place. He asserted that for this type of event, the Special Events Coordinator will have a very minimal role.

Vice Mayor Williams asked what the policy is referring to when it states that the Special Events Coordinator will verify proper promotion, and specifically if they will give Commissioners a hand with promotions, if they do not properly promote events.

Budget Director Anathan stated that the Special Events Coordinator will take a look at who has been made aware that an event is going to occur, and if the word has not gotten out sufficiently with the people who the event is intended for, they will make recommendations on what can be done to further promote the event through the City website or some other means.

Vice Mayor Williams stated that her understanding of the proposed policy is that each Commission member will get an equal amount of money budgeted to organize events, and if she runs out of money, then she would have to go to the Commission and ask for approval to borrow money from the other Commissioners' money.

Budget Director Anathan explained that in Vice Mayor Williams' example, a budget amendment would be proposed which can have the funding sourced from anywhere, and that she would not be dependent on money from the other Commissioners.

Vice Mayor Williams noted that she has been on the Commission for approximately four months, and has not seen every Commissioner organize events. The Vice Mayor expressed concerns about having to get Commission approval for events, from Commissioners who don't have the same zeal that she has for organizing events.

Budget Director Anathan pointed out that this process does not exist at the moment and has been borrowed from a couple of other Cities. Director Anathan explained that the policy just says that if a Commissioner surpasses their allocation, because the funding is not budgeted, it has to go back to the Commission for approval.

Vice Mayor Williams asserted that the policy gives her trepidation because when she brought forth an item, other members of the Commission suggested that the funding she needed for her item should go somewhere else. The Vice Mayor asked to hear from the other Commissioners.

Commissioner Taylor indicated his support for Vice Mayor Williams' position, but wanted to ensure he understood the policy correctly. The Commissioner asked if all the events organized by a member of the Commission that falls within the budget allocated to each Commissioner does not need to have additional permission from the Commission, but once that budget runs out and more money is needed, then the event will have to be brought before the Commission.

Budget Director Anathan confirmed that Commissioner Taylor is correct because once a Commissioner runs out of their budget, the only way for a budget to be available is for the Commission to agree to a budget amendment and by de facto, agree to the project itself.

Commissioner Taylor asked if the reference to City resources in the policy includes staff, expressing concern that staff is going to eat up the budget. The Commissioner offered several examples such as the Vice Mayor's luncheon which if it was after hours may have had a cost for the staff in attendance, or police presence at a barbeque, or support staff like IT Director Nelson Rodriguez who was at the talk show event.

Budget Director Anathan recommended that in the short-term for at least the next year, the City should define cost as an external purchase of goods and services. The Budget Director acknowledged that using the term City resources can be confusing, and stated that it should be changed to City expenses. He added that once the Finance Department is settled, Opa-locka should follow the example of more sophisticated cities that pick up all of the in-house expenses as well.

Commissioner Burke expressed that he felt the Commission was right back where it started. The Commissioner asked how it was determined that the Commission would use Miramar's event policy and try to revamp it to fit Opa-locka. He stated that he thought they were going to look at the event policies of a number of cities, and he asked if the event policies of cities that are closer to Opa-locka like North Miami and North Miami Beach had been looked at.

Budget Director Anathan explained that the only two things that were taken from the Miramar events policy were all of the things done for external events which he presumend will probably be used approximately 5% of the time, as well as the proposal to allocate some money to each member of the Commission for events they have an interest in. The Budget Director stated that the rest of the events policy was developed trying to be responsive to the operational audit, and he felt it is a reasonably firm structure to give the Commission control over special events. Mr. Anathan asserted that the proposed events policy should not be thought of as having the entire Miramar events policy just grafted onto the City of Opa-locka.

Commissioner Burke asked if it was Budget Director Anathan who developed the special events policy and not the Parks & Recreation Director Delven Patterson, because he is hearing everything from Mr. Anathan and nothing from Mr. Patterson.

Budget Director Anathan assured Commissioner Burke that he worked on the events policy together with Parks & Recreation Director Patterson, and shared that the roots of the policy were in place before Director Patterson was put in place last November. The Budget Director stated that while he provided some assistance in pulling the package together, that he believes Mr. Patterson is fully vested, unless he chooses to indicate otherwise.

Parks & Recreation Director Patterson asserted that he is fully vested on the events policy.

Vice Mayor Williams echoed Commissioner Burke's sentiments and expressed that she thinks the commission should look at the events policies in other cities instead of just one city. The Vice Mayor suggested taking the good policies from different cities. She noted that comparing Opa-locka to Miramar is like comparing apples to oranges because Opa-locka doesn't have Miramar's budget, in addition to Miramar having a much larger population and territory. Stating that she doesn't even know how many Commissioners Miramar has or if they have council boundary lines like in Miami Gardens, the Vice Mayor suggested looking at the events policy of smaller municipalities like West Park. She also said that she would like to amend the policy on Commission approval of budget amendments because it gives her trepidation, suggesting instead that if she is the Commissioner that likes to plan a lot of events and her pot or kitty is gone, that the Commission could vote to remove the events budget of a Commissioner that has not totally invested their pot. The Vice Mayor asserted that she would like to remove that from the policy until she personally sees more events from the entire board, and then she will be ok with putting it back in everyone's lap. She added that right now, she would like for the events budget allocation to come from the City Manager's office, to allow them to make the determination if the Commissioners' budget needs to be amended.

City Attorney Norris-Weeks reported that Miramar has a similar government structure to Opa-locka with five members of their Commission.

Budget Director Anathan explained that the only thing from Miramar in the policy is the concept of allocating each Commissioner a dedicated small budget for their own special events. As stated by the Budget Director, the policies on the City Commission's control of special events were not based on Miramar's policy but instead were designed to allow the Commission to identify the special events they want for the year and to get those into the budget. He asserted that he believes it is a very well thought out set of procedures to make sure that the City does not have any exposure from conducting the event program. Director Anathan also explained that if a Commissioner uses up a budget that is put together and wants to plan another event that requires a budget, a budget amendment will be necessary, but may require nothing more than a contribution from another Commissioner.

Vice Mayor Williams stated that she is getting confused and recalled that Budget Director Anathan said that the majority of the policy didn't come from Miramar, but as she looks at it, she noted that almost 25 pages of the policy came directly from Miramar's policy.

Budget Director Anathan explained that he obviously miscommunicated.

Mayor Pigatt asked for the Commission to hold off on the back and forth about the policies that are used, and in an attempt to bring some clarity to the conversation, asked if there was anything in particular about the sections of the events policy from Miramar, that any of the Commissioners think need to be changed. The Mayor also noted that the members of the Commission have the ability to do research and propose things to staff, and asked if there are any sections from the events policies of other cities that any of the members of the Commission believe would be better suited for the City of Opa-locka. He proposed that those be forwarded to the City Manager's Office and Mr. Anathan, to put whatever the Commission would like to be included into the events policy, and he added that the Commission can have another meeting to discuss those. Explaining that many times these policies are standardized, he explained that what the Commission is trying to do is get to a policy that works for the City of Opa-locka and encouraged the Commissioners to figure out the parts of the policy that don't fit the City and propose their removal.

Commissioner Taylor recalled receiving the events policy along with backup documentation from Miramar. The Commissioner expressed that because it looked like that was etched in stone when comparing this situation to a discussion that was had prior to this new Commission being sworn-in, he didn't know that he had the option to look at other municipalities.

Mayor Pigatt thanked Commissioner Taylor for his clarification and recalled that when the Commission first started, one of the things he advocated for on the agenda was for a public workshop to go over things like the development of the City's policies. The Mayor stated that sharing context and background would be very beneficial, and said that his involvement with events began when he was an employee of the City. He reported that one of the challenges he heard quite a bit which resonated with him, was employees having to show up to events without notice, not being compensated and taking away from their family lives. As a resident, he shared that when he tried to organize a mentoring program event in the City of Opa-locka, he was told by the Parks & Recreation department that certain facilities couldn't be used because they were being reserved just in case the Commission wanted to organize an event. As a Commissioner, he stated that his colleagues at the time would have multiple events at the same time, offering the example of multiple backpack giveaways and toy drives, and that he wanted to organize events as well but that there weren't any regulations. He added that as a big change agent, he was the lone wolf being denied a lot of resources. The Mayor expressed he was glad the Commission was having this conversation and is happy with the policy that has been put together, because it is trying to provide some guidance. As Mayor, he stated he is the ceremonial leader of the City, and that there is an expectation from residents that he and his colleagues attend events; but he described the situation as very confusing, stating that the Commission would at times not know about events that were happening, or when to show up or what the agenda was. Recalling that a few months after he became Mayor, after learning that the operational audit defined City events as a big source of mismanagement, he decided to personally refrain from organizing events until the events policy was put in place. With the new City Manager and City Attorney coming on board, he said that he asked them to help develop the events policy with the Legislative Aide. Reporting that through the research process that set out to look for best practices, legislation from a few cities was submitted, including Miramar, Miami Gardens along with a cursory review of others. The Mayor stated that those who were tasked with researching the events policy of other cities, had the goal of addressing how Opa-locka utilizes resources including facilities and staff time, the fiscal impact of the policy and the proper promotion of events.

Commissioner Taylor asked if the events policy was written by Budget Director Anathan or the Mayor, because he said it sounds like the policy is based on what the Mayor deemed as a negative experience when he was first elected. The Commissioner asserted that he does not want for it to look like the Commission is being punished because of past experiences that the Mayor thinks were negative. Recognizing that the Mayor reported that he and Legislative Aide Randy Grice had a hand in creating the events policy, the Commissioner said that the rest of the Commission was never informed they could have a hand in it and expressed that he doesn't think it looks right.

Commissioner Burke pointed out that he has been in the City for several years and based on his knowledge as someone who was close to the Commission, he stated that there's never been a time when an employee had to work at an event that they didn't want to work. The Commissioner acknowledged that there were times when the Commission has had back-to-back events, but he said that from the time Mayor Pigatt became a Commissioner and since he became Mayor, he never attended any events in the City and the Commissioner added that every event the Mayor organized was located in Miami Gardens or some other place. He stated that he was appalled at some of the things the Mayor was saying about the events policy in the City, including that the Parks & Recreation Department wasn't doing anything and making employees work when they didn't want to. Agreeing that an events policy is needed, he asked the Mayor to not make it look like the Parks & Recreation Department had no plans. Recalling that when Commissioners had events, they got donations and the events were posted ahead of time, so there was nothing impromptu for the times that staff would be used. Offering the examples of Arabian Nights, the Fourth of July extravaganza, and the toy giveaway at Ingram Park, the Commissioner pointed out that they were mostly privately funded and that the only cost the City had to incur was the cost of employees cleaning up. The Commissioner urged Mayor Pigatt not to make it look like the City didn't know what they were doing all of these years, because it is a slap in the face to the previous Commission and he stated that he will not sit there and do that because he knows better.

Budget Director Anathan apologized to the Commission for letting the conversation jump the rails and become strictly a discussion about Miramar's event policy, when it has nothing to do with 90% of the policy which was intended to give the Commission the ability to control special events. Director Anathan urged the Commission to think about what was presented in two pieces: with the first three pages addressing City-produced events and pages 4-30 addressing external events. Director Anathan acknowledged that pages 4-30 of the proposed events policy for the City of Opa-locka were taken from Miramar's events policy, but asserted that Miramar's policy did not enter as a factor into the first three pages. He added that the first three pages were put together with the understanding that the Commission wanted to play an active role in setting up a schedule of events to get into the budget early, so that there are no questions and nothing gets lost in the review process. Mr. Anathan explained that those first three pages were also designed to make sure that there is an organization in place that will make sure all of the bases are covered for an event, so that it is successful and achieves the Commission's objectives. Asserting once again that the Miramar events policy did not play a role in those first three pages of the Opa-locka events policy, he did acknowledge that they took inspiration from the Miramar policy on the ability to have each Commissioner and the Mayor organize individual events that may be of interest to them.

Mayor Pigatt also apologized to the Commission if using his personal experience as examples of the implications for the events policy, may have derailed the conversation. The Mayor committed to trying his best to limit those types of comments. He recalled that during the Commission's last conversation about the events policy, it was asked where the policies were coming from, which is why all of the information about the policy was provided to everyone. The Mayor also pointed out that the Commission has the ability to propose ideas on every single legislation, and this workshop is the place for them to bring those ideas together. He asked Commissioner Taylor if that answered his question and clarified everything for him.

Commissioner Taylor indicated that for the most part, his questions had been answered.

Mayor Pigatt inquired about the use of the term resources, and whether it should be expenditures. The Mayor explained that he thinks of expenditures as something that is paid and sees resources as facilities, Zoom platforms and things of that nature.

Budget Director Anathan stated that he has learned his lesson on that and said he should not have used the term resources, but rather should have said City expenditures.

Mayor Pigatt asked Budget Director Anathan to clarify what he meant when he stated that he did not suggest calculating staff time as part of the cost for events, because the Finance Department is overwhelmed due to the City's financial crisis.

Budget Director Anathan asserted that it is a level of sophistication that does not need to be taken into account, considering that the City's budget has never included anything beyond third party expenditures. Director Anathan stated that it is a convenient way to get through another year, without calculating the full cost of City resources including rent, staff time, electricity, and water, which he said is a little bit challenging.

Mayor Pigatt stated that he only sees a reference to not calculating the cost of staff in the events policy, which he said seems to be in opposition to the operational audit, which specifically asked for the Commission to account for the impact of events. The Mayor asked why something would be proposed that is not in alignment with what the audit stated the City wasn't doing right.

Budget Director Anathan explained that most cities usually go the easier route by just looking at the bills they are going to have to pay for goods and services. Director Anathan stated that if the Commission wants to put in place the discipline of calculating the cost of City resources, it will require the Parks & Recreation Director to make an extremely thorough analysis of the proposed events for the coming year, to figure out how many people are going to be involved and how much electricity and water will be used. He expressed that while it is doable, it is not an easy thing to do and he recommended that the Commission walk before it runs.

Mayor Pigatt proposed that the language in the events policy be edited to put in a time limit or to include language specifying that any events that are not budgeted or approved, will require the level of detail specified by Budget Director Anathan, for the impact on City resources.

Budget Director Anathan asked Mayor Pigatt if he would include events organized by the Mayor or the Commissioners as budgeted or unbudgeted.

Mayor Pigatt offered the example of the Commission deciding to organize a large-scale event that requires five police officers, which would incur overtime costs. The Mayor asserted that he thinks there needs to be some language in the policy that accounts for staff time because it is usually the largest cost, and said he understands that calculating electricity and water costs is going very deep.

Vice Mayor Williams stated that it sounds like two different budgets are being talked about. The Vice Mayor recalled that the first time the events policy was presented by Budget Director Anathan and Parks & Recreation Director Patterson, it included a budget for large-scale events. She asked if Mayor Pigatt is proposing that the cost of staff be calculated for those large-scale events or for the events organized by the Commission.

Mayor Pigatt clarified that he is proposing that the cost of staff be calculated for all events. The Mayor explained that when the Commission plans events, he thinks they should account for how staff will be utilized. He pointed out that the Parks & Recreation staff has programs and activities they will be running as part of their standard operations, and any event organized is added on top of those daily duties they are already responsible for. Offering the example of a barbeque which Commissioner Taylor had previously mentioned, the Mayor stated that they should take into account that somebody from the Public Works Department will probably have to prepare and clean up the facility, and depending on how large the event is, there may need to be a certain number of police. With respect to the budget, he reminded the Commission that one of the first things the financial oversight board did was to remove the budget for special events. The Mayor asserted that when they start to have events, they need to have a fiscal analysis and each event must fit within the budget.

Commissioner Burke stated that he thinks the Commission started to get ahead of itself and proposed that they decide what yearly events they would like to plan to get a better understanding for what they are trying to do. As examples, the Commissioner suggested that the Commission should discuss whether or not they want to bring back Arabian Nights, or organize Easter, Christmas or back-to-school events, and then he thinks the Commision will be able to handle the events policy much better.

Budget Director Anathan addressed Vice Mayor Williams' question, explaining that anything that the public is invited to would qualify as a special event. Director Aanthan offered as an example a Christmas tree lighting, and stated that the Parks & Recreation Director will provide the Commission with a list of events he thinks are appropriate in May, to provide the Commission an opportunity to respond. He explained that those events will eventually end up in the Parks & Recreation Department budget and that events organized by the Commission might be either in the Parks & Recreation Department budget as a lump sum or in the Commission budget. Asserting that an event doesn’t have to be large in scale to qualify as a special event, he added that the example of the circus coming to town would qualify as a third party event and is not at the heart of what is addressed in the first three pages of the events policy.

Mayor Pigatt re-affirmed what was stated by Budget Director Anathan, explaining to Commissioner Burke that once the events policy is in place, the Commission will come together with the Parks & Recreation Director to decide which events they want to organize in consideration of the fiscal impact. The Mayor reminded the Commission that the impetus for creating the events policy is because Opa-locka is under financial oversight. He reported that he just had a call last week with Management and the operational auditors who informed them that they are going to be in the City over the next five to seven months, looking at how the City has done getting the events policy in place.

Commissioner Taylor asked for clarification from Budget Director Anathan about his proposal to not get into the details about the cost of staff payroll, light and water for the first year of the implementation of the events policy.

Budget Director Anathan offered an example of him getting involved in special events, explaining that his participation does not cost the City anything because he gets paid the same amount, though he did acknowledge that something else may not get done during the time he is participating in the event. Director Anathan added that you can apply the same concept to police who support an event during their regular scheduled time, asserting that there is no real direct additional cost to the City.

Commissioner Taylor stated that his understanding is that there will be two events policies, with the one for the first year not including the cost of staffing, lighting and water and then the second policy being implemented after that first year to include those costs. The Commissioner asked if those extra costs will be taken out of his budget.

Budget Director Anathan offered as an example a budget allocation of four thousand dollars per Commissioner for events, and said that after the first year of the implementation of the events policy, that budget allocation could be ten thousand dollars, but that it wouldn't impact the City's bottom line with no additional expenses, and funds just coming out of one budget and into another. Director Anathan asserted that if staff incurs overtime to participate in an event, that would represent an additional cost to the City and truly needs to be taken into account at some point.

Commissioner Taylor asked if the only way that staff should be utilized for events, is if they are actually on the clock at the time of the event.

Budget Director Anathan confirmed that the preferred treatment for usage of City staff at all times is to minimize overtime.

Commissioner Taylor noted that like Commissioner Burke, he is a year ahead of time, and he wanted to know if the cost of electricity and water for events that he organizes, will come out of his budget.

Budget Director Anathan acknowledged that Mayor Pigatt's point was accurate, and stated that the focus should really be on labor costs because the cost of electricity and water is probably a third order.

Commissioner Taylor proposed that Budget Director Anathan reword the policy for now, because he understood that the wording was going to change in the future.

Budget Director Anathan assured Commissioner Taylor that the policy will reflect that it is designed to be a way for the City to organize events initially, but pointed out that realistically everything in the policy can change a year from now.

Mayor Pigatt asked Budget Director Anathan what the language change would be, because he wants to make sure the Commission is clear on it. The Mayor suggested that if the full cost of City resources is not going to be calculated for the next year, that the policy should state that for the next 365 days, the policy will only cover City expenditures and then after that period will cover full cost allocation. He asserted that he wants to make sure that the language within the operational audit findings is used, to include a fiscal accounting for the City's special events.

Budget Director Anathan stated that very simply all the language in the events policy would say is that the cost methodology for FY 22 will only calculate City expenditures, and then FY 23 will have the City move to a full cost allocation basis.

Commissioner Taylor asked to clarify if the language shared by Budget Director Anathan would replace the paragraph about special events cost on page 2 of the events policy.

Mayor Pigatt stated that he thinks that is what Budget Director Anathan is saying.

Commissioner Burke indicated that he now understands what the Commission is trying to do, and stated that his understanding is that they are trying to get an events policy in place for the oversight committee.

Mayor Pigatt confirmed that is the main focus for the conversation, specifically in response to the findings of the operational audit.

Commissioner Burke said that is all he has.

Mayor Pigatt inquired about the section of the events policy that addresses City produced special events that are unbudgeted and do not require City resources. The Mayor said that he sees every event requiring City resources, with the exception of events like the Clerk's Office Halloween events for staff and the luncheon that is occurring on Friday, which he characterized as events organized by staff to honor their fellow colleagues.

Commissioner Burke asked if an event that benefits City employees would be considered a City event.

Mayor Pigatt asserted that Commissioner Bruke's question is what he is trying to get clarification on, stating that he loves the event initiatives of the Clerk's office, and asked Budget Director Anathan if those are considered City events.

Budget Director Anathan stated that he's learned his lesson and that he was too sloppy with the language in the policy. Mr. Anathan encouraged the Commission to take a look at the word resources in the policy, because they will never see that word again and he promised to replace it with external City expenditures. Adding that the policy addresses Commission events which may be in the budget and may be Commission initiated, he stated that an event organized by the City department is totally outside of anything the policy addresses.

Mayor Pigatt asked if a City department is able to organize events without having to abide by the events policy, can the City Commission do it too. The Mayor offered the example of the Commission celebrating parks employees by giving them some food during lunch time, and stated that he does not see that as being a City event per se, and asked for clarification on how the events policy addresses those events.

Budget Director Anathan explained that for events that are initiated by the Mayor or a Commissioner they are special events, and if they have almost no overhead in the example provided by the Mayor, all that is asked is to let the City Manager know the intention. Mr. Anathan suggested that perhaps that part of the policy is asking too much, but stated that the only steps that occur in that process is that the special events coordinator will confirm there are no schedule conflicts, they may make recommendations about promoting the event in a way that has not been done and will make sure that all City officials are equally aware about the planned event.

Mayor Pigatt stated that he does not like the idea of taking out the term resources from the policy and replacing it with external expenditures, because the operational audit specifically addresses a full cost analysis that takes into consideration the City's internal resources. The Mayor suggested that the events policy should just define what City resources are, as other policies define terms to clarify and make them simple. He asserted that all that matters to him is that the events policy fits the findings of the operational audit.

Budget Director Anathan stated that it would be helpful to have some guidance from the Commission, because he got the sense that there is some discomfort particularly with the portion of the events policy that addresses Commission initiated events.

Mayor Pigatt asked Vice Mayor Williams if she has specific edits for the events policy.

Vice Mayor Williams stated that she thinks she gave her suggestion earlier. The Vice Mayor said that she is looking at two different events policies, noting that the Commission spent almost three hours editing, revising and giving information to Parks & Recreation Director Patterson, and expressed concern that at this workshop the events policy that is being presented includes 25 pages from another city that is totally different. Noting that she keeps talking about being one body, she said that if the Commissioners had been asked to provide research either at the last meeting or through an email sent by the Clerk's office, she would have been more than happy to do the research. She said that what was proffered was that the Parks Department was creating an events policy, and while she knows that the Commission has the right to do research, it is not what they were asked to do. The Vice Mayor reported that at the last workshop she gave the City Manager an idea on how to move forward with strategic planning. Asserting that she won't lie, Vice Mayor Williams expressed that it bothered her that a simple email wasn't sent, asking the Commission to do research. She also stated that she is not in favor of requiring Commission approval for events, including budget amendments and suggested instead that the budget for events be approved through the City Manager's office. The Vice Mayor added that she does not want to be pigeonholed asking for approval of her proposed events. She said that approval of the budget for events through the City Manager's office would satisfy the audit findings because she is not suggesting not to have a budget, but she does not agree with the requirements for the budget in the proposed events policy.

Commissioner Davis stated he wanted to clear up a few things because he heard a couple of comments that he felt were directed at some of the actions he has taken on the dais. The Commissioner reminded his colleagues that approving the budget every fiscal year including budget amendments, is a chartered responsibility of the Commission and is not under the purview of the City Manager or the Finance Director. He added that he doesn't understand the statements that were made about one Commissioner pigeonholing another Commissioner when they want to organize an event.

Vice Mayor Williams stated that she didn't say another Commissioner.

Commissioner Davis asked Mayor Pigatt if he had the floor.

Mayor Pigatt confirmed that Commissioner Davis has the floor.

Commissioner Davis asserted that he will not support any individual on the Commission making arbitrary budget decisions. The Commissioner recognized that all of the members of the Commission feel passionate about different issues. He recalled that six months ago, in response to residents struggling from COVID-19 and the troubles they were facing because of the pandemic, he proposed an item before the Commission to provide $50,000 of rental, mortgage and food assistance to residents. Commissioner Davis stated that he didn't cry or point fingers at another Commissioner when his proposal didn't happen, even though the money was allocated in the budget. Instead, he explained that he fought with Miami-Dade County for the needed resources and got five times what he asked the Commission for. Commissioner Davis stressed that when he hears comments like the ones that were made, he has to clear it up because he is going to fight unapologetically for the community and is not going to pigeonhole anybody else that does the same.

Mayor Pigatt stated that to provide context and an understanding of how the Commission works for Vice Mayor Williams and addressing her discomfort with how the events policy legislation was developed, he explained that the members of the Commission have the right without anyone telling them anything, to speak with the City Attorney, City Clerk and City Manager to propose ideas on every single legislative item that comes before them. The Mayor said he wants the Vice Mayor to understand that because it is part of her power as an elected official. He also addressed the Vice Mayor's hesitancy about Commission approval of events, stating that he understood her feelings about somebody else telling her whether or not she can do something, but pointed out that it literally comes from the finding of the operational audit which stated that events have to get Commission approval. The Mayor stated that the Commission can be against the audit findings, as it has a tradition of doing, because the Commission establishes the law in Opa-locka. He added that commission approval of events is standard in most municipalities, and that elected officials have gotten around that with budget allocations for events, and that is what the events policy calls for, giving the Commission the freedom to organize events within their budget, but requiring the need to obtain Commission approval if the event requires additional budget. The Mayor also offered assurances that the budget for an event won't necessarily have to come from the budget of another Commission member, and can come from anywhere as Mr. Anathan had stated. He said that he hopes that clarified everything for the Vice Mayor.

Vice Mayor Williams said that the statement she made was to the entire Commission and that her concern is with events requiring Commission approval. The Vice Mayor said that she noticed that no Commissioner except one had a problem with her statement. She asserted that her problem is that she has not seen events and asked if the City Manager's office is responsible for managing and administering the budget.

Mayor Pigatt asked the City Attorney if she wanted to answer Vice Mayor William's question about the City Manager being responsible for managing and administering the budget.

Commissioner Davis said that he can answer the Vice Mayor's question, stating that it is the City Manager's responsibility to manage and administer the budget but not to vote on it.

Vice Mayor Williams asserted that she was not talking about voting on a budget, but was talking about approval of events.

Mayor Pigatt asked the Commissioners to maintain decorum and reminded them that everything needs to be addressed to the Chair. The Mayor stated that the Commission is trying to make modifications to the language for the events policy that was proposed by Management, and acknowledged that the topic of concern is Commission approval of events and whether or not the City Manager has the right to make modifications to the budget without Commission approval.

Vice Mayor Williams asked if the events policy is stating that Commission approval is required for their events whether they are budgeted or not budgeted. Assuring the Commission that she is very astute, she noted that the policy states that Commission approval is required, including a budget amendment, and asked for clarification on the portion about Commission approval being required.

Mayor Pigatt asked the City Attorney, the City Manager and the Budget Director if any of them could provide the clarification that Vice Mayor Williams was seeking.

City Manager Pate clarified that his office cannot make any modification to the budget if a dollar amount exceeds a certain number, which would need to be done through a budget amendment. The Manager stated that if there is a specific line item in the budget for a pot of money and there is money left over after the Commission's events, he thinks he has the discretion to speak to the Commissioners to determine if they are going to use the remaining funds and make internal adjustments. He added that if the funding is going to be allocated through separate line items for each Commissioner with individual account codes, that would require a budget amendment. Explaining that the budgetary responsibilities for the City Manager are not the same in every city, Mr. Pate asserted that like Commissioner Davis said, in Opa-locka his job is to manage and administer the budget that is approved by the Commission.

Mayor Pigatt reminded the Commission that finding number 19 of the operational audit expressly states that the City had not established policies regarding special events, and that effective policies should prescribe methods for determining the feasibility of such events and require City Commission approval of each event. He also pointed out that the recommendation literally says the City should establish policies and procedures to require City Commission approval for each special event. The Mayor explained to the Vice Mayor that the Commission can be completely against the audit finding and recommendation because it is their prerogative as elected officials. The Mayor outlined the proposed events policy, by explaining that Management suggested that everyone including the Commission and the Parks & Recreation Director would have some time to discuss the events for the year, and additionally allocated funds for each member of the Commission to have their own events, and also provided for the ability to propose another event that would be presented with a fiscal analysis to the Commission for approval if everybody believes it is an important event. The Mayor stated that what Management is trying to figure out is how to address the concern about Commission approval of events.

Commissioner Taylor asked if once a Commissioner zeroes out their events budget, if then and only then will they have to come to the Commission for approval to organize another event.

Mayor Pigatt stated that Commissioners will have to obtain approval for events only if the event is not part of the annual events and have also zeroed out the Commission's budget for their individual events. The Mayor asked Management to correct him if he is wrong.

Budget Director Anathan confirmed that Mayor Pigatt was spot on.

Commissioner Taylor asked if the Commission will be glued to the annual events, and offered as an example that he may not want to have a bookbag giveaway this year, wondering if he is stuck with that event as something that the City does every year.

Mayor Pigatt explained that what is being proposed is that the Commission discuss as a group whether they want to do events like a bookbag giveaway as part of the City's annual events, and if a majority including the Parks & Recreation Department decide to approve the event, then it is what the City will do.

Commissioner Taylor asked if the annual events and the budgeted Commission events will be two different things.

Mayor Pigatt asked for someone else to explain.

Commissioner Taylor added that if he doesn't want to do the events that the Commission is going to organize every year, he wanted to know can do something else.

Budget Director Anathan explained that the annual events are the schedule of events that the Commission hopefully agrees to in the May or June time period, which would get embedded into the budget and become the basic statement of priority events that are going to be organized in the City during the year. Mr. Anathan added that if a particular Commissioner does not obtain a consensus from the Commission to support an event they suggest while putting together the schedule for the annual events, the proposal subject to the Commission's approval is that each Commissioner will have their own budget to spend on their own events.

Commissioner Taylor asked if there were two proposals, one which would provide an annual budget for events that the Commission is married to every year, and the other proposal for each Commissioner to have a certain amount of money attached to them to do their own events.

Budget Director Anathan stated that Commissioner Taylor was correct, but explained that the annual budget for events does not mean that the City will have the same events year after year. Mr. Anathan said that the annual review in May would provide Commissioners the opportunity to raise ideas about events that the City has never done, and if the Commission says it is a good idea, it would become a part of the annual budget. He summarized stating that it is just a schedule that is put together in the May time period with Commission consensus on the right events to offer the City.

Commissioner Taylor said that he hopes he is not beating a dead horse, but wanted to know that if the Commission approves the first proposal for the fixed calendar of events, if he would have to get Commission approval if he wanted to veer off from that.

Mayor Pigatt clarified that there are not two separate proposals, and that the proposal is to approve both an annual calendar of events and a budget for individual Commission events. The Mayor added that on top of that, if a Commissioner personally expends their budget and wants to organize more events, they can propose it to the Commission and have it funded.

Commissioner Taylor said that is not what was conveyed, and is why he was a little shaky but that he understood now.

Vice Mayor Williams summarized her understanding, that the Parks Department will put together a list of annual events, and that if her event doesn't make the list of annual events then she would have to go out of her pocket to subsidize it, and if she is unable to do that then she would have to get Commission approval to organize an event and amend the budget. The Vice Mayor asked why every Commissioner wouldn't approve of each other's events.

Mayor Pigatt stated that the approval of annual events will be a discussion that all of the members of the Commission will have. The Mayor assured Vice Mayor Williams that she will have a say in that discussion about the calendar of annual events.

Vice Mayor Williams stated that she understood that she will be part of the conversation on the City's annual events.

Mayor Pigatt asserted that the majority of the time, events that are proposed are going to be approved and he doubted there would be events that members of the Commission would be completely against. The Mayor pointed out that during the budget process, the City manager would put together a budget that would come before each member of the Commission to determine their priorities, and any priority event can be spoken about with the City Manager and any other appropriate City staff. He explained that the Commission then would decide whether or not to approve the list of events for the year proposed by each Commissioner. Additionally he said that if outside of those events for the year, a member of the Commission wants to organize another event, it will come out of the proposed budget that will be available later on because the events budget has been completely taken out due to the City's financial oversight. The Mayor asserted that the only way a Commissioner would not be able to have an event is if after consideration, it wasn't part of the conversation of the events for the year, then the Commissioner organized other events and still hadn't organized the event they wanted to get done, and then the Commission votes to not approve the event. He pointed out that it would take quite a bit to stop a Commissioner from organizing an event.

Vice Mayor Williams offered the example of the virtual COVID-19 panel discussion event that Commissioner Taylor organized this past week, and she asked if an event like that would have to be approved by the Commission because staff was utilized during the event.

Mayor Pigatt offered to break it down for the Commission and asked to be corrected if he was wrong. The Mayor offered the example of Commissioner Taylor proposing to organize four panel discussions as part of the City's events for the year and his events can be included in that plan as one way he can make sure they happen. He then stated that if the Commission doesn't want to include Commissioner Taylor's panels as part of the events for the year, he will have the ability to use his budget to do those events. Additionally, the Mayor said that if the Commissioner already expended his budget, then the event proposal would have to come before the Commission for approval.

Vice Mayor Williams stated that she doesn't think Mayor Pigatt answered her question.

Mayor Pigatt asked Budget Director Anathan to answer Vice Mayor Williams' question.

Budget Director Anathan again stated that he created the problem by using the term resources rather than external expenses. Pointing out that he believed the panel discussion event organized by Commissioner Taylor had no external expenses that the City had to pay for, and thus it is an event that he could do anytime he wants and would just need to notify the City Manager so that the special events coordinator can make sure there are no conflicts with anything else. Directly answering Vice Mayor William's question, Mr. Anathan stated that Commissioner Taylor would not have to obtain Commission approval or obtain budget authority for his panel discussion event because he wasn't going to spend any money on the event.

Mayor Pigatt stated that he is confused about that part, pointing out that staff and the auditorium represented a cost of resources.

Budget Director Anathan stated that full cost allocation would not be calculated until FY 23.

Mayor Pigatt asserted that because the Commission is talking about policy, the Budget Director can't say that the calculation of the cost of resources is not going to happen, when in reality it will, even if not during the next 365 days. The Mayor asked if the events policy states that events would have to be part of the annual budget, and if it is not, he stated that he thinks the Vice Mayor is right in pointing out whether or not an event like the panel discussions will be a part of a fiscal evaluation of events.

Budget Director Anathan stated that he would argue that there is no value in charging a member of the Commission for use of a particular room, because it didn't cost the City anything. Mr. Anathan added that if a trailer had to be rented, then he would definitely agree with Mayor Pigatt about the need to include that in the calculation of the cost for the event, but he doesn't think electricity and water costs are part of the definition of the cost of resources. He said that with respect to labor, the calculation of the cost should be overtime.

Mayor Pigatt pointed out that Commissioner Taylor's panel discussion event was held after working hours and he asked if staff was used to set up the event, if they were used during the event, and if they helped break down the event, and if that triggered overtime or comp hours for those members of the staff.

Budget Director Anthan stated that he did not know if overtime was triggered for the staff that was used during Commissioner Taylor's panel discussion event.

Parks & Recreation Director Delven Patterson clarified that Commissioner Taylor's panel discussion event required a simple setup that was completed during working hours, and that his department had one staff member who did accrue overtime because they assisted during the event and broke down the setup afterwards.

Mayor Pigatt asked if the other staff members who participated in Commissioner Taylor's panel discussion event, were calculated as part of the cost.

IT Director Nelson Rodriguez reminded the Commission that both of the staff members of his department are salaried employees, so there is no overtime cost to be calculated for them.

Commissioner Taylor added that there were no police outside the panel discussion event that he organized.

Mayor Pigatt recalled that the Assistant Chief of Police and the Human Resources Director were part of the panel discussion event organized by Commissioner Taylor.

City Manager Pate reminded the Commission that the Assistant Chief of Police and the Human Resources Director are salaried employees as well.

Assistant Chief of Police Nikeya Jenkins confirmed that she is a salaried employee and that she volunteered to be at the panel discussion organized by Commissioner Taylor.

Mayor Pigatt called for the Commission to be clear on this because he thinks this is the sticking point that everyone is trying to figure out, and is the point being made by the oversight board. The Mayor asked Vice Mayor Williams and Commissioner Taylor to correct him if he is wrong, stating that he thinks the question is whether or not events that are after working hours that may use silly resources, are a part of the City's annual events, the Commissioner's budgeted events, or if they are completely outside of fiscal accountability. He asked the Vice Mayor and Commissioner Taylor if he got the question right.

Vice Mayor Williams asked Mayor Pigatt to repeat the question.

Mayor Pigatt re-stated that he believes the question at hand is whether the panel discussion event that Commissioner Taylor organized would have to be included as one of the City's events for the year, or one of the Commissioner's individual events, or if it is completely outside of those discussions and can just be done at any point in time.

Vice Mayor Williams stated this is the sticky part of the policy for her. Using the example of tomorrow's women's luncheon, the Vice Mayor recalled that nothing was said on the Commission for two months that the City does an annual women's event and thus she stepped in the gap to organize the event that she had not seen or heard was being done. She also shared the example of the COVID-19 panel discussion, pointing out that it is not something that is going to be put on a calendar every year, and noted that it has over 800 views on YouTube because Commissioner Taylor thought it needed to happen for the residents of Opa-locka. The Vice Mayor asserted that there are going to be times when the Commission is going to need to organize events that pertain to the issues that are happening right then and there and can't necessarily go on a calendar ahead of time. She offered assurances that she wholeheartedly agrees with the need for an event calendar, noting that the women's event she is organizing with Commissioner Burke for tomorrow, would have already been planned if it was on a calendar. The Vice Mayor also added that she believed Assistant Chief of Police Jenkins would have said she didn't even want the overtime because she would have thought that the panel discussion event was needed for the community. Asking why Commissioner Taylor would be pigeonholed to not be able to quickly organize his event because it didn't make the calendar, she pointed out that the Commission would have had to pivot to vote on it and amend the budget to make sure staff like IT Director Rodriguez is being paid overtime, even though he is a salaried employee. Expressing that she is confused, she asserted that she thinks the audit findings are addressing making sure the City has a budget and sticking to those budgetary constraints, and she said that everything else is getting a little convoluted for her.

Mayor Pigatt stated that he can understand where Vice Mayor Williams is coming from. The Mayor said that one of the challenges for newly elected folk is not knowing the process, and one of the problems in Opa-locka is that there is no process. He acknowledged that the Vice Mayor is pointing out that an event was just held and is being told that it was wrong, but the Mayor explained that what the Commission is doing now is setting a vision for the future. He stated that the proposed events policy will make sure that events like the women's luncheon and Commissioner Taylor's COVID-19 panel discussion are property organized. Explaining that the only way that events like those would not happen under the new events policy, is if at least three of the members of the Commission say no in a public setting multiple times, which he offered assurances is highly unlikely.

Commissioner Taylor stated that he thinks that the issue Vice Mayor Williams has is why a Commissioner's proposed event even has to be approved by the Commission, and he asked if the Commission has to determine what the other Commissioners can and cannot do.

Mayor Pigatt asserted that the Commission is the law in the City of Opa-locka.

Commissioner Taylor stated that he understands the logistics of the legislative process, but he asked if he wants to have a breakfast event tomorrow, if he would have to get permission from the Commission. The Commissioner summarized his understanding, stating that what is being proposed is that there will be a calendar of events for the year and also a budget for each Commissioner. He asked if after the calendar of events for the year has been established, if the funding for the COVID-19 panel discussion would come out of his personal allowance as a Commissioner and not from the funding for the events on the yearly calendar. Additionally, he said he wanted to make sure that his understanding was correct based on what Mr. Bob stated; that overtime costs do not matter right now, and will start to matter in FY 23.

Mayor Pigatt said that as far as he understands, Commissioner Taylor was correct. The Mayor pointed out that if panel discussions were not part of the events for the year, which he thinks the City should have. He pointed out that if the Commission agrees to plan a certain number of panel discussions, they can be part of the annual budget and don't have to come out of a Commissioner's budget.

Commissioner Taylor asked if he plans to do a separate panel discussion event from the ones in the event schedule for the year, if the funding for that event will come out of the Commissioner's allowance or not.

Mayor Pigatt stated that his understanding is that what Commissioner Taylor stated is what the new events policy allows for.

Budget Director Anathan confirmed that both Commissioner Taylor and Mayor Pigatt's understanding of the new events policy are exactly correct.

Commissioner Taylor asked if the only thing he would have to do is communicate with the events coordinator to ensure that there is no conflict in time or date for the events he wants to organize individually.

Budget Director Anathan clarified that the only thing that a Commissioner has to do is communicate with the events coordinator, if there are no external expenditures for the event they are planning. Mr. Anathan explained that when the budget is put together including the funding for the year's events, it will also include funding for each Commissioner and the Mayor. He stated that if a Commissioner spends their funding and needs to spend an additional amount to fund an event they are planning, it will require Commission approval because it is outside of the approved budget. He noted that if all of the Commission members' funding is lumped together into a single account as City Manager Pate suggested, then there is a little bit of fluidity to the approval of additional funding. Mr. Anathan asked if his explanation helped or confused the Commissioner.

Commissioner Taylor said that he is not confused and is just trying to bring clarity to the fact that the new events policy includes events for the year and an allowance per Commissioner. The Commissioner stated that his understanding is that the only time that an event requires Commission approval is if a Commissioner exhausts all of their allowance.

Budget Director Anathan confirmed that Commissioner Taylor was correct.

Commissioner Taylor stated that what was being proposed in the new events policy got lost in translation and delivery. The Commissioner said that it looked like it was necessary to get permission from the Commission for everything, and that it was never explained correctly.

Budget Director Anathan said that he accepts that the new events policy was never explained correctly.

Commissioner Taylor suggested that the events policy should have been broken down and it should have been explained that there were two different things. The Commissioner said that Vice Mayor Williams and he brought up being pigeonholed because it almost sounded like Budget Director Anathan was trying to have control. He added that if Mr. Anathan had told the Commission that they were going to be given a budget to organize their own events, he thinks they would have been a little more receptive to it in the beginning and wouldn't have been discussing the policy for two hours.

Budget Director Anathan said that he understood exactly what Commissioner Taylor was saying and apologized that he didn't make it clear the first time.

Commissioner Davis thanked Commissioner Taylor for his point of clarity, and stated that he heard and understood the point the first time that Budget Director Anathan brought it up. The Commissioner expressed that he had a problem with the event expenditures not going through the democratic process or having consensus from the Commission, because as he pointed out earlier, it is a chartered responsibility. Reviewing his understanding of the new events policy, the Commissioner pointed out that it includes provisions for Commission sponsored events that are voted on by the entire Commission, in addition to events sponsored by individual Commissioners which allocates the same amount of budget to each member of the Commission, and then he said that he was hearing that there is a third tier for events that have no financial burden or cost to the City. As the Commissioner stated he understood, the third tier includes events for which Commissioners partner with outside entities or fundraise to have its own budget. He said that to his understanding no additional line of approval is needed for the Commission sponsored events as well as for events that have no financial burden on the City and thus bypass the whole City process. As an example, he stated that he organized a Women's Day event in addition to the one organized by Vice Mayor Williams and Commissioner Burke, reporting that he put resources together with some business owners and didn't use any money from the City because he didn't market the event through the City and did not use the staff's employee time. The Commissioner's question was whether an event like that required Commission approval.

Budget Director Anathan stated that an event that has no financial burden on the City would only require notifying the City Manager so that the special events coordinator can ensure that all of the other Commissioners and department heads are aware of the event, but would require no approvals.

Commissioner Davis stated that Budget Director Anathan confirmed his impression of the new events policy. The Commissioner also affirmed Mayor Pigatt's statement that the situation was not one in which the Commission didn't want to have events, but the fact is that events were not being organized because of the limited budget due to the City's financial oversight, in addition to the state of Florida stating that the City needed an events policy in place and that the previous practices being used to organize events were not proper. Noting that the audit finding about the City's events policy is not new, and that previous Commissions didn't agree to put an events policy in place, the Commissioner shared that he feels the need to get it done.

Mayor Pigatt suggested that the conversation be wrapped up. The Mayor shared with all of the staff and everyone watching that it is very difficult to come to terms when the Commission can only talk during these meetings, and he thanked the Commission for sharing their thoughts so that they can all understand where each other is coming from. He stated that he recognizes that there is a lack of information about how the Commission does what it does and that it needs to be addressed. The Mayor asked Clerk Flores if everyone on the Commission had been signed up for the elected officials training.

Clerk Flores confirmed that every member of the Commission has been provided the dates that are available for the League of Cities training and will be signed up for that.

Mayor Pigatt stated that while events often look like they are done by one person, every single event organized by the elected officials, represents the whole City as a body. The Mayor said that he is hearing from his colleagues that the large majority of the new events policy is pretty on point and there were not many challenges with what was presented. He summarized the points he believed needed clarification and asked the Commission to correct him if he was wrong, pointing out that language needed to be added providing the timeline for including fiscal accountability in the cost of special events, in addition to providing clarity on the definition of City resources.

Vice Mayor Williams stated that she would like to do her own research on the events policies from other cities.

Mayor Pigatt asked Vice Mayor Williams if she was in agreement with the points that needed clarification.

Vice Mayor Williams confirmed that she is in agreement with the points that Mayor Pigatt stated needed clarification.

Mayor Pigatt stated that staff will bring the policy back to the Commission with the requested clarifications. The Mayor asked Vice Mayor Williams if she wanted to have another workshop session to present additional information before the events policy goes into final legislation.

Vice Mayor Williams asserted that she would like to do her research. The Vice Mayor cited her sessions with the Florida League of Cities, stating that she has completed the required hours and then some. She once again stressed that she would like to do her research for the events policy, since it has changed to a different policy.

Mayor Pigatt asked if the Commission was in agreement to have another workshop to discuss the events policy and bring up some more ideas.

Commissioner Burke asked when the Commission has to have the events policy in place, before the auditor general comes to town.

Mayor Pigatt informed the Commission that the auditor general is in town, has started their work and will be in the City for the next five to seven months. The Mayor stated that there is no way to know exactly when they'll get to the point to talk about the events policy, which is why the Commission wants to address it now, so that when they do inquire about it, the policy will be done. He explained that the policy being done would mean that it has passed through a Commission meeting and asked Budget Director Anathan if he had any other thoughts.

Budget Director Anathan stated that as long as the Commission can demonstrate that the events policy is moving forward and still being deliberated, the auditor general will be perfectly fine with it. Mr. Anathan said that it would be nice to have the events policy fully adopted, but he thinks the Commission will get pretty much full credit for presenting a rather aggressive document that is moving in the right direction. He added that he doesn't think the events policy has to be adopted tomorrow, and noted that as Mayor Pigatt pointed out, because they are already working in the City, information is being provided right now and thus the policy could be asked for tomorrow.

Mayor Pigatt reminded his colleagues that he was on the Commission during the last audit and thus has personal insight. The Mayor asserted that it will be in the best interest of the City to address as many of the operational audit findings as possible and have them completely responded to as quickly as possible. Pointing out that the letter from the auditor general was directed to the Mayor and the Commission, he stressed that the buck stops with them and that it is up to them to decide whether or not to delay things and have not so good of a report.

Commissioner Burke asked if it was possible to work with the proposed events policy, and amend it after the review of the auditor general, to give Vice Mayor Williams the time to do more research.

Mayor Pigatt confirmed that the Commission has the power to amend the events policy after the review of the auditor general.

Commissioner Burke proposed that the Commission move ahead and have an events policy in place, just in case the auditor general asks for it. The Commissioner added that he wanted to do research as well, and if the Commission comes up with something that they can all agree on, then they can amend the events policy that has already been passed.

Mayor Pigatt asked Commissioner Burke if he was proposing to move on the events policy now, then do research and come back to it later.

Commissioner Burke stated that if it is going to hinder the City with the auditor general, he is suggesting to go ahead with the new events policy, and then after the Commission does its research, they can come back and amend the parts that they feel they can all agree on.

Mayor Pigatt pointed out that Vice Mayor Williams wants to do research and Commissioner Burke wants to move on the events policy and continue to do research afterwards. The Mayor asked for the opinions of Commissioners Taylor and Davis.

Commissioner Davis asserted that he is ready to put this finding to bed and has been ready to move, yielding to the sentiments of his colleagues. The Commissioner acknowledged that the Commission was trying to work through a few issues with the policy, but at this point he stated that he is frankly in favor of moving on the events policy, offering no challenges to the legislation.

Commissioner Taylor stated that while he would like to do more research, he acknowledged that the Commission has been beating this dead horse for a while now. The Commissioner said he would like to move forward with the new events policy, so long as Mr. Anathan changes the language that he promised he would change.

Mayor Pigatt noted that it is March 18th and that the new events policy will most likely not be on the upcoming Commission meeting agenda and thus will most likely be on the April 14th agenda. The Mayor pointed out that they have at least three meetings on the books right now during which the events policy can be addressed and any changes or thoughts can be presented before the Commission votes on it, including at the March 24th Commission meeting during the Mayor or Commission reports, or some time may be able to be allocated on March 31st, or another workshop could be scheduled. He said that during the first Commission meeting in April on the 14th, Budget Director Anathan can present the changes to the events policy that were discussed including the timeline for including special events costs and defining City resources. The Mayor asked the Commission if that sounded reasonable.

Commissioner Burke and his colleagues concurred that the Mayor's proposal to consider changes and thoughts for the events policy before the first Commission meeting in April was reasonable.

Mayor Pigatt stated that one thing he didn't get to was the selection of hosts for events, which he proposed that the Commission discuss later. The Mayor stressed that it is important for the events scheduled for the year, that it be considered that some members of the Commission really like certain events and will want to host them; thus the Commission will need to have a policy to figure out how to decide who will host events like the women's lunch and the toy giveaway. He urged the Commission as they do their research, to think about the policy on choosing the host for each event. Noting that the Commission was in a pretty good place with the events policy, the Mayor asked if there were any other last remarks from Management or the Commission.

City Manager Pate stated that there were no comments from Management.

Mayor Pigatt noted that it sounded like the Commission is good. The Mayor expressed that working in the sunshine is challenging but it is what the Commission has to do. He added that because it is very difficult to set policy for the future and get five people and an entire Management team all on the same page, sometimes conversations take this amount of time and it is what elected officials and government workers have to do. The Mayor thanked everybody for their time and asked if there was a motion to adjourn.

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Burke, seconded by Commissioner Taylor to adjourn the meeting at 8:07 p.m.

____
Matthew A. Pigatt
Mayor

ATTEST:

____
Joanna Flores, CMC
City Clerk

CITY OF OPA-LOCKA

"The Great City"

CLERK'S ACTION SUMMARY MINUTES
SPECIAL COMMISSION MEETING
April 29, 2021
5:30 P.M.

1. CALL TO ORDER:

Mayor Matthew A. Pigatt called the meeting to order at 5:30 p.m. on Thursday, April 29, 2021 at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Commissioner Alvin E. Burke, Commissioner Chris Davis, Commissioner John H. Taylor Jr., Vice Mayor Veronica J. Williams and Mayor Matthew A. Pigatt. Also in attendance were: Assistant City Manager George Ellis, Assistant City Attorney Candice Cobbs and City Clerk Joanna Flores. City Attorney Burnadette Norris-Weeks arrived at 5:44 p.m. and City Manager John Pate arrived at 5:51 p.m.

3. INVOCATION:

The Invocation was delivered by Commissioner Taylor.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT: (agenda items only)

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

Mayor Pigatt opened the floor for public input.

Melinda Miguel, Chief Inspector General, Office of the Governor, appeared virtually via Zoom in her capacity as the Florida Governor's designee for the financial emergency board and began by greeting Mayor Pigatt, Vice Mayor Williams, the Commissioners, employees and residents of Opa-locka. Ms. Miguel stated that she was saddened and dismayed to be considering the options before the Commission, asserting that each of the options has heavy consequences. As the Commission prepares to take a vote, she cautioned them that there may be other options to consider. Noting that the Commission once again finds itself in a place where they are having to consider the change in the City Manager, she said that she supports the Mayor in his comments about the desperate need for the longevity of a great leader in order for the community to rise and to press through the financial difficulties. Stating that she can only speak to the City Manager's responsiveness to the state, she said she wouldn't comment about his interactions with the Mayor and others because it would be inappropriate for her to do so until she has all the facts. Reminding the Commission that the financial emergency board is still in place until the legal requirement for secession of state action, she added that the board is required to be in place until the City has established and is operating an effective financial accounting and reporting system and has resolved the conditions outlined in Florida statute 218-503. Ms. Miguel offered assurances that she is looking forward to working with the Commission on resolving the state of financial emergency. She also reminded them that there is a contract with the financial emergency board to have the City and City officials notify the governor and the governor's designate in writing of any event, occurrence or transaction that might affect the financial condition of the City; in addition to notifying the governor's designee of any affirmative act or failure to act by the City that jeopardizes the City's financial recovery. Ms. Miguel said she looks forward to receiving the final vote as decided before the Commission, and committed to calling an expedited meeting of the financial emergency board in accordance with the sunshine law, to consider any vote by the Commission.

Audrey Dominguez of 1147 Jann Avenue appeared virtually via Zoom. Ms. Dominguez recalled that a year and a half ago, the City of Opa-locka went through a national search for a City Manager that she said the Mayor was in favor of. After pointing out that the City spent $25,000 on a headhunter in addition to the salary to hire Mr. Pate, she suggested that Mayor Pigatt now wants to throw out the residents and taxpayers dollars, because his ego was hurt and he doesn't have control of everything. She reminded the Commission that we're not living in a communist country in a small city like Opa-locka. Ms. Dominguez said that Mayor Pigatt is alleging that Mr. Pate broke his contract by not calling in when he was going to be out or not be in a meeting, but asked if Assistant City Manager George Ellis hadn't been available to take the Manager's place. She reported that since Mr. Pate was appointed as City Manager, she has noticed the roads are paved, the trees are cut and the sidewalks are repaired. Ms. Dominguez also shared that every time she has contacted the City Manager regarding illegal dumping, he responds immediately, and the site is cleared in less than two days. She said that in the real world, if an employee is not following policies and procedures, the first step is to contact the Human Resources Department to meet with the employee and a supervisor and discuss the matter, in addition to issuing a verbal warning or email to have it in writing, and asked if those steps were ever taken. Suggesting that the Mayor speak with the City Attorney before taking such drastic measures, she expressed concern that it may cost residents a lot more of their tax dollars. She urged Mayor Pigatt and Manager Pate to work diplomatically, stating that they don't have to like each other, but said they need to work together as a team, and reminded them there's no "I" in "team". Ms. Dominguez stated that this is not personal and is just business, but she said that the Mayor takes everything personally and said that the City cannot function that way. She asserted that this is not only the Mayor's City, but that it is our City. Ms. Dominguez added that she hopes and prays that the Mayor is not trying to bring his friend and campaign manager Willis Howard to take over the City. Reminding the

Commission that 2022 is right around the corner, she said that she knows the Mayor will seek re-election and said that this is not going to look good in the eyes of the residents, once they find out that the Mayor is behind it. In closing, Ms. Dominguez said that she hopes the Commission makes the right decision, reminding them that their names will be on this. Ms. Dominguez told the Commission that if they decide to approve the item, she will personally contact the oversight board including Jim Jordan and DeSantis, to urge them to complete an internal investigation on why Opa-locka is constantly firing each and every City Manager.

Andrew Axelrad, the general counsel of the South Florida Police Benevolent Association who resides at 10680 NW 25th Street, Doral, FL 33172 appeared virtually via Zoom. Counsel Axelrad reported that he sent a letter yesterday that he hoped was distributed to each Commissioner and the Mayor regarding his organization's position on this. He reported that the PBA has worked with City Manager Pate since he was hired as the collective bargaining representative for the men and women who put their lives on the line for the citizens. Stating that while they don't agree with what Mr. Pate does every time, Mr. Axelrad acknowledged that no union and city manager are going to always agree. Mr. Axelrad asserted that he and the PBA absolutely believes that Mr. Pate has conducted himself professionally and has improved the morale of the department. He added that they believe if City Manager Pate is terminated, that it will do a disservice to the community, including the men and women of the Police Department who put their lives on the line for the City every day. He said that he does not want to get into the politics and doesn't know what's going on behind the scenes, but that he has been representing Opa-locka's police officers for the past 20 years and assured the Commission that Mr. Pate is finally moving the Police Department in the right direction. Therefore, Mr. Axelrad declared that he would truly oppose any effort to terminate City Manager Pate's employment.

Dottie Johnson of 13724 NW 22nd Place stated that she is very disappointed to see this sort of legislation coming into the community. Ms. Johnson reminded the Commission that she is not a renter, has been a taxpayer since 1978 and loves her City. Recalling that while she did not agree with the $25,000 national search for a City Manager, she stated that she was pleased with the Commission's selection. She said that she has observed knowledge, skill and competency in the City to move it forward. Recalling that the Commission that sat on the dais in 2016 never did the audit work that is being done now, she commended the current Commission for what they're doing through the City. Ms. Johnson reported seeing the sponsor disrespect the City Manager publicly and said it was a shame. Identifying herself as a senior human resource manager, Ms. Johnson asked where the annual report was that the Commission talked about, asserting that it needs to be documented. She stressed that this leadership has created a domino effect of a hostile and stressful environment for employees who are scared to talk and can be seen with tears in their eyes. While stating that to some it may be on the job training, she urged the others to get the facts, research and analyze. She said that truth be told, the promises made during the campaign will not be promises kept. Ms. Johnson ended asking God to look at each and every one of the members of the Commission and expressed shame towards the sponsor.

Eric Redmond of Villa Francine located at 2766 NW 131 Street also expressed disappointment in the sponsor. Mr. Redmon shared that when the sponsor was first elected, they had their battles, but he thought he would have changed somewhere along the line. He said that just like some thought when Trump was a Democrat that he would change, but didn't, the sponsor hasn't changed either. Mr. Redmon said that to him all of this is because of one employee getting fired, with one Commissioner in day-to-day operations, and because City Manager Pate would not rehire the employee who was rightfully fired according to Mr. Redmon. He said that as a result, the City has gotten amended contracts without permission from the Manager. Acknowledging that he is not a lawyer, he informed the Commission that he is a paralegal and stated that there are contract laws that protect the Manager. Recalling that after never asking Opa-locka for anything including a bag of ice when the city was impacted by hurricanes, when he got out of the hospital with nothing, he found that the Manager, the Commissioner and the Clerk worked out something with Publix to feed the City for the holidays. Mr. Redmon expressed that the City had finally gotten a Manager that cares about us and now there is an effort to get rid of him because the sponsor and the other Commissioner are upset about the employee who was rightfully fired. He asserted that this is ridiculous and needs to stop. Additionally he stated that he likes the direction that Vice Mayor Williams is taking the City in. Addressing the entire Commission, especially the one Commissioner that Mr. Redmon said goes around the City talking bad about the other three Commissioners, he said to keep doing what is being done. He also said that he didn't care if they didn't know the Vice Mayor, and shared that while he didn't vote for her because he did not know her; if he had to vote tomorrow he would vote for her.

Chris Roberts of 540 Sharar Avenue addressed the dais and stated that respectfully we don't need Redmond coming in here playing these games that he plays with everybody. Ms. Roberts asserted that it is a circle of a game and it needs to stop. She said that she agrees to disagree with a lot of things that go on in this great City, but that firing a City Manager is not one and that she had spoken with Mayor Pigatt about the same thing. Ms. Robert acknowledged that everyone has an opinion for everything, but said that they should not bash people on the things you know you are doing wrong when you are the main person in the community creating an uproar with the Assistant City Manager. Addressing everybody in the City, Ms. Roberts declared that the administration needs a cleanup. While she does not think it should be the City Manager, she stated that a lot of people below the Manager need to go. From her perspective, the circle has been here for 20 years and the City is getting the same thing every year. She concluded by reporting that Eric told her and Natasha Irving that he got paid to come.

Mayor Pigatt noted that the Sergeant at Arms was present and that there are quite a few officers in the room and called for decorum. The Mayor cited City of Opa-locka Code Section 2-58, reminding everyone that no slander is permitted and that anyone providing public input must address the Commission as a whole.

Brian Dennis of 821 NW 54 Street stated that he felt that last night it was made to appear as if he was telling a lie. Mr. Dennis held up a binder and said it was the charter and that he has been coming to the Commission meetings since June of 1997. He asserted that everything Mayor Pigatt laid out does not come into the charter and that the Mayor negotiated the contract. Mr. Dennis stated that instead of getting rid of Mr. Daughtrey, Mr. Pate should have been brought in to sit under Mr. Daughtrey and then moved him in. He said that it looks bad to move to fire the Manager when Tallahassee is in session and the City's State Representative and State Senator are trying to get money for the City. Recalling that he wrote a column in November of 2017 about the number 2 shell game in the City of Opa-locka, he offered to give the Commission copies of it. He said that when Mr. David Chiverton became the City Manager, he put safeguards in place by putting his auntie Harold there as a lawyer and it stopped the foolishness in the Police Department, the Manager's office and the Attorney's office, so the City was running smoothly. Reminding the Commission that former Mayor Taylor put him on the Charter Board, he said that when you examine the contract and see what Mayor Pigatt has laid out, he asserted that it's a bad case. Referring back to the number two shell game, he said that it is the same game with new faces. He shared that he wrote the column four years ago, has been out here since 1997 and is moving back into the City permanently next month. As much as he said he loves Willis Howard, Mr. Dennis stressed that the City is not going to play those types of political favors. He said that in the midst of chaos, there is an opportunity, and said there is an opportunity for the Commission to do the right thing and stop firing City Managers. In closing, Mr. Dennis said that Mayor Pigatt wants to be the former Mayor Myra Taylor and that he doesn't have that type of pull and will never get that type of respect from him.

Natasha Ervin of 670 Dunad Avenue identified herself as a homeowner, business owner and property owner in Opa-locka. Ms. Ervin expressed that she was very excited that Mr. Pate had made it to a year and a half in the City and it is her vote that he remain in the City. She noted that she doesn't see anything happening right now that is any different from the last three City Managers. Stating that the Mayor had an issue with all of them, and said it would only be right for him to have an issue with the current Manager. Suggesting that the differences should be worked out, and recalling that last night she said she thought it was personal, Ms. Ervin asserted that the personal stuff needs to be let go in Opa-locka. She said that she doesn't care if she doesn't like you, because she is paid to do a job that she has to do. Ms. Ervin urged everyone to respect each other and keep things moving. She stated that the reason the City is so far behind is because every time a new City Manager is hired, they have to start over. As a resident and taxpayer, she asserted that she is sick of getting the same results over and over. Ms. Ervin concluded by stating that Chris Roberts was right.

There being no further persons to speak, public input was closed.

Mayor Pigatt stated that as always, he opened the floor to allow for any comments on the public forum before the Commission gets into the items on the agenda.

There being no comments from the Commission, Mayor Pigatt asked for the City Attorney to read the first resolution on the agenda.

6. RESOLUTIONS:

(a) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TERMINATING CITY MANAGER JOHN E. PATE; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Pigatt*

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

There being no motion for discussion of the item, Mayor Pigatt asked the City Attorney to read the second resolution on the agenda.

(b) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SUSPENDING CITY MANAGER JOHN E. PATE, PENDING AN INVESTIGATION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Pigatt*

There being no motion for discussion of the item, Mayor Pigatt asked the City Attorney to read the third resolution on the agenda.

(c) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AN AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN CITY MANAGER JOHN E. PATE AND THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Mayor Pigatt*

There being no motion for discussion of the item, Mayor Pigatt asked for a motion to adjourn the meeting.

7. ADJOURNMENT:

There being no further business to come before the City Commission, it was moved by Commissioner Burke, seconded by Commissioner Taylor to adjourn the meeting at 5:57 p.m.

Matthew A. Pigatt
Mayor

Attest:

Joanna Flores, CMC
City Clerk

CONSENT AGENDA

Sponsored by: City Manager

RESOLUTION NO. XX-XXXX

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR FINANCIAL ACCOUNTING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka's current agreement for temporary professional accounting staffing services will expire on June 30, 2021; and

WHEREAS, the City of Opa-Locka ("City") desires to issue a Request for Proposal ("RFP") for Financial Accounting Services from qualified and experienced firms to provide Financial Accounting Services for the City's Finance Department; and

WHEREAS, the selected firm will be responsible for providing services to the City's Finance Department through either one of the two accounting service options outlined in the RFP document: Service Request A - Supplemental Financial Management & Accounting Support Services; or Service Request B - Full Finance Department Outsourcing of Finance & Accounting Services; and

WHEREAS, the City has determined that issuance of an RFP is in the best interest of the City and its residents; and

WHEREAS, this City Commission authorizes the City Manager to issue an RFP for Financial Accounting Services, attached hereto as "Exhibit A".

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

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

Section 2. AUTHORIZATION
The City Commission of the City of Opa-Locka hereby approves the issuance of a Request for Proposals (RFP), attached hereto as Exhibit "A", for provision of Financial Accounting Services.

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 12th day of May, 2021.

____
Mayor Matthew A. Pigatt

Attest to: Approved as to form and legal sufficiency:

____
Joanna Flores
City Clerk

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

VOTE

Commissioner Burke	______ (Yes)	______ (No)
Commissioner Davis	______ (Yes)	______ (No)
Commissioner Taylor	______ (Yes)	______ (No)
Vice-Mayor Williams	______ (Yes)	______ (No)
Mayor Pigatt	______ (Yes)	______ (No)

City of Opa-locka
Agenda Cover Memo

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Bus. & Economic Dev ☐
Public Safety ☐
Quality of Education ☐
Qual. of Life & City Image ☐
Communcation ☐</td><td colspan="3">Strategic Plan Obj./Strategy:
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<tr><td>Sponsor Name</td><td colspan="2">City Manager</td><td colspan="2">Department:</td><td colspan="3">City Manager</td></tr>
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Short Title:

A resolution authorizing the City Manager to issue an RFP for Financial Accounting Services.

Staff Summary:

The City of Opa-locka would like to issue a Request for Proposals (RFP) for Financial Accounting Services to solicit proposals from qualified and experienced firms.

Financial Impact

The RFP will be issued primarily electronically, but may require additional advertising, estimated to be $2,000.

Account	Description	Available	Project	Remaining Balance
17-513493	General Expenses *	$5,000	$2,000	$3,000

* This account is being funded as part of Budget Amendment #3 for this and other miscellaneous purposes.

Proposed Action:

Staff recommends the approval of this request to issue an RFP to seek proposals from qualified firms.

Attachment:

Draft RFP Document.

City of Opa-locka

RFP NO: 21-XXXXXXX

REQUEST FOR PROPOSAL (RFP)

FINANCIAL ACCOUNTING SERVICES

CITY OF OPA-LOCKA

FINANCIAL ACCOUNTING SERVICES

RFP NO. 21-XXXXXXX

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CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 21-XXXXXXX
Financial Accounting Services

Sealed Proposals for Financial Accounting Services 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, **Monday, June 21, 2021 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 Financial Accounting Services.**

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

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 21-XXXXXXX** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on **Monday, May 31, 2021 at 10:00 a.m.** at Sherbondy Village, 215 Perviz Avenue, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

CITY OF OPA-LOCKA

RFP NO. 21-XXXXXXX

FINANCIAL ACCOUNTING SERVICES

PART I

PROPOSAL GUIDELINES

1-1. Introduction: The City of Opa-locka is requesting proposals from qualified firms of Public Accountants and/or Accountants to perform general accounting services in accordance with the provisions set forth in this Request for Proposal.

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 Monday, June 21, 2021. 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. 21-XXXXXXX – Financial Accounting Services.** 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 best proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

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

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

1-9. Selection Process: The proposals will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible. The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

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

1-11. News Releases: The Proposer shall obtain the prior approval of the City Manager’s Office 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. Professional Liability Insurance coverage with limits not less than $1,000,000 per Occurrence/$2,000,000 Aggregate (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 effected 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.

DESCRIPTION OF CITY

The City of Opa-locka, a home rule community as defined by the Florida Constitution, was incorporated in 1926. The City of Opa-locka was the vision of aviation pioneer, Glen Curtiss. Opa-locka is an urban community occupying 4.2 square miles in the North-Western area of Miami-Dade County, Florida. The city boundaries are as follows: on the North-NW 151st Street, on the South - N.W. 125th Street, on the East – NW 45th Avenue on the West. On May 14, 1926, Opa-locka was chartered as a town by twenty-eight registered voters.

Policy making and legislative authority are vested in the City Commission, which consists of the Mayor, Vice-Mayor and three Commissioners. The City Commission is responsible, among other things, for passing ordinances, adopting the budget, appointing committees and hiring the City Manager, City Clerk and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Commission, for overseeing the day-to-day operations of the City, and for appointing the heads of the City's departments.

The City provides a full range of services including police protection and public safety, the construction and maintenance of streets and other infrastructure, community development, general services administration and the operating of the water and sewer facilities. Financial, compliance and internal control related information is obtainable in the Annual Budget and Annual Financial Report on the City website at https://www.opalockafl.gov/232/Budget-Reports and https://www.opalockafl.gov/124/CAFRS-Financial-Statements; in addition to the Florida Auditor General's site for the Operational Audit https://flauditor.gov/pages/pdf_files/2019-221.pdf.

Fund Structure

The City's fund structure consists of the following:

Governmental
- General
- Special Revenue
- Capital Projects Improvement Debt Service

Proprietary
- Water and Sewer
- Stormwater
- Solid waste

Computer System and Software

The City utilizes Central Square Technologies SunGard Enterprise Resource Planning (ERP) software suite. Multiple users may concurrently work within the eFinancePlus and eCommunityPlus modules. The software modules include general ledger, budget, accounts payable, requisitions/purchase orders, permits and code enforcement, project accounting, and utility billing. The City is seeking to migrate to a new ERP system in the coming future. The City uses Microsoft Excel to prepare the numerous general purpose financial reports.

Public Records

The documents submitted in response to this request for proposal become a public record, upon submission to the City, subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure. The City is a public agency subject to Chapter 119, Florida Statutes. If the City receives a request for inspection or copying of any such documents, it will promptly notify the person submitting the documents to the City. The City assumes no contractual obligation to enforce any exemption on behalf of a respondent to this RFP.

PART II

NATURE OF SERVICES REQUIRED

2-1 PURPOSE AND SCOPE OF WORK

The Finance Department is structured to be led by a Finance Director to provide finance and accounting leadership, management and supervision of the financial affairs of the City. The City has been operating without an employed Finance Director since February 2019.

The primary responsibility of the Finance Department is to safeguard the City's assets, ensure cost-effectiveness, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, residents of the community and stakeholders. The following represents the departments at the City:

City Departments

Building and License
City Manager
Clerk
Code Enforcement
Community Development
CRA
Human Resources
Information Technology
Parks and Recreation
Police Department
Risk Management

The Finance Department provides centralized financial, accounting to City departments, current and those that may be created. This includes providing financial analyses upon request, monthly financial reports, quarterly monitoring reports as needed, processing payroll and the Annual Financial Report. It also handling the recording of the billing and collection of the City's revenues, including water utilities.

The department is also responsible for payments to vendors through the accounts payable process. The department oversees the coordination of all City cash and investment management, pension management, and debt management.

In 2016, the City of Opa-locka City Commission adopted a Resolution to request a declaration that the City is in a state of financial emergency, to seek the appointment of a financial emergency board and other assistance pursuant to section 218.503 (1), Florida Statues. The State of Florida, Office of the Governor, issued Executive Order 16-135, signed by Florida Governor, Rick Scott. During fiscal year 2020, the City submitted to the financial emergency board a Five-Year Financial Recovery Plan which became effective October 1, 2020. We provide this information to share with the respondent the environment at the City and to share how it will address this in its plan for the Finance Department.

The City is seeking RFP responses to provide services to the City's Finance Department, through either one of the two (2) service options outlined below:

I. **Service Request A- *Supplemental Financial Management & Accounting Support Services***

II. **Service Request B- *Full Finance Department Outsourcing of Finance & Accounting Services***

The City encourages respondents to respond to both **Service Request A** and **Service Request B**. If the respondent can respond to both types of service options requested, then two separate Scope & Methodology and Cost Proposals are required, if a respondent is only responding to one, then the respondent must only respond to the service option selected, and respond to the Scope & Methodology and Cost Proposal for the option selected. The City will utilize the proposal responses to determine which service option provides the best outcome for the City. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The City reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to affect any agreement deemed by the City to be in its best interest. This RFP does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to award the services as described in the section titles "Scope of Services" in total or in part to any combination of proposers.

Primary Services for Request A

I. **Service Request A- *Supplemental Financial Management & Accounting Support Services***

The City is seeking a relationship with a firm to supplement full-time accounting staff to provide financial management and accounting support services. This includes specifically providing senior management and leadership assistance to support the City's Finance Department operations, financial matters, accounting, financial reporting, debt management, internal controls, financial and operational audits, compliance, supporting City Departments and other pertinent matters related to the City. The selected firm would at a minimum designate (1) Key Personnel to act and function in the role as Finance Director on a full-time basis. In addition to providing a mix of senior support staff to supplement the Finance Department, to provide financial management and leadership, and to supervise City employees within the Finance Department. The respondent will be responsible for supervising its own staff of employees and consultants and to assure that they comply with policies, procedures, laws and rules. The existing employee profile of the Finance Department is as follows:

Employee Title	Quantity	Full or Part Time	DOL
Accountant	2	Full-Time	Exempt
Accounts Payable Clerk	1	Full-Time	Non-Exempt
Payroll Clerk	1	Full-Time	Non-Exempt
Administrative Assistant	1	Full-Time	Non-Exempt

Key Personnel – Finance Director

This person will serve in the role as Finance Director to supervise all activities of the Finance Department, including preparing analysis and projections; maintaining integrity of the integrated financial information system; making long and short-range plans; and working with the Budget Administrator. This role is responsible for supervisory finance and budget work in the management of all General Government accounting records, financial and budgeting reports, accounting and budget systems and procedures and risk management programs where applicable to the Finance Department. The Finance Director serves at the will of the City Manager and will report directly to the City Manager or designee.

Will be required to work and attend meetings outside regular business hours.

Essential Functions

- Plans, directs, coordinates and administers all activities and personnel of the City's Finance Department in accordance with all applicable laws, rules, regulations and directions from City government.
- Supervises activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.
- Analyzes the City's fiscal policies, interprets data, and recommends actions to immediate supervisor, the City Manager and the City Commission.
- Coordinates activities with functions of other City departments and private and public agencies.
- Directs preparation of reports and statements on the City's financial affairs including internal and external reporting.
- Perform performance evaluation reviews and notice of disciplinary action when warranted for employees within the department.
- Reviews all revenue forecasts for all General Government, Special Revenue, Debt Service and Enterprise Funds to provide basis for cash flow forecasting.
- Prepares analysis and projections of the City's cash position to ensure that temporarily idle funds are invested and that investments of debt service funds mature at correct time.
- Maintains integrity of the integrated financial information system.
- Manages and administers the treasury function of the City, including disbursing of City payrolls and General Government and Enterprise funds.
- Manages and administers the controllership function of the City, oversees and reviews the bank reconciliations, account reconciliations, journal and payroll entries, general accounting and reporting.
- Assist with maintaining compliance with monthly, quarterly and annual reporting.
- Manage the overall external financial audit of the Annual Financial Reporting requirements and other laws and rules of the Florida Statues.
- Prescribes accounting/treasury forms and procedures.
- Administers and coordinates investment activities, revenue collections, banking services, debt service, and other financial activities.
- Prepares, submits and monitors annual departmental budget.
- Makes long- and short-range plans for the department.
- Serves as liaison with the City Manager and City Commission on financial matters.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.

- Attends work on a continuous and regular basis.
- Performs other related duties as assigned.
- Report irregularities and fraud to the City Manager and City Attorney.

It will be the primary responsibility of the Finance Department to safeguard the City's assets, ensure cost-effectiveness, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, residents of the community and stakeholders.

Other Services

From time to time the City may require consulting in areas other than those listed herein. Firms shall provide a listing of various levels of staff from Partner to the Staff, and Consultant level along with a corresponding hourly rate for each. If needed, the City may utilize the appropriate staff level of the firm at the stated hourly rate or a determined fixed cost. If the City is unable to utilize the respondent's team due to circumstances such as organizational conflicts, independence concerns, etc., then the City will seek other resources and contracts.

Primary Services for Request B

II. Service Request B- *Full Finance Department Outsourcing of Finance & Accounting Services*

The City is seeking a relationship with a firm to fully manage the Finance Department operations. The respondent must provide staffing levels to provide financial management, leadership, supervisory and accounting support services for the City. This includes specifically providing a full-service option to provide senior level management and leadership to support the City's Finance Department operations, financial matters, accounting, financial reporting, debt management, financial and operational audits, internal controls, compliance, supporting City Departments and other pertinent matters related to the City. This also includes hiring and employing staff directly by the respondent to maintain the appropriate staffing level to meet the demands of the Finance Department and the City's needs, siting detailed explanations for exceptions. The City is open to a combination of staffing levels to provide the services needed. The respondent will adjust its staffing levels to meet the City's needs and must communicate its plan in the response on how it will service the City's needs over multiple fiscal years. The City's fiscal year is as follows: from October 1 to September 30.

The selected firm would at a minimum designate (1) Key Personnel to act and function in the role as Finance Director on a full-time basis. It is expected that the respondent will provide the staffing levels required to provide management, leadership and supervision to the operations of the Finance Department to the City, and designated any other identified Key Personnel within its staffing mix. The existing employee profile of the Finance Department is as follows:

Employee Title	Quantity	Full or Part Time	DOL
Accountant	2	Full-Time	Exempt
Accounts Payable Clerk	1	Full-Time	Non-Exempt
Payroll Clerk	1	Full-Time	Non-Exempt
Administrative Assistant	1	Full-Time	Non-Exempt

Key Personnel – Finance Director

This person will serve in the role as Finance Director to supervise all activities of the Finance Department, including preparing analysis and projections; maintaining integrity of the integrated financial information system; making long and short-range plans; and working with the Budget Administrator. This role is responsible for supervisory finance and budget work in the management of all General Government accounting records, financial and budgeting reports, accounting and budget systems and procedures and risk management programs where applicable to the Finance Department. The Finance Director serves at the will of the City Manager and will report directly to the City Manager or designee.

Will be required to work and attend meetings outside regular business hours.

Essential Functions

- Plans, directs, coordinates and administers all activities and personnel of the City's Finance Department in accordance with all applicable laws, rules, regulations and directions from City government.
- Supervises activities of the Finance Department, including administration, accounting, property control, billing and collection, accounts payable, payroll, occupational licenses, cash/debt management, and pensions.
- Analyzes the City's fiscal policies, interprets data, and recommends actions to immediate supervisor, the City Manager and the City Commission.
- Coordinates activities with functions of other City departments and private and public agencies.
- Directs preparation of reports and statements on the City's financial affairs including internal and external reporting.
- Reviews all revenue forecasts for all General Government, Special Revenue, Debt Service and Enterprise Funds to provide basis for cash flow forecasting.
- Prepares analysis and projections of the City's cash position to ensure that temporarily idle funds are invested and that investments of debt service funds mature at correct time.
- Maintains integrity of the integrated financial information system.
- Manages and administers the treasury function of the City, including disbursing of City payrolls and General Government and Enterprise funds.
- Manages and administers the controllership function of the City, oversees and reviews the bank reconciliations, account reconciliations, journal and payroll entries, general accounting and reporting.
- Assist with maintaining compliance with monthly, quarterly and annual reporting.
- Manage the overall external financial audit of the Annual Financial Reporting requirements and other laws and rules of the Florida Statues.
- Prescribes accounting/treasury forms and procedures.
- Administers and coordinates investment activities, revenue collections, banking services, debt service, and other financial activities.
- Prepares, submits and monitors annual departmental budget.
- Makes long- and short-range plans for the department.
- Serves as liaison with the City Manager and City Commission on financial matters.
- Recommends selection, promotion, discharge, and other appropriate personnel actions.
- Attends work on a continuous and regular basis.
- Performs other related duties as assigned.

- Report irregularities and fraud to the City Manager and City Attorney.

It will be the primary responsibility of the Finance Department to safeguard the City's assets, ensure cost-effectiveness, provide financial support to operating departments, and report accurate and timely financial information to the City Commission, management, residents of the community and stakeholders.

Other Services

From time to time the City may require consulting in areas other than those listed herein. Firms shall provide a listing of various levels of staff from Partner to the Staff, and Consultant level along with a corresponding hourly rate for each. If needed, the City may utilize the appropriate staff level of the firm at the stated hourly rate or a determined fixed cost. If the City is unable to utilize the respondent's team due to circumstances such as organizational conflicts, independence concerns, etc., then the City will seek other resources and contracts.

Qualified firms must demonstrate competence and experience in all areas of expertise required by the scope of services.

2-2 PROPOSER QUALIFICATIONS

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

- The Proposer shall have extensive experience, expertise and reliability in Municipal Financial Accounting Services; established reputation, particularly with governmental clients; Proposer must have a minimum of three (3) years of consecutive and successful experience in the aforementioned areas.
- Proposer's track record in providing Financial Accounting Services to governmental agencies as well as private entities (Please provide a list of current and relevant projects, including client names, titles, phone numbers and email address. Please ensure that contact information is current.)
- Demonstrate an overall combination of skills, prior work experience, business reputation, and commitment to diversity.
- Demonstrate financial solvency.
- Explain how the proposer will manage the contract along with other work and commitments.

2-3 TERM OF CONTRACT

The term of the contract is anticipated to be three fiscal years with a renewal of two one-year terms, subject to negotiation of terms with the contractor and the concurrence of the City of Opa-locka City Commission and availability of annual appropriation.

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.

1. Cover Letter / Executive Summary
2. Company Background /Qualifications
3. Scope & Methodology – Service A
4. Scope & Methodology – Service B
5. Cost Proposal – Service A
6. Cost Proposal – Service B
8. Resumes and Certifications
9. Past Performance & Experience
10. Attachments

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 (Scope & Methodology) – Service A and Service B
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 (Personnel History and Experience)
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 (Cost Proposal – Service A and Service B)
3.2.8.1 Fee basis should be an all-inclusive, hourly fee.

3.2.9 Tab 8 – References (Past Performance and Experience)
3.2.9.1 List a minimum of three (3) references in Florida for which the proposer has provided Financial Accounting 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 / Ability of Professional Personnel/Financial Qualifications and experience of assigned staff 1. Expertise in public, private and/or non-profit sectors. 2. Qualifications & experience of the firm and its subcontractors/suppliers relevant to the Scope of Work. 3. Availability of qualified personnel. 4. Ability to meet set standards. 5. Previous contracting experience with the other public, private and/or non-profit agencies. 6. Financial resources and capabilities by demonstrating financial solvency. 7. Evidence of insurance and/or bonding capacity. 8. Location of local office.	25
Quality of Services / Technical Approach to the Scope of Work 1. High-quality level of services to be provided to the City. 2. Understanding of City needs.	25

3. Ability to convey a depth of understanding of the Scope of Work and the firm's capacity to accomplish it successfully. 4. Conveyance of a willingness to work with City staff to maximize resources. 5. Approach to the Project and Methodology. 6. Technical Soundness of the proposal. 7. Applicability of the service offered.	
Cost Saving Initiatives 1. Development of long-range cost strategies. 2. Innovative ideas for cost containment.	25
Proposed Fee 1. Pricing Structure 2. Fee Schedule/Cost Proposal 3. Any other additional costs	25
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 presentations 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. 21-XXXXXXX

FINANCIAL ACCOUNTING SERVICES

PROPOSER QUALIFICATIONS

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 thirty-six 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: 21-XXXXXXX

PRICE PROPOSAL FORM

FINANCIAL ACCOUNTING SERVICES

SERVICE REQUEST A

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 ________________________ 2021.

BID SUBMITTED BY:

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

RFP NO: 21-XXXXXXX

PRICE PROPOSAL FORM

FINANCIAL ACCOUNTING SERVICES

SERVICE REQUEST B

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 ____________________ 2021.

BID SUBMITTED BY:

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

CITY OF OPA-LOCKA

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

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

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

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

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

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

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

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

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

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

Signature ____

Printed Name ____

DRUG-FREE WORKPLACE CERTIFICATION FORM

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by_______________________________________ the
(Name)

__________________________ of ____
(Title/Position) (Company)

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

____________________ ____
Date Signatu

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:

________________________________	By: ________________________________
Witness	Signature
________________________________	_____________________________________
Witness	Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

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

By:____

Title:____

Sworn and subscribed before this

_____day of_____________________, 20___

____
Notary Public, State of Florida

____
(Printed Name)

My commission expires:______________________

E-VERIFY

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

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

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

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

E-VERIFY FORM

Definitions:

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

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

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

a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and

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

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

Company Name: ____

Authorized Signature:____

Print Name: ____

Title: ____

Date: ____

Sponsored by: City Manager

RESOLUTION NO. ________

A RESOLUTION OF THE CITY COMMISSION OF CITY OF OPA-LOCKA, FLORIDA, APPROVING THE RECOMMENDATION OF THE HISTORIC ENVIRONMENTAL PRESERVATION BOARD TO ISSUE A CERTIFICATE OF APPROPRIATENESS FOR THE STRUCTURE AT 432 OPA-LOCKA BOULEVARD TO ALLOW FOR THE REPLACEMENT OF WINDOWS AND DOORS ON SAID REGISTERED HISTORIC PROPERTY; PROVIDING FOR A SEVERABILITY; PROVIDING FOR A CONFLICT AND REPEALER; RESCINDING ALL RESOLUTIONS IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 12, 2016, pursuant to Ordinance 16-13, the City of Opa-Locka, Florida ("City") established the Historic Environmental Preservation Board in order to preserve and protect the City's historic and cultural heritage and to foster civic pride; and

WHEREAS, the Historic Environmental Preservation Board was also established to protect the green environment within the City, especially, the preservation of its trees in order to support Arbor Day principles; and

WHEREAS, pursuant to Chapter 2, Article XI, Division 13, Sec. 2-570.82(3) of the City of Opa-Locka Code of Ordinances, the duties and responsibilities of the Historic Environmental Preservation Board shall include responsibilities to "issue or deny certificates of appropriateness and certificates to dig"; and

WHEREAS, the Historic Environmental Preservation Board has received an application from the Opa-Locka Community Development Corporation, Inc. for the issuance of a certificate of appropriateness to replace the windows and doors on the registered historic property located at 432 Opa-Locka Boulevard within the City; and

WHEREAS, on January 28, 2021, the Historic Environmental Preservation Board held a meeting to, among other business matters, consider a request for a certificate of appropriateness approval for the structure at 432 Opa-locka Boulevard to allow for the replacement of windows and doors on this historic property. After presentation and discussion the Historic Environmental Preservation Board recommended approval of the Certificate of Appropriateness by 5-0 vote; and

WHEREAS, the City desires to approve the application for and the issuance of a certificate of appropriateness for the subject registered historic property.

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

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

Section 2. City Commission of the City of Opa-Locka, Florida hereby approves the recommendation of the Historic Environmental Preservation Board to issue a certificate of appropriateness to allow for the replacement of the windows and doors on the registered historic property located at 432 Opa-Locka Boulevard within the City.

Section 3. If any clause, section, or other part or application of this Resolution is held by any court of competent jurisdiction to be unconditional or invalid, in part or in application, it shall not affect the validity of the remaining portions or application of this Resolution.

Section 4. All resolutions in conflict herewith are hereby repealed.

PASSED AND ADOPTED this ______ day of ____________, 2021.

____
Matthew A. Pigatt, 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 Burke	(Yes) ________	(No) __________
Commissioner Davis	(Yes) ________	(No) __________
Commissioner Taylor	(Yes) ________	(No) __________
Vice-Mayor Williams	(Yes) ________	(No) __________
Mayor Pigatt	(Yes) ________	(No) __________

City of Opa-locka
Agenda Cover Memo

Department Director:	Gregory D. Gay			**Department Director Signature:**			
City Manager:	John E. Pate			**CM Signature**			
Commission Meeting Date:	May 12, 2021		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**
				X			
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**
		X	**Public Hearing:** *(Enter X in box)*		**Yes** X	**No**	**Yes** / **No** X
Funding Source: N/A *Account#* **:**	*(Enter Fund & Dept)* Ex: See Financial Impact section below		**Advertising Requirement:** *(Enter X in box)*		**Yes** X		**No**
ILA Required: *(Enter X in box)*	**Yes**	**No** X	**RFP/RFQ/Bid#: N/A**				
Strategic Plan Related *(Enter X in box)*	**Yes** X	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ■ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communcation** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
Sponsor Name	City Manager		**Department:**		City Manager		

Short Title:

A RESOLUTION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE RECOMMENDATION OF THE HISTORIC ENVIRONMENTAL PRESERVATION BOARD TO ISSUE A CERTIFICATE OF APPROPRIATENESS FOR THE STRUCTURE AT 432 OPA-LOCKA BOULEVARD TO ALLOW FOR THE REPLACEMENT OF WINDOWS AND DOORS ON THIS REGISTERED HISTORIC PROPERTY AS RECOMMENDED BY THE HISTORIC ENVIRONMENTAL PRESERVATION BOARD.; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE AND RESCINDING ALL ORDINANCES IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

The City has adopted Ordinance 16-13 allowing the Historic Environmental Preservation Board to approve issuance or denial of regular and special certificates of appropriateness, subject to the approval of a majority of the City Commission, in accordance with all administrative requirements listed in Ordinance 81-13, Section 11. I through Section 11.XI. The Historic Environmental Preservation Board held a meeting on January 28, 2021 to introduce new board members, establish Board Chair and Vice-Chair, discuss current projects and to consider a request for a certificate of appropriateness approval for the structure at 432 Opa-locka Boulevard to allow for the replacement of windows and doors on this historic property. After presentation and discussion the Historic Environmental Preservation Board recommended approval of the Certificate of Appropriateness by 5-0 vote.

BACKGROUND:

The City adopted Resolution 91-01 and Ordinance 91-02 to identify the properties in the City that were deemed outstanding examples of Moorish architecture, that were built based on the original plans as designed by its founder, Glenn Curtiss and to establish a list of properties that meet the requirements for being of historical, cultural, architectural and archeological significance which included the property at 432 Opa-locka Boulevard. Over the years certain parts of a building required replacement to ensure the viability and continued use of the structures. This property has been maintained and it has not fallen into dilapidation through neglect. The owners have submitted a building permit for the replacement of the windows for this property and completed a Certificate of Appropriateness (COA) Application and they are aware of the requirement of City Commission approval for the issuance of a certificate of appropriateness to make these improvements.

Financial Impact – The City will receive permit fees associated with ensuring the preservation of this building.

Proposed Action:

Staff recommended approval for this legislation

Attachment:

Draft Resolution for a Certificate of Appropriateness—Building Permit Improvements
Ordinance 16-13
Ordinance 81-13
Florida Historic Preservation Letter-State Historic Preservation Officer (SHPO) Approval Letter
Building Plans for Replacement of Windows
Resolution 91-01
Ordinance 91-02
HEPB Application for Certificate of Appropriateness

'ICIAL COPY

First Reading: May 13, 1981
Second Reading: May 27, 1981
Public Hearing: May 27, 1981
Posted in Full: May 28, 1981
Effective Date: May 28, 1981

ORDINANCE NO. 81-13

AN ORDINANCE OF THE CITY OF OPA-LOCKA, FLORIDA AMENDING CHAPTER 25 OF THE CODE OF ORDINANCES ESTABLISHING THE OPA-LOCKA HISTORICAL PRESERVATION BOARD PURSUANT TO SECTION 3, SUBSECTION (1) OF METROPOLITAN DADE COUNTY, FLORIDA ORDINANCE 81-13, FOR THE PURPOSE OF PROTECTING AND PERPETUATING PROPERTIES WORTHY OF HISTORIC PRESERVATION: PROVIDING FOR RULES OF PROCEDURE; PROVIDING FOR DESIGNATION OF PROPERTIES AS INDIVIDUAL SITES, DISTRICTS OR ARCHEOLOGICAL ZONES AND FOR REGULATION OF SAME THROUGH ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND CERTIFICATES TO DIG; PROVIDING FOR QUALIFICATION OF ELIGIBILITY FOR FINANCIAL ASSISTANCE PURSUANT TO SECTION 16 OF SAID DADE COUNTY ORDINANCE 81-13; PROVIDING FOR PENALTIES AND APPEALS; PROVIDING FOR SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Metropolitan Dade County, Florida adopted on February 17, 1981, effective February 27, 1981, Ordinance 81-13 for the purpose of protecting and perpetuating properties worthy of historic preservation; and

WHEREAS, said County Ordinance 81-13, Section 3, provides that municipalities within Dade County shall have up to and including July 1, 1982 to adopt local ordinances with respect to historical districts, individual sites and archeological zones, with the provision that should any municipality fail to adopt an ordinance regulating historic preservation prior to July 1, 1982 said County Ordinance shall govern within such municipality; and

WHEREAS, the City of Opa-locka has a rich history in its urban design concept, buildings, structures and archeological sites, notably the manifestation of the urban design concept envisioned by its founder, Glen H. Curtiss and implemented by noted town planner Clinton McKenzie and noted Architect Bernhardt E. Muller; and

WHEREAS, remnants of the ancient Indian hammock from which the City of Opa-locka derives its name are still to be seen east of LeJeune Road on the South Side of Opa-locka Airport. The first extensive archeological project launched in Dade County included, in 1934, excavations in this hammock, and fragments of the Tequesta Indian pottery design called Opa-locka incised were first found there and thus so named; and

WHEREAS, many significant and varied aspects of the history of the City of Opa-locka, founded in 1926, are concentrated in the second quarter of the twentieth century; and

WHEREAS, this variety has been manifested in a unique architectural and urban design response to Founder Glen Curtis preference for arabian archietectural design and the professional talents of designers Mr. McKenzie and Mr. Muller; and

WHEREAS, the possibility exists that archeological sites exist within Opa-locka that have yet to be discovered which could yield a great amount of information on the history and prehistory of the Opa-locka area; and

WHEREAS, the preservation of historic buildings, historic structures, historic districts and sites and archeological districts and sites are in the best interest and public welfare of the citizens of and visitors to Opa-locka, Dade County and the South Florida Metropolitan Region; and

WHEREAS, the preservation of these resources will expand the educational and cultural opportunities of the citizens of, and vistors to, the City of Opa-locka, Dade County and the South Florida Region.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF OPA-LOCKA, FLORIDA

Section 1. Short Title

This Ordinance shall be known and may be cited as the "City of Opa-locka Historic Preservation Ordinance."

Section 2. Declaration of Legislative Intent

It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of properties of historical, cultural, archeological, aesthetic and architectural merit are in the interests of the health, prosperity and welfare of the people of Opa-locka. Therefore, this Ordinance is intended to:

(1) Effect and accomplish the protection, enhancement and perpetuation of buildings, structures, improvements landscape features and archeological resources of sites and districts which represent distinctive elements of the City's, County's and Region's cultural, social, economic, political, scientific, religious, prehistoric and architectural history;

(2) Safeguard the area's historical, cultural archeological and architectural heritage, as embodied and reflected in such individual sites, districts and archeological zones;

(3) Foster civic pride in the accomplishments of the past;

(4) Protect and enhance the area's attraction to visitors and the support and stimulus to the economy thereby provided; and

(5) Promote the use of individual sites and districts for the education, pleasure and welfare of the people of the Opa-locka area, Dade County and the South Florida Metropolitan Region.

Section 3. Scope of Regulations

This Ordinance is intended to and shall govern and be applicable to all property located in the City of Opa-locka, Florida. Nothing contained herein shall be deemed to supercede or conflict with applicable building and zoning codes. Provisions contained herein shall be cumulative and read in conjunction with other laws, rules and regulations. It is the legislative intent of the Opa-locka City Commission that this ordinance shall meet the requirements of Section 3, Subsections (1), (2) and (3) of Dade County Ordinance 81-13 as a qualified municipal Historic Preservation Ordinance, and that this Ordinance shall be filed with the Clerk of Dade County Board of County Commissioners and with the National Register of Historical places for certification to be eligible under the 1976 Tax Act.

Section 4. Definitions

(1) Archeological zone - An area designated by this ordinance which likely to yield information on the history and prehistory of Opa-locka based on prehistoric settlement patterns in Opa-locka as determined by the results of the Dade County Historic Survey and local research. These Zones will tend to conform to natural physiographic features which were the focal points for prehistoric and historic activities.

(2) Certificates of Appropriateness - A certificate issued by the Board permitting certain alterations or improvements to a designated property.

(A) Regular Certificate of Appropriateness - A Regular Certificate of Appropriateness shall be issued by the staff of the Preservation Board, based on the quidelines for preservation approved by the Board.

(B) Special Certificate of Appropriateness - For all applications for a Special Certificate of Appropriateness involving the demolition, removal, reconstruction or new construction at an individual site or in a district a Special Certificate of Appropriateness is required that is issued directly by the Board.

(3) Certificate to Dig - A certificate that gives the Board's permission for certain digging projects that may involve the discovery of as yet unknown or known archeological sites in an archeological zone. This certificate is issued by staff of the Board based on the guidelines for preservation approved by the Board.

(4) Certificate of Recognition - A certificate issued by the Board recognizing properties designated pursuant to this ordinance.

(5) Demolition - The complete constructive removal of a building on any site.

(6) Districts - A collection of archeological sites, buildings, structures, landscape features or other improvements that are concentrated in the same area and have been designated as a district pursuant to this ordinance.

(7) Exterior - All outside surfaces of a building or structure.

(8) Guidelines for Preservation - Criteria established by the Preservation Board to be used by staff in determining the validity of applications for a Regular Certificate of Appropriateness and any Certificate to Dig and to establish a set of guidelines for the preservation of buildings in Opa-locka.

(9) Historical Preservation Board - A board of citizens created by this ordinance as described in Sections 5 through 9.

(10) Historic Survey - A comprehensive survey compiled by the Historic Preservation Division of the Dade County Office of Community and Economic Development involving the identification, research and documentation of buildings, sites and structures of any historical, cultural, archeological or architectural, importance in Dade County, Florida.

(11) Individual Site - An archeological site, building, structure, place or other improvement that has been designated as an individual site pursuant to this ordinance. Under the provisions of this ordinance interior spaces may be regulated only where a building or structure is designated individual site.

(12) National Register of Historic Places - A federal listing maintained by the U.S. Department of the Interior of buildings, sites, structures and districts that have attained a quality of significance as determined by the Historic Preservation Act of 1966 as amended.

(13) Ordinary Repairs or Maintenance - Work done to prevent deterioration of a building or structure or decay of or damage to a building or structure or any part thereof by restoring the building or structure as nearly as practicable to its condition prior to such deterioration, decay or damage.

(14) Owner of a Designated Property - As reflected on the current Metropolitan Dade County tax rolls or current title holder.

(15) Undue Economic Hardship - Failure to issue a certificate would place an onerous and excessive financial burden upon the owner that would amount to the taking of the owner's property without just compensation.

(16) Landscape Feature - Any improvement or vegetation including, but not limited to outbuildings, walls, courtyards, fences, shrubbery, trees sidewalks, planters, plantings, gates, street furniture and exterior lighting.

<u>Section 5.</u> <u>Historic Preservation Board: Created and Established</u>

There is hereby created an Historical Preservation Board, ("the Board"), as a governmental agency of the City government in and for the City of Opa-locka, Florida. The Board is hereby vested with the power, authority and jursidiction to designate, regulate and administer historical, cultural, archeological and architectural resources in Opa-locka, Florida, as prescribed by this Ordinance under the direct jurisdiction and legislative control of the Opa-locka City Commission.

Section 6. Members

The Board shall consist of five (5) members appointed by the City Commission. Each member of the Board shall be, and shall hold office only so long as he or she is a resident and registered voter of the City of Opa-locka, Florida. The term of office of membership shall be five years, except that, of the five members first appointed, one shall be appointed for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, and one for a term of five years. Thereafter successors shall be appointed for a term of five years each. Any vacany during the unexpired term of an appointive member shall be filled by the City Commission for the remainder of the term. Members shall be eligible for reappointment, and shall hold office until their successors have been duly appointed and qualified. Members of the Board shall serve without compensation but shall be reimbursed for necessary expenses incurred in the performance of their official duties, as shall be determined and approved by the City Commission. Before entering upon the duties of office, each member shall file written acceptance of appointment and take and subscribe to the oath of office prescribed by law, which shall be filed in the office of City Clerk. A member of the Board may be removed from office only by a four-fifths (4/5) vote of the entire membership of the City Commission; however, whenever a member of the Board shall fail to attend three (3) consecutive meetings, the chairman shall certify the same to the City Commission. Upon such certification the member shall be deemed to have been removed and the City Commission shall fill the vacancy by appointment.

Section 7. Organization

The members of the Board shall select a chairman who shall serve at the pleasure of the Board and such other officers as may be deemed necessary or desirable. The City Manager shall provide adequate personnel for the Board including but not limited to representative from the Departments of Community Development, Public Works, Public Affairs and City Attorney which shall be deemed the staff of the board. Minutes of each board meeting shall be kept and prepared under the supervision and direction of the Board, and copies of such minutes shall be filed with the City Clerk.

Section 8. Rules and Regulations

The Board shall make and prescribe such rules and regulations as are reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this Ordinance. Such rules and regulations shall conform to the provisions of this Ordinance and shall not conflict with the Constitution and general laws of the State of Florida, and shall govern and control procedures, hearings and actions of the board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations, and any amendments or modifications thereto, and the same have been approved by the City Commission and filed with the City Clerk. Upon approval by the Commission, such rules and regulations shall have the force and effect of law within the City of Opa-locka, Florida. The Board shall prescribe forms for use by applicants in compliance with the provisions of this chapter. The Board may authorize any one of its members to administer oaths and certify to official acts.

Section 9. Powers and Duties

The Historical Preservation Board shall have the following enumerated powers and duties:

1) Adopt or amend rules of procedure

2) Designate individual sites, districts and archeological zones.

3) Issue or deny Certificates of Appropriateness and Certificates to Dig.

4) Approve historical markers and issue certificates of recognition for individual sites and designated properties in a district.

5) Recommend zoning and building code amendments to the proper authorities.

6) Establish guidelines for preservation and criteria for issuance by staff of regular certificates of appropriateness.

7) Promote the awareness of historic preservation and its community benefits.

8) No actions of this Board will supersede or be construed as superseding the authority of the City Commission.

9) Review and update the Historic Survey as it applies to the City of Opa-locka for its quality and professional merit, and validate the findings of the survey as bonafide and sincere, and conduct such local research as is considered appropriate.

10) Implement the authority of this Ordinance and fulfill the tasks set forth for this Board by the City Commissioners in this and other ordinances.

11) Record and maintain records of the Board's actions and decisions.

12) Follow and abide by the laws of the United States of America, the State of Florida, Dade County, and the City of Opa-locka.

13) Provide an annual report to the City Commission.

Section 10. Designation Process and Procedure

I. The Board shall have the authority to designate areas, places, buildings, structures, landscape features, archeological sites and other improvements or physical features, as individual sites, districts, or archeological zones that are significant in Opa-locka's history, architecture, archeology, or culture and possesses an integrity of location, design, setting, materials, workmanship or association, or:

(A) Are associated with distinctive elements of the cultural, social political, economic, scientific, religious, prehistoric and architectural history that have contributed to the pattern of history in the community, Dade County, South Florida, the state or the nation; or

(B) Are associated with the lives of persons significant in our past; or

(C) Embody the distinctive characteristics of a type, period, style or method of construction or work of a master; or that possess high artistic value, or that represent a distinquishable entity whose components may lack individual distinction; or

(D) Have yielded, or are likely to yield information in history or prehistory; or

(E) Are listed in the National Register of Historic places.

II. Certain properties which include cemeteries, birthplaces, properties owned by religious institutions, or used for religious purposes, structures that have been moved from their original locations, properties commemorative in nature and properties that have achieved significance within the last twenty-five years, will not normally be considered for designation. However, such properties will qualify if they are integral parts of districts that do meet the criteria, or if they fall within the following categories:

(A) A religious property deriving primary significance from architectural or artistic distinction of historical importance.

(B) A building or structure removed from its location but which is primarily significant for architectural value, or is the surviving structure most importantly associated with an historic event or person.

(C) A birthplace or grave of an historical figure of outstanding importance if there is no other appropriate site or building directly associated with his/her productive life.

(D) A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events.

(E) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance.

(F) A property or district achieving significance within the past twenty-five years if it is of exceptional importance.

III. Prior to the designation of an individual site, a district, or an archeological zone, an investigation and designation report must be filed with Board. The format of these reports may vary according to the type of designation, however all reports must address the following: The historical, cultural, architectural, and archeological significance of the property of properties being recommended for designation; a recommendation of boundaries for districts and archeological zones and identification of boundaries of individual sites being designated; a recommendation of standards to be adopted by the Board in carrying out its regulatory function under this ordinance with respect to Certificates of Appropriateness and Certificates to Dig. Where a report is filed recommending designation of a district, the report must identify those properties, if any, within the district which are not historically or architecturally compatible with structures in the district. The standards for regulating such non-conforming properties shall provide that a Certificate of Appropriateness may be required only for new construction on such properties. All reports shall take into consideration projected, proposed or existing public improvements and developmental or renewal plans.

IV. Procedure

(A) Petition of the Owner - The owner(s) of any property in the City of Opa-locka may petition this Board for designation of their property as an individual site, district or archeological zone provided that they appear before the Board with sufficient information to warrant the investigation of the property for future designation and the Board finds that the property may be worthy of designation. The Board shall, based on its findings, either direct the staff to begin the designation process or deny the petition. Nothing in this subsection shall be deemed to restrict the power of the Board to initiate the designation process pursuant to this section.

(B) Directive of the Board - The Board shall, upon recommendations from staff and the acceptance of petitions pursuant to Part IV, Section A of this section, direct staff to begin the designation process by preparing a designation report, pursuant to Part III of this section and any other standards the Board may deem necessary, and submitting this report according to the procedures described herein.

(C) Notification of owner - For each proposed designation of an individual site, district, or archeological zone the Board is encouraged to obtain the permission of the property owner(s) within the designated area, and is responsible for mailing a copy of the designation report to the owner(s) as notification of the intent of the Board to consider designation of the property at least 15 days prior to filing of a designation report with the Board.

(D) Notification of Government Agencies - Upon filing of a designation report, the Community Development Director shall immediately notify the Clerk of the Board of County Commissioners, the City Clerk, the City Building Official, the City Attorney and any other County or Municipal agency, including agencies with demolition powers, that may be affected by said filing.

(E) Notification of a Public Hearing - For each individual site, district or archeological zone proposed for designation a public hearing must be held. Owners of record or other parties having an interest in the proposed designated properties, if known, shall be notified of the public hearing, however, failure to receive such notice shall not invalidate the same as such notice shall also be perfected by publishing a copy thereof in a newspaper of general circulation at least ten (10) days prior to the hearing. Owners shall be given an opportunity at the public hearing to object to the proposed designation.

(F) Requirement of Notification - The Board shall reduce to writing its decision to approve, deny, or amend the proposed designation and direct the Community Development Director to notify the following of its actions with a copy of the official minutes of the meeting, and a resolution of the Board providing a summary statement of the effects of this action:

1) The City of Opa-locka Building Official,

2) The County Clerk,

3) The Opa-locka City Clerk,

4) Owner(s) of the affected property and other parties having an interest in the property, if known,

5) The Opa-locka Public Affairs Department,

6) The Opa-locka Public Works Department, and

7) Any other County or Municipal Agency, including agencies with demolition powers, that may be affected by this action.

(G) The Board may amend or rescind any designation provided it complies with the same manners and procedures used in the original designation.

(H) Moratorium. Upon the filing of a designation report by the staff, the owner(s) of the real property which is the subject matter of the designation report shall not:

1) Erect any structure on the subject property.

2) Alter, restore, renovate, move or demolish any structure on the subject property, until such time as final administrative action, as provided by this chapter, is completed.

Section 11. Application for Certificate of Appropriateness

I. No building, structure, improvement, landscape feature or archeological site within the City of Opa-locka which is designated pursuant to Section 10 of this Chapter shall be erected, altered, restored, renovated, excavated, moved or demolished until an application for a Certificate of Appropriateness regarding any architectural features, landscape features or site improvements has been submitted to the Board for approval pursuant to the procedures in this section. Architectural features shall include, but not be limited to, the architectural style, scale, massing, siting, general design, ingress and egress, and general arrangement of the exterior of the building or structure, including the type, style and color of roofs, windows, doors and appurtenances. Architectural features shall include, when applicable, interior spaces where interior designation has been given pursuant to Section 10 of this Ordinance. Landscape features and site improvements shall include, but are not limited to, site regrading, subsurface alterations, fill deposition, paving, landscaping, walls, fences, courtyards, vehicular movement systems, signs and exterior lighting. No Certificate of Appropriateness shall be approved unless the architectural plans for said construction, alteration, excavation, restoration, renovation, relocation, or demolition is approved by the Board.

II. The Board shall develop procedures for making application for both a Regular and Special Certificate of Appropriateness.

III. The Board shall adopt and may from time to time amend the standards by which applications for any Certificate of Appropriateness are to be measured and evaluated. In adopting these guidelines, it is the intent of the Board to promote maintenance, restoration and adaptive reuses appropriate to the property, and compatible contemporary designs which are harmonious with the exterior architectural and landscape features of neighboring buildings, sites and streetscapes. These guidelines shall also serve as criteria for the Community Development staff to make decisions regarding applications for Regular Certificates of Appropriateness.

IV. Regular Certificates of Appropriateness - Based on the guidelines for preservation, the designation report, a complete application for Regular Certificate of Appropriateness, any additional plans, drawings or photographs to fully describe the proposed alteration and any other guidelines the Board may deem necessary, the staff of the Board shall approve or deny the application for a Regular Certificate of Appropriateness by the owner(s) of a designated individual site, or property within a designated district. The findings of the staff shall be mailed to the applicant, accompanied by a statement in full regarding the staff's decision. The applicant shall have an opportunity to challenge the staff decision by applying for a Special Certificate of Appropriateness.

V. Special Certificates of Appropriateness -

A. An applicant for a Special Certificate of Appropriateness shall submit his application to the Board pursuant to Section 10 of this Chapter and accompany such application to the Board with full plans and specifications, site plan, and samples of materials as deemed appropriate by the Board to fully describe the proposed appearance, color, texture or materials, and architectural design of the building and any outbuilding, wall, courtyard, fence, landscape feature, paving, signage and exterior lighting. The applicant shall provide adequate information to enable the Board to visualize the effect of the proposed action on the applicant's building and its adjacent buildings and streetscapes. If such application involves a designated archeological site the applicant shall provide full plans and specifications of work that may affect the surface and subsurface of the archeological site.

B. The Board shall hold a public hearing upon an application for a Special Certificate of Appropriateness affecting property under its control. In such instances, notice and procedure of the public hearing shall be given to the property owner(s) by certified mail and to other interested parties by an advertisement in a newspaper of general circulation.

C. The Board shall approve, deny, or approve in modified form an application, subject to the acceptance of the modification by the applicant, or suspend action on the application in order to seek technical advice from outside its members or to meet further with the applicant to revise or modify the application.

D. The decision of the Board shall be issued in writing. Evidence of approval of the application shall be by Certificate of Appropriateness issued by the Board or the Board's designated staff representative to the applicant, and whatever its decision, notice in writing shall be given to the applicant and the Opa-locka Building Official. The Board shall keep a record of its actions under this ordinance.

VI. <u>Demolition</u>

A. Demolition of a designated building, structure, improvement or site may occur pursuant to an order of a government agency or a court of competent jurisdiction or pursuant to an application by the owner for a Special Certificate of Appropriateness.

B. Government agencies having the authority to demolish unsafe structures shall receive notice of designation of individual sites, districts or archeological zones pursuant to Section 10 of this Chapter. The Board shall be deemed an interested party and shall be entitled to recieve notice of any public hearings conducted by said government agency regarding demolition of any designated property. The Board may make recommendations and suggestions to the government agency and the owner(s) relative to the feasibility of and the public interest in preserving the designated property.

C. No permit for voluntary demolition of a designated building, structure, improvement or site shall be issued to the owner(s) thereof until an application for a Special Certificate of Appropriateness has been submitted and approved pursuant to the procedures in this Section. Refusal by the Board to grant a Special Certificate of Appropriateness shall be evidenced by written order detailing the public interest which is sought to be preserved. The Board shall be guided by the criteria contained in subsection VI, D herein. The Board may grant a Special Certificate of Appropriateness which may provide for a delayed effective date of up to two (2) years. The effective date shall be determined by the Board based upon the relative significance of the structure and the probable time required to arrange a possible alternative to demolition. During the demolition delay period, the Board may take such steps as it deems necessary to preserve the structure concerned, in accordance with the purposes of this ordinance. Such steps may include, but shall not be limited to, consultation with civic groups public agencies and interested citizens, recommendations for acquisition of property by public or private bodies or agencies, and exploration of the possibility of moving one or more structures or other features.

D. In addition to all other provisions of this ordinance, the Board shall consider the following criteria in evaluating applications for a Special Certificate of Appropriateness for demolition of designated properties:

(a) Is the structure of such interest or quality that it would reasonably meet national, state, or local criteria for designation as an historic or architectural landmark?

(b) Is the structure of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense?

(c) Is the structure one of the last remaining examples of its kind in the neighborhood, the County, or the region?

(d) Does the structure contribute significantly to the historic character of designated district?

(e) Would retention of the structure promote the general welfare of the County by providing an opportunity for study of local history, architecture, and design or by developing an understanding of the importance and value of a particular culture and heritage?

(f) Are there definite plans for reuse of the property if the proposed demolition is carried out, and what will be the effect of those plans on the character of the surrounding area?

VII. Where, by reason of particular site conditions and restraints, or because of unusual circumstances applicable solely to the particular applicant, strict enforcement of the provisions of this ordinance would result in serious undue economic hardship to the applicant, the matter shall be officially referred to the Opa-locka Zoning Board of Appeals which shall have the power to vary or modify adherence to this ordinance; provided always that its requirements ensure harmony with the general purposes hereof and will not adversely affect the City of Opa-locka, Dade County, nor the South Florida metropolitan region.

VIII. No Building Permit shall be issued by the Opa-locka Building Official which affects any designated property in Dade County without a Certificate of Appropriateness.

IX. All work performed pursuant to the issuance of any Certificate of Appropriateness shall conform to the requirements of the Certificate. The City Manager shall designate an appropriate official to assist the Board by making necessary inspections in connection with enforcement of this ordinance and shall be empowered to issue a stop work order if performance is not in accordance with the issued certificate. No work shall proceed as long as a stop work order continues in effect. Copies of inspection reports shall be furnished to the Board and copies of any stop work orders both to the Board and the applicant. The Building Official or appropriate official and staff for the Board shall be responsible for ensuring that any work not in accordance with an issued Certificate of Appropriateness shall be corrected to comply with the Certificate of Appropriateness prior to withdrawing the stop work order.

X. For the purpose of remedying emergency conditions determined to be dangerous to life, health or property, nothing contained herein shall prevent the making of any temporary construction, reconstruction or other repairs to a building or site in the City of Opa-locka, pursuant to an order of a government agency or a court of competent jurisdiction. The owner of a building damaged by fire or natural calamity shall be permitted to stabilize the building immediately without Board approval, and to rehabilitate it later under the normal review procedures of this ordinance.

XI. The Board shall have the authority to review applications for Certificate of Appropriateness for all property in Opa-locka, however owned, by either private or public parties. The purposes of this ordinance shall apply equally to plans, projects or work executed or assisted by any private party, governmental body or agency, department, authority or board of the City, County or State.

Section 12. Maintenance of Designated Properties

Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any elements of any building or structure which does not involve a change of design, appearance or material, and which does not require a building permit.

Section 13. Certificates to Dig

I. Within an archeological zone, new construction, filling, digging, the removal of trees, or any other activity that may alter or reveal an interred archeological site shall be prohibited without a Certificate to Dig. All applications to all appropriate municipal or county agencies involving new construction, large scale digging, the removal of trees or any other activity that may reveal or disturb an interred archeological site, in an archeological zone shall require a Certificate to Dig before approval. Based on the designation report for the archeological zone, a complete application for a Certificate to Dig and any additional guidelines the Board may deem necessary, the staff of the Board shall approve or deny the application for a Certificate to Dig by the owners of a property in a designated archeological zone. The Certificate to Dig may be made subject to specified conditions, including but not limited to, conditions regarding site excavation. In order to comply with the site excavation requirements of the Certificate to Dig, the applicant may agree to permit a City or County sanctioned Archeologist to conduct excavation from the time of the approval of the Certificate to Dig until the effective date thereof. The findings of the staff shall be mailed to the applicant promptly. Applicant shall have the opportunity to challenge the staff decision or any conditions attached to the Certificate to Dig by requesting a meeting of the Board. The Board shall convene within a reasonable time and shall make every effort to review and reconsider the original staff decision to arrive at an equitable decision. The decision of the Board shall be reduced to writing.

II. Approved Certificates to Dig - Approved Certificates to Dig shall contain an effective date at which time the proposed activity may begin, unless the Board decides to designate the site in question as an individual site or district pursuant to Section 10 of this ordinance in which case all the rules and regulations pertaining to the designation process shall apply from the date the designation report has been filed.

III. All work performed pursuant to the issuance of a Certificate to Dig shall conform to the requirements of such certificate. It shall be the duty of the City of Opa-locka, in particular its Public Works Department, to inspect from time to time any work pursuant to such certificate to assure compliance. In the event work is performed not in accordance with such certificate, the official designated by the City Manager pursuant to Section 11 (IX) shall be empowered to issue a stop work order and all work shall cease. No person, firm or corporation shall undertake any work on such projects as long as such stop work order shall continue in effect.

Section 14. Appeals

Upon written decision of the Board, an aggrieved party may appeal the decision by filing a written notice of appeal with the City Clerk. The notice of appeal shall state the decision which is being appealed, the grounds for the appeal, and a brief summary of the relief which is sought. Subsequently, the City Commission shall conduct a public hearing at which time they may affirm, modify or reverse the decision of the Board. Nothing contained herein shall preclude the City Commission from seeking additional information prior to rendering a final decision. The decision of the City Commission shall be reflected in the Minutes and a copy of the Minutes shall be forwarded to the board and the appealing party.

Within the time prescribed by the appropriate Florida Rules of Appellate Procedure, a party aggrieved by a decision of the City Commission may appeal an adverse decision to the Circuit Court in and for Dade County, Florida. The party taking the appeal shall be required to pay to the City of Opa-locka the sum of One Hundred Dollars ($100.00) to defray the costs of preparing the record on appeal.

Section 15. Penalties

Failure by an owner of record to comply with any provision of this ordinance shall constitute a violation hereof and shall be punishable by the Board by civil or criminal penalties including a fine of not more than $500.00 per day for each day the violation continues. In addition, the Board may require that any work performed contrary to this ordinance must be removed and the property returned to its condition prior to commencement of said action.

Section 16. Incentives

All properties designated as individual sites or as designated properties within a district shall be eligible, upon application by the owner(s), for any available financial assistance set aside for historic preservation by Metropolitan Dade County contingent on the availability of funds and the scope of the project as described in the application.

Section 17.

If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 18.

It is the intention of the Opa-locka City Commission, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Opa-locka, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the work "ordinance" may be changed to "section", "article", or other appropriate word.

Section 19.

This ordinance shall become effective as provided by law.

PASSED AND ADOPTED: MAY 27, 1981

MAYOR

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

Rose Tydus

City Clerk

COMMISSION VOTE: 5-0

Commissioner Robbins: Yes
Commissioner McKenna: Yes
Commissioner Miller: Yes
Vice Mayor Knapp: Yes
Mayor Logan: Yes

1st Reading: September 14, 2016
2nd Reading: October 12, 2016
Public Hearing: October 12, 2016
Adopted: October 12, 2016
Effective Date: October 12, 2016
Sponsored by: City Manager

ORDINANCE NO. 16-13

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ESTABLISHING A NEW ADVISORY BOARD TO THE CITY COMMISSION TO INCLUDE THE CONSOLIDATION AND ACTIVATION OF THE HISTORIC PRESERVATION BOARD AND THE ENVIRONMENTAL (TREE) PRESERVATION BOARD; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE AND RESCINDING ALL ORDINANCES IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-locka Charter provides that the City Commission has the power to establish and/or reauthorize a Historic Preservation Board, which shall be vested with the power, authority and jurisdiction to designate, regulate and administer decision making responsibilities as may be specified by ordinance or general law for historical, cultural, archeological and architectural resources in the City of Opa-locka, and

WHEREAS, the City of Opa-locka Charter provides that the City Commission has the power to establish an Environmental (Tree) Preservation Board, which shall be vested with the power, authority and jurisdiction as may be specified by ordinance or general law, and to make recommendations to regulate, and amend regulations concerning the planting and care of shade and ornamental trees and shrubbery and the ground surrounding the same, which may be planted along any public highway or right of way, pathway , or in any park, for their proper growth, care and protection, and to move or require the removal of any tree or part thereof deemed dangerous to public safety, and recommend the treatment or removal of any tree situated upon private property which is believed to harbor a disease or insects readily communicable to neighboring healthy trees in the care of the City, and the proposed regulations are subject to approval by the City Commission; and

WHEREAS, the City Commission has determined that it is in the best interests and welfare of the City of Opa-locka and its residents to enact an ordinance that establishes a board that performs the functions of both the Historic Preservation Board and the Environmental Preservation Board; and

WHEREAS, the City of Opa-locka intends that this Ordinance adopting the new Historic Environmental Preservation Board shall replace the City of Opa-locka regulations and legislations in conflict with this Ordinance upon its adoption; and

WHEREAS, the City of Opa-locka intends that this Ordinance shall list the functions of the Historic Environmental Preservation Board; and

Ordinance No. 16-13

WHEREAS, the City of Opa-locka City Commission has determined that the Historic Environmental Preservation Board established by this Ordinance is consistent with the Comprehensive Plan.

NOW THEREFORE, THE CITY COMMISSION OF THE CITY OF OPA-LOCKA HEREBY ORDAINS as follows:

Section 1. **Recitals Adopted.** That each of the above stated recitals is hereby adopted and confirmed as being true, and the same is hereby incorporated as part of this Ordinance.

Section 2. **City of Opa-locka Historic Environmental Preservation Board.**

Sec. 2.1. Created; Composition; Term of Office; Qualifications; Organization; Meetings; Records.

1) A Historic Environmental Preservation Board is hereby created, which shall be an advisory body to the Commission, consisting of 9 members, each of whom shall be appointed by the City Commission, for a term of 2 or 4 years, except for the initial terms of the Board upon its creation. The terms shall be staggered such that not fewer than 2 nor more than 3 terms shall expire each year. The terms of board members shall commence on October 1 and shall expire on September 30. Each member of the Board shall serve until the expiration of his or her term.

2) At least 5 members of the Historic Environmental Board shall be residents of the City of Opa-locka and a registered voter of the City of Opa-locka, Florida. The City Commission shall specifically designate these resident members. The City Commission, within its discretion, shall appoint up to a maximum of four (4) members of the board who are not residents or registered voters of the City of Opa-locka, Florida. These (4) appointments shall be made on the basis of civic pride, integrity, experience and interest in the field of historic preservation and City beautification. The City Commission should ensure to appoint one of each of the following (I) an architect, (ii) a landscape architect, or (iii) certified Arborist. Members of the Historic Environmental Preservation Board shall have diverse backgrounds, and whenever possible, prior experience in land use, planning, zoning, legal matters, landscape architecture, historic preservation or working knowledge of historic preservation principles and general working knowledge of tree and plant identification and characteristics. Members of the Historic Environmental Preservation Board shall hold no other public office or position in the City of Opa-locka.

3) An organizational meeting of the Historic Environmental Preservation Board shall be held to elect a chair and vice-chair from among its appointed members. The City

Commission upon written charges and after public hearing may remove members and vacancies shall be filled for the unexpired term of any removed member.

4) At least one regular meeting of the Board shall be held each month, as needed and as determined by the Chair; Special meetings may be called by the Chairman or by any 3, at minimum, regular members of the board. The Historic Environmental Preservation Board shall keep record of its proceedings, pursuant to Florida law, findings and determinations showing the vote on each matter and shall file the record and approved minutes of each meeting with the City Clerk within 30 days of the date of the meeting, or as soon thereafter as practicable. Members of the Historic Environmental Board shall serve without compensation.

5) The Historic Environmental Preservation Board may adopt reasonable rules of procedure to govern the conduct of its business and the holding of public hearings and workshops, consistent with any procedures established for it by the City Commission. The

Sec. 2-2 Duties and Responsibilities

The duties and responsibilities of the Historic Environmental Preservation Board shall include the following:

(1) Adopt or amend rules of procedure;

(2) Designate individual sites, districts and archeological zones;

(3) Issue or deny certificates of appropriateness and certificates to dig;

(4) Approve historical markers and issue certificates of recognition for individual sites and designated properties in a district;

(5) Recommend zoning and building code amendments to the proper authorities;

(6) Establish guidelines for preservation and criteria for issuance by staff of regular certificates of appropriateness;

(7) Promote the awareness of historic preservation and its community benefits;

(8) No actions of this board will supersede or be construed as superseding the authority of the city commission.

(9) Review and update the historic survey as it applies to the City of Opa-locka for its quality and professional merit, and validate the findings of the survey as bonafide and sincere, and conduct such local research as is considered appropriate;

(10) Implement the authority of this chapter and fulfill the tasks set forth for this board by the city commissioners in this and other chapters;

(11) Record and maintain records of the board's actions and decisions;

(12) Follow and abide by the laws of the United States of America, the State of Florida, Dade County, and the City of Opa-locka;

(13) Provide an annual report to the City Commission. (Ord. No. 81-13, § 9, 5-27-81)

(14) To make recommendations to amend, and control over the regulating, planting and care of shade and ornamental trees and shrubbery now located or which may hereafter be planted in any public highway, park or pathway, except such as are excluded pursuant to applicable law, including the planting, trimming, spraying care and protection thereof.

(15) Make recommendations to regulate and control the use of the ground surrounding the same, so far as may be necessary for their proper growth, care and protection of trees and shrubbery.

(16) Move or require the removal of any tree or part thereof dangerous to public safety.

(17) Propose regulations, subject to approval by the City Commission.

(18) Recommend the treatment or removal of any tree situated upon private property which is believed to harbor a disease or insects readily communicable to neighboring healthy trees in the care of the City.

(19) Meet once a month, as needed, and keep public record of its resolutions, findings and determinations. (Ord. No. 14-05, § 2, 6-11-14)

Section 3. **Severability.** If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

Section 4. **Conflict.** All sections or parts of sections of the applicable City of Opa-locka ordinances currently in place in conflict herewith are intended to be rescinded and repealed to the extent of such conflict.

Section 5. **Effective Date.** This Ordinance shall be effective upon adoption at second reading.

PASSED AND ADOPTED THIS 12th day of October, 2016.

Myra L. Taylor
Mayor

Attest to:

Joanna Flores
City Clerk

Approved as to form and legal sufficiency:

Vincent T. Brown
The Brown Law Group
City Attorney

Ordinance No. 16-13

Moved by:	COMMISSIONER KELLEY
Seconded by:	COMMISSIONER RILEY
Commission Vote:	4-0
Commissioner Kelley:	YES
Commissioner Riley:	YES
Commissioner Santiago:	YES
Vice-Mayor Holmes:	OUT OF ROOM
Mayor Taylor:	YES

FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

January 7, 2021

Ms. Marcia Grant
Assistant Project Manager of Project Development
490 Opa-Locka Blvd., Suite 20
Opa-Locka, Florida 33054

RE: DHR Project File No.: 2020-7338
U.S. Department of Housing and Urban Development - Community Development Block Grant
Proposed Rehabilitation of the Hurt Building at 432 Opa-locka Boulevard
Opa-Locka, Miami-Dade County

Ms. Grant:

The Florida State Historic Preservation Officer reviewed the referenced project for possible effects on historic properties listed, or eligible for listing, on the *National Register of Historic Places.* The review was conducted in accordance with Section 106 of the *National Historic Preservation Act of 1966*, as amended, and its implementing regulations in *36 CFR Part 800: Protection of Historic Properties.*

This office previously reviewed and consulted on this project in 2009 (SHPO reference no.: 2009-829). The Hurt Building at 432 Opa-locka Boulevard (8DA242) is listed on the *National Register.* We note that the undertaking will be in accordance with the recommended approaches as set forth in the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Therefore, the proposed undertaking will have no adverse effect on those characteristics that qualify the property for inclusion in the *National Register*.

If you have any questions, please contact Scott Edwards, Historic Preservationist, by email at *Scott.Edwards@dos.myflorida.com*, or by telephone at 850.245.6333 or 800.847.7278.

Sincerely,

Jason Aldridge
For

Timothy A. Parsons, Ph.D.
Director, Division of Historical Resources
and State Historic Preservation Officer

OPA-LOCKA COMMUNITY DEVELOPMENT CORP.

HISTORIC HURT BUILDING

WINDOW, DOOR & ROOF REPLACEMENT

490 Opa-Locka Blvd. Opa-Locka, Florida 33054

August 14th, 2009

INDEX OF DRAWINGS

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Project No. 1503-01

Design2Form

ARCHITECTURE, INTERIOR & CONSTRUCTION MANAGEMENT

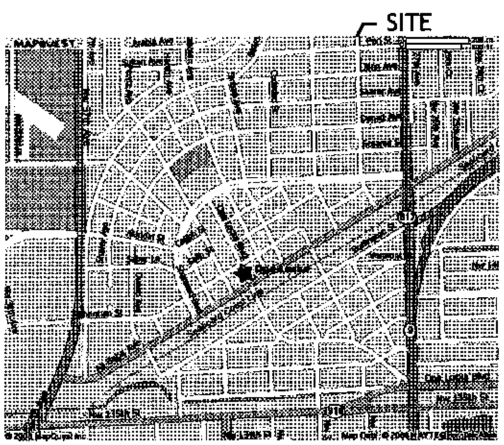
201 S. Biscayne Blvd. Suite 2800, Miami, Florida 33131
Tel: 305.308.6303 Fax: 305.573.4515

PROJECT SPECIFIC NOTES

1. G.C. TO PROVIDE A CONTINUOUS BEAD OF SILICONE CAULKING BEAD AT INTERIOR AND EXTERIOR OF ALL EXISTING AND NEW DOORS AND WINDOWS. G.C. TO SUBMIT CUTSHEET ON ON PROPOSED CAULKING. CAULKING TO BE BY G.E., 3M OR APPROVED EQUAL WITH A MINIMUM OF A 5 YEAR WARRANTY.
2. ALL STUCCO AND DRYWALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE PATCHED, REPAIRED AND PAINTED
3. ALL NEW WOOD BUCKS AND SHIMS SHALL BE PRESSURE TREATED WOOD.
3. G.C. TO FIELD VERIFY EXISTING DIMENSIONS AND ROUGH OPENING OF ALL EXISTING DOORS AND WINDOWS PRIOR TO SUBMITTING SHOP DRAWINGS OR ORDERING.

DEMOLITION NOTES

1. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY CITY, STATE AND COUNTY LICENSES PRIOR TO COMMENCING CONSTRUCTION. IF SPECIAL PERMITS ARE REQUIRED FOR ANY OF THE WORK, THEY SHALL BE OBTAINED AND EXHIBITED. THE CONTRACTOR SHALL GIVE ALL NOTICES AND COMPLY WITH THE LAWS, ORDINANCES, CODES AND REGULATIONS BEARING ON THE CONDUCT OF THE WORK AS DRAWN AND SPECIFIED.
2. ALL DEBRIS SHALL BE REMOVED FROM THE SITE BY CONTRACTOR AND ALL AREAS SHALL BE LEFT IN A BROOM CLEAN CONDITION AT ALL TIMES.
3. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO ENSURE THE SAFETY OF THE OCCUPANTS AND WORKERS AT ALL TIMES. G.C. SHALL ALSO BE RESPONSIBLE FOR THE SECURITY OF THE SITE WHILE JOB IS IN PROGRESS AND UNTIL ITS COMPLETION.
4. CONTRACTOR SHALL EXERCISE CARE DURING DEMOLITION AND REMOVAL TO ASSURE THAT ITEMS SCHEDULED FOR DEMOLITION ARE PROPERLY REMOVED AND ITEMS TO REMAIN ARE PROTECTED FROM DAMAGE.
5. ALL AREAS AND ITEMS WHICH ARE DAMAGED DURING DEMOLITION SHALL BE REPAIRED AND OR REPLACED TO THE SATISFACTION OF THE OWNER / ARCHITECT AT NO ADDITIONAL COST TO OWNER.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DEMOLITION WORK AND REMOVAL OF DEBRIS AND EQUIPMENT UNLESS OTHERWISE NOTED.



LOCATION PLAN
SCALE: N.T.S.

CODE STATEMENT

PROJECT ENTAILS EXTERIOR ALTERATIONS IMPROVEMENTS - LEVEL I

TO THE BEST OF THE ARCHITECTS OR ENGINEERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE-SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY IN ACCORDANCE WITH THIS SECTION AND 633 FLORIDA STATUTES.

ZONING STATEMENT:

THE EXISTING OCCUPANCY (LIBERAL COMMERCIAL) WILL REMAIN UNCHANGED AND MEETS THE CURRENT ZONING DESIGNATION, ORDINANCES AND 2007 FBC EDITION

PLUMBING STATEMENT:

NO PLUMBING WORK SHALL BE PERFORMED UNDER THIS PERMIT

ELECTRICAL STATEMENT:

ALL ELECTRICAL WORK COMPLIES WITH FBC 2007 EDITION

STRUCTURAL STATEMENT:

ALL STRUCTURAL WORK COMPLIES WITH FBC 2007 EDITION

LIFE SAFETY STATEMENT:

THE EXISTING 2 MINIMUM REQUIRED EXITS WILL REMAIN AFTER THE PROPOSED IMPROVEMENTS ARE COMPLETED
THE BUILDING DOES NOT HAVE A FIRE SPRINKLERS SYSTEM
THE BUILDING DOES HAVE A FIRE ALARM SYSTEM

MECHANICAL STATEMENT:

NO MECHANICAL WORK SHALL BE PERFORMED UNDER THIS PERMIT

MINIMUM REQUIRED FLAME SPREAD CLASSIFICATION FOR INTERIOR FINISHES

WALL AND CEILING FINISHES	MINIMUM CLASSIFICATION
EXITS AND CORRIDORS	CLASS A OR B
ROOMS & ENCLOSED AREAS	CLASS C
VERTICAL EXITS & EXIT PASSAGEWAYS	CLASS A
FURNISHINGS	
DRAPERY & UPHOLSTERED FURNITURE	CLASS I

ZONING INFORMATION

ZONING DESIGNATION:	LIBERAL COMMERCIAL (OFFICE BUILDING)	
TAX FOLIO No.:	08-2121-003-0140	
SETBACKS:	MINIMUM	PROPOSED
FRONT	N/A	NO CHANGE
REAR	N/A	NO CHANGE
SIDES	N/A	NO CHANGE
BUILDING HEIGHT:	MAXIMUM	PROPOSED
	N/A	NO CHANGE
F.A.R.:	N/A	NO CHANGE

LEGAL DESCRIPTION:

OPA LOCKA REV PLAT NO 2 PB 34-67 LOTS 9, 10 & 11 BLK 79 LOT SIZE 8125 SQUARE FEET OR 12474-1652 0285 5

GENERAL NOTES

1. THE CONTRACTOR SHALL FURNISH ALL MATERIALS, EQUIPMENT LABOR AND OTHER FACILITIES NECESSARY FOR THE EXECUTION OF THE WORK. ALL MATERIALS SHALL BE NEW AND BOTH WORKMANSHIP AND MATERIALS SHALL BE OF GOOD QUALITY. THE CONTRACTOR SHALL, IF REQUIRED, FURNISH SATISFACTORY EVIDENCE AS TO THE MATREIALS USED.
2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY ERRORS, INCONSISTENCES, OR OMISSIONS HE/SHE MAY DISCOVER ON DRAWINGS.
3. THE GENERAL CONTRACTOR SHALL COORDINATE AND ASSURE ALL CLEARANCES REQUIRED FOR LIGHT FIXTURES, PLUMBING, STRUCTURAL, ETC., PRIOR TO INSTALLATION.
4. ALL SPECIFIC INFORMATION OMITTED FROM THESE DWGS. AS THEY RELATE TO CONSTRUCTION SHALL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE THE OWNER WITH SUFFICIENT LEAD TIME SO AS NOT TO DELAY THE PROGRESS OF THE PROJECT.
5. ALL NEW CONSTRUCTION FINISHES, BOTH INTERIOR AND EXTERIOR SHALL MATCH THE ADJACENT FINISHES U.N.O.
6. ALL WORK SHALL COMPLY WITH THE LATEST APPLICABLE CODE AND ALL MATERIAL SHALL COMPLY WITH LATEST APPLICABLE STANDARDS.
7. CONTRACTOR IS TO REVIEW THE EXISTING AREA OF WORK AND FAMILIARIZE THEMSELVES WITH ALL EXISTING CONDITIONS.
8. IT IS THE CONTRACTORS RESPONSIBILITY TO ASSURE THAT THE BUILDING COMPONENTS UTILIZED ARE INSTALLED IN STRICT ACCORDANCE WITH THESE DWGS. AND ALL PREVAILING PERTINENT BUILDING CODES.
9. ALL WOOD FRAMING ETC. TO BE PRESSURE TREATED (TYPE "C")
10. THE CONTRACTOR IS TO PATCH AND REPAIR AS REQUIRED AFTER ALL TRADES.
11. ALL DRAWINGS AND WORK MUST COMPLY WITH THE A.D.A. GUIDELINES.
12. THIS SET OF WORKING DRAWINGS SHALL BE ADDRESSED AS A COMPLETE SET, AND IT SHALL NOT BE USED IN PARTS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE THE SET OF DRAWINGS WITH ALL TRADES, SO THAT THE WORK WILL BE PERFORMED CORRECTLY AND COORDINATED AMONG ALL TRADES.
13. NO ASSUMPTION SHALL BE MADE BY THE CONTRACTORS. ANY CLARIFICATIONS NEEDED IN THE PLANS SHALL NEVER BE ASSUMED BY THE CONTRACTOR. THE ARCHITECT WILL CLARIFY ANY QUESTIONS, IF AND WHEN NEEDED IN A REASONABLE ANDTIMELY MANNER.
14. THE CONTRACTOR IS TO COORDINATE THE WORK OF ALL OTHER SUBCONTRACTORS AND TRADES, WHETHER HIS OWN OR THOSE OF ANY SEPARATE CONTRACTORS ACQUIRED BY THE OWNER.
15. THE CONTRACTOR SHALL FURNISH AND INSTALL ALL MINOR ITEMS WHICH ARE OBVIOUS, REASONABLE AND NECESSARY TO COMPLETE ANY INSTALLATION.
16. THE ARCHITECT ACCEPTS NO RESPONSIBILITY FOR THE QUALITY OF MATERIALS SELECTED AS REQUIRED BY THESE DWGS., NOR FOR THE WORKMANSHIP PROVIDED IN THE INSTALLATION OF THE SAME.
17. DRAWINGS FROM VARIOUS DISCIPLINES ARE INTERRELATED, WHAT IS REQUIRED BY ONE SHALL BE AS BINDING AS IF REQUIRED BY ALL. COMPLEMENTARY COMPONENTS BETWEEN DISCIPLINES, REASONABLY INFERRED AS BEING NECESSARY TO PRODUCE INTENDED RESULTS SHALL BE DEEMED PART OF THE CONTRACTORS EXPECTED PERFORMANCE.
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMMEDIATE AND DAILY CLEANING AND REMOVAL OF ALL DEBRIS UNTIL PREMISES ARE ACCEPTED IN A CLEAN, HABITABLE CONDITION BY OWNER.
19. THE CONTRACTOR SHALL PROVIDE PROPER SAFEGUARD IN COMPLIANCE WITH LOCAL CODE AND ALL APPLICABLE CODES DURING ALL PHASES OF CONSTRUCTION.

ABBREVIATIONS

A.B.	ANCHOR BOLT	DIA.	DIAMETER	HC.	HANDICAP / HOLLOW CORE	PLYWD.	PLYWOOD
A/C	AIR CONDITIONER	DIM.	DIMENSION	HDWR.	HARDWARE	PNT.	PAINT
ACCOM.	ACCOMMODATE	D.F.	DRINKING FOUNTAIN	H.M.	HOLLOW METAL	P.T.	PRESSURE TREATED
A.F.F.	ABOVE FINISH FLOOR	DOCS.	DOCUMENTS	HORIZ.	HORIZONTAL	REINF.	REINFORCING
A.H.U.	AIR HANDLING UNIT	DWG.	DRAWINGS	HT.	HEIGHT	REQ.	REQUIRED
ALUM.	ALUMINUM	DWN.	DOWN	H.V.A.C.	HEATING VENTILATING & AIR CONDITIONING	RM.	ROOM
AUX.	AUXILIARY	EA.	EACH			R.D.	ROOF DRAIN
BLDG.	BUILDING	EL.	ELEVATION	I.D.	INSIDE DIAMETER	SC.	SOLID CORE
BLK.	BLOCK	ELEC.	ELECTRICAL	INFO.	INFORMATION	SCHED.	SCHEDULE
BM.	BEAM	ELEV.	ELEVATION / ELEVATOR	INSUL.	INSULATION	SECT.	SECTION
B.M.	BENCH MARK	EQ.	EQUAL	INT.	INTERIOR	SF.	SQUARE FOOTAGE
BOTT.	BOTTOM	EQUIP.	EQUIPMENT	INTERM.	INTERMEDIATE	SHT.	SHEET
BRD.	BOARD	ESC.	ESCULATOR	JAN.	JANITOR	SIM.	SIMILAR
BTWN.	BETWEEN	E.W.	EACH WAY	JT.	JOINT	SPECS.	SPECIFICATIONS
C.B	CATCH BASIN	EXH.	EXHAUST	JST.	JOIST	S.S.	STAINLESS STEEL
C.I.P.	CAST-IN-PLACE	EXIST.	EXISTING	LAM.	LAMINENT	STD.	STANDARD
C.J.	CONTROL JOINT	EXP	EXPOSED / EXPANSION	LAV.	LAVATORY	STL.	STEEL
C.L.	CHAIN LINK	EXT	EXTERIOR	L.P.	LIGHT POLE	STRUCT.	STRUCTURE
CLG.	CEILING	EXTING.	EXTINGUISHER (FIRE)	MAT.	MATERIAL	SQ. FT.	SQUARE FOOTAGE
℄	CENTER LINE	FAB.	FABRICATE	MAX.	MAXIMUM	TEL	TELEPHONE
CLO.	CLOSET	F.D.	FLOOR DRAIN	MECH	MECHANICAL	TEMP.	TEMPERED / TEMPORARY
CMU	CONCRETE MASONRY UNIT	FE	FIRE EXTINGUISHER	MFR.	MANUFACTURER	THK.	THICK
CNTR.	COUNTER	FIN.	FINISH	M.H.	MAN HOLE	TYP.	TYPICAL
CO	CLEANOUT	FIXT.	FIXTURE	MIN.	MINIMUM	U.C.	UNDERCUT
COL.	COLUMN	F.F.	FINISH FLOOR	MISC.	MISCELLANEOUS	U.N.O.	UNLESS NOTED OTHERWISE
CONC.	CONCRETE	FLR.	FLOOR	MTL.	METAL	V.B	VINYL BASE
CONN.	CONNECTION	FTG.	FOOTING	N.	NORTH	V.C.T.	VINYL COMPOSITE TILE
CONSTR.	CONSTRUCTION	F.V.	FIELD VERIFY	N.G.V.D.	NATIONAL GEODESIC VERTICAL DATUM	VERT.	VERTICLE
CONT.	CONTINUOUS	GA.	GAUGE			VEST.	VESTIBULE
CONTR.	CONTRACTOR	GALV.	GALVANIZED	N.I.C.	NOT IN CONTRACT	V.I.F.	VERIFY IN FIELD
CPT	CARPET	G.B.	GRAB BAR	NO.	NUMBER	V.T.R.	VENT THRU ROOF
C.T.	CERAMIC TILE	G.C.	GENERAL CONTRACTOR	N.T.S.	NOT TO SCALE	W/	WITH
DBL.	DOUBLE	GL	GLASS	O.C.	ON CENTER	WD.	WOOD
DEMO.	DEMOLITION	GYP. BD.	GYPSUM WALL BOARD	O.D.	OUTSIDE DIAMETER	WC	WATER CLOSET
DET.	DETAIL	HB.	HOSE BIBB	PART.	PARTITION		

SYMBOL LEGEND

▲	REVISION NO.	+0'-0" A.F.F.	ELEVATION MARKER
	EXIT SIGN	A — A	BUILDING SECTION LINE
Ⓐ	WINDOW / STOREFRONT LETTER		SECTION CUT LINE
06	DOOR NO.		NORTH ARROW
105	ROOM NO.		

SCOPE OF WORK

ALTERATIONS INCLUDE REMOVAL AND REPLACEMENT OF EXISTING EXTERIOR DOORS AND WINDOWS. RELATED IMPROVEMENTS WILL INCLUDE STUCCO PATCHING, DRYWALL PATCHING AND PAINTING AT PERIMETER OF REPLACED WINDOWS AND DOORS. EXIST. EXTERIOR SURFACE MOUNTED LIGHT FIXTURES SHALL BE REMOVED AND REPLACED. THE EXISTING ROOF SHALL BE REMOVED AND REPLACED WITH A NEW SINGLE-PLY ROOF.

IMPROVEMENTS ARE CONSIDERED TO BE - LEVEL I ALTERATIONS

NO STRUCTURAL, ELECTRICAL, MECHANICAL OR PLUMBING WORK WILL BE PERFORMED UNDER THIS PERMIT

GOVERNING CODES

ALL CONSTRUCTION WORK, ACTIVITES AND ALTERATIONS SHALL COMPLY WITH THE 2007 FLORIDA BUILDING CODE (FBC)

ALL CONSTRUCTION WORK, ACTIVITES AND ALTERATIONS SHALL COMPLY WITH THE LATTEST EDITION OF O.S.H.A. REQUIREMENTS

ALL CONSTRUCTION WORK, ACTIVITIES AND ALTERATIONS SHALL COMPLY WITH THE 2007 FLORIDA FIRE PREVENTION CODE (FFPC)

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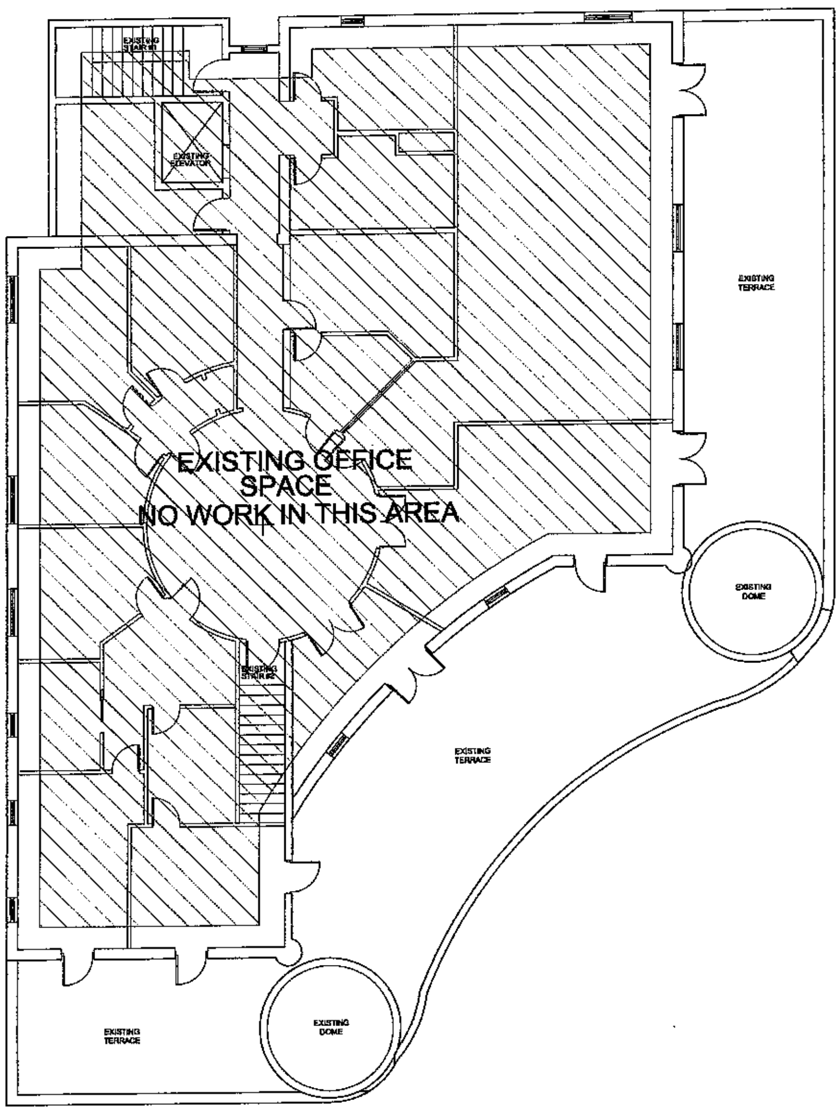
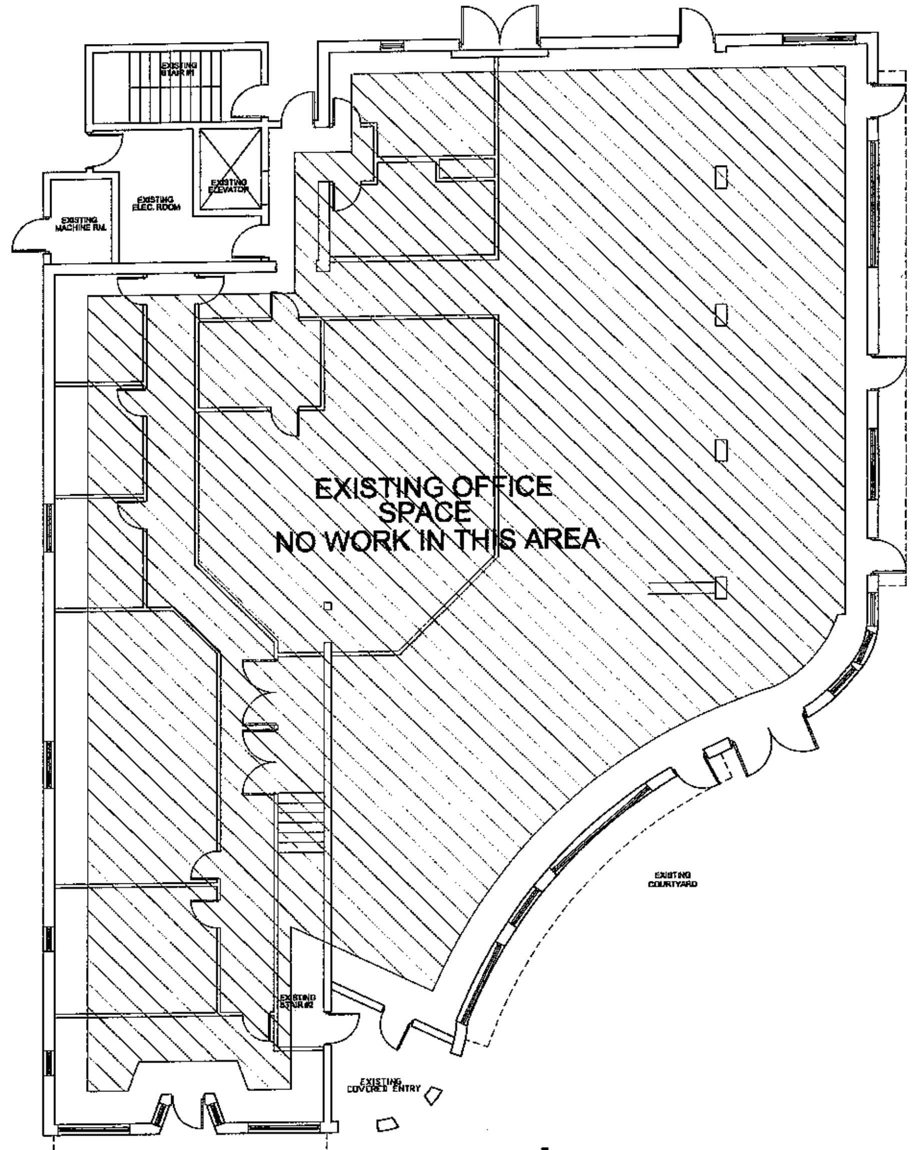


2nd FLOOR PLAN - EXISTING
SCALE: 3/16" = 1'-0"



1st FLOOR PLAN - EXISTING
SCALE: 3/16" = 1'-0"

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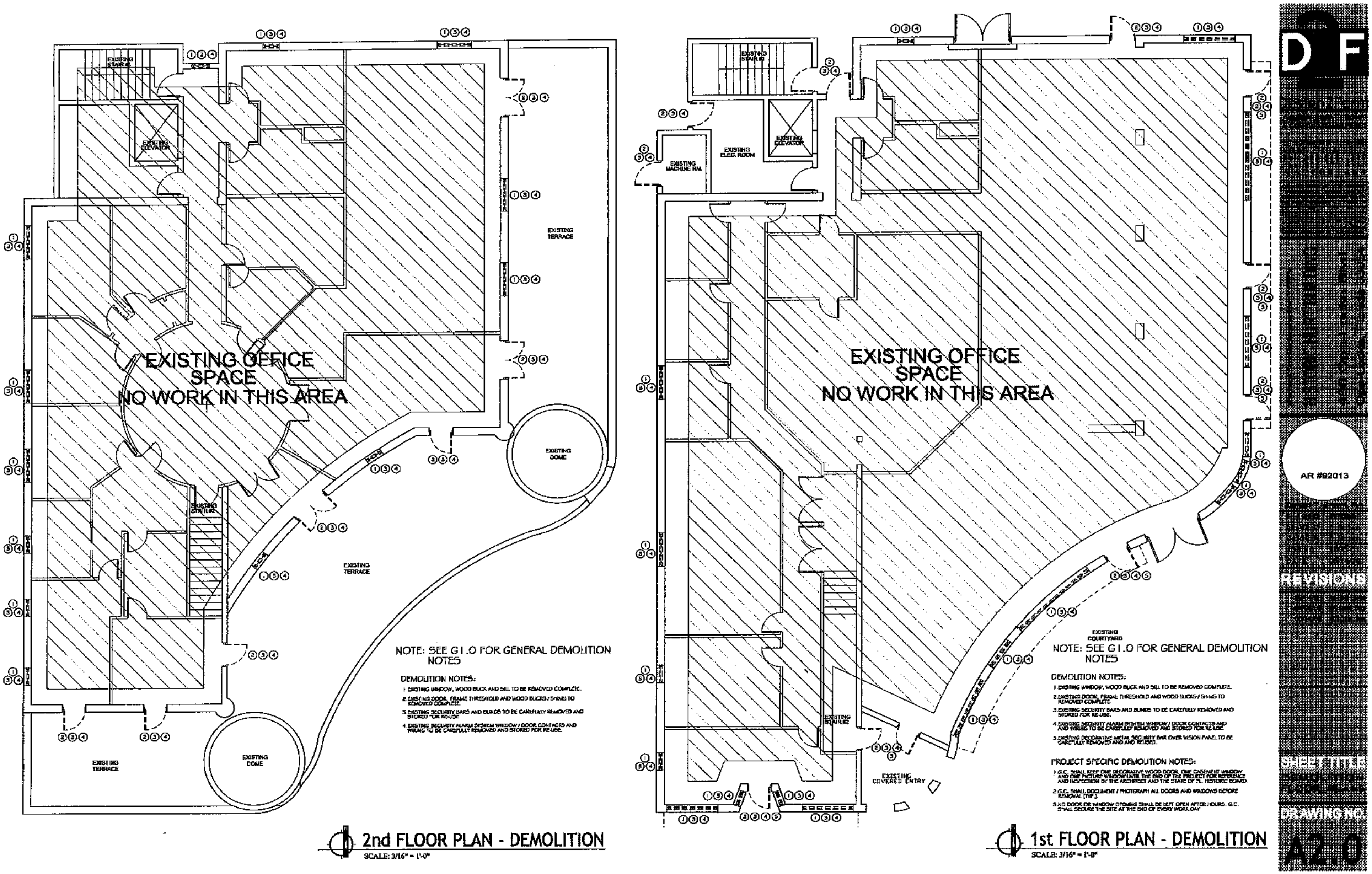
EXISTING OFFICE SPACE
NO WORK IN THIS AREA
EXISTING STAIR #1
EXISTING ELEVATOR
EXISTING STAIR #2
EXISTING TERRACE
EXISTING DOME
NOTE: SEE G1.0 FOR GENERAL DEMOLITION NOTES
DEMOLITION NOTES:
1. EXISTING WINDOW, WOOD BUCK AND SILL TO BE REMOVED COMPLETE.
2. EXISTING DOOR, FRAME THRESHOLD AND WOOD BUCKS / SHIMS TO REMOVED COMPLETE.
3. EXISTING SECURITY BARS AND BLINDS TO BE CAREFULLY REMOVED AND STORED FOR RE-USE.
4. EXISTING SECURITY ALARM SYSTEM WINDOW / DOOR CONTACTS AND WIRING TO BE CAREFULLY REMOVED AND STORED FOR RE-USE.
2nd FLOOR PLAN - DEMOLITION
SCALE: 3/16" = 1'-0"
EXISTING MACHINE RM.
EXISTING ELEC. ROOM
EXISTING COVERED ENTRY
EXISTING COURTYARD
NOTE: SEE G1.0 FOR GENERAL DEMOLITION NOTES
DEMOLITION NOTES:
1. EXISTING WINDOW, WOOD BUCK AND SILL TO BE REMOVED COMPLETE.
2. EXISTING DOOR, FRAME THRESHOLD AND WOOD BUCKS / SHIMS TO REMOVED COMPLETE.
3. EXISTING SECURITY BARS AND BLINDS TO BE CAREFULLY REMOVED AND STORED FOR RE-USE.
4. EXISTING SECURITY ALARM SYSTEM WINDOW / DOOR CONTACTS AND AND WIRING TO BE CAREFULLY REMOVED AND STORED FOR RE-USE.
5. EXISTING DECORATIVE METAL SECURITY BAR OVER VISION PANEL TO BE CAREFULLY REMOVED AND AND REUSED.
PROJECT SPECIFIC DEMOLITION NOTES:
1. G.C. SHALL KEEP ONE DECORATIVE WOOD DOOR, ONE CASEMENT WINDOW AND ONE PICTURE WINDOW UNTIL THE END OF THE PROJECT FOR REFERENCE AND INSPECTION BY THE ARCHITECT AND THE STATE OF FL. HISTORIC BOARD.
2. G.C. SHALL DOCUMENT / PHOTOGRAPH ALL DOORS AND WINDOWS BEFORE REMOVAL (TYP.).
3. NO DOOR OR WINDOW OPENING SHALL BE LEFT OPEN AFTER HOURS. G.C. SHALL SECURE THE SITE AT THE END OF EVERY WORK DAY
1st FLOOR PLAN - DEMOLITION
SCALE: 3/16" = 1'-0"
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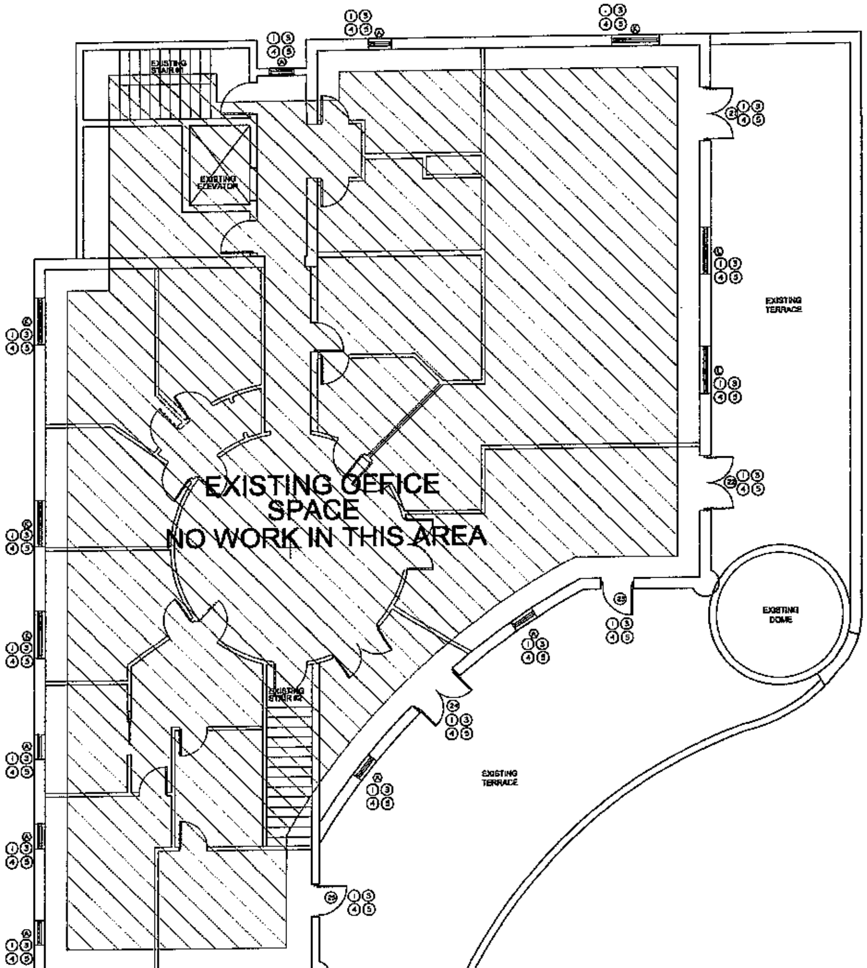


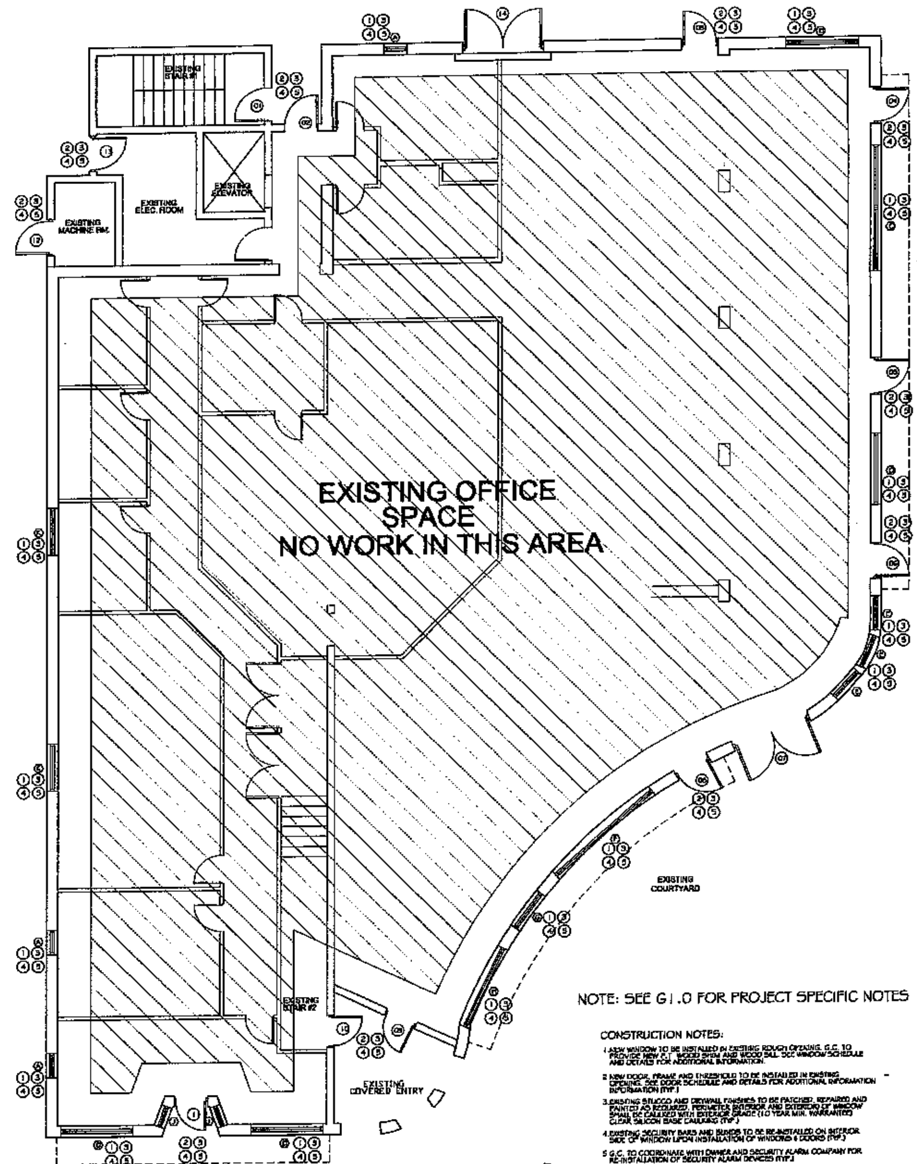
NOTE: SEE G1.0 FOR PROJECT SPECIFIC NOTES

CONSTRUCTION NOTES:

1. NEW WINDOW TO BE INSTALLED IN EXISTING ROUGH OPENING. G.C. TO PROVIDE NEW P.T. WOOD SHIM AND WOOD SILL (TYP.)
2. NEW DOOR, FRAME AND THRESHOLD TO BE INSTALLED IN EXISTING OPENING. PROVIDE P.T. WOOD SHIM AS REQUIRED (TYP.)
3. EXISTING STUCCO AND DRYWALL FINISHES TO BE PATCHED, REPAIRED AND PAINTED AS REQUIRED. PERIMETER INTERIOR AND EXTERIOR OF WINDOW SHALL BE CAULKED WITH EXTERIOR GRADE (10 YEAR MIN. WARRANTED) CLEAR SILICON BASE CAULKING (TYP.)
4. EXISTING SECURITY BARS AND BLINDS TO BE RE-INSTALLED ON INTERIOR SIDE OF WINDOW UPON INSTALLATION OF WINDOWS & DOORS (TYP.)
5. G.C. TO COORDINATE WITH OWNER AND SECURITY ALARM COMPANY FOR RE-INSTALLATION OF SECURITY ALARM DEVICES (TYP.)

2nd FLOOR PLAN - PROPOSED

SCALE: 3/16" = 1'-0"



NOTE: SEE G1.0 FOR PROJECT SPECIFIC NOTES

CONSTRUCTION NOTES:

1. NEW WINDOW TO BE INSTALLED IN EXISTING ROUGH OPENING. G.C. TO PROVIDE NEW P.T. WOOD SHIM AND WOOD SILL. SEE WINDOW SCHEDULE AND DETAILS FOR ADDITIONAL INFORMATION.
2. NEW DOOR, FRAME AND THRESHOLD TO BE INSTALLED IN EXISTING OPENING. SEE DOOR SCHEDULE AND DETAILS FOR ADDITIONAL INFORMATION INFORMATION (TYP.)
3. EXISTING STUCCO AND DRYWALL FINISHES TO BE PATCHED, REPAIRED AND PAINTED AS REQUIRED. PERIMETER INTERIOR AND EXTERIOR OF WINDOW SHALL BE CAULKED WITH EXTERIOR GRADE (10 YEAR MIN. WARRANTED) CLEAR SILICON BASE CAULKING (TYP.)
4. EXISTING SECURITY BARS AND BLINDS TO BE RE-INSTALLED ON INTERIOR SIDE OF WINDOW UPON INSTALLATION OF WINDOWS & DOORS (TYP.)
5. G.C. TO COORDINATE WITH OWNER AND SECURITY ALARM COMPANY FOR RE-INSTALLATION OF SECURITY ALARM DEVICES (TYP.)

1st FLOOR PLAN - PROPOSED

SCALE: 3/16" = 1'-0"

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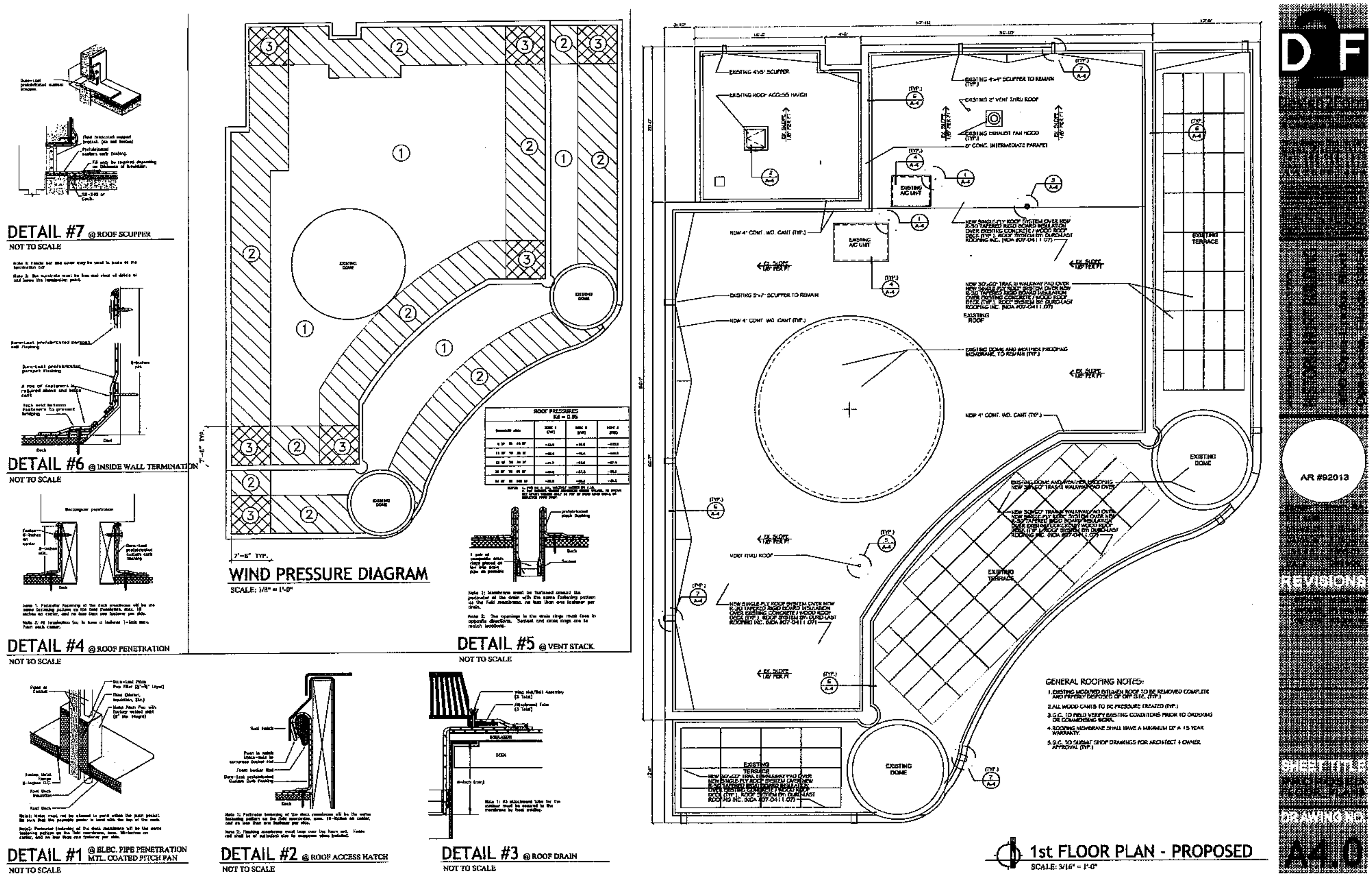
DETAIL #7 @ ROOF SCUPPER
NOT TO SCALE
DETAIL #6 @ INSIDE WALL TERMINATION
NOT TO SCALE
DETAIL #4 @ ROOF PENETRATION
NOT TO SCALE
DETAIL #1 @ ELEC. PIPE PENETRATION MTL. COATED PITCH PAN
NOT TO SCALE
DETAIL #2 @ ROOF ACCESS HATCH
NOT TO SCALE
DETAIL #3 @ ROOF DRAIN
NOT TO SCALE
DETAIL #5 @ VENT STACK
NOT TO SCALE
WIND PRESSURE DIAGRAM
SCALE: 1/8" = 1'-0"
7'-6" TYP.
EXISTING DOME
ROOF PRESSURES
Kd = 0.85
EXISTING 4'x5' SCUPPER
EXISTING ROOF ACCESS HATCH
EXISTING 4'x4' SCUPPER TO REMAIN (TYP.)
EXISTING 2" VENT THRU ROOF
EXISTING EXHAUST FAN HOOD (TYP.)
8" CONC. INTERMEDIATE PARAPET
EXISTING A/C UNIT
NEW 4" CONT. WD. CANT (TYP.)
EXISTING 5'x7' SCUPPER TO REMAIN
EXISTING DOME AND WEATHER PROOFING MEMBRANE TO REMAIN (TYP.)
VENT THRU ROOF
EXISTING ROOF
EXISTING TERRACE
1/8" PER FT
GENERAL ROOFING NOTES:
1. EXISTING MODIFIED BITUMEN ROOF TO BE REMOVED COMPLETE AND PROPERLY DISPOSED OF OFF SITE. (TYP.)
2. ALL WOOD CANTS TO BE PRESSURE TREATED (TYP.)
3. G.C. TO FIELD VERIFY EXISTING CONDITIONS PRIOR TO ORDERING OR COMMENCING WORK.
4. ROOFING MEMBRANE SHALL HAVE A MINIMUM OF A 15 YEAR WARRANTY.
5. G.C. TO SUBMIT SHOP DRAWINGS FOR ARCHITECT & OWNER APPROVAL (TYP.)
1st FLOOR PLAN - PROPOSED
SCALE: 3/16" = 1'-0"
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DRAWING NO.
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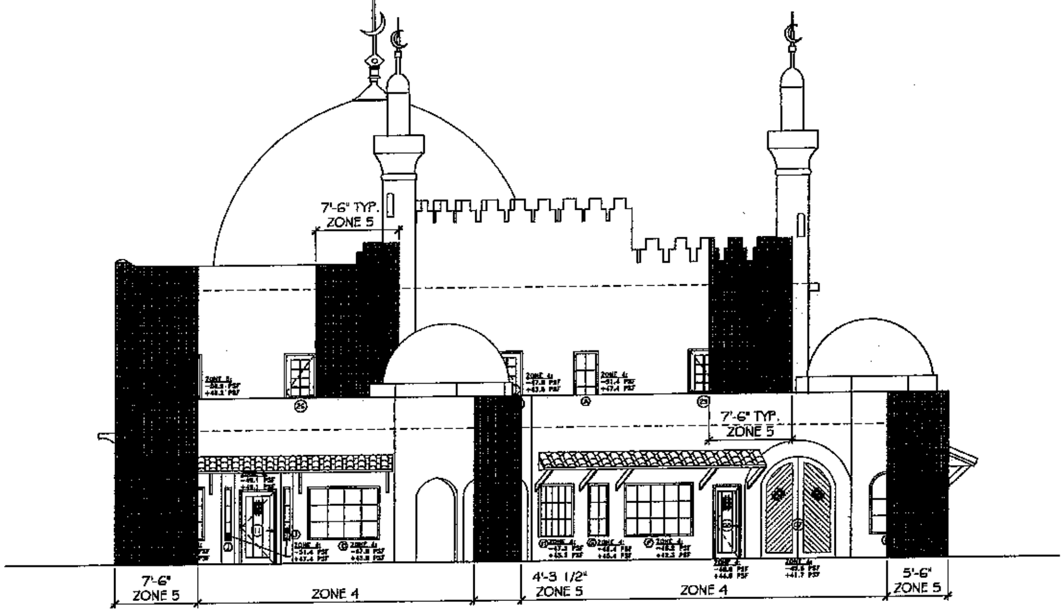
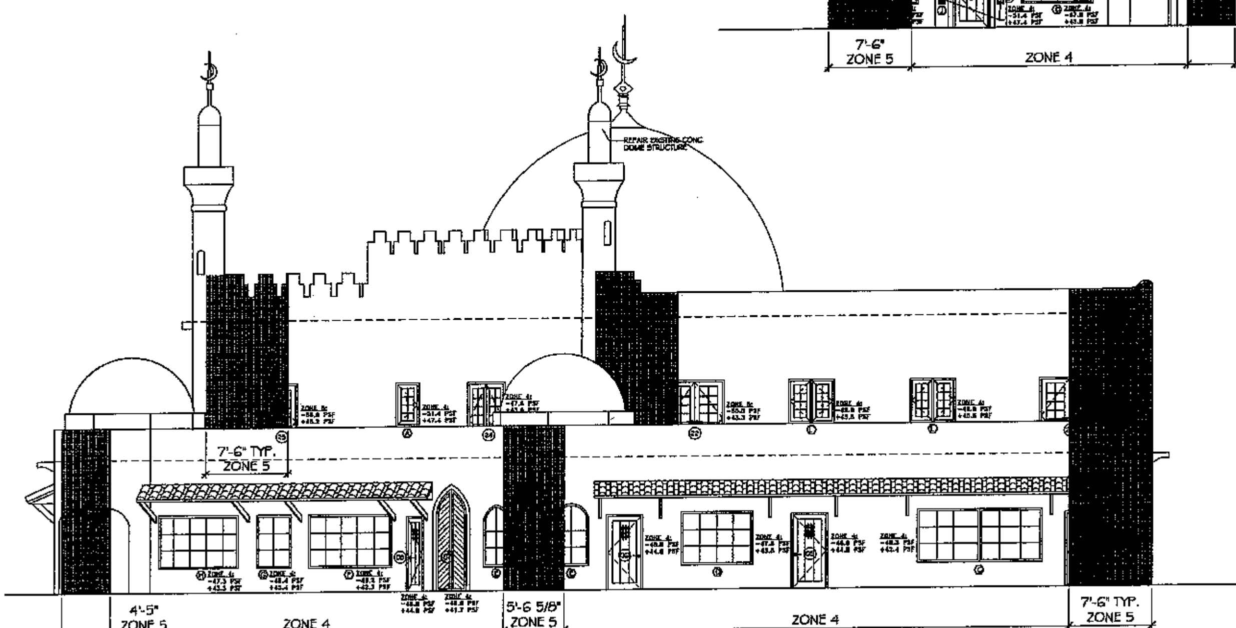


SOUTH ELEVATION

SCALE: 3/16" = 1'-0"



EAST ELEVATION

SCALE: 3/16" = 1'-0"

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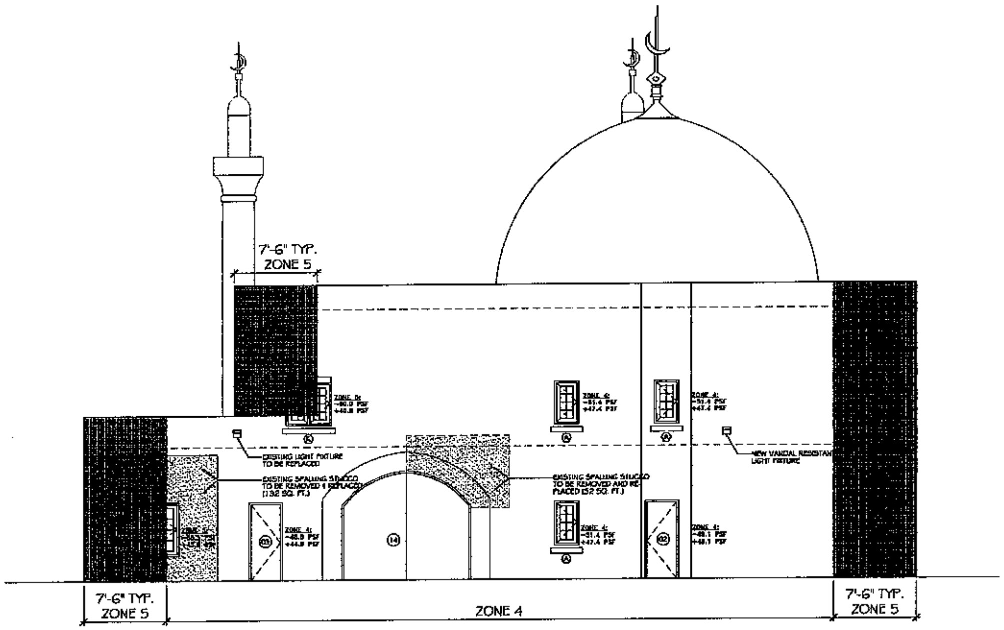
AR #92013

REVISIONS

SHEET TITLE

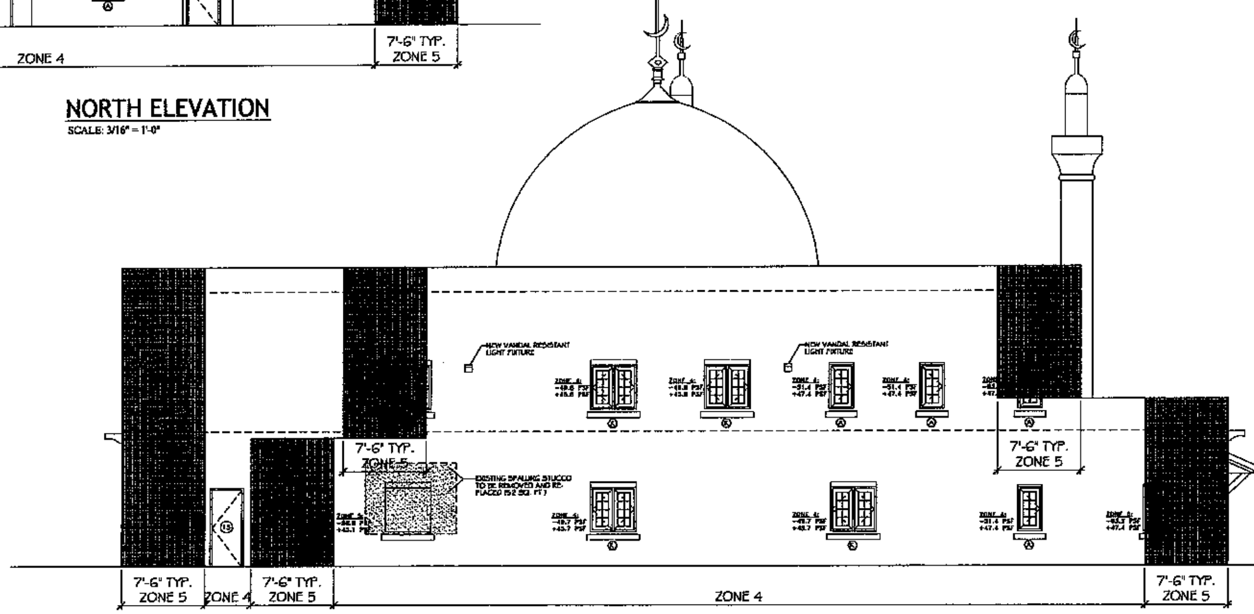
DRAWING NO.

A5.0



NORTH ELEVATION

SCALE: 3/16" = 1'-0"



WEST ELEVATION

SCALE: 3/16" = 1'-0"

D F

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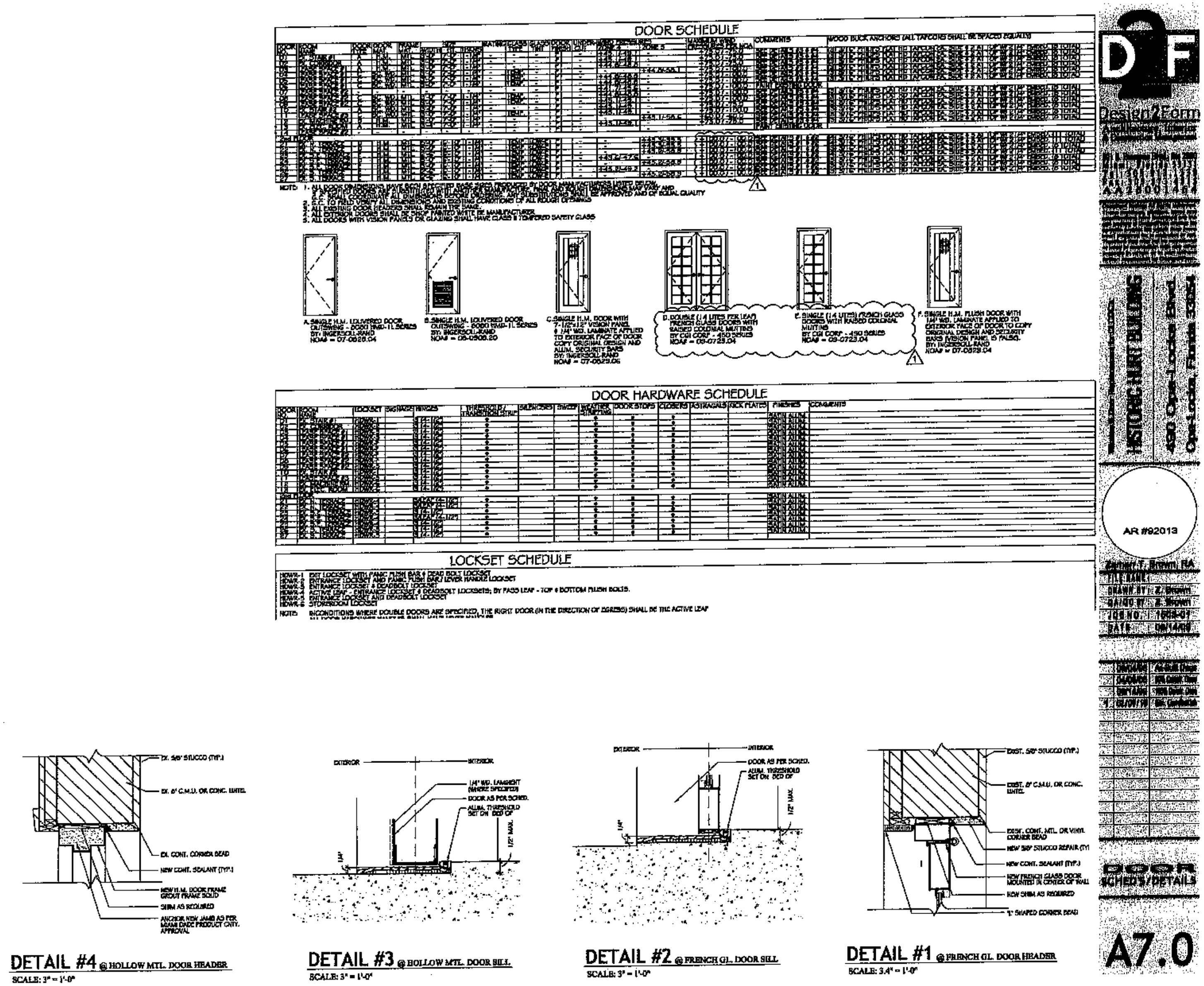
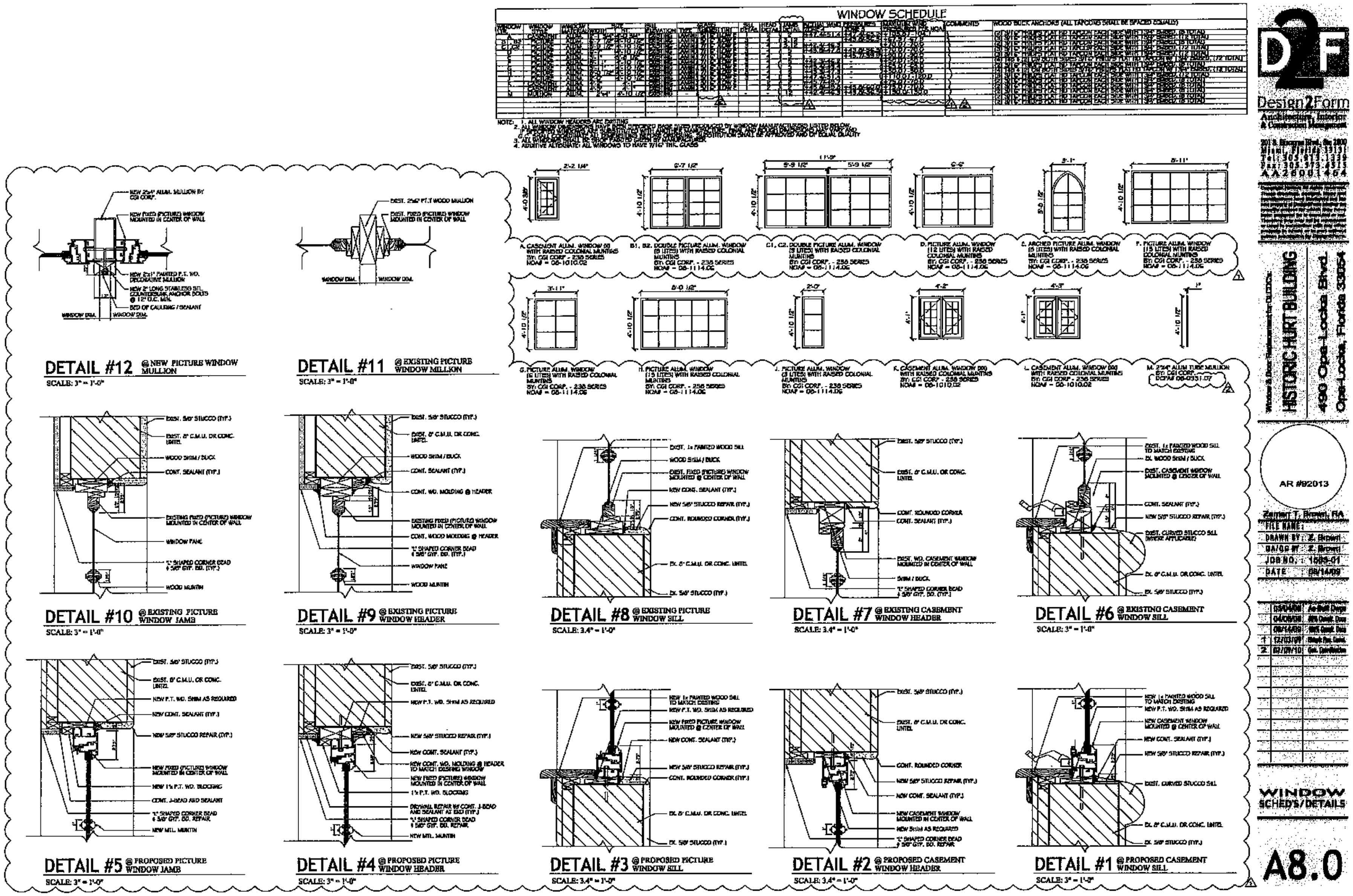

DOOR SCHEDULE
DOOR HARDWARE SCHEDULE
LOCKSET SCHEDULE
A. SINGLE H.M. LOUVERED DOOR
B. SINGLE H.M. LOUVERED DOOR
C. SINGLE H.M. DOOR WITH 7-1/2"x12" VISION PANEL
D. DOUBLE (14 LITES PER LEAF) FRENCH GLASS DOORS WITH RAISED COLONIAL MUTTINS
E. SINGLE (14 LITES) FRENCH GLASS DOORS WITH RAISED COLONIAL MUTTINS
F. SINGLE H.M. FLUSH DOOR WITH 1/4" WD. LAMINATE APPLIED TO EXTERIOR FACE OF DOOR TO COPY ORIGINAL DESIGN AND SECURITY BARS (VISION PANEL IS FALSE)
HDWR-1 EXIT LOCKSET WITH PANIC PUSH BAR & DEAD BOLT LOCKSET
HDWR-2 ENTRANCE LOCKSET AND PANIC PUSH BAR/ LEVER HANDLE LOCKSET
HDWR-3 ENTRANCE LOCKSET & DEADBOLT LOCKSET
HDWR-4 ACTIVE LEAF - ENTRANCE LOCKSET & DEADBOLT LOCKSETS; BY PASS LEAF - TOP & BOTTOM FLUSH BOLTS.
HDWR-5 ENTRANCE LOCKSET AND DEADBOLT LOCKSET
HDWR-6 STOREROOM LOCKSET
NOTE: IN CONDITIONS WHERE DOUBLE DOORS ARE SPECIFIED, THE RIGHT DOOR (IN THE DIRECTION OF EGRESS) SHALL BE THE ACTIVE LEAF
DETAIL #4 @ HOLLOW MTL. DOOR HEADER
SCALE: 3" = 1'-0"
DETAIL #3 @ HOLLOW MTL. DOOR SILL
SCALE: 3" = 1'-0"
DETAIL #2 @ FRENCH GL. DOOR SILL
SCALE: 3" = 1'-0"
DETAIL #1 @ FRENCH GL. DOOR HEADER
SCALE: 3.4" = 1'-0"
Design2Form
HISTORIC HURT BUILDING
490 Opa-Locka Blvd.
Opa-Locka, Florida 33054
AR #92013
DOOR SCHED'S/DETAILS
A7.0



WINDOW SCHEDULE
DETAIL #12 @ NEW PICTURE WINDOW MULLION
SCALE: 3" = 1'-0"
DETAIL #11 @ EXISTING PICTURE WINDOW MULLION
SCALE: 3" = 1'-0"
DETAIL #10 @ EXISTING PICTURE WINDOW JAMB
SCALE: 3" = 1'-0"
DETAIL #9 @ EXISTING PICTURE WINDOW HEADER
SCALE: 3" = 1'-0"
DETAIL #8 @ EXISTING PICTURE WINDOW SILL
SCALE: 3/4" = 1'-0"
DETAIL #7 @ EXISTING CASEMENT WINDOW HEADER
SCALE: 3/4" = 1'-0"
DETAIL #6 @ EXISTING CASEMENT WINDOW SILL
SCALE: 3" = 1'-0"
DETAIL #5 @ PROPOSED PICTURE WINDOW JAMB
SCALE: 3" = 1'-0"
DETAIL #4 @ PROPOSED PICTURE WINDOW HEADER
SCALE: 3" = 1'-0"
DETAIL #3 @ PROPOSED PICTURE WINDOW SILL
SCALE: 3/4" = 1'-0"
DETAIL #2 @ PROPOSED CASEMENT WINDOW HEADER
SCALE: 3/4" = 1'-0"
DETAIL #1 @ PROPOSED CASEMENT WINDOW SILL
SCALE: 3" = 1'-0"
Design2Form
HISTORIC HURT BUILDING
490 Opa-Locka Blvd.
Opa-Locka, Florida 33054
AR #92013
WINDOW SCHED'S/DETAILS
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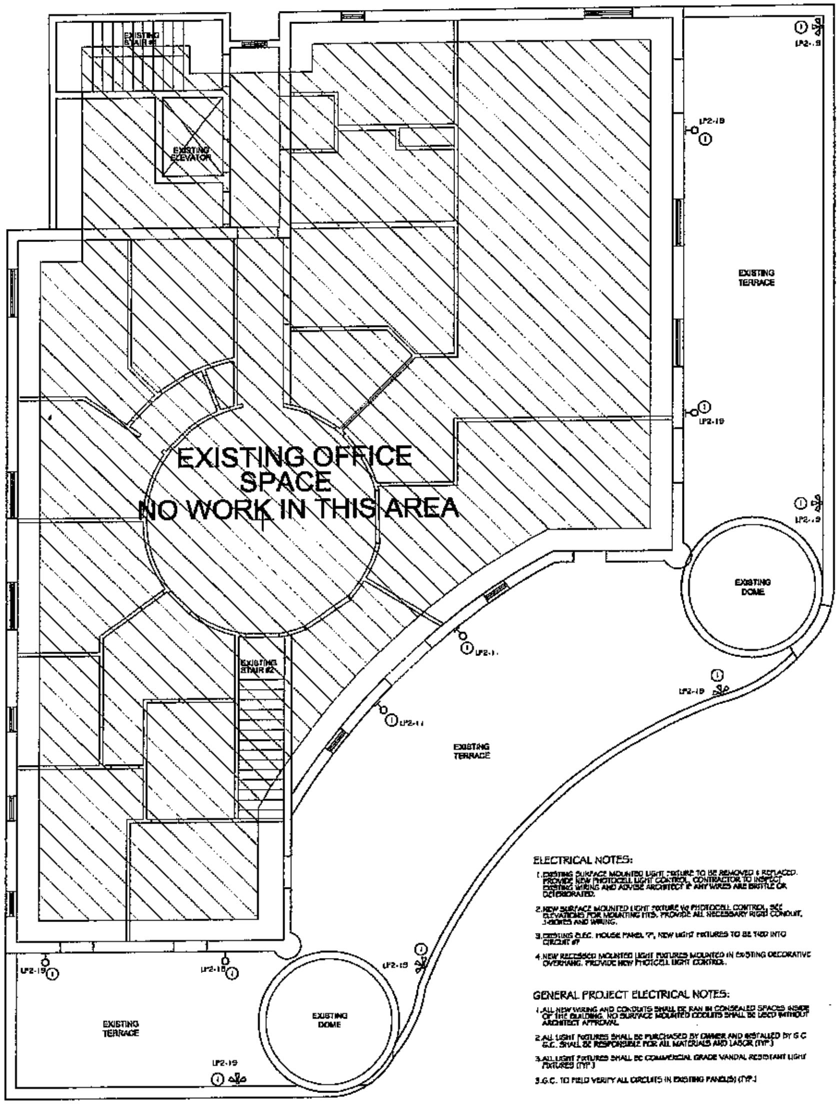


2nd FLOOR PLAN - PROPOSED

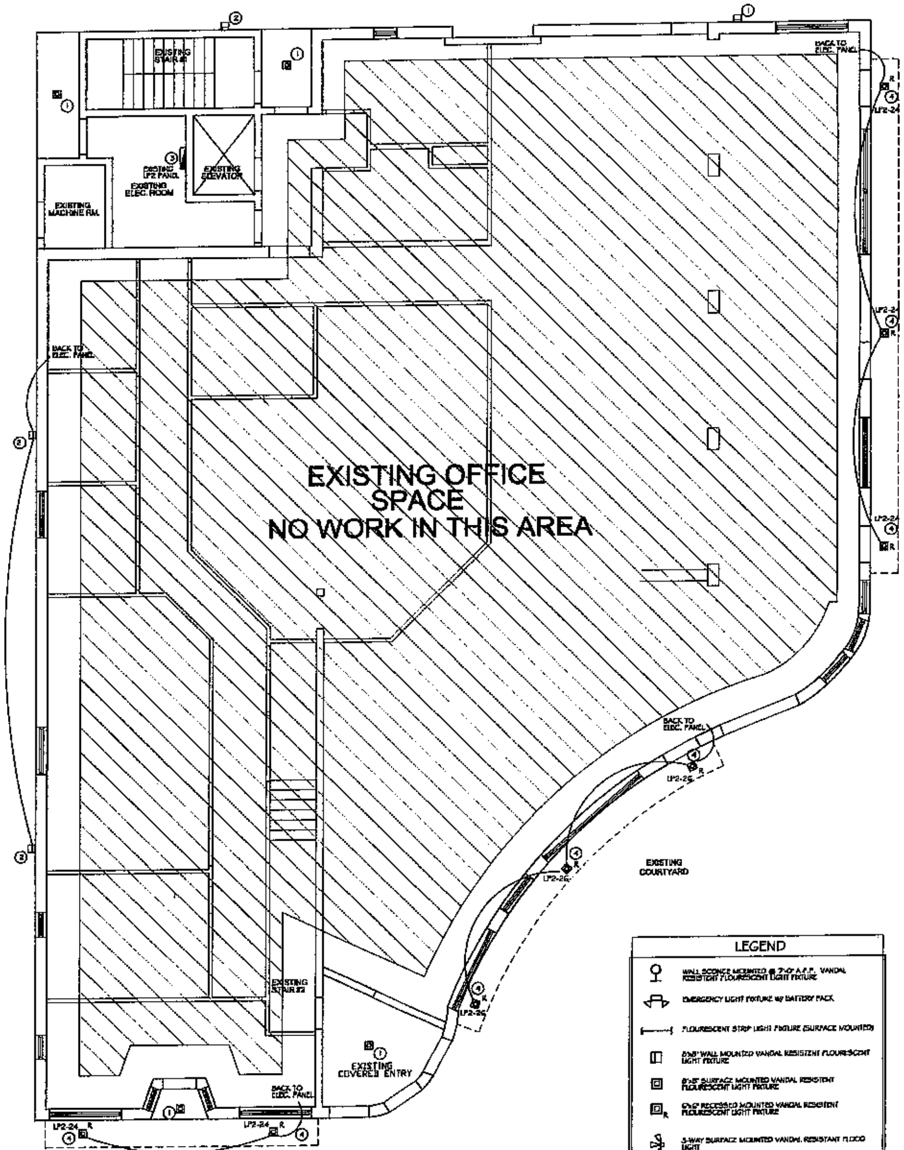
SCALE: 3/16" = 1'-0"

ELECTRICAL NOTES:

1. EXISTING SURFACE MOUNTED LIGHT FIXTURE TO BE REMOVED & REPLACED. PROVIDE NEW PHOTOCELL LIGHT CONTROL. CONTRACTOR TO INSPECT EXISTING WIRING AND ADVISE ARCHITECT IF ANY WIRES ARE BRITTLE OR DETERIORATED.
2. NEW SURFACE MOUNTED LIGHT FIXTURE W/ PHOTOCELL CONTROL. SEE ELEVATIONS FOR MOUNTING HTS. PROVIDE ALL NECESSARY RIGID CONDUIT, J-BOXES AND WIRING.
3. EXISTING ELEC. HOUSE PANEL "F", NEW LIGHT FIXTURES TO BE TIED INTO CIRCUIT #7
4. NEW RECESSED MOUNTED LIGHT FIXTURES MOUNTED IN EXISTING DECORATIVE OVERHANG. PROVIDE NEW PHOTOCELL LIGHT CONTROL.

GENERAL PROJECT ELECTRICAL NOTES:

1. ALL NEW WIRING AND CONDUITS SHALL BE RAN IN CONSEALED SPACES INSIDE OF THE BUILDING. NO SURFACE MOUNTED CODUITS SHALL BE USED WITHOUT ARCHITECT APPROVAL.
2. ALL LIGHT FIXTURES SHALL BE PURCHASED BY OWNER AND INSTALLED BY G.C. G.C. SHALL BE RESPONSIBLE FOR ALL MATERIALS AND LABOR (TYP.)
3. ALL LIGHT FIXTURES SHALL BE COMMERCIAL GRADE VANDAL RESISTANT LIGHT FIXTURES (TYP.)
3. G.C. TO FIELD VERIFY ALL CIRCUITS IN EXISTING PANEL(S) (TYP.)



1st FLOOR PLAN - PROPOSED

SCALE: 3/16" = 1'-0"

LEGEND

- WALL SCONCE MOUNTED @ 7'-0" A.F.F. VANDAL RESISTENT FLOURESCENT LIGHT FIXTURE
- EMERGENCY LIGHT FIXTURE W/ BATTERY PACK
- FLOURESCENT STRIP LIGHT FIXTURE (SURFACE MOUNTED)
- 8"x8" WALL MOUNTED VANDAL RESISTENT FLOURESCENT LIGHT FIXTURE
- 8"x8" SURFACE MOUNTED VANDAL RESISTENT FLOURESCENT LIGHT FIXTURE
- 6"x6" RECESSED MOUNTED VANDAL RESISTENT FLOURESCENT LIGHT FIXTURE
- 3-WAY SURFACE MOUNTED VANDAL RESISTANT FLOOD LIGHT

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ELECTRICAL GENERAL NOTES

1. IT SHALL BE UNDERSTOOD THAT ALL WORK PERFORMED SHALL BE DONE BY A LICENSED ELECTRICAL CONTRACTOR AND IN A FIRST CLASS WORKMANLIKE MANNER. SAID CONTRACTOR SHALL MEET ALL REQUIREMENTS SET FORTH BY ANY LOCAL ORDINANCE AND/OR GOVERNING AUTHORITIES.
2. ENTIRE INSTALLATION SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE, LATEST EDITION NEC AND THE LATEST EDITIONS OF ALL LOCAL CODES, RULES, AND ORDINANCES HAVING JURISDICTION.
3. IT SHALL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR TO PROVIDE ALL LABOR, MATERIALS, AND SUPERVISION NECESSARY TO ACCOMPLISH THE WORK SHOWN AND/OR NOTED ON THE DRAWINGS.
4. ALL REQUIRED INSURANCE SHALL BE PROVIDED FOR PROTECTION AGAINST PUBLIC LIABILITY AND PROPERTY DAMAGE FOR THE DURATION OF THE WORK.
5. ELECTRICAL CONTRACTOR SHALL VISIT THE JOB SITE PRIOR TO BID AND VERIFY ALL CONDITIONS, LOCATIONS, DIMENSIONS AND COUNTS AS SHOWN AND/OR NOTED ON THE DRAWINGS. THIS SHALL INCLUDE ANY AND ALL FABRICATIONS REQUIRED PRIOR TO INSTALLATION.
6. IT SHALL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR FOR THE ADVANCED ORDERING OF LONG LEAD ITEMS SO AS NOT TO INTERFERE WITH THE PRODUCTION OF OTHER TRADES RESULTING IN ANY DOWN OR LAG TIME.
7. CONTRACTOR SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP FREE FROM DEFECTS FOR A PERIOD OF NOT LESS THAN (1) YEAR FROM DATE OF ACCEPTANCE, UNLESS INDICATED OR SPECIFIED OTHERWISE.
8. CORRECTION OF ANY DEFECTS SHALL BE COMPLETED WITHOUT ADDITIONAL CHARGE AND SHALL INCLUDE REPLACEMENT OR REPAIR OF ANY OTHER PHASE OF THE INSTALLATION WHICH MAY HAVE BEEN DAMAGED THEREBY.
9. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR TO ORIGINAL CONDITIONS ANY AND ALL DAMAGES TO BUILDING SURFACES, EQUIPMENT AND FURNISHINGS CAUSED DURING PERFORMANCE OF WORK.
10. ELECTRICAL CONTRACTOR SHALL NOT SCALE DRAWINGS. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS AND ELEVATIONS FOR EXACT LOCATIONS OF ALL EQUIPMENT UNLESS NOTED OTHERWISE.
11. ALL ELECTRICAL EQUIPMENT, DEVICES, WIRE, ETC., SHALL BE LISTED FOR THE INTENDED USE, WITH UNDERWRITER'S LABORATORIES, INC. (UL) WHERE STANDARDS HAVE BEEN ESTABLISHED BY UL. AS A MINIMUM, ALL EQUIPMENT SHALL MEET APPLICABLE STANDARDS FOR THE TYPE OF EQUIPMENT AND INTENDED USE OF THE FOLLOWING:
    - A. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI).
    - B. ILLUMINATING ENGINEERS SOCIETY (IES).
    - C. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM).
    - D. NATIONAL ELECTRICAL MANUFACTURER'S ASSOCIATION (NEMA).

    NOTE:
    THESE STANDARDS ARE SUBORDINATE TO CODES AND STANDARDS SET BY UL.
12. IT SHALL NOT BE THE INTENT OF THESE PLANS AND/OR SPECIFICATIONS TO SHOW EVERY MINOR DETAIL OF CONSTRUCTION. THE ELECTRICAL CONTRACTOR SHALL BE EXPECTED TO FURNISH AND INSTALL ALL ITEMS FOR A COMPLETE ELECTRICAL SYSTEM AND PROVIDE ALL REQUIREMENTS NECESSARY FOR EQUIPMENT TO BE PLACED IN PROPER WORKING ORDER.
13. ALL CONDUIT RUNS ARE SHOWN DIAGRAMMATICALLY. EXACT ROUTING SHALL BE DETERMINED IN THE FIELD, UNLESS OTHERWISE NOTED. THE ELECTRICAL CONTRACTOR SHALL PROVIDE AND INSTALL THE PROPER NUMBER OF CONDUCTORS IN ALL RACEWAYS AS REQUIRED TO ACCOMPLISH THE PROPER FUNCTIONING OF THE DEVICE OR EQUIPMENT AS SHOWN.
    - A. THE ELECTRICAL CONTRACTOR SHALL PROVIDE & INSTALL 4-3/4" E.C. FROM ALL FLUSH MOUNTED PANELBOARDS TERMINATING 6" ABOVE CEILING.
14. THE ELECTRICAL CONTRACTOR SHALL KEEP ALL AREAS IN WHICH WORK IS BEING PERFORMED, FREE FROM DEBRIS AT ALL TIMES AND SAID AREAS SHALL BE LEFT BROOM CLEAN AT THE END OF EACH WORKING DAY.
15. CONTRACTOR SHALL PAY FOR ALL PERMITS, FEES, INSPECTIONS, AND TESTING.
16. ARCHITECTURAL AND/OR ENGINEERING EXPENSES THAT ARE INCURRED DUE TO REVISIONS OR SUBSTITUTIONS REQUESTED BY THE CONTRACTOR SHALL BE PAID FOR BY THAT CONTRACTOR.
17. ELECTRICAL CONTRACTOR SHALL SUBMIT (6) COPIES OF EQUIPMENT LAYOUT FOR ALL ELECTRICAL SPACES, ROOMS, ETC. TO ENGINEER FOR APPROVAL PRIOR TO ORDERING EQUIPMENT OR INSTALLING CONDUITS, ETC. LAYOUT SHALL CONSIST OF PLAN VIEWS (SCALED AT 1/2" = 1'-0") AND ELEVATIONS (DIMENSIONED) FOR EACH SUCH SPACE, ROOM, ETC.
18. ELECTRICAL CONTRACTOR SHALL SUBMIT AT ONE TIME, SIX (6) SETS OF LOOSE-LEAF BOUND BOOKS, INDEXED WITH ALL PRODUCTS, MATERIALS, LIGHTING FIXTURES, LAMPS, WIRING DEVICES, SWITCHGEAR, ETC.

    ALL EQUIPMENT SHALL BE AS SPECIFIED ON PLANS.
    THE RESPONSIBILITY TO ACCEPT OR REJECT ANY PROPOSED SUBSTITUTION REMAINS WITH THE PROJECT ENGINEER. THE CONTRACTOR MAY AT HIS JUDGMENT USE ANY ARTICLE, DEVICE, PRODUCT, OR MATERIAL WHICH IN THE JUDGMENT OF THE ENGINEER EXPRESSED IN WRITING ARE EQUAL TO THAT SPECIFIED.
19. UNLESS NOTED AS EXISTING, ALL EQUIPMENT, WIRING, DEVICES, ETC., SHALL BE NEW AND AS SPECIFIED.
20. COORDINATE ALL ELECTRICAL SITE WORK WITH GENERAL CONTRACTOR PRIOR TO INSTALLATION.
21. FOR ELECTRIC POWER SYSTEM.
    - A. COORDINATE POWER SERVICE WITH POWER COMPANY.
    - B. VERIFY LOCATION OF POWER SERVICE TERMINATION WITH POWER COMPANY PRIOR TO SUBMITTING BID.
22. FOR TELEPHONE SYSTEM:
    - A. PROVIDE GROUNDING FOR ALL TELEPHONE/DATA OUTLETS AND EQUIPMENT PER REQUIREMENTS OF OWNERS TELEPHONE COMPANY.
    - B. VERIFY LOCATION OF TELEPHONE SERVICE WITH TELEPHONE COMPANY, PRIOR TO SUBMITTING BID.
23. ALL CONDUCTORS SHALL BE IN CONDUIT. ALL CONDUITS SHALL BE INTERMEDIATED (IMC) OR RIGID GALVANIZED STEEL (RGS) EXCEPT THAT: (a) POLYVINYL CHLORIDE (PVC) CONDUITS MAY BE USED IN CONCRETE SLABS, WALLS, AND UNDERGROUND PROVIDED ELBOWS AND RISERS ARE RGS; (b) ELECTRICAL METALLIC TUBING (EMT) MAY BE USED IN OR ON WALLS OR CEILING WHERE NOT SUBJECT TO MECHANICAL DAMAGE, DAMP CONDITIONS OR CORROSIVE CONDITIONS; (c) LIQUID-TIGHT FLEXIBLE CONDUIT WHERE REQUIRED; (d) FLEXIBLE METALLIC CONDUIT WHERE REQUIRED IN DRY LOCATIONS;
    (e) THE USE OF AC OR MC CABLES SHALL BE PROHIBITED.
    ALL CONDUITS IN HAZARDOUS AREAS (PER NEC) SHALL MEET THE REQUIREMENTS OF NEC CHAPTER 5.
24. FOR UNDERGROUND ELECTRICAL CONDUITS, PROVIDE PULL BOXES, SUCH THAT NO SINGLE CONDUIT RUN HAS BENDS IN EXCESS OF 360. PULL BOXES SHALL BE SUITABLE AND APPROVED FOR THE INTENDED USE. WHERE CONDUITS PASS UNDERNEATH PAVED AREAS THEY SHALL BE RGS. WHERE UNDERGROUND CONDUITS ARE NOT EXPOSED TO MECHANICAL DAMAGE OR ARE NOT UNDER PAVED AREAS, THEY MAY BE SCHEDULE 40 PVC, BUT ALL CONDUIT RISERS SHALL BE RGS. RGS CONDUITS SHALL EXTEND A MINIMUM OF 18" BELOW GRADE.
25. APPLY BITUMASTIC COATING TO ALL METALLIC CONDUITS IN SLABS OR UNDERGROUND
26. ALL CONDUCTORS SHALL BE COPPER, RATED 75'c WET/DRY EXCEPT WHERE OTHERWISE REQUIRED BY U.L. OR CODES UNLESS OTHERWISE NOTED. MINIMUM WIRE SIZE SHALL BE #12 AWG EXCLUDING CONTROL WIRING.
27. WIRE WAYS SHALL BE SIZED AS REQUIRED, PER NEC, UNLESS OTHERWISE NOTED.
28. ALL ELECTRICAL EQUIPMENT SHALL BE RAINTIGHT WHERE EXPOSED TO THE WEATHER. ALL FLEX CONDUITS CONNECTED TO SUCH EQUIPMENT SHALL BE LIQUID-TIGHT.
29. OUTLET BOXES SHALL BE PRESSED STEEL IN DRY LOCATIONS, CAST ALLOY WITH THREADED HUBS IN WET OR DAMP LOCATIONS AND SPECIAL ENCLOSURE FOR OTHER CLASSIFIED AREAS. PROPER PLASTER RINGS SHALL BE USED WITH OUTLET BOXES. PROPER COORDINATION BETWEEN ELECTRICAL SUBCONTRACTOR AND GENERAL CONTRACTOR FOR PLASTER RING INITIATION WILL BE REQUIRED. NO "GOOF" RINGS SHALL BE ALLOWED. ALL OUTLET BOXES SHALL BE SECURELY FASTENED. ALL DEVICES PLATES SHALL BE MADE OF STAINLESS STEEL AND ALL DEVICES SHALL BE WHITE. (UON)
30. MOTOR STARTERS SHALL BE MANUAL OR MAGNETIC, AS INDICATED OR REQUIRED, WITH OVERLOAD RELAYS OR FUSES IN EACH HOT LEG.
31. FURNISH AND INSTALL DISCONNECT SWITCHES AND WIRING FOR AIR CONDITIONING SYSTEM AS PER MANUFACTURER RECOMMENDATIONS. CONTROLS ARE TO BE SUPPLIED BY AIR CONDITIONING CONTRACTOR AND CONNECTED BY ELECTRICAL CONTRACTOR. PROVIDE ALL CONTROL WIRING FOR A/C SENSORING AND CONTROL UNITS. COORDINATE WITH A/C CONTRACTOR FOR WIRING DIAGRAMS AND EXACT MOUNTING LOCATIONS.
32. ALL DISCONNECT SWITCHES SHALL BE SIZED BY NEC TO ACCOMMODATE EQUIPMENT SERVED, INCLUDING REQUIRED FUSES, U.O.N., DISCONNECT SWITCHES SHALL BE HORSEPOWER RATED, HEAVY-DUTY TYPE.
33. ALL FUSES SHALL BE CURRENT LIMITING, PER U.L., RATED 600 VOLTS, UNLESS OTHERWISE NOTED.
    - A. NONTIME DELAY FUSES IN MAIN SWITCHES AND SWITCHES FEEDING PANELS.
    - B. TIME DELAY FUSES FOR MOTOR AND A/C CIRCUITS.
34. ELECTRICAL CONTRACTOR SHALL VERIFY CIRCUIT PROTECTIVE DEVICE RATING FOR EQUIPMENT PRIOR TO CONSTRUCTION.
35. TWO AND THREE-POLE CIRCUIT BREAKERS SHALL HAVE COMMON TRIP. NO TIE HANDLES SHALL BE PERMITTED. ALL PANELBOARDS SHALL HAVE COPPER BUS. ALL CIRCUIT BREAKERS SHALL BE INVERSE TIME-TYPE (THERMAL-MAGNETIC).
36. WHERE CORE DRILLING OF FLOOR/WALLS IS REQUIRED, CONTRACTOR SHALL SEAL OPENINGS WATERTIGHT AFTER UTILITIES HAVE BEEN INSTALLED. LOCATION OF CORED HOLES SHALL BE COORDINATED WITH LOCATION OF EQUIPMENT IN A MANNER TO BE CLEAN AND FUNCTIONAL. THE CONTRACTOR SHALL INSTALL ONLY ONE CONDUIT PER HOLE AND SEAL THE OPENING AROUND THE CONDUIT AS SPECIFIED.
37. PROVIDE FIRE RETARDANT U.L. APPROVED SEALANT ON ALL PENETRATIONS OF FIRE RATED PARTITIONS, WALLS AND STRUCTURAL SLABS. IT SHALL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR TO VERIFY, PRIOR TO SUBMITTING BID, LOCATIONS OF ALL SUCH FIRE RATED PARTITIONS, WALLS, AND STRUCTURAL SLABS.
38. ALL OPENINGS FOR LIGHT FIXTURES IN CEILING SHALL BE PROTECTED IN A MANNER (PER ALL GOVERNING CODES) THAT WILL PROVIDE THE SAME RATING AS THE CEILING. (THIS APPLIES TO ALL FIRE RATED CEILINGS).
39. ALL FLUORESCENT BALLASTS SHALL BE ELECTRONIC I.S. AND HAVE P. F. OF 0.90. ALL BALLASTS FOR MERCURY VAPOR, METAL HALIDE AND HIGH PRESSURE SODIUM FIXTURES SHALL BE CONSTANT WATTAGE TYPE WITH 5% LAMP WATTS FOR 10% NOMINAL LINE VOLTAGE VARIATION.
40. PROVIDE LAMPS WITH FIXTURES, SEE LUMINAIRE SCHEDULE FOR LAMP TYPE.
41. ALL CONNECTIONS TO GROUND RODS & BUILDING STEEL SHALL BE MADE WITH UL APPROVED WELDED CONNECTIONS, UNLESS OTHERWISE NOTED.
42. PROVIDE MOUNTING BACKBOARDS FOR ELECTRICAL AND COMMUNICATION EQUIPMENT. BACKBOARDS SHALL BE OF TYPE "AC" PLYWOOD, PAINTED ON BOTH SIDES AND EDGES WITH TWO COATS OF LIGHT GREY PAINT.
43. PROVIDE A FUSE HOLDER AND FUSE IN THE PRIMARY SIDE OF EACH UNGROUNDED CONDUCTOR FOR EACH BALLAST (BUSSMAN HEB AND FNQ OR EQUAL), AT THE HAND HOLE OF EACH EXTERIOR POLE MOUNTED LIGHTING FIXTURE OR J-BOX FOR WALL OR GROUND MOUNTED FIXTURE.
44. PROVIDE TEMPORARY ELECTRICAL SERVICE FOR USE BY ALL TRADES DURING CONSTRUCTION AND REMOVE SAME AT COMPLETION OF PROJECT.
45. THE ELECTRICAL CONTRACTOR SHALL FURNISH A COMPLETE SET OF AS-BUILT DRAWINGS, SHOWING ALL CHANGES AND DEVIATIONS TO THE ARCHITECT/ENGINEER PRIOR TO COMPLETION OF THE PROJECT.
46. PREPARE AND AFFIX A TYPEWRITTEN DIRECTORY TO THE INSIDE COVER OF EACH NEW AND OR EXISTING (REVISED) PANELBOARD INDICATING LOADS CONTROLLED BY EACH CIRCUIT.

ABBREVIATIONS

AMP	AMPERES	I	INCANDESCENT
AFF	ABOVE FINISHED FLOOR	ISC	INSTANTANEOUS SHORT CIRCUIT
AG	ABOVE GRADE	ID	IDENTIFICATION
ATS	AUTOMATIC TRANSFER SWITCH	JB	JUNCTION BOX
AWG	AMERICAN WIRE GAUGE	KW	KILOWATT
AC	ALTERNATING CURRENT	KVA	KILO VOLT-AMPERE
AHU	AIR HANDLING UNIT	LPS	LOW PRESSURE SODIUM
A/S	ANTI-SWEAT	LT	LIGHT
AIC	AMP INTERRUPTING CAPACITY	MFG	MANUFACTURER
BLDG	BUILDING	MTG	MOUNTING
BSS	BUILDING STRUCTURAL STEEL	MTD	MOUNTED
C	CONDUIT	MT	MOUNT
CKT	CIRCUIT	MV	MERCURY VAPOR
CT	CURRENT TRANSFORMER	MH	METAL HALIDE
CU	COPPER	NIC	NOT IN CONTRACT
CB	CIRCUIT BREAKER	NC	NORMALLY CLOSED
CLG	CEILING	NO	NORMALLY OPEN
CW	COOL WHITE	P	PENDANT
CWP	COLD WATER PIPE	PA	PUBLIC ADDRESS
DC	DIRECT CURRENT	PEC	PHOTOELECTRIC CELL
E	EXISTING	PF	POWER FACTOR
EC	EMPTY CONDUIT	PNL	PANEL
EG	ELECTRICAL GROUND	R	RECESSED
EM	EMERGENCY	REP	REPRESENTATIVE
ER	EXISTING TO BE REMOVED	RGS	RIGID GALV. STEEL
ETR	EXISTING TO REMAIN	RS	RAPID START
EWC	ELECTRIC WATER COOLER	S	SURFACE
EWH	ELECTRIC WATER HEATER	SC	SHORT CIRCUIT
EP	EXPLOSION PROOF	TV	TELEVISION
EX.	EXISTING	TX	TRANSFORMER
F	FLUORESCENT	UG	UNDERGROUND
FA	FIRE ALARM	UL	UNDERWRITERS LABORATORIES
FLR	FLOOR	UON	UNLESS OTHERWISE NOTED
FC	FOOT CANDLE	VA	VOLT AMPERES
FPL	FLORIDA POWER & LIGHT	V	VOLT
FT	FEET	WW	WARM WHITE
GALV	GALVANIZE	WP	WEATHERPROOF
GFI	GROUND FAULT INTERRUPTER		
GND	GROUND		
HT	HEIGHT		
HID	HIGH INTENSITY DISCHARGE		
HPS	HIGH PRESSURE SODIUM		
HO	HIGH OUTPUT		

GENERAL CONDITIONS:

1. THE NATURE OF THIS CONTRACT INVOLVES EXTENSIVE REMODELING OF EXISTING FACILITIES. THE ELECTRICAL CONTRACTOR, PRIOR TO BID, SHALL INSPECT THE EXISTING CONDITIONS AT THE JOB SITE AND ACQUAINT HIMSELF WITH THE CONDITIONS THAT WILL AFFECT HIS WORK.
2. PRIOR TO ROUGH-IN, THIS CONTRACTOR SHALL COORDINATE HIS WORK WITH THE ACTUAL EQUIPMENT BEING FURNISHED.
3. PRESENT ELECTRICAL EQUIPMENT WHERE INDICATED ON THE DRAWINGS OR WHERE THE INSTALLATIONS WILL INTERFERE WITH THE INSTALLATION OF NEW EQUIPMENT OR NEW ARCHITECTURAL CHANGES, SHALL BE REMOVED, RELOCATED, OR RE-ROUTED TO PERMIT COMPLETION OF SUCH WORK.
4. SALVAGED MATERIALS, EQUIPMENT, AND LIGHT FIXTURES SHALL BE DELIVERED TO THE OWNER AT HIS PROPERTY AND STORED WITHIN THE BUILDING WHERE DIRECTED. ANY REMOVED MATERIALS OR EQUIPMENT WHICH THE OWNER DOES NOT WISH TO KEEP SHALL BE DISPOSED OF BY THE CONTRACTOR, WITHOUT ADDITIONAL COST TO THE OWNER.
5. ALL PRESENT CONDUIT IN EXISTING AREAS TO BE ALTERED, WHICH WILL HAVE NO USE UPON COMPLETION OF THE ALTERATIONS SHALL BE REMOVED. WHENEVER CONDUITS ARE OR WILL BECOME EXPOSED TO VIEW, OR WILL INTERFERE WITH THE INSTALLATION AND COMPLETION OF THE WORK REQUIRED, THEY SHALL ALSO BE REMOVED.
6. THE ELECTRICAL CONTRACTOR SHALL DETERMINE THE EXTENT TO WHICH EXISTING CONDUIT AND THE WIRING WILL HAVE TO BE RE-ROUTED, RELOCATED, OR RECONNECTED, AND THE AMOUNT OF ADDITIONAL WORK WHICH MAY BE REQUIRED DUE TO THE PHYSICAL CONDITIONS OF THE CONDUIT AND WIRING SHALL BE PERFORMED UNDER THIS CONTRACT WITHOUT ADDITIONAL CHARGES TO THE OWNER.
7. CONDUIT SHALL NOT BE RUN EXPOSED THROUGH EXISTING OR NEW FINISHED SPACE UNLESS WRITTEN PERMISSION IS GRANTED BY THE OWNER.
8. INTERRUPTION OF EXISTING FACILITIES OR SERVICES SHALL BE KEPT TO A MINIMUM AND THE CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR REQUIRED WHENEVER TEMPORARY CONDITIONS ARE NECESSARY TO MAINTAIN CONTINUITY OF SERVICE. INTERRUPTION OF SERVICES, THE INSTALLATION OF TEMPORARY FACILITIES, AND THE WORK OF MAKING FINAL CONNECTIONS TO NEW WORK SHALL BE DONE ONLY AT SUCH TIMES AS PERMITTED AND SCHEDULED BY THE OWNER WITHOUT ADDITIONAL COST. THE ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE THE SERVICE INTERRUPTIONS WITH THE OWNER AND GENERAL CONTRACTOR.

AR #92013

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REVISIONS

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DRAWING NO.

Karlla Sayton City Clerk of the City of Opa-locka, Florida do hereby certify this to be a true and correct copy of Res #91-1 adopted 4/22/91 by the Historic Preservation Bd is shown in the official records of the City of Opa-locka, Florida. Given under my hand and seal, this 10 day of August, 1992.
Karlla Sayton
City Clerk

CITY OF OPA-LOCKA FLORIDA INCORPORATED 1926
Office of The City Clerk

OPA-LOCKA HISTORIC PRESERVATION BOARD

RESOLUTION NO. 91-1

RESOLUTION DESIGNATING PUBLIC AND PRIVATE PROPERTIES AS HISTORIC SITES PURSUANT TO OPA-LOCKA CITY ORDINANCE 81-13 AS AMENDED. THIS RESOLUTION RECINDS RESOLUTION 90-1 DUE TO FORMAT AND CONTENT

WHEREAS, the following properties are outstanding examples of Moorish architecture in Opa-locka and Dade County; and

WHEREAS, those properties were built, based on the original plans as designed by its founder, Glenn Curtiss; and

WHEREAS, the preservation of historic sites is in the best interest of Opa-locka and its citizens; and

WHEREAS, the below listed properties meet the requirements, being of historical, cultural, architectural and archeological significance:

Address	Owner
*1110 Peri	Santiago Morales
1145 Peri	Mrs. Wm. Adams
*1156 Peri	Manuel Rey
1211 Peri	A. A. Deer
806 Jann	Francisco Rodriguez
910 Jann	Vivian & James Bobbitt
916 Jann	Andrew Cook
*1141 Jann	Fabio Pavon
*613 Sharar	James F. Peterson
*721 Sharar	Charles Rose
*915 Sharar	Adel Raad
1006 Sharar	Ermine V. Billingsley
1010 Sharar	Edward Scott
*1011 Sharar	Irementer Howard
1145 Sharar	Joseph Piverger
1301 Sharar	Mr. & Mrs. Robert L. Causey, S
*401 Dunad	Mrs. Rodney Edmonds
*811 Dunad	Mr. & Mrs. Robert Quick
*1035 Dunad	Ron Riopelle
1036 Dunad	Francisco Rios
1141 Dunad	Vonnie Cash

Address	Owner
1111 Sesame	Patricio Jimemez
*1210-1212 Sesame (Duplex)	Thornton B. Smith
*1214-1216 Seame (Du;oex)	William E. Brown
*826 W. Superior	Francisco O. Alfonso
*951 W. Superior	Clinton F. O'Dell
*1217 Sharazad	Richard C. Weit
103 Perviz	Ram Investment Co.
*117 Perviz (E. E. Root Bldg.)	Juan B. Rondon
124 Perviz (Fire/Police Station)	City of Opa-locka
*480 Ali Baba (Train Station)	Seacost R. R.
940 Caliph (Bank Bldg.)	Trustees First Baptist Churc
*432 Opa-locka Blvd. (Hurt Bldg.)	Community Development Corp.
*777 Sharazad (City Hall)	City of Opa-locka

* Listed on National Register of Historical Sites

NOW, THEREFORE, THE HISTORIC PRESERVATION BOARD OF THE CITY OF OPA-LOCKA HEREBY RESOLVES:

Section 1. That the above listed thirty-four (34) properties are hereby designated historic sites pursuant to the Opa-locka Historic Preservation Ordinance 81-13, as amended, and that the said thirty-four (34) properties are subject to all rights, privileges, and requirements of that ordinance.

PASSED and ADOPTED this 22nd day of April 1991.

Winifred Amdor
Winifred Amdor, Chairman

Ceola Walker, Member

Roy P. Cookston, Member

James Bobbitt, Jr., Member

Luvenia Spears
Luvenia Spears, Member

Robert L. Causey Sr.
Robert L. Causey, Sr., Member

James Spangler, Member

STATE OF FLORIDA)

COUNTY OF DADE)

WITNESS my hand and official seal this of 1991

My Commission Expires

1st Reading: June 27, 1990
2nd Reading: February 13, 1991
PUBLIC HEARING: February 13, 1991

ORDINANCE NO. 91-2

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA AMENDING ARTICLE 6 OF THE CITY OF OPA-LOCKA's LAND DEVELOPMENT REGULATION CODE BY ESTABLISHING AN ARABIAN/MOORISH MOTIF DISTRICT WITHIN THE CITY OF OPA-LOCKA; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

SECTION 1- Section 6.14 of the Land Development Regulation Code of the City of Opa-locka is hereby enacted as follows:

Section 6.14

CITY OF OPA-LOCKA ARABIAN MOTIF ARCHITECTURAL REGULATIONS

SECTION A - PURPOSE. The purpose of these regulations is to encourage and expand the creative use of the Arabian Motif Architectural style. The use of Arabian Motif Architectural design in the construction of new buildings, and in the renovation or additions of existing buildings, will enhance the image of the City by providing a visual linkage between contemporary development and the City's unique thematic appearance.

SECTION B - APPLICABILITY.

a) These regulations shall be applicable and available to any property owner who chooses to construct, reconstruct or restore a building using the Arabian Motif Architectural style as described herein provided such property is located within an "A", or "C" Use District and is located within the following described areas:

1. An area described as all properties facing Opa-locka Boulevard from 17th Avenue to Lejune Road.

2. An area described as all properties facing LeJeune Road from 151st Street to 127th Street.

3. An area described as all properties facing Douglas/ LeJeune Connector from 151st Street to 127th Street.

4. An area described as all properties facing 22nd Avenue from Opa-locka Boulevard to 151 Street.

5. An area described as all properties facing 27th Avenue from 127th Street to 151st Street.

b) Properties which are located within the above described eligible areas and which are also abutting or across a street, waterway, or alley from a single-family or duplex zone district must receive special locational approval of the City Commission, after a public hearing of the Planning Council, in order to use the regulations, bonuses, or special allowances provided herein. The procedure for receiving special locational approval is specified in Section A (c).

c) All regulations of the underlying use districts shall remain in effect, provided, however, where a conflict exists between the development bonuses and special allowances provided in this chapter, and the regulations and standards in other sections of this Code, the development bonuses and special allowances provided herein shall supersede, unless specified to the contrary herein.

SECTION C - DESIGN ELEMENTS OF THE ARABIAN MOTIF ARCHITECTURAL STYLE. The design elements of the Arabian Motif architectural style are characterized by, but not limited to, the following existing buildings.

1. Opa-locka City Hall, 777 Sharazad Boulevard
2. Hurt Building, 490 Ali Baba Avenue
3. Opa-locka Bank Building (First Baptist Church)
   940 Caliph Street
4. Helm Stores and Apartments, 1201-17 Sharazad Boulevard
5. King Truck Factory and Showroom, 951 Superior Street
6. Root Building, 111 Perviz Avenue
7. Higgens Duplex, 1210-12 Sesame Street
8. Tabor Duplex, 1214-16 Sesame Street
9. Baird House, 401 Dunad Avenue
10. Cravaro House, 1011 Sharar Avenue
11. Crouse House, 1156 Pen Street
12. Etheredge House, 915 Sharar Avenue
13. Griffiths House, 826 Superior Street
14. Maislio House, 1141 Jann Avenue
15. Helms House, 721 Sharar Avenue
16. Tinsman House, 110 Peri Street

17. Tooker House, 811 Dunad Avenue

18. Wheeler House, 1035 Dunad Avenue

19. Long House, 613 Sharar Avenue

The Arabian Motif architectural character and the detailed description of the above buildings shall be contained within an illustrated document entitled "Arabian Motif Architectural Style Guide," as adopted by Resolution of the City Commission. Adherence to the principles of the design elements shall form the basis of judgment in determining the appropriateness of new construction or restoration in the Arabian Motif Architectural style.

SECTION D - ELIGIBLE FOR DEVELOPMENT BONUSES AND SPECIAL ALLOWANCES

a) In order to encourage the creative use of Arabian Motif architectural style, the following buildings are eligible to earn development bonuses and special allowances:

1. New buildings voluntarily constructed in the Arabian Motif architectural style in accordance with the design elements described in Section C and approved by the Board of Architects. All such buildings shall be eligible for the development bonuses and/or special allowances specified in Section E.

2. Existing buildings which were not designed in Arabian Motif architectural style and through substantial and appropriate exterior renovation are voluntarily converted to the Arabian Motif architectural style and approved by the Board of Architects. All such buildings shall be eligible for the development bonus specified in Section F.

3. Existing Arabian Motif style buildings and significantly altered building which were originally designed in the Arabian Motif architectural style and are voluntarily subject to substantial and appropriate exterior restoration and approved by the Board of Architects. All such buildings shall be eligible for the development bonus specified in Section F.

a. The determination of appropriate exterior restoration shall be based upon documentary evidence of the original design features where such evidence is available.

b) For the purposes of determining eligibility for a development bonus the term "substantial exterior renovation or restoration" of an existing building shall be defined as being improvements costing 15% or more of the appraised value of the structure. The applicant shall be responsible for submitting an up-to-date appraisal so that the Building Official can certify the appraisal value and construction costs.

c) For the purpose of determining eligibility for a development bonus the term "appropriate exterior renovation or restoration" shall be defined as improvements which are consistent with the design elements described in Section C herein and approved by the Board of Architects.

SECTION E - SPECIFIC DEVELOPMENT BONUS AND SPECIAL ALLOWANCES FOR NEW BUILDING CONSTRUCTION.

a) The appropriate use of Arabian Motif Architectural style in new building construction will earn a development bonus shown as Development Category #1 on the schedule designated "Development Bonus and Special Allowances for New Building Construction, Table 1."

b) The construction of a new building in an appropriate Arabian Motif Architectural style may also be eligible to incorporate certain design elements, pedestrian amenities, and uses which will earn additional bonuses or special allowances shown as Development Categories 2 thru 7 on the schedule designated "Development Bonuses and Special Allowances for New Building Construction, Table I."

SECTION F - SPECIFIC DEVELOPMENT BONUS FOR EXISTING BUILDINGS.

a) Existing buildings which are not designed in the Arabian Motif architectural style and are appropriate converted to the Arabian Motif architectural style and in accordance with the provisions of Section D will earn a development bonus credit as shown on the schedule designated "Development Bonuses for Existing Buildings, Table II."

b) Existing buildings which were originally designed in the Arabian Motif architectural style and which are subject to substantial and appropriate exterior restoration in accordance with the provisions of Section D will earn a development bonus credit as shown on the schedule designated "Development Bonuses for Existing Buildings, Table II."

SECTION G - DETERMINATION OF DEVELOPMENT BONUSES FOR APARTMENT BUILDINGS, HOTELS AND APARTMENT HOTELS.

a) Development bonuses for apartment buildings, hotels or apartment hotels may used to provide additional floor area and additional permitted units in accordance with the following:

1. The total of the bonus square footage earned by compliance with the provisions specified in Sections E and F (Tables I and II) may be added to maximum allowable floor area.

2. In determining the number of units (density) requirements as set forth in this Code, the building site area shall be the total of the actual building site area plus the bonus square footage accumulated.

SECTION H - LIMITATIONS ON THE USE OF DEVELOPMENT BONUSES ACCUMULATED.

a) The total bonus square foot floor area earned for commercial uses by compliance with the provisions specified in Table I or Table II (Sections E and F) may be added as a matter of right to the building site earning the bonuses subject to the following limitation: Total maximum square footage which can be added to a new building or to a qualified existing building may not exceed 50% of the area of the building site.

b) Floor area or ground area used to calculate bonus credits under one category shall be precluded from being counted toward bonus credits for a second category.

c) The additional units for apartment buildings, hotels or apartments hotels earned by compliance with the provisions in Table I or Table II (Sections E and F) may be added as a matter of right to the building site earning the bonus subject to the following limitation: total maximum number of units which can be added to a new building or to a qualified existing building may not exceed 25% more than the number of units which would otherwise be provided in this Code.

SECTION I - SPECIAL ALLOWANCES PERTAINING TO HEIGHT AND OFF-STREET PARKING.

a) Bonus square foot floor area or additional units may be used to provide additional height beyond maximum allowable heights of a new building or a qualified existing building; provided, however, in no event shall any building exceed the maximum allowable height by more than two (2) stories in a three(3) story zone, four (4) story zone, or six(6) story zone, and three(3) stories in a thirteen (13) story zone. Each story above the maximum allowable height which is permitted by this Section shall be limited to twelve (12) feet for each story.

b) Within the Central Business District as defined in this Code:

1. Any new building construction or restoration/renovation of an existing building which is developed in accordance with the provisions of this section shall be exempted if the Floor Area Ratio (F.A.R.) of such building does not exceed 1.45. Such exemptions shall only be effective if the building has earned development bonuses or special allowances as specified in this Section.

2. Any restoration/renovation of an existing building located on property facing Opa-locka Boulevard having a height of three stories or less, which is restored/renovated in accordance with the provisions of this section, may provide all or part of the required off-street parking on site, or in lieu thereof, may pay a special assessment fee in the amount of Five Thousand Dollars ($5,000.00) for each required off-street parking space not provided. (The amount of such fee shall be subject to periodic review and adjustment by the City commission). The fee shall be paid into a special assessment fund established to the Code of the City of Opa-locka, which fund shall be dedicated toward and used exclusively for the development of off-street parking solutions in the Central Business District.

SECTION J - REVIEW OF ARABIAN MOTIF ARCHITECTURAL PLANS.

a) Board of Architects Preliminary Approval: An applicant for new construction or restoration or renovation of an existing building using the Arabian Motif Architectural style which will earn development bonuses or special allowances as specified in this Section will submit plans in accordance with the procedures specified in this Code:

1. Pursuant to this Code, all plans affecting designated historic landmarks must receive a certificate of appropriateness from the Historic Preservation Board prior to submittal to the Board of Architects.

2. The Board of Architects shall review all submitted plans to determine if appropriate Arabian Motif architectural construction is based upon adherence to the principles of the design elements specified in Section C herein.

3. In reviewing plans to restore or renovate a Arabian Motif styled building, the Board of Architects shall also determine if the appropriate exterior restoration is based upon documentary evidence of the original design features, where such evidence is available. The applicant shall be responsible for providing the documentation, if available.

4. In reviewing an existing building being converted to Arabian Motif architectural style, the Board of Architects shall also determine that such building is deemed not to have a significant non-Arabian Motif architectural character of its own which may qualify it for designation as an historic landmark pursuant to the Code of the City of Opa-locka. The Board of Architects may refer the plans to the Historic Preservation Board for comment prior to making its determination.

5. If the Board of Architects finds that the submitted plans represent appropriate Arabian Motif architectural construction, preliminary approval shall be given.

b) Compliance with Zoning: All plans receiving preliminary approval from the Board of Architects shall be reviewed by the Community Development Department for compliance with the provisions of the Zoning Code and to certify that the plans submitted do not exceed the limits of development bonuses and/or special allowances earned in accordance with the provisions of this section.

1. In the event plans for Arabian Motif Architectural construction or improvements exceed the development bonuses or special allowances earned or specified limits in Section 30-8 (whichever is less), or do not otherwise meet the full requirements of this Code, such plans may not be presented to the Board of Architects for final approval until such time as compliance is met or necessary variances are approved by the Board of Appeals, in accordance with the provisions of this Code.

c) Special Locational Approval: Prior to submission of plans for final approval by the Board of Architects, all proposed projects which are located in an area eligible to use the Arabian Motif Architectural Regulations and are also located abutting or across a street, waterway, or alley from a single-family or duplex zone district shall obtain special location approval from the City Commission, after a public hearing before the Planning Council. The Planning Council and the City Commission in reviewing a proposed Arabian Motif Architectural project shall consider the following factors:

1. The impact of the additional height, density, floor area bonuses, parking reduction allowance, traffic and traffic patterns upon the adjacent properties and immediately surrounding the neighborhood.

2. The visual and aesthetic impact of the architectural style on abutting building and the surrounding area.

3. The provision of buffers, screening, landscaping or other site improvements which would reduce the potential impact of the project on abutting properties and surrounding areas.

Special locational approval shall be initiated by the submission of an application in the Planning Council for public hearing after receiving the Board of Architects Preliminary approval, as specified in this Section and after having received a preliminary zoning compliance review by the Building and Zoning Department, as specified in Section 30-10(b).

d) Board of Architects Final Approval: Final approval of plans and specifications shall be considered by the Board of Architects after certification by the Zoning Department that the submitted plans are in compliance with the provisions of the Zoning Code.

SECTION K - EFFECT ON CURRENT CONSTRUCTION.

a) All restoration, renovation or new building construction projects in progress as of the effective date of this section, are eligible to re-submit plans for consideration under the provisions of this section.

SECTION 2- REPEALER.

All ordinances or parts in conflict herewith be and the same are hereby repealed.

SECTION 3 - SEVERABILITY.

If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

SECTION 4 - INCLUSION.

It is the intention of this City Commission, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of the City of Opa-locka, Florida.

The sections of this ordinance may be renumbered or relettered to accomplish such codification, and the word "ordinance" may be changed to "section", "article", or other appropriate word.

SECTION 5 - EFFECTIVE DATE.

This ordinance upon passage shall become effective in the manner provided by law.

PASSED AND ADOPTED on this 13th day of February, 1991.

ATTEST:

Ronetta Taylor
CITY CLERK

MAYOR

COMMISSION VOTE: 5-0

Vice Mayor Allen:	Yes
Commissioner Barrett:	Yes
Commissioner Kelley:	Yes
Commissioner Miller:	Yes
Mayor Ingram:	Yes

APPROVED AS TO FORM:

CITY ATTORNEY

FACADEO

SECTION F - DEVELOPMENT BONUSES FOR EXISTING BUILDINGS

TABLE II

DEVELOPMENT CATEGORY

1. ARCHITECTURAL STYLE

QUALIFICATIONS

Conversion and/or renovation of existing building not designed in Arabian Motif Architectural style to Arabian Motif Architectural style pursuant to the provisions of Section D herein, and approved by the Board of Architects. Restoration of an existing building designed in the Arabian Motif Architectural style; restoration must be pursuant to the provisions of Section D herein, and approved by the Board of Architects. All facades facing public street, alley or waterway must be converted or renovated in accordance with this section.

BONUS CREDIT

For each six (6) square feet of gross floor area within the existing building: one (1) square foot of bonus area.

SECTION E - DEVELOPMENT BONUSES AND SPECIAL ALLOWANCES FOR NEW BUILDING CONSTRUCTION

TABLE I

DEVELOPMENT CATEGORY

1. ARCHITECTURAL STYLE

QUALIFICATIONS

All new buildings designed in Arabian Motif Architectural style in accordance with Design Elements contained in Section C and approved by the Board of Architects.

BONUS CREDIT/SPECIAL ALLOWANCES

An increase in floor area equivalent to .20 x the area of the building site.

(ADDITIONAL AMENITIES)

DEVELOPMENT CATEGORY

2. RETAIL ON GROUND FLOOR

QUALIFICATIONS

Location of pedestrian oriented retail stores and shops (including restaurants, cafes, etc.) at ground floor where otherwise permitted by the Code; establishments must have direct opening onto an exterior public sidewalk, public pedestrian plaza or thru an open courtyard where the public has unrestricted access.

BONUS CREDIT/SPECIAL ALLOWANCES

For each ten (10) square feet of retail establishments; three (3) square feet of bonus floor area.

DEVELOPMENT CATEGORY

3. MIXED USE

QUALIFICATIONS

Residential and/or hotel units combined with commercial and/or industrial uses where otherwise permitted, and in the amounts specified, by Code.

BONUS CREDIT/SPECIAL ALLOWANCES

5% reduction of off-street parking spaces required for the commercial and/or industrial uses.

DEVELOPMENT CATEGORY

4. PEDESTRIAN COURTYARD

QUALIFICATIONS

Pedestrian courtyard defined as an open area partially or fully enclosed by buildings or walls where the public has unrestricted access. The courtyard space must be open space above minimum required at ground level. The courtyard must connect to b public sidewalk and provide elements such as seating, landscaping, shade and water features. Minimum size 400 square feet.

BONUS CREDIT/SPECIAL ALLOWANCES

For each one (1) square foot of pedestrian plaza one (1) square foot of bonus floor space.

FACADEO

Koretta Taylor City Clerk of the City of Opa-locka, Florida do hereby certify this to be a true and correct copy of Res #91-1 adopted 4/22/91 by the Historic Preservation Bd. as shown in the official records of the City of Opa-locka, Florida.
Given under my hand and seal, this 10 day of August, 1992
Koretta Taylor
City Clerk

CITY OF OPA-LOCKA FLORIDA
INCORPORATED 1926
Office of The City Clerk

OPA-LOCKA HISTORIC PRESERVATION BOARD

RESOLUTION NO. 91-1

RESOLUTION DESIGNATING PUBLIC AND PRIVATE PROPERTIES AS HISTORIC SITES PURSUANT TO OPA-LOCKA CITY ORDINANCE 81-13 AS AMENDED. THIS RESOLUTION RECINDS RESOLUTION 90-1 DUE TO FORMAT AND CONTENT

WHEREAS, the following properties are outstanding examples of Moorish architecture in Opa-locka and Dade County; and

WHEREAS, those properties were built, based on the original plans as designed by its founder, Glenn Curtiss; and

WHEREAS, the preservation of historic sites is in the best interest of Opa-locka and its citizens; and

WHEREAS, the below listed properties meet the requirements, being of historical, cultural, architectural and archeological significance:

Address	Owner
*1110 Peri	Santiago Morales
1145 Peri	Mrs. Wm. Adams
*1156 Peri	Manuel Rey
1211 Peri	A. A. Deer
806 Jann	Francisco Rodriguez
910 Jann	Vivian & James Bobbitt
916 Jann	Andrew Cook
*1141 Jann	Fabio Pavon
*613 Sharar	James F. Peterson
*721 Sharar	Charles Rose
*915 Sharar	Adel Raad
1006 Sharar	Ermine V. Billingsley
1010 Sharar	Edward Scott
*1011 Sharar	Irementer Howard
1145 Sharar	Joseph Piverger
1301 Sharar	Mr. & Mrs. Robert L. Caus[illegible] Sr
*401 Dunad	[illegible]

Address	Owner
1111 Sesame	Patricio Jimemez
*1210-1212 Sesame (Duplex)	Thornton B. Smith
*1214-1216 Seame (Du;oex)	William E. Brown
*826 W. Superior	Francisco O. Alfonso
*951 W. Superior	Clinton F. O'Dell
*1217 Sharazad	Richard C. Weit
103 Perviz	Ram Investment Co.
*117 Perviz (E. E. Root Bldg.)	Juan B. Rondon
124 Perviz (Fire/Police Station)	City of Opa-locka
*480 Ali Baba (Train Station)	Seacost R. R.
940 Caliph (Bank Bldg.)	Trustees First Baptist Church
*432 Opa-locka Blvd. (Hurt Bldg.)	Community Development Corp.
*777 Sharazad (City Hall)	City of Opa-locka

* Listed on National Register of Historical Sites

NOW, THEREFORE, THE HISTORIC PRESERVATION BOARD OF THE CITY OF OPA-LOCKA HEREBY RESOLVES:

Section 1. That the above listed thirty-four (34) properties are hereby designated historic sites pursuant to the Opa-locka Historic Preservation Ordinance 81-13, as amended, and that the said thirty-four (34) properties are subject to all rights, privileges, and requirements of that ordinance.

PASSED and ADOPTED this 22nd day of April 1991.

Winifred Amdor

Winifred Amdor, Chairman

Ceola Walker, Member

Roy P. Cookston, Member

James Bobbitt

James Bobbitt, Jr., Member

STATE OF FLORIDA)

COUNTY OF DADE)

WITNESS my hand and offi
seal this of 1991

CERTIFICATE OF APPROPRIATENESS

HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD **HEPB COA APPLICATION-CITY OF OPA-LOCKA** **PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT** **780 FISHERMAN STREET, OPA-LOCKA, FL 33054**	DATE RECEIVED
490 Opa-locka Blvd., Ste 20, Opa-locka, FL 33054 **PROPERTY ADDRESS** **HISTORIC PROPERTY NAME**	APPLICATION #_____________ HEPB MEETING DATE________ RESOLUTION #_____________ STAFF INITIALS ____________
Opa-locka Community Development Corporation, Inc. **OWNERS NAME**	☐ APPROVED
490 Opa-locka Blvd., Ste 20, Opa-locka, FL 33054 **OWNER'S ADDRESS, CITY, STATE, ZIP CODE**	☐ W. CONDITIONS ☐ DENIED
305.687.3545 **OWNER'S DAYTIME PHONE NUMBER**	☐ CONTINUED TO: _________
Eric Strickland Director of Real Estate **APPLICANT /AUTHORIZED REPRESENTATIVE (NAME & TITLE)**	**HEPB APPLICATION** ☐ SPECIAL COA
490 Opa-locka Blvd., Ste 20, Opa-locka, FL 33054 **APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE**	☐ SPECIAL CERTIFICATE TO DIG
(305) 467-5044 Marcia@olcdc.org **APPLICANT'S DAYTIME PHONE NUMBER** **APPLICANT'S EMAIL**	☐ SPECIAL CERTIFICATE OF APPROVAL ☐ WAIVER

APPLICATION TYPE (CHOOSE AS MANY AS APPLICABLE)

☐ NEW CONSTRUCTION	☐ ADDITION	☐ DEMOLITION	☐ AFTER-THE FACT WORK
☐ ALTERATION	☐ LANDSCAPING/PAVING	☐ CONCEPTUAL	☑ OTHER replace windows
☐ PARKING WAIVER	☐ SETBACK WAIVER	☐ WAIVER (OTHER)	

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The property owner should be present at the HEPB hearing. It is preferred that the owner personally present the project to the HEPB at the meeting. If the owner should choose to have a paid representative present the project on their behalf, that representative must be a registered lobbyist with the City of Opa-locka. For more information on becoming a registered lobbyist, please call the City Clerk's Office at 305.688.4611. (Lobbyist will be asked to provide proof of registration.)

OWNERS ATTESTATION:

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY ABILITY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE CORRECT.

____

SIGNATURE OF PROPERTY OWNER **DATE**

Marcia Grant 12/15/2020

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER DATE

NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON THE REVERSE SIDE.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Sponsored by: City Manager and Vice Mayor Williams

RESOLUTION NO. _________

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A MUTUALLY AGREED UPON AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN CITY MANAGER JOHN E. PATE AND THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on August 23, 2019, the City of Opa-Locka Commission ("City Commission") appointed John E. Pate as the City Manager; and

WHEREAS, on September 25, 2019, an Employment Agreement was executed between the City of Opa-Locka and John E. Pate ("Employment Agreement"); and

WHEREAS, the City Manager and the City of Opa-Locka desire to amend the Employment Agreement of the City Manager to allow for an additional ninety (90) days in order for the City Commission to conduct a proper evaluation of the City Manager during the year 2021; and

WHEREAS, the City finds that it is in the best interest of the City to specifically amend Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka as set forth in Exhibit "A".

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

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

Section 2. Authorizing an Amendment to Section 5 of the Employment Agreement between the City and John E. Pate The City Commission hereby approves a First Amendment to Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka, Florida, to extend the time for a proper evaluation to take place by the City Commission as specified in Exhibit "A" hereto. The City Commission further authorizes the execution of the First Amendment to the Employment Agreement by the appropriate parties.

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 Attorney or designee, without need of public hearing by filing a corrected copy of the same with the City Clerk.

<u>Section 4.</u> <u>Effective Date</u>. This Resolution shall take effect immediately upon adoption, and is subject to the approval of the Governor of the State of Florida or his designee.

PASSED AND ADOPTED this _____ day of _______________, 2021.

____
Matthew A. Pigatt, Mayor

ATTEST:

____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

____
Burnadette Norris-Weeks, P.A.

Moved by: __________________________

Seconded by: ________________________

<u>VOTE</u>:

Commissioner Burke	______ (Yes)	______ (No)
Commissioner Davis	______ (Yes)	______ (No)
Commissioner Taylor	______ (Yes)	______ (No)
Vice-Mayor Williams	______ (Yes)	______ (No)
Mayor Pigatt	______ (Yes)	______ (No)

FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN JOHN E. PATE AND THE CITY OF OPA-LOCKA, FLORIDA

This FIRST AMENDMENT TO EMPLOYMENT AGREEMENT (the "Amendment") is dated ___________________, 2021 (the "Amendment Effective Date"), and is between CITY OF OPA-LOCKA, a Florida municipal corporation, through its City Commission ("City") and JOHN E. PATE ("City Manager" or "Manager"). This Amendment modifies certain terms and conditions of Section 5 of the Employment Agreement dated August 23, 2019, between the CITY and the CITY MANAGER (the "Agreement").

WHEREAS, on August 23, 2019, the City of Opa-Locka City Commission ("City Commission") appointed John E. Pate as the City Manager; and

WHEREAS, on September 25, 2019, an Employment Agreement was executed between the City of Opa-Locka ("City") and John E. Pate ("Employment Agreement"); and

WHEREAS, the City Manager and the City of Opa-Locka mutually agree to enter into this First Amendment to the Employment Agreement between of the City Manager and the City to allow for an additional ninety (90) days in order for the City Commission to conduct a proper evaluation of the City Manager for the year 2021; and

WHEREAS, the City finds that it is in the best interest of the City to specifically amend Section 5 of the Employment Agreement between John E. Pate and the City of Opa-Locka with the terms and conditions set forth herein.

IT IS MUTUALLY AGREED by and between City and City Manager as follows:

1. Section 5 of the Agreement entitled *Compensation and Annual Review* shall be amended as follows with the remainder of the Agreement remaining the same:

Section 5. Compensation and Annual Review.

A. The City shall pay the Manager, for his service, an annual base salary of $169,700 payable in equal installments pursuant to City policy and may increase it from time to time as herein provided. At any time, the Commission may agree to increase the base salary and/or other benefits received by the Manager in such amounts and to such extent as the Commission may determine to be desirable in its sole discretion.

B. Beginning in 2020, as determined by the Commission, the Commission shall review and evaluate the performance of the Manager at least once every fiscal year between March 1st and the immediately following April 30th. ***For the year 2021, the time for the City Commission to conduct an evaluation of the City Manager shall be extended until July 29, 2021.*** ~~*Said*~~ ***R***eview and evaluation shall assess the Manager's performance of all duties and responsibilities, and his exercise of all powers for which he is responsible under this Agreement during the immediately preceding period. Failure by the Commission to conduct such a review and evaluation in any given year or years shall not be considered a breach of this Agreement.

C. Annually, the Commission and the Manager shall jointly define such goals and performance objectives that they may determine necessary for the proper operation of the City and for the attainment of the Commission's policy objectives, and shall further establish a relative priority among those various goals and objectives, and said objectives and goals shall be reduced to writing. Objectives and goals hereunder shall generally be attainable within the time limitations specified and shall take in to account the City's annual operating budget and capital budget and appropriations provided thereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Amendment Effective Date first above written.

CITY OF OPA-LOCKA, a political subdivision of the State of Florida

____
John E. Pate, City Manager

By: ______________________________
Matthew A. Pigatt, Mayor

ATTEST:

By: ______________________________
Joanna Flores, City Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: ______________________________
Burnadette Norris-Weeks, P.A.
City Attorney

CITY MANAGER EMPLOYMENT AGREEMENT
BETWEEN

JOHN E. PATE

AND

THE CITY OF OPA-LOCKA, FL

THIS EMPLOYMENT AGREEMENT hereinafter called this "Agreement", is made and entered into as of the 25th day of September, 2019, by and between the City Commission, hereinafter referred to as the "City" or "Commission", of the City of Opa-locka, a political subdivision of the State of Florida, hereinafter called the "Employer", and John E. Pate, hereinafter referred to as "Employee".

W-I-T-N-E-S-S

WHEREAS, the Commission desires to employ the services of John E. Pate, as City Manager of the city, hereinafter referred to as the "Manager", pursuant to the terms of the Opa-locka City Charter, hereinafter referred to as the "Charter", the Opa-locka City Code of Ordinances, hereinafter referred to as the " City Code", the Opa-locka City Administrative Code, hereinafter referred to as the "Administrative Code", and all statutes, laws and constitutional provisions applicable to the position of Manager; and,

WHEREAS, it is the desire of the Commission to provide certain benefits and establish certain conditions of employment for Employee as the Manager in accordance with this Agreement; and,

WHEREAS, it is the desire of the Commission to secure and retain the services of Employee as the Manager and to provide inducement for him to remain in such employment; and

WHEREAS, Employee desires to accept employment as the Manager in accordance with the terms and conditions of this Agreement.

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

Section 1. Employment

A. The Commission hereby hires and appoints John E. Pate as the Manager, under the terms established herein, to perform the duties and functions specified in the Charter, the City Code, the Administrative Code, and all statutes, laws, constitutional provisions and other city ordinances, regulations, resolutions and policies applicable to the position of Manager, and to perform such other legally permissible and proper duties and functions as the Commission shall assign from time to time.

B. The Commission's employment of Employee as the Manager shall be effective October 15, 2019 through October 14, 2023. This Agreement shall remain in effect until terminated by the Commission or by the employee as provided herein.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Commission to terminate the services of the Manager at any time, subject only to the provisions set forth in Section 3 of this Agreement.

D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Manager to resign at any time from his position as the Manager, subject only to the provisions set forth in Section 4 of this Agreement.

E. It shall be the duty of the City Manager to employ, direct, assign, reassign, evaluate, and accept the resignations of all the employees of the City under his supervision consistent with the City rules, policies, ordinances, charter, county, state and federal law.

F. It shall be the duty of the City Manager to organize, reorganize and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which the City Manager deems necessary for the efficient and effective operation of the City consistent with the lawful City directives, policies, ordinances, city charter, county, state and federal law.

G. The City Manager shall perform the duties of City Manager of the City with reasonable care, diligence, skill and experience.

Section 2. Duties and Obligations

A. The Manager shall have the duties, responsibilities and powers of said office under the City of Opa-locka Charter, Code of Ordinances, Administrative Code, and all statutes, laws, constitutional provisions and other city ordinances, regulations, resolutions and policies applicable to the position of Manager. The Manager shall carry these out in a professional and competent manner.

B. The Manager shall remain in the exclusive employ of the Commission and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties and responsibilities, and to exercise his powers under this Agreement, having no outside employment whatsoever. He may, however, engage in educational and professional activities and other employment activities upon receipt of approval by the Commission, provided that such activities shall not interfere with his primary obligation to the Commission and City as the Manager. The Manager shall dedicate no less than an average of forty (40) hours per week in the performance of his duties as Manager hereunder.

C. In the event the Manager shall serve on any appointed or elected board of any professional organization, or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by him related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise provided by the Commission.

Section 3. Termination and Severance Pay

A. Termination without Cause. The Commission may, at any time whatsoever, terminate the employment of the Manager, without cause, by an affirmative vote, upon reasonable prior notice to the Manager, of not less than three members of the Commission. If such event should occur, the Manager will be given written notice of the decision of the Commission not less than 10 days prior to the effective date of the termination. Upon such termination, The Manager will be entitled to: 1) a severance payment equal to twenty (20) calendar weeks of base salary; 2) a lump sum payment at his then-hourly rate of base salary as Manager for all annual leave hours accumulated by his but unused as of the date of termination, not to exceed the maximum accrual provided in the City's Personnel Policies Manual applicable to all other non-union employees of the Commission; and 3) continuation of the Manager's health insurance under Section 9 at City expense for a period of one hundred and eighty (180) calendar days following the date of termination in accordance with, and within the limitations of, COBRA and the rates applicable thereunder. The Commission shall not continue any benefits after termination that are directly connected with being the City Manager. In other words, the Commission shall continue paying insurances and pension but not a car allowance, phone, and the like.

B. Termination for Cause. The Commission may also, for cause, terminate the employment of the Manager at any time whatsoever, by affirmative vote, of not less than three (3) members of the City Commission. The Manager shall be entitled to a hearing if, within five (5) business days of termination for just cause, he so requests in writing to the City Attorney. In the event the Manager's employment is terminated for cause, the City shall be under no obligation to pay severance pay described under subsection A (1) or the continuation of health insurance described under subsection A (3) hereof. The term "for cause" shall be deemed to include: gross negligence in the handling of City affairs; willful violation of the provisions of law; willful disregard of a direct order, demand, or policy of the Commission; conduct unbecoming a public employee; illegal or habitual drug abuse; arrest; conviction of a felony; conviction of any crime involving moral turpitude or relating to official duties; or violation of the Florida Ethics Code. For the purpose of this subsection, if the Manager pleads guilty or nolo contendere or is found guilty of a felony, he shall be deemed to have been convicted, notwithstanding a suspension of sentence or a withholding of adjudication.

Section 4. Resignation

A. In the event the Manager voluntarily resigns his position, he thereby agrees to give the City not less than sixty (60) days' written notice prior to effective date of any voluntary resignation, unless the parties agree otherwise.

B. In the event the Manager voluntarily resigns his position, the City shall not pay severance pay described under subsection 3 A(1) or pay for the continuation of health insurance described herein.

Section 5. Compensation and Annual Review

A. The City shall pay the Manager, for his service, an annual base salary of $169,700, payable in equal installments pursuant to City policy and may increase it from time to time as herein provided. At any time, the Commission may agree to increase the base salary and/or other benefits received by the Manager in such amounts and to such extent as the Commission may determine to be desirable in its sole discretion.

B. Beginning in 2020, as determined by the Commission, the Commission shall review and evaluate the performance of the Manager at least once every fiscal year between March 1st and the immediately following April 30th. Said review and evaluation shall assess the Manager's performance of all duties and responsibilities, and his exercise of all powers for which he is responsible under this Agreement during the immediately preceding period. Failure by the Commission to conduct such a review and evaluation in any given year or years shall not be considered a breach of this Agreement.

C. Annually, the Commission and the Manager shall jointly define such goals and performance objectives that they may determine necessary for the proper operation of the City and for the attainment of the Commission's policy objectives, and shall further establish a relative priority among those various goals and objectives, and said objectives and goals shall be reduced to writing. Objectives and goals hereunder shall generally be attainable within the time limitations specified and shall take in to account the City's annual operating budget and capital budget and appropriations provided thereunder.

Section 6. Retirement

The City shall enroll the Manager in the Senior Management Service employee classification within the FRS (the Florida Retirement System) plan. Furthermore, the City shall contribute the employee share of 3% on behalf of the Manager.

Section 7. Communications Equipment

The City Manager is required to be on call for twenty-four hour service. In recognition thereof:

A. The City shall issue a city owned cell phone, computer and provide other mobile connectivity that provides Internet to the Manager to be used solely for City business purposes.

Section 8. Other Benefits

A. Except as may be otherwise limited under the terms of this Agreement, the Manager shall be entitled to earn, use, accrue and be compensated for 15 days of sick leave and 25 vacation day per year upon execution of this agreement. The Manager shall further be provided a bank of 7.5 days of sick and 14.5 days of vacation leave upon execution of this agreement.

B. The Commission, in consultation with the Manager, may fix any such other terms and conditions of employment as it may determine from time to time relating to the performance of the Manager, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or other applicable law.

Section 9. Insurance

A. The Commission shall provide term life insurance as is provided to other non-union employees of the Commission.

B. The Commission shall provide to the Manager medical, dental, and any other offered insurance plan on the same terms and conditions as are available to all other non-union employees of the Commission. The Commission shall further provide for the Manager and his dependent(s) health, dental, and any other available insurance benefit offered at no cost of the Manager.

Section 10. No Reduction of Benefits

The Commission shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of the Manager, except and to the degree and extent such reduction is also imposed across-the-Commission for all non-union employees of the Commission.

Section 11. General Business Expenses

The Commission agrees to budget pay for the professional travel and state authorized expenses of the Manager necessary for his participation in professional development training applicable to his duties as a City Manager, not to exceed a total cost of $1,500.00 per year. The Commission may pay for the Manager to be a member of other professional organizations that the Commission agrees are necessary and desirable as authorized in advance.

Section 12. Residence and Relocation Expenses

A. The Commission agrees to pay for Relocation Expenses in an amount not to exceed Ten Thousand Dollars ($10,000.00), provided that no less than three (3) quotes are obtained and that the best and most responsive and responsible quote is selected, as determined by the Manager.

B. The Manager agrees to make all attempts to find suitable housing within the City of Opa-Locka, Florida. In the event he is unable to identify housing within the City of Opa-Locka within a period of twelve (12) months following execution of this Agreement, the Manager agrees to reside within a radius of ten (10) miles from the city limits of Opa-Locka, FL.

Section 13. Suspension

The Commission shall have the authority to suspend the Manager with full pay and benefits pending investigation and a final employment decision made by the Commission, but only if a majority of the Commission members and the Manager agree; or in the alternative, after a public hearing, if a majority of the Commission members votes to suspend the Manager for just cause. The Manager shall have been given written notice setting forth any charges giving rise to just cause at least five (5) days prior to such hearing.

Section 14. Indemnification

The City shall defend, indemnify and pay all judgments or settlements in regard to any personal liability arising out of and in the scope of the City Manager's responsibilities, to the fullest extent authorized by Florida Statutes, and other laws and in accordance with the City of Opa-Locka Code of Ordinances, in addition to any insurance purchased by the City. The City agrees to pay all reasonable litigation expenses of the Manager during the pendency of proceedings, only if actions were taken in the course and scope of the City Manager's employment.

Section 15. Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 16. Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City Charter, local ordinances or any other law.

Section 17. Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service by certified mail return receipt, or any other certified delivery service showing confirmation of process delivery and directed to the City Mayor and Attorney as to the City. And, directed to the City Manager as to the City Manager.

Section 18. Entire Agreement

The text of this document shall constitute the entire Agreement between the parties, except as may be amended in writing by the parties hereto. All provisions contained in this Agreement are subject to and conditioned upon compliance with the Charter, the County Code, the Administrative Code. and all statutes, laws, constitutional provisions and other County ordinances, regulations, resolutions and policies. The Charter, the County Code. the Administrative Code, and all such statutes. laws, constitutional provisions and other County ordinances. regulations. resolutions and policies shall take precedence over any part or portion of this Agreement, any other provisions of this Agreement to the contrary notwithstanding.

Any terms and conditions not specifically addressed in this Agreement shall be deemed to be addressed in the City's Personnel Rules, to the extent there is no conflict with this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to have been executed on behalf of each as of the date and year first above-written.

MANAGER:

____
John E. Pate

THE City:

City Commission of Opa-Locka, a political subdivision of the State of Florida:

By: _______________________________
City Mayor

Attest:

____
Clerk of the City Commission

____
City Attorney