

City of Opa-locka

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



Virtual Regular Commission Meeting Agenda

Wednesday, September 9, 2020

7:00 PM

City Commission

Mayor Matthew A. Pigatt

Vice Mayor Chris Davis

Commissioner Sherelean Bass

Commissioner Alvin Burke

Commissioner Joseph L. Kelley

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 your full name and address, and the name and address of the organization you are representing.

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

DECORUM POLICY

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

NOTICE TO ALL LOBBYISTS

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

FLORIDA STATUTES, CHAPTER 285.0105:

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



CITY OF OPA-LOCKA

VIRTUAL COMMISSION MEETING PROCEDURES

Pursuant to Governor Ron DeSantis Executive Order Number 20-69, the following rules will ensure that the City Commission Meetings and any other necessary city public meetings, governed by Florida's public meeting laws will provide for necessary public notice, allow for public participation and are conducted in the Sunshine. The following rules shall govern all City of Opa-locka public virtual meetings during the duration of Executive Order Number 20-69.

The City of Opa-locka virtual public meetings will be aired through Livestream, accessible at: <https://www.youtube.com/user/CityofOpaLocka..>

All residents will be able to view the meeting by tuning in to the link mentioned above. Users with computers, tablets, or smart phones will be able to join the meeting on the Zoom Webinar application. If you have comments you must submit those using the email address or phone number below or by requesting a link for the Zoom Webinar application provided under the Public Comment section below.

Platform

All City of Opa-locka public meetings shall be conducted via Zoom or other similar platform.

Please note that Governor DeSantis' Executive Order 20-69, suspended the requirement of a quorum to be present in person or requires a local government to meet at a specific public place.

Meeting Notice

The City of Opa-locka will send notice of virtual meetings in the same manner as all other commission meetings. Additionally, the notice will include an email address and telephone number with instructions on providing comments for the meeting.

Public Comments

The public may comment by submitting their comment ahead of the meeting via telephone at 786-618-2636 or by sending an email to PublicComments@opalockafl.gov. Please be sure to state your full name and address in your email or voicemail for your comment to be read.

Comments submitted by members of the public by phone or email will be read into the record during the meeting as long as they provide the comments by the deadline, 2 hours prior to the scheduled meeting time. Comments received after the deadline will be kept for the record, but will not be read during the meeting. If you have comments for more than one agenda item, please state which item you are commenting on. Messages cannot exceed three (3) minutes.

The public may also join Zoom Webinar (Virtual Commission Meeting) by registering via email to PublicComments@opalockafl.gov and requesting the virtual meeting link. All requests must be received up to 2 hours prior to the scheduled meeting time. You will join the meeting in listen-mode only. If you have comments, you can raise your hand on the application to be allowed to speak.

During the public comment section of the agenda, the Mayor will allow for public comments to be read by the City Clerk from those submitted ahead of time. For real-time comments after you raise your hand using the application you will be acknowledged by staff and audio will become available for you to state your comment. The Mayor may preserve decorum and order in accordance with the City's Charter, Code and Robert's Rules of Order.

For questions and/or additional information, please contact the Office of the City Clerk at (305) 953-2800 or (786) 877-4038.

CITY OF OPA-LOCKA
“The Great City”

AGENDA
VIRTUAL REGULAR COMMISSION MEETING
September 9, 2020
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 Regular Commission Meeting Minutes – July 22, 2020
Virtual Special Commission Meeting Minutes – July 28, 2020
Virtual Special Commission Meeting Minutes – July 30, 2020
- 9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:**
- 10. PUBLIC PRESENTATIONS:**
 - 1. Sara Fuchs, College Student**
re: ordinance extending anti-discrimination and sexual harassment protections to independent contractors
- 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, CALLING FOR A GENERAL ELECTION TO BE HELD IN AND**

FOR THE CITY OF OPA-LOCKA, FLORIDA, ON NOVEMBER 3, 2020; PROVIDING AUTHORIZATION FOR THE CITY CLERK TO PUBLISH THE APPROPRIATE NOTICE OF THE GENERAL ELECTION IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY AT LEAST FIFTEEN (15) DAYS PRIOR TO THE ELECTION AS SET FORTH IN SECTION 8.5-3 OF THE CITY OF OPA-LOCKA CODE OF ORDINANCES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Clerk*

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDER REQUEST # 1 FOR RJ SPENCER CONSTRUCTION, LLC. FOR THE PROVISION OF PARKING LOT IMPROVEMENTS AT 2105 ALI BABA AVENUE, IN AN AMOUNT NOT TO EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES TO DEVELOP A CITYWIDE STORMWATER MASTER PLAN & CAPITAL IMPROVEMENT PLAN (SWMP); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH 300 ENGINEERING GROUP, P.A. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR COMPLETION OF THE CAIRO LANE, NW 127TH STREET AND ALEXANDRIA DRIVE PROJECT IMPROVEMENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA RATIFYING THE PROPOSED FIVE-YEAR PLAN AND DIRECTING THE CITY MANAGER TO FORWARD TO THE GOVERNOR THE PROPOSED FIVE-YEAR PLAN AS PRELIMINARILY APPROVED BY THE MAYOR AND COMMISSION, PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REPEALING SAME SUBJECT ORDINANCE NUMBERS 07-19 AND 13-33 WHICH IMPLEMENTED A BAN ON WEARING SAGGY PANTS AND SHIRTS IN CITY BUILDINGS AND PARKS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Vice Mayor Davis, Mayor Pigatt and Commissioner Bass*

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DUAL-DESIGNATING 37TH AVENUE FROM 135TH STREET TO 151ST STREET AS “COMMISSIONER BARBARA JORDAN WAY”; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Kelley*

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

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE II, DIVISION 2, SECTION 2-45 ENTITLED “AGENDA” TO ALLOW FOR A PORTION OF EACH REGULAR CITY COMMISSION AGENDA TO INCLUDE “FUTURE AGENDA ITEMS”; PROVIDING FOR SEVERABILITY, CONFLICT AND REPEALER, INCLUSION IN CODE; AND PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on July 8, 2020). *Sponsored by Commissioner Bass, Mayor Pigatt and Vice Mayor Davis*

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ORDINANCE 15-31, ARTICLE X SIGN REGULATIONS OF THE LAND DEVELOPMENT REGULATIONS BY RETROACTIVELY EXTENDING THE DEADLINE FOR ALL NON-CONFORMING SIGNAGE TO BECOME FULLY COMPLIANT UNTIL DECEMBER 31, 2020; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE (first reading/public hearing held on July 22, 2020). *Sponsored by City Manager*

3. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT “A”;

PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on August 20, 2020).

Sponsored by City Manager

C. RESOLUTIONS:

17. CITY MANAGER’S REPORT:

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORTS:

1. Commissioner Joseph L. Kelley

- City-Wide Beautification
- City Public Safety Building

20. OFFICIAL BOARD APPOINTMENTS:

**Historic Environmental Preservation Board
5 At-Large Appointments**

**Fair Housing and Nuisance Abatement Board
1 Individual appointment (Mayor Pigatt)**

**Community Relations, Recreation and Activities Board
1 Individual appointment (Vice Mayor Davis)**

**Planning & Zoning Board
1 At-Large Appointment**

21. ADJOURNMENT:

SCHEDULE OF FUTURE WORKSHOPS/OFFICIAL ACTIVITIES

A. Feeding South Florida Drive-Thru Food Distribution, Tuesday, **September 8, 2020 at 9:00 a.m. – 11:00 a.m., Sherbondy Park Pavilion, 215 Perviz Avenue, Opa-locka, Florida.**

B. City of Opa-locka Virtual First Budget Hearing, Tuesday, **September 8, 2020 at 5:01 PM. This meeting will be streamed live at <http://www.youtube.com/user/CityofOpalocka>**

- C. City of Opa-locka Virtual Planning & Zoning Board Meeting, Tuesday, **September 8, 2020** at 7:00 p.m. This meeting will be streamed live at <http://www.youtube.com/user/CityofOpalocka>
- D. Virtual Opa-locka Community Redevelopment Agency Meeting, Wednesday, **September 9, 2020** at 5:00 p.m. This meeting will be streamed live at <http://www.youtube.com/user/CityofOpalocka>
- E. City of Opa-locka Virtual Second Budget Hearing, Wednesday, **September 23, 2020** at 5:01 PM. This meeting will be streamed live at <http://www.youtube.com/user/CityofOpalocka>

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
VIRTUAL REGULAR COMMISSION MEETING
Wednesday, July 22, 2020
7:00 P.M.

1. CALL TO ORDER:

Mayor Matthew A. Pigatt called the virtual Regular Commission Meeting to order at 7:00 p.m. on Wednesday, July 22, 2020.

Pursuant to Executive Order No. 20-69, issued by the office of the Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

An opportunity was given to the public to email the City Clerk prior to the Commission Meeting with any questions/comments/concerns on items we will hear on this evening’s Regular Commission Meeting agenda. This meeting is being streamed live at <https://www.youtube.com/user/CityofOpalocka>.

Since this is a virtual meeting as authorized by the Governor of the state of Florida, again, members of the public wishing to address the commission have been offered the opportunity to do so. Public comments will be included as part of the public record for this virtual meeting and will be considered by the City commission prior to any action taken.

2. ROLL CALL:

The members of the City Commission appearing remotely were: Mayor Matthew Pigatt, Commissioner Sherelean Bass, Commissioner Alvin Burke, Vice Mayor Chris Davis, and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores

3. INVOCATION:

The invocation was delivered by Commissioner Joseph L. Kelley.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGEMENTS:

There were no awards, proclamations or acknowledgements.

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

The following items were pulled from the Consent Agenda to be discussed separately under Action Items: Pulled Item 13-1 by Vice Mayor Davis for discussion.

Attorney Norris-Weeks noted that there was a replacement resolution for item 13-1.

Commissioner Kelley pulled item 13-4.

7. APPROVAL OF AGENDA:

The approval of agenda was moved by Commissioner Kelley, seconded by Commissioner Bass.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

8. APPROVAL OF MINUTES:

Virtual Special Commission Meeting Minutes – April 30, 2020

It was moved by Commissioner Bass, seconded by Vice Mayor Davis to approve the minutes from the Virtual Special Commission Meeting of April 30, 2020.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

Virtual Regular Commission Meeting Minutes – June 24, 2020

It was moved by Commissioner Kelley, seconded by Commissioner Bass to approve the minutes from the Virtual Regular Commission Meeting of June 24, 2020.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

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

There was no report per City Clerk Flores.

10. PUBLIC PRESENTATIONS:

There were no Public Presentations per City Clerk Flores.

11. CITIZENS' INPUT:

City Clerk Flores read the following comments from the public into the record:

In reference to Agenda Item 1 on the consent Agenda Charter Member amending section 4.7(c) of the Charter of the City of Opa-locka, Florida to allow for the redaction of budget related issues by resolution rather than by ordinances and it reads as follows:

Resident Asheley Hepburn, residing at 1156 Sesame St, Apt 18, Opa-locka, FL stated he was opposed to the charter amendment because it further hinders the accountability of local government and the citizens it serves. He stated that providing more opportunities for the citizens to be involved in budget changes was in the best interest of the citizens and requested ordinances be kept in place when changing budgets to allow more public input.

The second comment was the following:

Commercial real estate owner Many Barros, owner of three properties in the City of Opa-locka, FL, located at: 13081 NW 43rd Ave, Unit 5, Unit 7 and 8 stated his opposition to the rising of the millage rate to 9.8 mills.

Commissioner Kelley commended both citizens for their input and advocates for more public engagement.

Vice Mayor Davis responded to the millage rate comment explaining that the millage rate was 9.80% the previous year and it has not been raised. In regards to resident Hepburn's comments, he shares the concerns and advocates for public hearings as well.

Mayor Pigatt appreciated the comments from the residents and encouraged more public engagement.

12. ACTION ITEMS:

1. (13-1) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING, SETTING FORTH AND SUBMITTING TO THE ELECTORATE A PROPOSED CHARTER BUDGET AMENDMENT, TO SPECIFICALLY AMEND ARTICLE IV, SECTION 4.5(b) TO ALLOW FOR THE ANNUAL BUDGET ADOPTION, SECTION 4.7(a) TO ALLOW FOR SUPPLEMENTAL APPROPRIATION, AND 4.7(c) TO ALLOW FOR BUDGET AMENDMENT DURING THE FISCAL YEAR BY RESOLUTION RATHER THAN BY ORDINANCE; CALLING AND PROVIDING FOR A REFERENDUM AT THE NOVEMBER 3, 2020 GENERAL ELECTION; DIRECTING THE CITY CLERK TO CAUSE A CERTIFIED COPY OF THE HEREIN RESOLUTION TO BE DELIVERED TO THE SUPERVISOR OF ELECTIONS OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by City Manager

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

It was moved by Commissioner Kelley, seconded by Vice Mayor Davis for discussion.

Vice Mayor Davis showed his opposition to the resolution and although he understood the reasoning behind it, he still advocates for more public opportunities to share concerns before passing a budget.

City Manager Pate stated that this resolution would allow the City to streamline and make it much easier to get budget amendments passed. He explained that the budget still needs to be approved by the State of Florida, and removing a layer of timeframe, would allow the City to implement much needed budget changes caused by emergencies.

Vice Mayor Davis understood and acknowledged the explanation and would like to still implement some sort of public engagement.

Commissioner Kelley voiced his opposition to the resolution in question. He strongly believes public engagement is of utmost importance initially to avoid mistakes that could hurt the residents later on.

Mayor Pigatt provided City Manager Pate an opportunity to elaborate on the financial impacts of this resolution.

City Manager Pate directed the Budget Director Robert Anathan to speak about that concern.

Budget Director Robert Anathan explained that this resolution will allow the City to respond faster to emergencies and it will not be too costly, except for the \$5,200 fee to be on the ballot and advertising costs every now and then. He also noted that two hearings will take place before a budget is changed, providing an opportunity for the public to engage.

Mayor Pigatt thanked Director Anathan for his explanation and echoed with the concerns the Commissioners.

City Manager Pate expressed that the staff requested this resolution and as a referendum item, the residents should be able to decide for themselves.

Mayor Pigatt responded to City Manager Pate, and explained that as duly elected officials, this Commission indeed represents the residents of the City of Opa-locka. He further noted that the majority seems to be opposed to this resolution at this time.

Commissioner Kelley reiterated Mayor Pigatt's comments.

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

Commissioner Burke	No
Vice Mayor Davis	No
Commissioner Kelley	No
Commissioner Bass	No
Mayor Pigatt	No

2. (13-4) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO PIGGYBACK THE MIAMI-DADE COUNTY CONTRACT WITH H&R PAVING, INC. FOR QUALIFIED PROFESSIONAL SERVICES FOR THE INSTALLATION OF A NEW SIDEWALK IN THE TOWN CENTER AREA, IN THE CITY OF OPA-LOCKA IN AN AMOUNT NOT TO EXCEED THREE HUNDRED THIRTY EIGHT THOUSAND ONE HUNDRED THIRTY NINE DOLLARS AND SEVENTY FIVE CENTS (\$ 338,139.75), IN A CONTRACT FORM ACCEPTABLE TO THE CITY ATTORNEY; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN AFFECTIVE DATE.
Sponsored by City Manager

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

It was moved by Commissioner Kelley, seconded by Commissioner Burke for discussion.

Commissioner Kelley requested City Manager Pate to explain what exactly the resolution will entail.

City Manager Pate yielded the request to the Director of Public Works, Mr. Austin.

Airia Austin, Director of Public Works explained that the resolution's objective is to install 2.6 miles of sidewalk in the downtown area near the Robert Ingram Elementary School. This project is designated as Phase I of the Smart Plan.

Commissioner Kelley further asked what Phase II would entail if this is Phase I.

Mr. Austin explained that the overall project will cost the City nearly \$3 million dollars and it will cover the needs for sidewalks across the entire City.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

3. (13-6) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPOINTING MEMBERS TO THE AUDIT COMMITTEE AND PROVIDING FOR AN EFFECTIVE DATE.

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

The resolution was moved by Vice Mayor Davis and seconded by Commissioner Bass for discussion.

Commissioner Kelley recommended Vice Mayor Davis for the Audit Committee.

Mayor Pigatt stated that he would like to appoint himself to the Audit Committee.

Commissioner Bass requested for clarification for the number of persons that need to be appointed.

Mayor Pigatt gives a brief explanation that there are 5 available appointments and certain rules regarding being part of a committee.

Commissioner Bass asked if a resident could be part of a committee.

City Attorney Norris-Weeks stated that pursuant to Florida Statute 218.39 all 5 slots need to be appointed and explained as to who is allowed to be part of the committee and confirmed that anyone can be part of the committee. She recommended that qualified individuals with technical skills are considered.

Commissioner Bass appoints City of Opa-locka resident Ms. MyKeshia Fenn after reading a brief summary of Mrs. Fenn's background and education.

Commissioner Kelley redirects his appointment towards Mayor Pigatt and also appoints Dorothy Johnson.

Mayor Pigatt lets it be known that one more person needs to be appointed.

Commissioner Kelley raised a question of whether language requesting that one of the members of the audit committee to be a resident of a neighboring City with financial and audit experience is permitted.

City Attorney Norris-Weeks confirmed that it permissible and further explained that F.S. 218.39 requires that at least one of the committee members must be from the City's governing body.

Mayor Pigatt summarized that so far, the appointees are Mayor Pigatt, Ms. MyKeshia Fenn, Ms. Dorothy Johnson, City Manager Pate or his designee as an advisory capacity and the fifth member being an individual with financial or auditing experience, appointed by City Manager Pate.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

13. ADMINISTRATION:

CONSENT AGENDA:

1. (13-2) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED MILLAGE RATE OF 9.8000 MILLS FOR COMPUTATION OF AD VALOREM TAXES FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY LAW FOR THE BUDGET FOR FISCAL YEAR (FY)

2020-2021; ESTABLISHING THE DATE, TIME AND PLACE FOR THE FIRST HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND PROPOSED BUDGET FOR FY 2020-2021; DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION TO THE FLORIDA DEPARTMENT OF REVENUE, PROPERTY TAX OVERSIGHT, TRIM COMPLIANCE SECTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Sponsored by City Manager

2. (13-3) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED BUDGET FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY THE STATE AND LOCAL AGREEMENT OF COOPERATION BETWEEN THE GOVERNOR AND THE CITY OF OPA-LOCKA, FOR FISCAL YEAR (FY) 2020-2021; ESTABLISHING REQUIREMENTS FOR THE APPROVAL OF THE CITY BUDGET ON OR BEFORE AUGUST 1ST AND FORWARDING TO THE GOVERNOR THE PROPOSED ANNUAL BUDGET OF THE CITY AS PRELIMINARILY APPROVED BY THE CITY COMMISSION FOR FY 2020-2021; AND DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION AND APPROVED PROPOSED BUDGET TO THE GOVERNOR; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager* (this item was reconsidered and deferred to a Virtual Special Commission Meeting on July 28, 2020)

3. (13-5) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AN AMENDMENT OF PAYMENT TERMS, AS DESCRIBED HEREIN, OF THE SETTLEMENT AGREEMENT ENTERED INTO BY THE CITY OF OPA-LOCKA AND NORTH PARK HIGH SCHOOL; AUTHORIZING THE CITY MANAGER TO TAKE NECESSARY ACTION; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

The motion passed by a 5-0 vote.

Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

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

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA_LOCKA, FLORIDA, AMENDING ORDINANCE 15-31, ARTICLE X SIGN REGULATIONS OF THE LAND DEVELOPMENT REGULATIONS BY RETROACTIVELY EXTENDING THE DEADLINE FOR ALL NON-CONFORMING SIGNAGE TO BECOME FULLY COMPLIANT UNTIL DECEMBER 31, 2020; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE. *Sponsored by City Manager.*

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

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Burke, seconded by Vice Mayor Davis to pass the ordinance on first reading.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

17. CITY MANAGER'S REPORT:

City Manager Pate reported the City gave out over 1,000 facemasks to residents the weekend. The City has active testing sessions in Opa-locka and is currently testing about 550 residents per day. He further reported that the Amnesty Program needs more promotion, having only 7 applications at hand and 3 of them have been reviewed. The Code Enforcement Department is due to provide the documents requested, which will be issued to provide recommendations to address issues dealing with Code Enforcement. The City is dealing with flooding issues caused

by the consistent rain, which is actually located in a private property and his main concern was the cost involved in fixing the issue and whether the City would be able to recover the cost from the property owners. He also stated that Senator Marco Rubio had responded to his inquiry.

Commissioner Burke showed his displeasure of covering the cost of flooding issues that took place on private property.

Vice Mayor Davis echoed the displeasure of Commissioner Burke and agrees that the City and the taxpayers should not be incurring the cost of the maintenance of the private property known as Glorietta Gardens.

Commissioner Kelley requested City Manager Pate to share the correspondence he received from Senator Rubio.

City Manager Pate stated that the correspondence is what it always says, asking the City to let Senator Rubio know if the City needs further assistance, which seems to be a repetitive answer.

Commissioner Kelley sympathizes with the residents but he is against using tax payer dollars to solve the issue. He would like to go the route to make the property owners legally comply. Furthermore he requested City Manager Pate to clarify how the Amnesty Program functions.

City Manager Pate explained that the City has a designated list of people who have been trying to get some kind of relief on their liens, and that group of people was contacted first. The program is available until the end of December and it can be extended after that.

Commissioner Kelley further asked the City Manager if he has the necessary staff to tackle on that task.

City Manager Pate explained that he does have staff working on the applications and determinations are being made.

Commissioner Kelley reminded City Manager Pate of the importance of the Pothole Program and flooding issues in the City as they highly impact the residents.

Mayor Pigatt recalled the Charter of the City of Opa-locka, which directs the Commissioners to look after the needs of low income housing, and to provide and protect safe living conditions. He further stressed that if the property owners were not willing to comply to provide safe and healthy living conditions for the residents, he then fully supports pressuring them to comply with the City. He asked City Manager Pate whether the City has exhausted all options yet in regards to making the property owners comply.

City Manager Pate responded “Yes”, and stated that the property currently has \$400,000 in liens. He is asking for support from the commission to proceed with litigating for compliance.

Mayor Pigatt further asked City Attorney Norris-Weeks what options were available to the City aside from Code Enforcement.

Candice Cobb, Assistant City Attorney stated that they can look into the possibilities the City has in that regard.

Mayor Pigatt stated that he is looking forward to that report and emphasized that it is up to the government to solve the flooding issue, and fully supports holding accountable those responsible.

City Attorney Norris-Weeks requested clarification from Mayor Pigatt as to what he was requesting.

Mayor Pigatt referenced the City Charter and the city’s duty to provide safe and sanitary living conditions to its residents, and he would like to know what options are available, in the City’s legal power, to pursue compliance from the property owners of Glorietta Gardens and whether the City can sue them.

City Attorney Norris-Weeks advised the Mayor to direct Building Officials to inspect the unit and provide a report, which can include shutting down the property.

Mayor Pigatt directed City Attorney Norris-Weeks to let the Commission know whether the City can fix the issue in the property and then sue the owners for the costs incurred to the City.

Commissioner Kelley further shared his experienced with dealing with private property and exposed the grave issue of having 100 families potentially without a home. He advised to have concrete options by next Workshop on Thursday in order to make a determination not only about the property in question, but others who are having similar property management issues.

Commissioner Bass recommended educating the residents about the legal pressures they can do themselves, such as not paying rent directly to the owner, but to an escrow account in the Court and letting the property owners know that they will not have access to the funds until after they have taken care of the issue. She also advised that if there is still a need to use Code Enforcement to close the building; the City should give the residents time for the people living there to move.

Commissioner Burke requested clarification from City Manager Pate as to whether the City has exhausted all options and if in fact the owners of the property in question owe the City \$400,000.00 in liens.

City Manager Pate said that was the case, involving Millennium Group.

Mayor Pigatt corrects City Manager Pate and lets him know that is a different company.

City Manager Pate stands corrected.

Commissioner Burke stated he knew that the property in question has liens and whether proceeding with foreclosure was an option.

Mayor Pigatt ended the discussion regarding the property issue in question, by reminding City Attorney Norris-Weeks of the Commission's request to have all legal options on the table by next week Thursday in order to make a determination.

City Manager Pate began discussing budget related issues, including a report analysis requested by the Commission the week prior, including: (a) bringing all employees to a living wage of \$30,000.00 and, (b) alternative projects for the Parks and Recreation Department. City Manager Pate requested Budget Director Robert Anathan to provide more input on the analysis conducted.

Mr. Anathan explained that the assessment had been provided to the City Commission and shared what was discussed on the meeting this past Monday. He then had a technical issue and was unable to continue.

Mayor Pigatt then referenced the report mentioned by Mr. Anathan and went over some of the information in the report, specifically about the City's goal of allocating \$150,000.00 for this year's budget for parks, half of which was mitigated by the CRA Budget and the rest would be coming from reorganization of the fund for parks.

City Manager Pate confirmed.

Commissioner Kelley requested City Manager Pate provide clarification on the funding proposal given on the report and where would the funds come from. He stated that although he is highly in favor of updating parks, he strongly believes the City is not ready at this time to allocate funds for the matter.

Mayor Pigatt stated that he is also highly in favor of updating the parks. He mentioned the challenge of allocating the funds and the improvements that have been made at Ingram Park. He

further stated that the budget for parks is important in light of the Park Summit which the City is hosting in the month of August.

City Manager Pate responded to Commissioner Kelley regarding the analysis of the budget, the reason for which it was reorganized and the manner in which it was done.

Mayor Pigatt then moved the discussion towards the living minimum wage of \$30,000.00 and requested clarification on the appropriations of the funds.

Budget Director Anathan explained that the funding needed to achieve the \$30,000.00 minimum wage per year was taken from the budget of the general funds for next year.

Mayor Pigatt directed City Manager Pate to provide the Commission with what was required to pass a consent agenda.

City Manager Pate requested guidance from the legal department.

City Attorney Norris-Weeks stated that a motion to reconsider can be done during the same meeting at the will of the Commission.

Mayor Pigatt stated if the Commission would like to make a motion to reconsider item 13-3 and amend the budget to identify the changes in a discussion.

Commissioner Kelley stated that he was still not clear as to where the funds to bridge the gap of the \$30,000.00 living wage was coming from and directed City Manager Pate to provide more details.

City Manager Pate requested that Anathan provide the details.

Mr. Anathan explained that he used a database of all employees and identified all individuals who were making less than \$30,000.00 a year. He then identified the required funds to get those employees to \$30,000.00 a year, added payroll taxes, retirement benefits and anything else related to workers compensation chart. The amount was roughly \$68,000.00 to bridge the gap, funding which came from the recommended savings that were proposed for the budget for the next Fiscal Year including park projects.

Commissioner Kelley then asked whether the City was taking money from the parks to increase the wages of those employees.

Mr. Anathan clarified that the funds are obtained from the recommended savings for next Fiscal Year, funds of which could have been used for either new park projects or to bridge the gap of employee wages to \$30,000.00 a year. These savings came from cutting the budget in different departments, such as IT and Police, of items that would have been updated next Fiscal Year.

Mayor Pigatt stated that he would like a report identifying which departments budget were cut for the City Commission to make a decision on the amendment of the budget and made this a priority for Budget Director Anathan to provide to the Commission. He further brought up the question about having the state approve a preliminary budget.

City Manager Pate shared his experience with the state budget's approval manner of dealing with budget increases in any department and that more likely the state will be giving remarks in reducing budgets and not to increase it, not the overall budget, but the budget of each department and the prioritization of the budget.

Mayor Pigatt emphasized the importance of knowing the details of the budget cuts and appropriations and requested City Manager Pate provide this information.

City Manager Pate called for a special meeting on Tuesday, July 28, 2020 in the evening to provide the information requested.

Commissioner Bass raised her concerns regarding the budget allocation and agrees to meet on Tuesday.

Commissioner Kelley agreed to go over the budget allocations on Tuesday.

Mayor Pigatt is also in favor and proposes a meeting for Tuesday at 5:30 pm EST and calls for a motion to reconsider item 13-3 and deferred this item to Tuesday, July 28, 2020 at 5:30 pm.

Commissioner Kelley moved the motion to reconsider item 13-3, it was seconded by Vice Mayor Davis.

There being no further discussion, the motion to reconsider item 13-3 passed by a 5-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

Commissioner Kelley moved for a motion to defer item 13-3 to a Special Meeting at 5:30 pm on Tuesday, July 28, 2020, it was seconded by Vice Mayor Davis.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

Mayor Pigatt provided an opportunity to City Manager Pate to add any other information to the report, for which there was none.

18. OFFICIAL BOARD REPORTS:

City Clerk Flores announced there were no Official Board reports.

19. MAYOR /COMMISSION REPORT:

Vice Mayor Davis briefly discussed the legislation for future agenda items and the Saggy Pants Ordinance in terms of the challenges associated with enforcing those laws and how those laws can be predatory in nature. He stated that he was against using the resources of the City for those types of laws, especially as they affect the City's very own residents. He is therefore sponsoring legislation to repeal the Saggy Pants Ordinance.

Mayor Pigatt stated he will cosponsor.

Commissioner Kelley stated he will cosponsor and deferred his report.

Commissioner Bass stated she had nothing to report and will also cosponsor the item.

Mayor Pigatt thanked staff, Public Relations Firm and residents for their diligence in dealing with the Coronavirus, and distributing thousands of masks to the residents during the rain. He also thanked the Miami Chamber of Commerce for their donation of disposable and reusable cloth masks.

20. OFFICIAL BOARD APPOINTMENTS:

City Clerk Flores announced there were no Official Board Appointments.

21. ADJOURNMENT:

There being no further business to come before the Commission, it was moved by Commissioner Kelley, seconded by Commissioner Bass to adjourn the virtual meeting at 9:31 p.m.

MAYOR

ATTEST:

CITY CLERK

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
VIRTUAL SPECIAL COMMISSION MEETING
Tuesday, July 28, 2020
5:30 P.M.

1. CALL TO ORDER:

Mayor Matthew Pigatt called the virtual Special Commission Meeting to order at 5:33 p.m. on Tuesday, July 28, 2020.

Pursuant to Executive Order No. 20-69, issued by the office of the Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

An opportunity was given to the public to email the City Clerk prior to the Commission Meeting with any questions/comments/concerns on items we will hear on this evening’s Regular Commission Meeting agenda. This meeting is being streamed live at <https://www.youtube.com/user/CityofOpalocka>.

Since this is a virtual meeting as authorized by the Governor of the state of Florida, again, members of the public wishing to address the commission have been offered the opportunity to do so. Public comments will be included as part of the public record for this virtual meeting and will be considered by the City commission prior to any action taken.

2. ROLL CALL:

The members of the City Commission appearing remotely were: Mayor Matthew Pigatt, Commissioner Sherelean Bass, Commissioner Alvin Burke, Vice Mayor Chris Davis, and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores

3. INVOCATION:

The invocation was delivered by Commissioner Joseph L. Kelley.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was lead by City Manager John E. Pate and recited in unison.

5. PUBLIC INPUT:

Clerk Flores advised that there were no public comments.

6. RESOLUTIONS:

a) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, SETTING THE PROPOSED BUDGET FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY THE STATE AND LOCAL AGREEMENT OF COOPERATION BETWEEN THE GOVERNOR AND THE CITY OF OPA-LOCKA, FOR FISCAL YEAR (FY) 2020-2021; ESTABLISHING REQUIREMENTS FOR THE APPROVAL OF THE CITY BUDGET ON OR BEFORE AUGUST 1st, AND FORWARDING TO THE GOVERNOR THE PROPOSED ANNUAL BUDGET OF THE CITY AS PRELIMINARILY APPROVED BY THE CITY COMMISSION FOR FY 2020-2021; AND DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION AND APPROVED PROPOSED BUDGET TO THE GOVERNOR; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager.*

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

It was moved by Vice Mayor Davis, seconded by Commissioner Bass for discussion.

City Manager Pate deferred the presentation to Budget Director Robert Anathan.

Robert Anathan, Budget Director briefly described the different topics of discussion, such as the minimum living wage of \$30,000 a year for City employees, Parks and Recreation Program, and the budget for the Public Information Marketing program for next year. He stated he was prepared to discuss anything else related to the budget as requested.

Mr. Anathan proceeded to share a PowerPoint presentation with information related to the Budget for FY 2020-2021. He further gave an overview of the information and provided details to the Commission regarding the projected objectives.

Mayor Pigatt interrupted Mr. Anathan to remind him that the Commission had already approved the budget and the information had been reviewed. He further directed the discussion towards the particular reason for deferring the establishing of the budget, which was related to the cut of funds to certain departments, funds which were allocated for the minimum wage policy and park projects.

Mr. Anathan acknowledged the Mayor's request. He stated that his presentation will cover those items shortly. He then continued to share the information on the PowerPoint slides and the details of the budget and the departments' recommendations. He discussed a wide range of

subjects regarding the budget and did mention that the new CRA budget has not been approved yet.

Mayor Pigatt thanked Budget Director Anathan for his presentation and directed the conversation towards the PowerPoint slides that reference the subject of this Special Meeting. He stated that as of the past few days, there was an addition of \$630,000.00 and that the Commission was there to debate about the \$279,000.00 and what was cut from that. He stated the reason for the Special Meeting was to debate whether the Commission would like to have adjustments to the budget for the items on the second half, from the compensation plan all the way down to other parts and projections.

Commissioner Kelley asked City Manager Pate and Budget Director Anathan that if the budget had an extra funding of \$630,000.00, why was there a need to cut any fund from other departments.

Budget Director Anathan confirmed there was no need to cut any funds from any department and he clarified that the extra funding information was received last Friday.

Commissioner Kelley then clarified that based on that information; then there was no need to do anything.

Mr. Anathan confirmed that was an option.

City Manager Pate also ratified that the projected extra funding was given by the State only a few days ago. He also confirmed that the budget could move forward without any cuts and invited the Commission to make amendments when needed.

Commissioner Kelley requested the City Manager to clarify his statement and whether it meant to push the budget as it stands, without any cuts.

City Manager Pate confirmed but was having technical issues and his comments were inaudible.

Commissioner Kelley then requested information on the extra revenue, what percentage is for contingency and where the rest of the funds will be spent.

Mr. Anathan explained that none of the extra revenue had been yet appropriated pending this Commissioners meeting. He also explained how the funds will be different after making some of the changes already proposed by Mayor Pigatt and speculated based on different circumstances.

Commissioner Kelley agreed to leave the budget as it is, but he did recommend adding a specific amount of funds for contingency purposes.

Mayor Pigatt asked Mr. Anathan what the contingency amount would be.

Mr. Anathan then explained several speculative budget movements based on the discussion.

Mayor Pigatt interrupted Budget Director Anathan to ask the Commissioners specific questions as to whether or not to remove certain programs from the budget, for which no one was willing to do.

Commissioner Kelley shared his concerns and reasoning against removing public information and marketing program at the moment.

Mayor Pigatt requested City Manager Pate for clarification as to whether or not due to the RFP for the Public Relations and Marketing being released; \$50,000.00 had already been allocated for a Consultant.

City Manager Pate stated that he received a proposal for \$60,000.00 while the budget for the Marking Program was for \$50,000.00. He further explained the associated costs of the program and what would qualify for reimbursements based on approvals by his department.

Mayor Pigatt then asked if there was anyone interested in removing such program for which nobody was. He further stated that he proposed having the remaining funds going to contingency.

Commissioner Kelley asked if the \$150,000.00 related to Parks and Recreation for the budget was the City putting \$75,000.00 and the CRA the remaining \$75,000.00

Mayor Pigatt said that was correct.

Commissioner Kelley then questioned whether the City should have on the budget \$75,000.00 instead of \$150,000.00

Mr. Anathan explained the City is proposing to spend \$150,000.00 and it hopes the CRA will contribute \$75,000.00. As the CRA does not have a budget in place yet, the City has to cover the \$150,000.00.

Mayor Pigatt then shared what he understood, and stated that the \$75,000.00 will be reallocated after the CRA passes its budget.

Vice Mayor Davis agreed to submit the budget as is and to place the remaining funds in contingency. He then shared some concerns relating to the manner in which the contingency funds will be used in the future.

Mayor Pigatt then stated that since there won't be any adjustments made to the first four (4) items, he then suggested that the remaining funds go to reserves contingency. He then proposed using the contingency fund in the manner that the City required it and those decisions would be made as the issues come up, prioritizing Parks Summit or Park Plans.

Commissioner Kelley wanted to know what the specific amount is.

Budget Director Anathan stated that the total amount would be \$305,000.00 and it would raise the total contingency funds to \$1.7 million.

Commissioner Kelley then asked the City Manager to consider what the needs of the departments are in terms of equipment or salary, so that an amendment to the budget could be made in the future. He voiced his agreement with the budget as discussed.

City Manager Pate agreed with Commissioner Kelley and he will look into the needs of the departments and staff.

Mayor Pigatt proposed cancelling the Football Program for the year 2021 and removing the budget for that as well as removing the budget for hiring staff for Recreational Leader for park programs. He then asked City Manager Pate about a particular expense unknown to the Mayor.

City Manager Pate stated that such expense is the monthly maintenance for 10 months for the pool and requested Parks & Recreation Director Charles Brown to explain the costs.

Mr. Brown explained the costs incurred of running the pool and the amount of savings a month for keeping it closed until next summer.

Mayor Pigatt brought up his concerns for keeping the pool closed and the possibility of having an unpleasant sight at the park from a pool infested with algae and the likes.

Mr. Brown explained there was a way to avoid having that type of situation, but he did mention that in the case things get out of hand, they can take immediate action to remedy the situation.

City Manager Pate advised keeping the pool operational as it will only save the City a small amount of money.

Commissioner Kelley agreed that the city should keep the pool operational and he is in favor of cancelling the Football Program, but he is against deferring the Recreational Leader.

Commissioner Bass agreed with Commissioner Kelley and shared some ideas of what a Recreational Leader could help with.

Mayor Pigatt then shared his concerns for the challenges during the COVID-19 pandemic and what a Recreational Leader would be hired to do during this time.

City Manager Pate advocated for the need of a budget for a position similar to Recreational Leader to take on projects for the Parks and Recreation Department needed for the City.

Mayor Pigatt requested Director Brown to provide all of the positions currently held in Parks and Recreation Department.

Director Brown stated the positions were: Director, Assistant Director, Park Superintendent, Administrative Assistant and three (3) Recreational Leaders. He explained the reason for which the current staff is not really able to take on managing a program.

Mayor Pigatt stated that he is still against budgeting for a Recreational Leader. The reason being he explained was because of the Parks Masterplan the City has in place, which will satisfy the need for staffing.

Vice Mayor Davis asked if the \$18,000.00 line item is designated for a half a year salary.

Mr. Anathan stated that it is.

Vice Mayor Davis then voiced his support for keeping the budget for the position.

Commissioner Burke voiced his support for the Recreational Leader position as long as the experience requirement was prioritized.

Mayor Pigatt then informed Mr. Anathan that the Commission had decided to remove the budget of \$20,000.00 allocated for the Football Program.

Budget Director Anathan then explained that the contingency fund had to go down from \$305,000.00 to \$287,000.00.

Mayor Pigatt requested that Mr. Anathan make those changes and submit them. He proceeded to move on to approve the changes.

City Manager Pate and Mr. Anathan concurred that there will be another shot to change the budget in September.

City Attorney Norris-Weeks then stated that if there was a change to the budget proposed, then an amendment needed to be passed for the resolution.

Mr. Anathan confirmed there was a change and stated "Yes".

Mayor Pigatt requested that Mr. Anathan announce the changes literally in order to make the appropriate motion.

Mr. Anathan then asked for the resolution to be shared to be able to identify what needed to be provided by him.

He stated that the new budget total is **\$45,187,078.00**, an increase of \$630,041.00.

It was moved by Commissioner Kelley, seconded by Commissioner Burke to amend the budget total for the FY 2020-2021 to the amount provided by Mr. Anathan.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

The motion on the original motion passed by a 5-0 vote.

Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Commissioner Burke	Yes
Mayor Pigatt	Yes

b) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING RESOLUTION 20-9781 TO ALLOW FOR A VIRTUAL MEETING OR AN IN-PERSON AT THE DISCRETION OF THE CITY MANAGER; SETTING THE PROPOSED MILLAGE RATE OF 9.8000 MILLS FOR COMPUTATION OF AD VALOREM TAXES FOR THE CITY OF OPA-LOCKA, FLORIDA AS REQUIRED BY LAW FOR THE BUDGET FOR FISCAL YEAR (FY) 2020-2021; ESTABLISHING THE DATE, TIME AND PLACE FOR THE FIRST HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND PROPOSED BUDGET FOR FY 2020-20201; DIRECTING THE CITY MANAGER TO FORWARD A COPY OF THIS RESOLUTION TO THE FLORIDA DEPARTMENT OF REVENUE, PROPERTY TAX OVERSIGHT, TRIM COMPLIANCE SECTION; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.
Sponsored by City Manager.

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

It was moved by Commissioner Burke and seconded by Commissioner Kelley for discussion.

City Manager Pate stated that this was a reintroduced resolution and all that was changed was the date of the hearing.

Commissioner Kelley recommended having a workshop for the public before the hearing.

Mayor Pigatt requested Budget Director Robert Anathan if there was a workshop scheduled before the hearing for the Millage budget.

Mr. Anathan responded and stated there was none, and the only one scheduled was the one that already took place.

Mayor Pigatt directed City Manager Pate to schedule a workshop hearing.

City Manager Pate acknowledged the requested and stated he will coordinate a date with the City Clerk.

Commissioner Kelley clarified why he requested a workshop opportunity for the public.

Vice Mayor Davis voiced his appreciation for the workshop meeting before the hearing.

Without further discussion, the motion passed by a 5-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

7. ADJOURNMENT:

There being no further business to come before the Commission, it was moved by Commissioner Kelley, seconded by Commissioner Burke to adjourn the special meeting at 7:08 p.m.

MAYOR

ATTEST:

CITY CLERK

CITY OF OPA-LOCKA
“The Great City”

CLERK’S ACTION SUMMARY MINUTES
VIRTUAL SPECIAL COMMISSION MEETING
Thursday, July 30, 2020
6:30 P.M.

1. CALL TO ORDER:

Mayor Matthew Pigatt called the virtual Special Commission Meeting to order at 6:30 p.m. on Thursday, July 30, 2020.

Pursuant to Executive Order No. 20-69, issued by the office of the Governor Ron DeSantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

An opportunity was given to the public to email the City Clerk prior to the Commission Meeting with any questions/comments/concerns on items we will hear on this evening’s Regular Commission Meeting agenda. This meeting is being streamed live at <https://www.youtube.com/user/CityofOpalocka>.

Since this is a virtual meeting as authorized by the Governor of the state of Florida, again, members of the public wishing to address the commission have been offered the opportunity to do so. Public comments will be included as part of the public record for this virtual meeting and will be considered by the City commission prior to any action taken.

2. ROLL CALL:

The members of the City Commission appearing remotely were: Mayor Matthew Pigatt, Commissioner Sherelean Bass, Commissioner Alvin Burke, Vice Mayor Chris Davis, and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores.

3. INVOCATION:

The invocation was delivered by Commissioner Sherelean Bass.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT:

There were no public comments.

6. RESOLUTIONS:

a) AN EMERGENCY RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, URGING MIAMI-DADE COUNTY MAYOR CARLOS GIMENEZ AND THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA TO TRANSFER A PER CAPITA SHARE OF THE CORONAVIRUS CARES ACT FEDERAL FUNDS RECEIVED BY MIAMI-DADE COUNTY FOR COVID-19 ASSISTANCE TO THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by Commissioner Kelley*

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

It was moved by Commissioner Kelley and seconded by Vice Mayor Davis for discussion.

Commissioner Kelley stated that the purpose of this resolution was to publicly establish a request for the City of Opa-locka to receive a fair share of the funds related to the money provided to the County by the federal government.

Mayor Pigatt asked Commissioner Kelly what was the difference between this resolution and the one that was passed only a few weeks ago.

Commissioner Kelley stated that this resolution would be more specific, and he is looking to add a specific amount based on more information.

Vice Mayor Davis concurred with the thoughts of Commissioner Kelley. He also suggested that the city request for funds from the County in advance and to amend the resolution requesting reimbursements.

Mayor Pigatt mentioned that the Miami-Dade League of Cities has been providing guidance very closely. He explained how the County is using the funds to install regional testing sites, contact tracing, a feeding program, among other related services that the City would have the burden to provide if the funds were given per capita to each City. He further stated that the Miami-Dade League of Cities had been discussing allocating a certain amount to the cities and the remaining balance being allocated to the County. He further recommended that the Commission stick to working in tandem with other cities.

Commissioner Kelley stated that other cities will most likely be requesting the money as well, and the County can respond to what they plan to do. He agreed with Vice Mayor Davis' amendment to request reimbursements.

City Manager Pate stated he would like to have a specific amount of expenses related to the pandemic before requesting the County for reimbursements. He then shared his thoughts based

on what was discussed on the calls with the County regarding the reimbursements and the documentation required to receive it. He stated that the County was looking at first for projections of the budget and documentation would be required afterwards.

Commissioner Kelley thanked City Manager Pate for sharing the information. He then stated he did not mind deferring the item based on such information.

Vice Mayor Davis concurred with deferring the item at this time. He acknowledged City Manager Pate's recommendations but he still advocated for an advancement of funds due to the expenses already incurred to the City due to the Coronavirus.

Mayor Pigatt summarized the efforts the City is already undertaking to protect and assist the residents of the City. He stated that the City will make sure that the County provides the funding necessary to the City. He then asked Commissioner Kelley if he will be moving to defer the item.

Commissioner Kelley asked Vice Mayor Davis for clarification on his position.

Vice Mayor Davis stated he agrees with deferring the item, but that he is also in favor of requesting funds in advance.

Commissioner Kelley deferred the above item.

b) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF HIB-ROCKSTAR LLC FOR PUBLIC RELATIONS AND MARKETING CONSULTING SERVICES PURSUANT TO REQUEST FOR PROPOSAL (RFP) 20-0701100; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

It was moved by Vice Mayor Davis and seconded by Commissioner Bass for discussion.

Commissioner Kelley requested City Manager Pate briefly explain the findings of the Search Committee for this RFP and why this resolution seems to be rushed.

City Manager Pate explained that the Commission had previously requested 90 days to make a determination into this RFP and the deadline would have been August 1. He explained that the Search Committee met and did appropriate scoring of all applicants, using standard methodology, placing Hip Rockstar LLC as the number 1 option.

City Attorney Norris-Weeks brought up concerns about the agenda being discussed.

City Manager Pate clarified that it was being discussed the RFP Award for HIB-ROCKSTAR LLC and that no contract has been signed.

City Attorney Norris-Weeks asked for clarification as to the item being discussed.

Mayor Pigatt requested City Manager Pate to clarify.

City Manager Pate explained that there were two items, (1) an award of RFP which was being discussed; and (2) an approval of partial contract from August 1 to September 30. He stated that what was pulled was a contract from October 1 to September 30. He explained the reason there were two timeframes was because the budget for FY 20-21 had not been approved yet.

City Attorney Norris-Weeks explained that those discussions had to be done with her office to work in tandem to bring items with contracts properly pulled.

Mayor Pigatt then stated he will like to move on with this item and asked whether it would be just the proposal, or a contract attached to it.

City Attorney Norris-Weeks stated the proposal alone can be accepted.

Mayor Pigatt then suggested moving forward with the proposal and drafting a contract at a later time, if that was possible.

City Attorney Norris-Weeks stated “Yes”.

Commissioner Kelley voiced his opposition to the resolution and the proposal without a contract.

City Manager Pate explained that it was requested by the Commission to have a proposal within 90 days and that was why the proposal was presented on that meeting and a contract is on the agenda from August 1 to September 30. He further explained that this situation has taken place in the past and provided the example of the engineer’s contract.

Mayor Pigatt voiced his support to approving the current proposal, which was the recommendation from staff after analyzing all prospects.

Vice Mayor Davis voiced his support for the recommendation given by the staff.

Commissioner Kelley maintained his opposition to the manner in which it is being done.

Mayor Pigatt stated the process is standard and it is the best way to proceed.

Commissioner Burke asked how the staff for the panel is selected.

City Manager Pate explained that it was random and elaborated that no one in the staff made a decision to being on the panel.

There being no further discussion, the motion passed by a 4-1 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes

Commissioner Kelley	No
Commissioner Bass	Yes
Mayor Pigatt	Yes

c) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HIP ROCKSTAR LLC FOR PUBLIC RELATIONS AND MARKETING SERVICES IN AN AMOUNT NOT TO EXCEED (\$15,000.00), AND AS SET FORTH IN EXHIBIT “A”; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

It was moved by Vice Mayor Davis and seconded by Commissioner Bass for discussion.

City Manager Pate stated that this contract was a continuation for the services to the end of the current Fiscal Year to the amount budgeted not to exceed \$15,000.00. He then requested Budget Director Robert Anathan to explain the contract process moving forward.

Robert Anathan, Budget Director explained the contract process, and how it is dependent on the approved budget for the Fiscal Year.

City Manager Pate reiterated the case of this contract, and for the Commission to expect a wide range of contracts requiring approval all at once, which is the proper way of processing the contracts.

Vice Mayor Davis voiced his support for the new contract process previously explained and acknowledged the advantages of avoiding amendments to the budget several times due to overspending.

City Manager Pate explained that approved budgets are important because it determines the amount of money designated per contract and it includes languages such as, not to exceed an x amount. He explained that this language will make it efficient for the City to request proposals and award contracts.

Vice Mayor Davis acknowledged the explanation and sees it as a more efficient and effective way of handling contracts and managing the City.

Commissioner Burke was reported having technical issues.

City Clerk Flores asked City Attorney Norris-Weeks if he was required to vote as he was in the meeting.

City Attorney Norris-Weeks stated that he was required to vote since Commissioner Burke was in attendance.

City Attorney Norris-Weeks stated that the meeting could continue and Commissioners Burke vote may be recorded when he re-enters the meeting.

Mayor Pigatt continued the meeting and moved forward with the vote.

Commissioner Kelley excused himself because he had to leave the meeting due to personal reasons.

Mayor Pigatt requested City Attorney Norris-Weeks how to proceed in this instance.

City Attorney Norris-Weeks stated that Commissioner Kelley could register his vote and then he can leave the meeting.

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

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

Commissioner Kelley left the meeting.

After a few minutes of waiting for Commissioner Burke, City Attorney Norris-Weeks advised Mayor Pigatt that he could continue the meeting.

Mayor Pigatt then asked for clarification as to whether Commissioner Burke could register his vote after he is returned.

City Attorney Norris-Weeks stated, "Yes"

Mayor Pigatt instructed City Attorney Norris-Weeks to move forward to the next resolution.

d). A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF IMPERIAL ELECTRICAL INC FOR INGRAM PARK RELIGHTING AND COMPLIANCE PURSUANT TO REQUEST FOR PROPOSAL (RFP) 20-0429200; FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

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

It was moved by Vice Mayor Davis, seconded by Commissioner Bass for discussion.

City Manager Pate directed Public Works Director Airia Austin to present the item.

Airia Austin, Director of Public Works stated the item was for the installation of new lighting equipment for the Ingram Park ball field facilities, including the tennis courts and the basketball courts.

Vice Mayor Davis asked Mr. Austin if the revenue source for the item was CDBG Funds.

Mr. Austin stated it is CDBG as well as City Coffers. He stated \$179,800.00 from CDBG and the remaining balance for the completion of the project from City Coffers. The total cost for the project will be \$360,000.00

Mayor Pigatt requested Mr. Austin to clarify if this also included repaving the basketball court.

Mr. Austin stated “No”, as it will only include the areas of lighting for the basketball court, tennis court and the ball field.

Without further discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Not Present
Commissioner Bass	Yes
Mayor Pigatt	Yes

Mayor Pigatt requested City Clerk Flores to record the vote of Commissioner Burke for item 6(c).

Commissioner Burke registered a “Yes” vote for passing resolution 6(c).

e) A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE FISCAL YEAR 2020-2021 PROPOSED CITYWIDE BUDGET TOTAL REVENUES AND EXPENSES TO \$45,838,741, TO RECOGNIZE AN ADDITIONAL \$651,663.00 OF INTERFUND TRANSFERS NOT INITIALLY INCLUDED DURING THE JULY 28, 2020 COMMISSION MEETING; PROVIDING FOR CORRECTION OF SCRIVENERS’S ERRORS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolution was read by Attorney Norris-Weeks.

It was moved by Commissioner Burke, seconded by Commissioner Bass for discussion.

City Manager Pate directed Budget Director Robert Anathan to introduce the item.

Mr. Anathan stated that during the July 28, 2020 commission meeting he was asked how much additional should be added to cover everything that was done. He stated he provided the direct but not the inter-fund transfers. He stated he had a presentation to explain how inter-fund transfers work.

Mayor Pigatt requested to clarify if there were any changes to what the Commission proposed outside of the scrivener's error.

Mr. Anathan stated "No".

City Manager Pate clarified that the purpose of the resolution was to fix a technical error.

There being no further discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Not Present
Commissioner Bass	Yes
Mayor Pigatt	Yes

7. ADJOURNMENT:

There being no further business to come before the Commission, it was moved by Commissioner Bass, seconded by Vice Mayor Davis to adjourn the virtual special meeting at 7:35 p.m.

MAYOR

ATTEST:

CITY CLERK

Sponsored by: City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, CALLING FOR A GENERAL ELECTION TO BE HELD IN AND FOR THE CITY OF OPA-LOCKA, FLORIDA, ON NOVEMBER 3, 2020; PROVIDING AUTHORIZATION FOR THE CITY CLERK TO PUBLISH THE APPROPRIATE NOTICE OF THE GENERAL ELECTION IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY AT LEAST FIFTEEN (15) DAYS PRIOR TO THE ELECTION AS SET FORTH IN SECTION 8.5-3 OF THE CITY OF OPA-LOCKA CODE OF ORDINANCES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a general election is scheduled to be held on November 3, 2020 in and for the City of Opa-locka ("City"); and

WHEREAS, pursuant to Section 8.5-3 of the City of Opa-Locka's Code of Ordinances, notice of said elections shall be provided to the public.

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

Section 1. A General Election is hereby called to be held in and for the City of Opa-locka, Florida, on the 3rd day of November 2020, from 7:00 a.m. to 7:00 p.m., at which time there will be submitted to the qualified electors residing in the City of Opa-locka to be voted upon by said qualified electors, the names of candidates for the Office of City Commission.

Section 2. City registration books will be closed pursuant to law on October 05, 2020 for the general election.

Section 3. The qualifying period for candidates opened Monday, August 3, 2020 at 9:00 a.m. and closed on Friday, August 14, 2020 at 12:00 noon.

Section 4. Notice of general election shall be given in substantially the following form:

**NOTICE OF GENERAL ELECTION
City of Opa-locka, Florida**

Public Notice is hereby given that pursuant to the Charter of the City of Opa-locka, Florida, as amended, and a resolution adopted by the City Commission of the City of Opa-locka, Florida, a general election has been called and ordered to be held in and for the City of Opa-locka from 7:00 a.m. to 7:00 p.m. on the 3rd day of November, 2020 for a nomination and election of candidates for the Office of City Commission.

Section 5. The general election will be held at the regular polling places to wit:

Precinct #235	Opa-locka United Methodist Church 630 Sharar Ave. Opa-locka, Florida 33054
------------------	---

Precinct #237	Nathan B. Young Elementary School 14120 N.W. 24 th Avenue Opa-locka, Florida 33054
------------------	--

Precinct # 265/280	Opa-locka Seniors Citizens Center (Ingram Park) 14295 NW 21 Court Opa-locka, Florida 33054
-----------------------	--

Precinct #236	Westview Baptist Church, Inc. 13301 NW 24 Avenue Miami, FL 33167
------------------	--

Precinct #296	Robert B. Ingram Elementary School 600 Ahmad St. Opa-locka, Florida 33054
------------------	--

Resolution No.

Section 6. All qualified electors of the City of Opa-locka, Florida, whose names appear upon the registration book in the office of the Supervisor of Elections of Miami-Dade County, Florida, on October 05, 2020, and who are electors of the City of Opa-locka, will be entitled to vote at said elections.

Section 7. Vote by mail ballots shall be issued in accordance with the election laws of the State of Florida pertaining thereto.

Section 8. Upon closing of the polls of the general election, the inspectors and clerks thereof shall file a certified copy of the returns of said general election with the Miami-Dade County Elections Department, who shall transmit such returns to the Canvassing Board, so that such returns may be thereafter canvassed and the results of said elections may be officially declared by the Miami-Dade County Canvassing Board:

As to the City of Opa-locka November 3rd, 2020 General Election

Section 9. The City Clerk is hereby authorized to publish the appropriate notice of general election in a newspaper of general circulation in the City at least fifteen (15) days prior to the election, as set forth in Section 8.5-3(b) of the City of Opa-Locka's Code of Ordinances.

Section 10. The recitals to the preamble herein are incorporated by reference.

Section 11. This Resolution shall take effect upon adoption by the City Commission, *and is subject to the final approval by the State of Florida Financial Oversight Board* for the City of Opa-locka, FL to the extent appropriate.

PASSED AND ADOPTED this 9th day of September, 2020

Matthew A. Pigatt
MAYOR

Attest to:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

Resolution No.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-Locka Agenda Cover Memo

Office of the City Clerk:	Joanna Flores		:				
Commission Meeting Date:	09/09/2020		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance		Other
				X			
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X						
				Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
					X		X
Funding Source: <i>(Enter Fund & Dept)</i> Ex: <i>Account#: 16-512312</i>			Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
				X			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bi#:				
		X					
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communcation <input type="checkbox"/>	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>			
		X					
Sponsor Name	City Clerk		Department: Office of the City Clerk	Office of the City Clerk			

Short Title:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, CALLING FOR A GENERAL ELECTION TO BE HELD IN AND FOR THE CITY OF OPA-LOCKA, FLORIDA, ON NOVEMBER 3, 2020; PROVIDING AUTHORIZATION FOR THE CITY CLERK TO PUBLISH THE APPROPRIATE NOTICE OF SPECIAL ELECTION IN A NEWSPAPER OF GENERAL CIRCULATION AS SET FORTH IN SECTION 8.5-3 OF THE CODE OF ORDINANCES OF THE CITY OF OPA-LOCKA, FLORIDA; FURTHER DIRECTING THE CITY CLERK TO CAUSE A CERTIFIED COPY OF THE HEREIN RESOLUTION TO BE DELIVERED TO THE SUPERVISOR OF ELECTIONS OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Section 5.1. - Municipal Elections.

- A. Holding elections[.] The regular election for members of the commission and mayor shall be held on the first Tuesday after the first Monday in November of each even numbered calendar year.

Two commission seats are up for election on November 3, 2020 (currently held by Commissioner Joseph L. Kelley and Commissioner Sherelean Bass).

The City of Opa-locka is piggybacking off of Miami-Dade County's Election on November 3, 2020. The estimated cost associated with this election is not to exceed \$10,000.00.

Proposed Action:

Staff recommends approval

Attachment:

1. City of Opa-locka Charter Section 5.1(a)
2. City of Opa-locka Code of Ordinances Section 8.5-3

ARTICLE V. - ELECTIONS

Section 5.1. - Municipal Elections.

- A. *Holding elections[.]* The regular election for members of the commission and mayor shall be held on the first Tuesday after the first Monday in November of each even numbered calendar year. The commission shall order special elections on other dates to fill vacancies on the commission when such elections are mandatory under this charter. Special elections may also be called on at least thirty (30) days notice at any time to validate general obligation bond issues, to ratify a new charter or amend a current one, to initiate ordinances or secure an expression from the electors on referred ordinances in the manner prescribed in this charter, or for any or all other lawful purposes.
- B. *Regulation of elections.* The commission shall by ordinance establish such rules and regulations as it considers needful or desirable, not inconsistent with this charter, governing the conduct of municipal elections, for the prevention of fraud in such elections, and for the recount of ballots in case of doubt or fraud. Municipal elections shall be supervised by the city clerk and conducted by an election board consisting of an election clerk and two (2) or more qualified electors for each precinct appointed by the commission who shall act as inspectors of the election.
- C. *Registration of voters; compliance with ordinances and laws[.]* Elections and maintenance of voters registration lists shall be conducted in accordance with the ordinances of the city and the laws of the State of Florida.
- D. *Regular elections of mayor and commissioners; run-off elections; qualifications of voters; conduct to conform to statutes.*
- (1) A general election shall be held on the first Tuesday after the first Monday in November of each even-numbered year to choose a successor to the elective office of mayor or commission where said are expiring, unless the general election being conducted by the Miami Dade County Elections Department is held on another day, in which case the Opa-locka election shall be held on the same day. The candidate for mayor receiving highest number of ballots cast shall be deemed the duly elected mayor. The two (2) candidates for commission receiving the highest number of votes cast for commission shall be deemed duly elected. In any special election to fill an unexpired term on the Commission, the candidate receiving the highest number of votes shall be deemed duly elected.
 - (2) Any person who shall possess the qualifications requisite to be an elector at the general state election and shall have resided in the City of Opa-locka more than forty-five (45) days next preceeding the city election at which he offers to vote, and shall have registered with the elections division of Miami Dade County, shall be a qualified elector of the city.
 - (3) Any person who shall be a qualified elector of the city and who shall have resided in the City of Opa-locka more than 365 days prior to the day of the election at which the said person seeks to qualify as a candidate for the office of commissioner or mayor shall be qualified as candidate to seek the office of commissioner or mayor.
 - (4) All elections held in the City of Opa-locka shall be conducted and held according to the provisions of the general election laws of the State of Florida, except as otherwise provided for in the Charter of the City of Opa-locka and except that the City Commission shall be substituted for a board of county commissioners.
 - (5) The name of any elector of the city shall be printed upon the ballot as a candidate for nomination to the office of commissioner or mayor of the City of Opa-locka the sum of two hundred fifty dollars (\$250.00) being deposited with the Clerk of the City of Opa-locka at the time of seeking qualifications as a qualifying fee for such candidate to the office of commissioner or mayor of the City of Opa-locka, Florida.

The qualification period for elector candidates for the office of mayor and commissioner shall commence at 9:00 a.m. on the first Monday in August of each even-numbered year, and continuing until 12 noon on the Friday which is eleven (11) days after the commencement date.

Each elector shall submit concurrently there with a sworn statement of the elector's name, address together with a statement under oath as to residency in the City of Opa-locka for more than 365 days prior to the date of election sought for qualification as a candidate, occupation and willingness to serve if elected.

- (6) The word "resident" and all of its derivatives shall mean that a person shall be considered as such when he actually lives in a house, trailer, or an apartment within the boundaries of the City of Opa-locka. The Supervisor of Elections is required to request proof of residency including but not limited to homestead exemption, driver's license, motor vehicle registration, voter's registration card, lease agreement, from anyone who applies to qualify as a candidate for the office of commissioner or mayor. A business address or location shall not entitle a proposed candidate or elector to be considered as a "resident".
- E. *Form of ballots; listing of candidates.* All ballots used in any regular, special or general election of commissioners or mayor held under authority of this charter shall be without party mark or designation and without any insignia or mark of any association or organization thereon, and shall be substantially in the same form as the election ballot used in all general state elections. The following additional provisions with respect to ballots used in any general or special election of commissioners [or mayor] shall also apply:
- (1) The full names of all candidates nominated for the commission or mayor as hereinbefore provided, except such as may have withdrawn, died or become ineligible, shall be printed on the official ballots. If two (2) candidates with the same surname, or with names so similar as to be likely to cause confusion, are nominated, the addresses of their places of residence may be placed with their names on the ballot.
 - (2) The names of the candidates shall be arranged in the alphabetical order of their surnames.
 - (3) Where voting machines are not used, commissioners or mayor shall be voted for on ballots separate and distinct from ballots used for any other office or question, and the ballot boxes used for the election of commissioners or mayor shall be separate and distinct from ballot boxes used for any other office or question.
 - (4) When voting machines are used, the laws of the State of Florida shall apply, and the form of the ballot shall be modified to conform thereto.
- F. *What commissioners declared elected; how tie vote decided.* At any regular municipal election held under the provisions of this charter, the candidates for the office of commissioner, in number equal to the number of commissioners to be elected, who shall have received the greatest number of votes cast, shall be declared elected. The candidate for Mayor receiving the greatest number of votes cast shall be declared elected. A tie between two (2) or more candidates for the office of commissioner shall be decided by a run-off election to be held within thirty (30) days of the certification of the results of the regular election. Similarly, a tie between two or more candidates for mayor shall be decided by a run-off election to be held within thirty (30) days of the certification of the results of the regular election. No runoff shall be held less than twenty-one (21) days after the regular election.
- G. *Candidacy of incumbent commissioner and mayor.* If an incumbent commissioner qualifying for nomination and election to the office of mayor or an incumbent mayor qualifies for nomination and election to office of commissioner resigns to run as required herein or by State law, the remaining term of his office becomes vacant thereby, and said vacancy shall be filled in accordance with the procedure set forth in this Charter.

(Res. No. 12-8434, § 2, 7-18-12)

Section 5.2. - Initiative and Referendum.

- (A) *Power to Initiate and Reconsider Ordinances.*

- (1) *Initiative.* The electors of the City shall have the power to propose ordinances to the Commission and, if the Commission fails to adopt an ordinance so proposed without any change in substance, to adopt it at a City election, provided that the required signatures in Sec. 5.2(c)(1) have been met and provided that such power shall not extend to the annual budget or capital program or any ordinance appropriating money, levying taxes or setting salaries of City officers or employees.
 - (2) *Referendum.* The electors of the City shall have power to require reconsideration by the Commission of any adopted ordinance and, if the Commission fails to repeal an ordinance so reconsidered, to approve or reject it at a City election, provided that such power shall not extend to the annual budget or capital program or any ordinance appropriating money, levying taxes or setting salaries of city officers or employees.
- (B) *Commencement of Proceedings.* A minimum of ten electors may commence initiative or referendum proceedings by filing with the City Clerk an affidavit (the "Affidavit") stating they will constitute the petitioners' committee (the "Committee") and be responsible for circulating the petition (the "Petition") and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the Committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered. Promptly after the Affidavit of the Committee is filed, the City Clerk shall at the Committee's request, issue the appropriate Petition blanks to the Committee at the Committee's expense. Petitioners' proposed ordinance shall be approved as to legal sufficiency by the City Attorney prior to circulation.
- (C) *Petitions.*
- (1) *Number of Signatures.* Initiative and referendum petitions must be signed by at least ten (10) percent of the total number of electors registered to vote at the last regular City election.
 - (2) *Form and Content.* All pages of a Petition shall be assembled as one instrument of filing. Each signature shall be executed in ink and shall be followed by a printed name and address of the person signing. Petitions shall contain or have attached throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.
 - (3) *Affidavit of Circulator.* Each page of a Petition shall have attached to it when filed an affidavit executed by the circulator stating that s/he personally circulated the page, the number of signatures contained, that all the signatures were affixed in his/her presence that s/he believes them to be genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.
 - (4) *Filing Deadline.* All Petitions must be filed within 60 calendar days of the date a proper Affidavit is filed pursuant to subsection (B) of this section.
- (D) *Procedure for Filing.*
- (1) *Certificate of Clerk; Amendment.* Within 20 calendar days after an initiative Petition is filed or within five business days after a referendum Petition is filed, the City Clerk shall verify all signatures required for initiatives or referendums with the Miami-Dade Supervisor of Elections and complete a certificate as to its sufficiency ("the Certificate"). If insufficient the Certificate shall specify the particulars of the deficiency. A copy of the Certificate shall be promptly sent to the Committee by registered mail. Grounds for insufficiency are only those specified in subsection (C) of this Section. A Petition certified insufficient for lack of the required number of valid signatures may be amended once if the Committee files a notice of intention to amend it with the City Clerk within two calendar days after receiving the copy of the Certificate and files a Supplementary Petition ("Supplementary Petition") with the City Clerk with additional valid signatures within ten calendar days after receiving the copy of such Certificate. Such Supplementary Petition shall comply with the requirements of subsection (C) of this Section. Within five business days after a Supplementary Petition is filed the City Clerk shall, after verifying signatures with Miami-Dade County Supervisor of Elections, complete a Certificate as to the sufficiency of the Petition as amended ("Amended Petition") and promptly send a copy of

such Certificate to the Committee by registered mail. If a Petition or Amended Petition is certified sufficient, or if a Petition or Amended Petition is certified insufficient and the Committee does not elect to amend or request Commission review under paragraph (2) of this subsection within the time required, the City Clerk shall promptly present his/her certificate to the Commission and such Certificate shall then be a final determination as to the sufficiency of the petition.

- (2) *Commission Review.* If a Petition has been certified insufficient and the Committee does not file notice of intention to amend it or if an Amended Petition has been certified insufficient, the Committee may, within two calendar days after receiving the copy of such Certificate, file a request with the City Clerk that it be reviewed by the Commission. The Commission shall review the Certificate at its next regularly scheduled meeting following the filing of such request and approve or disapprove it. The Commission's determination shall then be a final determination as to the sufficiency of the Petition.

(E) *Action on Petitions.*

- (1) *Action by Commission.* When an initiative or referendum Petition has been finally determined sufficient, the Commission shall promptly consider the proposed initiative ordinance or reconsider the referred ordinance by voting its repeal. If the Commission fails to adopt a proposed initiative ordinance without any change in substance within 45 calendar days or fails to repeal the referred ordinance within 30 calendar days, it shall submit the proposed or referred ordinance to the electors of the City. If the Commission fails to act on a proposed initiative ordinance or a referred ordinance within the time period contained in this paragraph, the Commission shall be deemed to have failed to adopt the proposed initiative ordinance or failed to repeal the referred ordinance on the last day that the Commission was authorized to act on such matter.
- (2) *Submission to Electors.* The vote of the City on a proposed or referred ordinance shall be held not less than 30 calendar days or more than 60 calendar days from the date the Commission acted or was deemed to have acted pursuant to paragraph (1) of this subsection. If no regular election is to be held within the period described in this paragraph, the Commission shall provide for a special election. Copies of the proposed or referred ordinance shall be made available at the polls.
- (3) *Referendum.* See [subsection] F(2)

(F) *Results of Election.*

- (1) *Initiative.* If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict. If the proposed initiative ordinance fails, it or any ordinance that is substantially similar may not be submitted in accordance with this Article for at least one year from the date of the election.
- (2) *Referendum.* If a majority of the qualified electors voting on a referred ordinance vote for repeal, the repealed ordinance shall be considered repealed upon certification of the election results.

(Res. No. 12-8434, § 2, 7-18-12)

Sec. 8.5-3. - Resolution calling election required; contents; publication.

- (a) *Required; contents; publication.* The commission shall, not less than thirty (30) days prior to the date of a municipal election, adopt a resolution setting forth:
- (1) The date upon which such election is to be held;
 - (2) The purpose of such election;
 - (3) The days and hours, prior to the date of such election, during which persons qualified to vote therein may register therefor;
 - (4) The list of polling places in the several precincts;
 - (5) The names of those persons designated and assigned to serve as clerks of election and as inspectors of elections, provided the commission shall have the right to omit this requirement from such resolution and to include the names of clerks of election and inspectors of election in a resolution to be adopted later;
 - (6) The form of ballot to be used in such election, except absentee ballots, prepared in compliance with all statutory requirements relating to ballots.
- (b) *Publication.* The commission shall further authorize and direct the city clerk to give notice of the adoption of such resolution and of the provisions thereof hereinbefore prescribed, by and through the publication of an appropriate advertisements in a daily newspaper of general circulation in the city at least fifteen (15) days before the day upon which such municipal election is to be held.

(Code 1955, § 9-16)

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDER REQUEST # 1 FOR RJ SPENCER CONSTRUCTION, LLC. FOR THE PROVISION OF PARKING LOT IMPROVEMENTS AT 2105 ALI BABA AVENUE, IN AN AMOUNT NOT TO EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on October 9th, 2019, the City of Opa-Locka ("City") Commission ("Commission") accepted the proposal of RJ Spencer Construction, LLC. ("Contractor") for roofing services / interior and exterior improvements pursuant to RFP No. 19-0314100 (relating to property located at 2105 Ali Baba Avenue) and authorized the City Manager to enter into an agreement with Contractor for the provision of said services; and

WHEREAS, the property located at 2105 Ali Baba Avenue (the "Property") is currently being remodeled by Contractor; and

WHEREAS, on June 10, 2020 the Commission approved Resolutions #20-9764 and #20-9765, approving Contractor's change order requests (COR) # 3 and #4 for additional services to remove and replace existing windows at a cost of Thirteen Thousand Five Hundred Dollars (\$13,500.00) and for additional services for electrical upgrades from 2 x 4 lightings to hi-hats and A/C Wire at a cost of Three Thousand Five Hundred Dollars (\$3,500.00), respectively; and

WHEREAS, Staff recommends modification of the existing parking lot at the Property to create additional parking spaces, replace existing damaged pavement, and to install new fence with entrance gate and new sidewalks to meet Americans with Disabilities Act (ADA) standards and regulations; and

WHEREAS, Contractor has requested Change Order #1, attached hereto in Exhibit "A", to include removal of fill from site, excavating area 7" below slab, installation of 6" compacted lime rock, installation of 1½" of S-III type asphalt for additional parking, repair of damaged pavement area, installation of a new drain, seal

coating and re-striping of the entire parking lot, installation of new bumpers and signage, installation of a new sidewalk to meet Americans with Disabilities Act (ADA) standards, and installation of a new fence with entrance gate at the Property; and

WHEREAS, the City Commission of the City of Opa-Locka desires to approve Contractor's Change Order to include additional services for the modification of the existing parking lot at 2105 Ali Baba Avenue to create additional parking spaces, replace existing damaged pavement, and to install new fence with entrance gate and new sidewalk to meet ADA standards and regulations, in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), as set forth in Exhibit "A"; and

WHEREAS, the City Commission finds it is the best interest of the City to approve the change order.

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

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Change Order. The City Commission of the City of Opa-Locka hereby authorizes the City Manager to approve a Change Order for RJ Spencer Construction, LLC., to include additional improvements of the existing parking lot at 2105 Ali Baba Avenue to create additional parking spaces, replace existing damaged pavement, and to install new fence with entrance gate and new sidewalk to meet ADA standards and regulations, in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), as set forth in Exhibit "A".

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption hereof and approval by the Governor of the State of Florida or Governor's designee.

PASSED and ADOPTED this 9th day of September 2020.

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: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-Locka Agenda Cover Memo

Department Director:	Airia Austin		Department Director Signature:		
City Manager:	John E. Pate		CM Signature:		
Commission Meeting Date:	09/09/2020	Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other
Fiscal Impact: <i>(Enter X in box)</i>	Yes x \$15,000.00	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	2nd Reading
			Public Hearing: <i>(Enter X in box)</i>	Yes	No
				x	x
Funding Source: <i>Account# :</i> 44-541818	<i>(Enter Fund & Dept)</i> Ex:		Advertising Requirement: <i>(Enter X in box)</i>	Yes	No x
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes x	No	RFP/RFQ/Bid#:		
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No x	Strategic Plan Priority Area: Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
Sponsor Name	City Manager		Department:	City Manager	

Short Title:

**2105 Ali-Baba Roofing Service & Exterior/Remodeling Project
Approval of COR# 1 for the Parking Lot**

Staff Summary:

A Resolution from the City Commission of the City of Opa-locka, Florida, authorizing the City Manager to approve Change Order Request (COR) No. 1 for the parking lot of 2105 Ali-Baba facility. This COR is to perform the following work: remove fill from site, excavating area 7" below slab, install 6" of compacted limerock, and install 1½" of S-III type asphalt for additional parking, repair damaged pavement area and install new drain, seal coat and re-stripe the entire parking lot, install new bumpers and signage, install new sidewalk to meet ADA standards, and install a new fence with entrance gate.

Financial Impact

Account	Description	Available	Project	Remaining Balance
44-541818	2105 Ali-Baba Improvements	\$131,377	\$15,000	\$116,377

Proposed Action:

Staff recommends approval of this resolution to have more parking spaces and allow this facility to meet ADA standards.

Attachment:

1. Agenda
2. Fixed price change proposal from RJ Spencer Construction
3. Proposed Amendment to Agreement between the City of Opa-locka and RJ Spencer Contruction (To include approved change orders 1, 3, & 4).



RJ Spencer Construction LLC
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

4/22/2020

Airia Austin
Opa-locka City in Florida
780 Fisherman St.
Opa-Locka, FL FL 33054

Re: Our Change Proposal 1960001-01 for **Additional Parking Lot Upgrades**

Project: Opa Locka Roof Renovation and Exterior / Interior Remodeling
Opa-locka City in Florida
Opa-locka City in Florida, 780 Fisherman St., Opa-Locka, FL FL 33054

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

020001 - Remove fill from site

1. Sitework

071813 - New stripping & bumper for additional parking

1. Pedestrian Traffic Coating

312316 - Excavate area 7 inches below slab

1. Excavation

3123231 - Install 6 inches of compacted Limerock

1. Backfill

321216 - Install 1 1/2 inches of S-III Type Asphalt additional parking

1. Asphalt Paving

Price: **\$ 15,000.00** *Fifteen Thousand Dollars and Zero Cents*

Time: The duration of the Work to achieve Substantial Completion will be **UNCHANGED**.

Clarification(s): None.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Schedule Of Values

Please contact me at 786-443-5346 or via e-mail berry@rjsconstructs.com if you have any questions or require additional information.

Regards,
RJ Spencer Construction LLC

Berry StVil
Operations Mgr

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Client Signature:


Opa-locka City in Florida

Date: 4-23-2020



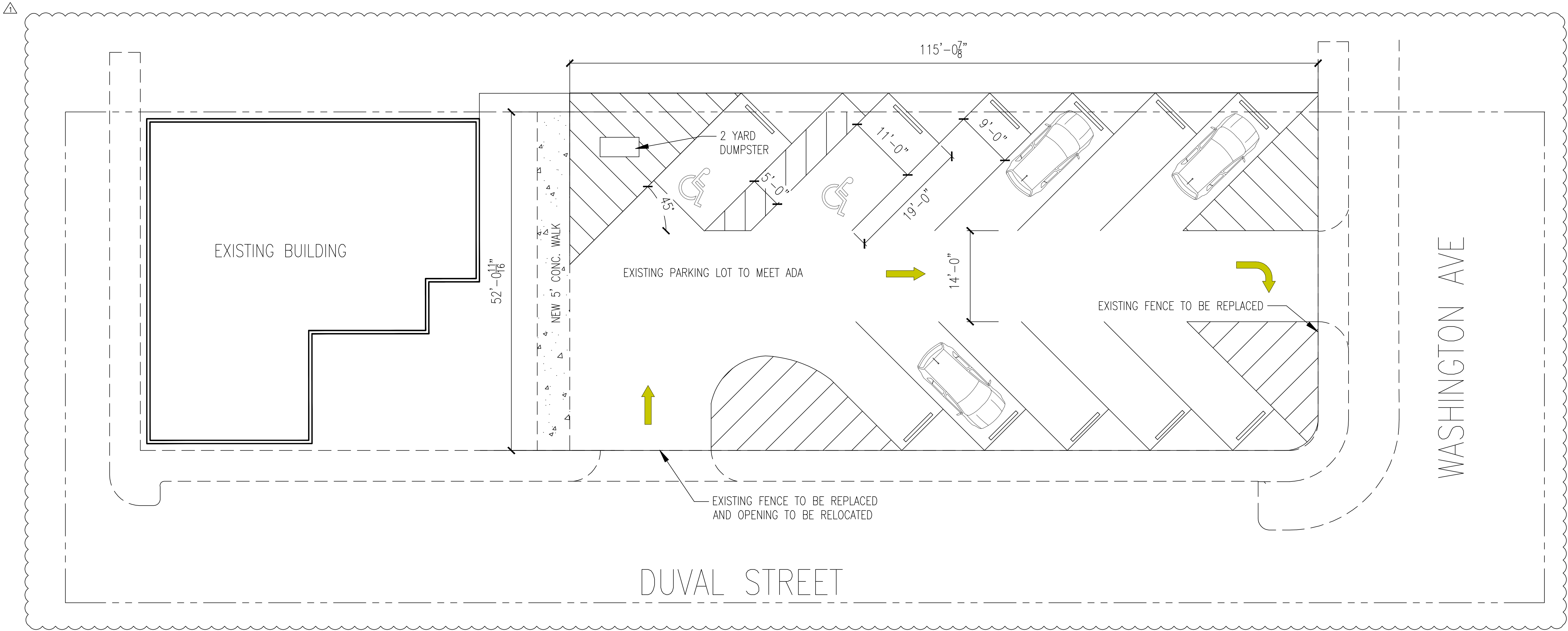
RJ Spencer Construction LLC
Powered by RedTeam

SCHEDULE OF VALUES

Project: 1960001 - 01 - Additional Parking Lot Upgrades

Date: 04/22/2020

# Description of Work	Scheduled Value (\$)
1 Remove fill from site	1,800.00
2 New stripping & bumper for additional parking	1,900.00
3 Excavate area 7 inches below slab	3,500.00
4 Install 6 inches of compacted Limerock	2,700.00
5 Install 1 1/2 inches of S-III Type Asphalt additional parking	5,100.00
Total:	15,000.00



- DEMO & INSTALL NEW DRAIN SYSTEM
- REPAIR DAMAGE PAVEMENT AREA
- SEAL COAT ENTIRE PARKING LOT
- RE-STRIPPING ENTIRE PARKING LOT
- NEW BUMPERS
- NEW SIGNAGE
- INSTALL HANDICAP SIDEWALK TO MEET ADA
- INSTALL NEW FENCE WITH ENTRANCE GATE

4-22-20
APPROVED

PARAMOUNT DESIGN CONCEPTS
649 NW 24TH AVENUE
FORT LAUDERDALE, FL 33311
TEL. (954) 860-5872
FAX. (954) 306-2964

CONTRACTOR :

RJ SPENCER CONSTRUCTION
20535 NW 2ND AVENUE, STE. 2
MIAMI GARDENS, FL 33169
TEL. (954) 667-4420
FAX. (954) 905-4905

ISSUED FOR :

REVISIONS:
 4/4/20 REVISE PARKING LAYOUT

PROJECT NAME:
CITY OF OPA LOCKA

2105 ALI BABA AVENUE
OPA LOCKA, FL 33054

COMM. NO:
SCALE: AS NOTED
DATE: MARCH 3, 2020
DRAWN: BLM
CHECKED :

DRAWING TITLE:
PROPOSED
SITE PLAN

SHEET NO:

**AMENDMENT TO AGREEMENT BETWEEN CITY OF OPA-LOCKA AND RJ
SPENCER CONSTRUCTION, LLC**

CHANGES TO SCOPE OF WORK AND ADDITIONAL WORK

The Contract Agreement between RJ Spencer Construction, LLC and the City of Opa-locka, executed on February 7, 2020 for roofing services and exterior/interior remodeling to the facility located at 2105 Ali-Baba Avenue. Opa-locka, Florida is hereby being amended to include all change orders approved by the City Commission of the City of Opa-locka for this project.

WHEREAS, **CHANGE ORDER REQUEST #3 - Windows Services** was approved by the City Commission of the City of Opa-locka, Florida on June 10, 2020 pursuant to Resolution #20-9764 for additional services to remove and replace existing windows. The cost for this COR# 3 is thirteen thousand five hundred dollars (\$13,500.00) as indicated in Exhibit "A" of this Amendment.

WHEREAS, **CHANGE ORDER REQUEST #4 - Electrical Services** was approved by the City Commission of the City of Opa-locka, Florida on June 10, 2020 pursuant to Resolution #20-9765 to include additional services for electrical upgrades from 2 x 4 lightings to hi-hats and A/C Wire. The cost for this COR# 4 is three thousand five hundred dollars (\$3,500.00) as indicated in Exhibit "B" of this Amendment.

WHEREAS, **CHANGE ORDER REQUEST #1- Parking Lot** was approved by the City Commission of the City of Opa-locka, Florida on September 9, 2020 pursuant to Resolution #20-_____ to modify the existing parking lot to create additional parking spaces; to replace existing damaged pavement, and to install new fence with entrance gate and new sidewalk to meet ADA standards and regulations. The cost for this COR# 1 is fifteen thousand dollars only (\$15,000.00) as indicated in Exhibit "C".

All of these change orders are being made pursuant to Article 12 of the Agreement executed on February 7, 2020 by the Contractor and the City.

PROJECT NAME: Roofing Services and Exterior/Interior Remodeling at 2105 Ali-Baba Avenue, Opa-locka, Florida.

PROJECT DESCRIPTION: as set forth in Exhibits "A, B, & C" hereto.

ESTIMATED PROJECT COST: \$449,750.00

ESTIMATED COST FOR ADDITION OR CHANGE TO PROJECT CONTRACT
\$481,750.00, including COR# 1, 3, & 4

ESTIMATED PROJECT COMPLETION DATE: Nine (90) days for the date of execution.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY OF OPA-LOCKA

ATTEST:

Joanna Flores, CMC
City Clerk

BY: _____
John E. Pate
City Manager

APPROVED AS TO FORM:

Burnadette Norris-Weeks, City Attorney

RJ SPENCER CONSTRUCTION, LLC

ATTEST:

Authorized Representative Name

Authorized Representative Signature

WITNESSES:

Witness Name

Witness Signature

Witness Name

Witness Signature

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ as _____, of _____, a Florida corporation, and acknowledged executed the foregoing Agreement as the proper official of _____, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this ___ day of _____, 2020.

NOTARY PUBLIC

My Commission Expires:

See attached document for Exhibit “A”

CHANGE ORDER REQUEST # 3

See attached document for Exhibit “B”

CHANGE ORDER REQUEST # 4

See attached document for Exhibit “C”

CHANGE ORDER REQUEST # 1

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EAC CONSULTING, INC. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES TO DEVELOP A CITYWIDE STORMWATER MASTER PLAN & CAPITAL IMPROVEMENT PLAN (SWMP); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-Locka ("City") desires to address and resolve infrastructure deficiencies and needs throughout the City. The City intends to utilize a City-wide Stormwater Master Plan & Capital Improvement Plan ("SWMP") to assist in the accomplishment of this goal. The master plan will compliment a capital improvement program that the City may adopt and use as a basis or guide to implement infrastructure needs and improvements, based on an analysis of current and projected funding sources, such as utility revenue, bonds, and grants; and

WHEREAS, on June 10, 2020, the City Commission of the City of Opa-Locka ("Commission") accepted bid proposals from several firms for continuing professional architectural and engineering consulting services pursuant to RFQ No. 20-0324200. The Commission further authorized the City Manager to enter into multiple agreements for architectural and engineering consulting services; and

WHEREAS, more specifically, the City Commission approved entering an agreement with EAC Consulting, Inc. for civil engineering, landscape architectural, structural engineering, traffic engineering, land surveying, construction testing and inspections, utilities engineering services and general consulting engineering services; and

WHEREAS, the City now desires to enter into an agreement with EAC Consulting, Inc., pursuant to the proposal attached hereto as Exhibit "A", to develop a Citywide SWMP to provide a decision-making tool that facilitates the design of improvements and management of the stormwater infrastructure while providing the adequate level of service to residents and properties within the City, in an amount not exceed Ninety-Nine Thousand, Six Hundred Three Dollars and Sixty-Four Cents (\$99,603.64). The Master Plan will be completed in two phases and this resolution will initiate Phase I; and

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to enter into an agreement with EAC Consulting, Inc. for Continuing Professional Architectural and Engineering Consulting Services as set forth herein.

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

Section 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby authorizes the City Manager to enter into an agreement with EAC Consulting, Inc. for continuing professional architectural and engineering consulting services to develop a Citywide Stormwater Master Plan and Capital Improvement Plan, pursuant to the proposal attached hereto as Exhibit "A", in an amount not exceed Ninety-Nine Thousand, Six Hundred Three Dollars and Sixty-Four Cents (\$99,603.64) in a form acceptable to the City Attorney.

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent 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 be effective immediately upon adoption hereof and approval by the Governor of the State of Florida or Governor's designee.

PASSED and ADOPTED this 9th day of September 2020.

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 Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-locka Agenda Cover Memo

Department Director:	Airia Austin	Department Director Signature:		
City Manager:	John E. Pate	CM Signature:		
Commission Meeting Date:	09/09/2020	Item Type: <small>(Enter X in box)</small>	Resolution X	Ordinance
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	
	x			
	\$99,603.64			
Funding Source: <small>Account# :</small>	<small>(Enter Fund & Dept)</small> Ex:		Advertising Requirement: <small>(Enter X in box)</small>	
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid#:	
	x			
Strategic Plan Related <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area:	
		x	Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>	
Sponsor Name	City Manager		Department: City Manager	

Short Title:

**Citywide Stormwater Master Plan & Capital Improvement Plan
Phase I**

Staff Summary:

A Resolution from the City Commission of the City of Opa-locka, Florida, requesting approval for the City Manager to enter into an Agreement with EAC Consulting Inc to develop Citywide Stormwater Master Plan & Capital Improvement Plan (SWMP). The SWMP is intended to provide decision making tool that facilitates the management of infrastructure while providing the same level of service to residents and properties within the City. This master plan will feed into a capital improvement program that we may adopt and use as a basis or guide to implement infrastructure needs and improvements based on an analysis of current and projected funding sources, such as utility revenue, bonds, and grants. The Master Plan will be completed in two phases, this request is to start with Phase I.

Financial Impact

Account	Description	Available	Project	Remaining Balance
43-538312	Other Professional Services	\$100,000.00	\$99,603.64	\$396.36

Proposed Action:

Staff recommends approval of this resolution as EAC Consulting, Inc was one of the selected engineering firms resulted from the RFQ 20-0324200.

Attachment:

1. Agenda
2. Proposal from EAC Consulting Inc



August 25, 2020

Mr. Airia Austin, Public Works Director
City of Opa-locka
780 Fisherman Street, 4th Floor
Opa-Locka, FL 33054

**Re: Citywide Stormwater Master Plan & Capital Improvements Plan
EAC Project No. 20022.WR01-01**

Dear Mr. Austin,

Pursuant to the City's request, **EAC Consulting Inc.** is pleased to submit the following scope and fees to provide Engineering Consulting Services for the development of the City of Opa-locka's Citywide Stormwater Master Plan (SWMP) Implementation Plan.

Our services on this project will be supported by our subconsultant

- Aluces Corporation – Stormwater H&H Technical Support Services

Brief Background

In 2014, the City prepared and submitted a limited desktop Stormwater Planning documentation report to the State of Florida Department of Environmental Protection (FDEP) in support of its application to secure funding under the state's Clean Water State Revolving Fund (CWSRF) program. The CWSRF program provides low-interest loans for planning, designing, and construction of water pollution control facilities. The City's intent was to utilize the funding to address and resolve infrastructure deficiencies and needs city-wide that have resulted in prolonged flooding and unsanitary environmental conditions.

The City has requested EAC to prepare a citywide stormwater Master Plan to provide a decision-making tool that facilitates the design of improvements and management of the stormwater infrastructure while providing the adequate level of service to residents and properties within the City. The SWMP will feed into a Capital Improvement Program (CIP) that the City may adopt and use as a basis or guide to implement infrastructure needs and improvements.

Please find enclosed the following attachments to this correspondence:

- Attachment 1 Project Scope of Services
- Attachment 2 Fee Proposal Tabulation

The following information will be required for us to commence engineering services.

- i. Written authorization to proceed with services.

Please feel free to call me at 305-265-5400 or Donna Grace, P.E. at 954 646-4943 with any questions you may have.

Sincerely,

EAC Consulting, Inc.

A blue ink signature of Michael Adeife, P.E., written over a white background.

Michael Adeife, P.E.
Senior Vice President

cc: File, Donna Grace, P.E.

**ATTACHMENT 1
SCOPE OF SERVICES**

STATEMENT OF WORK (SOW)

CITY OF OPA LOCKA

STORMWATER MASTER PLAN (SWMP)

1.0 INTRODUCTION / BACKGROUND

The great city of Opa-locka (“the City”) was incorporated in 1926 and is located within the northwestern area of Miami Dade County within a geographic area of 4.2 square miles. The city has a mixture of residential, commercial and industrial zones, in addition to a general aviation airport. The city continues to witness a growth in population it is anticipated that with the development and redevelopment initiatives the city has embraced, there will be significant growth within the next ten to twenty-year time frame. It is therefore prevalent on the city to ensure that its infrastructure meets the current and projected needs whilst maintaining compliance with applicable jurisdictional standards and requirements.

In 2014, the City prepared and submitted a limited desk top Stormwater Planning documentation report to the State of Florida Department of Environmental Protection (FDEP) in support of its application to secure funding under the state’s Clean Water State Revolving Fund (CWSRF) program. The Clean Water State Revolving Fund (CWSRF) program provides low-interest loans for planning, designing, and constructing water pollution control facilities. The City’s intent was to utilize the funding to address and resolve infrastructure deficiencies and needs city-wide that have resulted in prolonged flooding and unsanitary environmental conditions.

The desktop planning report concluded by recommending three levels of improvement alternatives as follows:

1. Alternative 1 – No Capital Improvements / Maintenance Plan: This alternative comprised of implementing an aggressive maintenance plan of the city’s limited stormwater drainage system involving activities related to routine clean-up of the existing system, de-silting of the existing infrastructure, and sealing of damaged structures and piping
2. Alternative 2 – Closed System: This alternative comprised of constructing a closed system of exfiltration trenches sized to handle the 10-year storm event. The city will still require implementing a maintenance program (in Alternative 1) as well as a public awareness outreach effort to educate city residents as to how to keep the implemented drainage and storm water management systems debris and contaminant free.
3. Alternative 3 – Interconnected System with Outfalls: This alternative comprised of planning, design and construction activities needed to implement an interconnected system of exfiltration trenches sized to handle the 10-year storm event with a downstream overflow connection to one of several outlets to the city’s system of canals and waterbodies.

Unlike coastal municipalities the fluctuating sea levels do not directly affect the boundary conditions of stormwater drainage systems connected to the cities canals and waterways. This is a beneficial opportunity that the city can utilize to positively impact on flood control within the city limits. The city’s persistent and perennial flooding is a concern of residents.

With our knowledge of the city and the chronology and history associated with previous efforts undertaken by the city, our team will implement a Citywide Stormwater Master-Plan (SWMP) project approach methodology that evaluates the city’s existing infrastructure system in an unlimited manner and proposes measures and systems that may serve to protect the City. These measures will protect residents and

businesses from property damage and quality of life disruptions that are associated with excessive flooding and prolonged staging of storm water runoff on roadways and private parcels.

The SWMP is intended to provide the City with a decision-making tool that facilitates the management of infrastructure while providing the adequate level of service to residents and properties within the City. The SWMP will feed into a Capital Improvement Program (CIP) that the City may adopt and use as a basis or guide to implement infrastructure needs and improvements based on an analysis of current and projected funding sources (such as Utility Revenues, Bonds and Grants, etc).

The development of the City's SWMP ("the project") requires completing the following tasks:

Task 1 – Project Coordination / Progress Meetings and Workshops

EAC will attend and participate at the following meetings with the City and will have applicable sub consultant representation.

1. Project Kick-off meeting (1 Meeting)
2. Bi-weekly Progress Meetings (12 Meetings (6 Months Project Duration) – Attendance by EAC Project Lead and one other project team member.
3. Quarterly Community Outreach Workshops (2 Meetings) – includes the preparation for presentation at meeting including graphics and handouts and summary notes. Specifically, EAC shall perform the following:
 - a) Work with the City staff to prepare for the meeting including review of materials and content for presentation.
 - b) Perform informational outreach and notification to residents and stakeholders.
 - c) Record the proceedings at the Outreach workshop and document for posting on City's website.
 - d) Coordinate with City's Information Technology Department for posting project information and records.

Task 2 - Data Collection and Evaluation

EAC will request and obtain all current and pertinent information and available records from the City's repository. EAC shall also collect and compile data pertinent data from other sources including Digital Terrain Models (DTM), latest bare-earth LIDAR data and any available GIS shape files from the City and Miami-Dade County. EAC shall also investigate and undertake any discovery research efforts to determine if there are any available applicable stormwater infrastructure database files from regulatory agencies in the USACE, FDEP, and SFWMD and Miami Dade DERM.

EAC will attend up to one (1) meeting with the Miami-Dade County Department of Regulatory and Economic Resources (DRER - formerly DERM) to collect readily available information for the C-7 and C-8 Basins that encompass the City limits. This data will be collected for review purposes only. It is anticipated that the following information will be collected from DRER, however due to the current status of ongoing work with regards to the revisions and updates to the County Master Plans, these may not be available for public distribution:

1. Miami Dade County C-7 and C-8 Basin Master plan report volumes in Microsoft Word and PDF
2. Digital Terrain Models (DTM)
3. Latest bare-earth LIDAR data for all sections within the City
4. Latest aerial images for all sections within the City,
5. XP-SWMM model and binary results files for following simulation scenarios:
 - a. Calibrated/Verified models for:
 - i. Existing conditions (5-, 10-, 25-, 50- and 100-year design storm events)
 - ii. Future conditions without control measures (5-, 10-, 25-, 50- and 100-year design storm events)

- iii. Future conditions with control measures (5-, 10-, 25-, 50- and 100-year design storm events)
6. XP-SWMM model node-link schematic background files
7. Pertinent GIS data/Coverages
8. Historical and Current Flood Complaint Data
9. Current DRER Planning Criteria and Procedures

In addition, EAC shall seek to obtain other pertinent related data from other sources. Potential data sources include:

1. South Florida Water Management District (SFWMD) DBHYDRO data which may include hydrologic, meteorological, and hydro geologic data.
2. United States Geological Survey (USGS) Groundwater Level Data
3. Natural Resources Conservation Service (NRCS) Geospatial Data
4. Federal Emergency Management Agency (FEMA) Flood Insurance Maps and Data

Furthermore, EAC shall coordinate with the City to obtain the following information:

1. Available Drainage Atlases in hard copy & GIS format
2. Current and future land use maps in hard copy & GIS format
3. Location and dimensions of existing control and outfall structures
4. Percolation test data
5. Building finish floor elevations if available in georeferenced digital format
6. Current operations and maintenance procedures and costs
7. Citizen flood/stormwater drainage complaints or observations
8. Any available and pertinent GIS data/coverages that will support the development of the SWMP
9. City-wide repetitive loss database or documentation

To supplement these data, field data gathering efforts such as topography surveying, aerial surveying and infrastructure condition assessments such as CCTV shall be requested from the City, when necessary. Additional information such as canal cross-sections, pipe sizes, culvert sizes, culvert inverts, outfall sizes, outfall inverts, conveyance trunk line sizes and conveyance trunk line inverts, etc. may be needed to get a better handle on existing infrastructure conditions. Furthermore, there may also be a need to verify infrastructure that related to water and sewer utilities that includes sizes, material of construction and connection points.

Note: This SOW does not include this task, as determination can only be made after receipt of all identified data listed in the data gathering task.

Once the data has been collected and compiled, EAC shall evaluate and separate the applicable data applicable and needed to perform the necessary prepare the hydraulic & hydrologic analyses. As part of the data collection activity, EAC shall perform a total of seven (7) one-day field reconnaissance site visits within the watershed to clarify, document and supplement data that was collected and to familiarize our team with site conditions.

Site visits shall be performed by up to three (3) EAC staff members. It is anticipated that a City staff member will be available to attend these site visits to facilitate access to property or drainage infrastructure, as needed.

EAC shall document our findings in Technical Memorandum/Report titled *Task 2 – Data Collection and Evaluation*. This Technical Memorandum/Report will summarize the results of this Task activity and will contain information related to project coordination activities, type and level of information

received and applicability of the information to the next activity task. One (1) digital copy, via FTP file transfer in PDF format, of the Technical Memorandum will be provided for the City's review. Upon receipt of the City's written review comments, one (1) digital copy, via FTP file transfer in PDF format, and three (3) final copies of the finalized Technical Memorandum shall be provided to the City.

Task 3 – Development of Analyses Criteria

EAC shall define stormwater management analyses criteria that will provide the framework to perform the remaining tasks for this project. Below is a list of criteria that will be developed and submitted presented to the City for review, comment and concurrence:

1. City's stormwater infrastructure performance and operational level of service standards
2. Node-link schematic guidelines
3. Selected H&H model development approach
4. Selected H&H validation approach
5. Problem Area Ranking Approach
6. Stormwater flood protection best management practices to be considered
7. Corrective action/project ranking approach
8. City budget and alternative funding sources

EAC will attend up to one (1) meeting with the City to present the proposed analyses criteria. The criteria to be used as part of the project will be agreed to at this meeting and will be documented in the Stormwater Management System - Problem Areas, Ranking and Corrective Actions Report to be prepared as part of Task 5.

Task 4 – Hydrologic and Hydraulic (H&H) Analyses & Calibration (Existing Conditions)

4.1 H&H Model Software Selection

EAC in consultation with the City shall review and assess the viability of a selection of software and H&H analyses platforms for use in developing the City's SWMP. EAC shall prepare a model selection matrix highlighting the benefits, capabilities and constraints of each software platform. EAC shall coordinate with regulatory agencies as needed to ensure acceptance of selected platform for compatibility with future Countywide updates and initiatives.

4.2 Sub-basins Delineation

The City's "watershed area" shall be defined for analyses purposes by compiling the collected data and assembling in a format acceptable for hydraulic modeling purposes. EAC shall evaluate the surface drainage patterns using the County DTM and the existing stormwater systems to understand hydraulic and hydrologic patterns. Basins and sub-basins shall be delineated according to topography and location or presence of outfalls drainage systems.

EAC shall use the available data collected and the DTM to be obtained from DRER to delineate sub-basins within the City. The sub-basins will be delineated electronically following criteria defined in Task 2. In establishing sub-basins, prior sub-basin delineation activities for the City, FEMA flood areas, natural barriers, and other physical features shall be used in defining the sub-basin areas. For

4.3 Primary Drainage System Node-Link Connectivity

EAC shall use the available stormwater infrastructure data available for the City and the available infrastructure information from the C-7 and C-8 Basin (if available) to establish the primary drainage system node-link schematic for the City. It is assumed that the node-link schematic will represent only the primary drainage systems connecting one sub-basin to another and will not include secondary and local drainage systems. At a minimum, there will be one link between sub-basins that are interconnected by gravity drainage systems or overland flow links for adjacent sub-basins as

needed. The node-link connectivity will also define boundary conditions, where applicable, where there are inflows and outflows to and from the City's stormwater management systems.

EAC shall attend up to one (1) coordination meetings with City staff to present the proposed sub-basin delineations and node-link connectivity for the hydrologic/hydraulic (H/H) model development and obtain input from the City.

4.4 Existing Conditions Hydrologic/Hydraulic (H&H) Model

EAC shall develop an existing conditions H&H model for the City limits using the sub-basin delineations and node-link schematic approved by the City. If exfiltration trenches are included in the model, then the exfiltration trenches will be simulated as rating curves and operating tables. The hydrology for each sub-basin will be developed based on the Soil Conservation Services (SCS) methodology. The initial and boundary conditions for the H&H model shall be extracted from the Miami-Dade County DRER XP-SWMM models developed for the C 7 and C-8 Basins, if available. The City's H&H model shall be developed relative to the National Geodetic Vertical Datum of 1929 (NGVD29).

Once the existing conditions H&H model is representative, EAC shall prepare production runs for the City for the following design storm events.

1. 5-year, 1-day
2. 10-year, 1-day
3. 10-year, 3-day
4. 25-year, 3-day
5. 100-year, 3-day

4.5 Floodplain Mapping

EAC will use these modeling results to develop raster flood maps defining the flood limits and depth of flooding for these design storm events to establish the existing condition flood zones for the City. The results of the modeling approach and analyses of the existing conditions will be documented in the Stormwater Management System - Problem Areas, Ranking and Corrective Actions Report to be prepared as part of Task 5.

Task 5 – Prioritization and Ranking of Problem Areas and Corrective Actions (Projected 10 Year Future Scenario)

Task 5.1 Identification and Ranking of Problem Areas/Conditions Assessment

EAC shall use the results of the existing conditions modeling to identify and rank existing stormwater management problem areas within the City, using the problem area ranking approach to be developed as part of Task 2. In general, DRER has established procedures and criteria, as part of their Stormwater Management Master Planning activities, to identify problem areas, rank problem areas and establish flood protection level of service using the modeling results for the 5-, 10-, 25-, 50- and 100-year design storm events. These procedures and criteria are documented in Part I, Volume 3, "Stormwater Planning Procedures," from DRER Publications archive. EAC shall work closely with the City to modify these criteria and procedures slightly, to develop a simplified ranking approach to account for only the results associated with the 5- and 100-year design storm events and other key considerations applicable to the City.

EAC shall identify and rank problem areas for City sub-basins using the results of representative H&H model developed under Task 4 and the "revised" problem area identification and ranking procedures. These procedures shall also be used to establish the flood protection level of service for the City's sub-basins. EAC will compare the problem area ranking with known flooding areas documented by the City and shall revise the ranking as needed.

Task 5.2 Corrective Action Formulation and Prioritization

EAC shall work closely with the City to establish a procedure for identifying future projects based on anticipated stormwater budgetary allocations to address flooding in the City for the most critical sub-basins identified in previous task. This procedure will be based on depth of flooding obtained in a previous task. The corrective actions will be developed from the stormwater flood protection best management practices defined as part of Task 2. Project components (exfiltration trenches, new outfalls, underground storage basins, etc.) will be identified based on the volume of excess stormwater to be mitigated from each sub-basin using a procedure dependent on a volumetric extraction (via rating curves) of runoff by stormwater management systems, when applicable.

These project components will be incorporated in the model and the model will be executed to determine the flood reduction benefits of these projects for the 5-, 10-, 25- and 100-year design storm events although improvements will target improvement in conditions under the 5- and 10-year events.

Once the stormwater improvement projects are identified to address the top 30 ranking sub-basins or collection of basins, EAC shall conceptually present the proposed improvements as schematic drawings on aerial maps by ranked problem area.

Deliverable

EAC shall prepare Technical Memorandum: Stormwater Management System - Problem Areas, Ranking and Corrective Actions Report summarizing the work activities associated with this and the previous tasks. The deliverable shall include a network diagram from each model, supporting documents along with necessary calculations included for the input file, the level of service determined based on the modeling efforts, pipe sizing, aerial maps identifying flooding areas per the modeling analysis, drainage basin map, NRCS used for hydrogeology and soil storage calculations per SFWMD supporting the input file and stormwater model output file. One (1) digital copy, via FTP file transfer in Word format, of the memorandum will be submitted to EAC for review prior to submittal to the City for their review. Before this technical memorandum is finalized, all stormwater models shall be approved by the City.

Task 6 – Capital Improvement Plan (CIP) to Address Problem Areas

EAC will develop a ten-year capital improvement plan starting with a five-year infrastructure improvement plan and then followed with the remaining five-year vision. It is envisioned that in the future the City shall adhere to federal, state and local jurisdictional guidelines and update its Stormwater Management Master Plan (SWMP) to maintain or improve its Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) Community Rating System (CRS) rating, which provides the City residents with significant flood insurance cost savings on their coverage premiums.

The CIP shall include projects in a prioritized order that allows for the most relevant to occur earliest. Cost/benefit ratio analyses shall serve as the basis for the priority ranking. EAC shall prepare conceptual cost estimates for engineering, construction, contingency, O&M costs and time phasing requirements. The City's existing funding and future programming will be reviewed in concert with potential projects and a reasonable funding program shall be considered as recommendations are developed.

Task 7 – Stormwater Management Master Plan (SWMP) Report

EAC shall compile project coordination activities and Technical Memorandums into a single Stormwater Master Plan Report to be adopted by the City Commission. The report shall outline the steps and procedures undertaken, key findings, analyses and modeling assumptions & constraints, capital project needs and overall recommendations to be considered by the City towards accomplishing its objective of attaining a level of service that provides its residents with flood protection and effective stormwater management policies / practices.

One (1) digital copy, via FTP file transfer in PDF format, of the DRAFT Stormwater Management Master Plan (SWMP) Report shall be provided for the City's review. Upon receipt of the City's written review comments, one (1) digital copy, via FTP file transfer in PDF format, and three (3) final copies of the finalized **Stormwater Management Master Plan (SWMP) Report** will be provided to the City as a final deliverable.

Once the SWMP is adopted and approved by the City commission, the City shall be able to apply for a CRS classification and/or adjustment.

(Note: This SWMP SOW does not include services to complete NFIP documentation and forms for CRS classification or rating adjustment.)

**ATTACHMENT 2
FEE PROPOSAL TABULATION**

City of Opa-locka
Professional General Engineering Services Agreement

Project Number:		20022.WR01-01		Citywide Stormwater Master Plan (SWMP)												Date:		8/25/2020	
Project Name																			
Staffhour Estimate and Fee Computation Summary																			
Consultant Name		EAC Consulting, Inc									Aluces Corporation, Inc								
Staff Category/Classification		Contract Principal	Project Manager	QA/QC Engineer	Senior Engineer	Project Engineer	Design Engineer	CADD Technician	GIS Specialist	Admin	Senior Engineer	Design Engineer							
Employee Billing Rates		\$325.00	\$250.00	\$275.00	\$215.00	\$165.00	\$135.00	\$115.00	\$150.00	\$75.00	\$165.00	\$130.00			TOTALS				
Task No. & Description		Staff Hours Distribution													Hours	Fees			
1A	Project Coordination / Progress Meetings and Workshops (Phase 1)	4	16		12	8									40	\$9,200.00			
1B	Project Coordination / Progress Meetings and Workshops (Phase 2)	4	52		30	16									102	\$23,390.00			
2A	Data Collection and Evaluation (Phase 1)	4	12		30	40			16		2	4			108	\$20,600.00			
2B	Data Collection and Evaluation (Phase 2)		4			12									16	\$2,980.00			
3A	Development of Analyses Criteria (Phase 1)	4	8		22	4				6	8				52	\$10,460.00			
3B	Development of Analyses Criteria (Phase 2)	4	8		18	8									38	\$8,490.00			
4	Hydrologic and Hydraulic (H&H) Analyses & Calibration (Existing Conditions) (Phase 1)	8	16	8	64	40			16		70	112			334	\$57,670.00			
5	Prioritization and Ranking of Problem Areas and Corrective Actions (Projected 5-10 Year Future Scenario)	8	24	12	80	132	40	64	80		16				456	\$78,280.00			
6	Capital Improvement Plan (CIP) to Address Problem Areas	12	24	16	40	12				8	16				128	\$28,120.00			
7	Stormwater Management Master Plan (SWMP) Report	12	40	16	54	16				8	40				186	\$39,750.00			
		60	204	52	350	288	40	64	112	22	152	116							
Totals															1460	\$278,940.00			
Reimbursables / Other Subconsultant Services																			
Miscellaneous Reimbursables (Phase 1)															\$1,673.64				
Miscellaneous Reimbursables (Phase 2)															\$5,299.86				
Total (Phase 1)															\$99,603.64				
Total (Phase 2)															\$186,309.86				
Grand Total															\$285,913.50				

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH 300 ENGINEERING GROUP, P.A. FOR CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES FOR COMPLETION OF THE CAIRO LANE, NW 127TH STREET AND ALEXANDRIA DRIVE PROJECT IMPROVEMENTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on June 10, 2020, the City Commission of the City of Opa-Locka ("Commission") accepted bid proposals from several firms for continuing professional architectural and engineering consulting services pursuant to RFQ No. 20-0324200. The Commission further authorized the City Manager to enter into multiple agreements for architectural and engineering consulting services as provided therein; and

WHEREAS, more specifically, the City Commission approved entering into an agreement with 300 Engineering Group, P.A. for Civil Engineering, landscape architectural, structural engineering and traffic engineering services ; and

WHEREAS, the City now desires to enter into an agreement with 300 Engineering Group, P.A., pursuant to the proposal attached hereto as Exhibit "A", to provide engineering services for the assessment and evaluation of the Cairo Lane, NW 127th Street and Alexandria Drive Project improvements, including the verification of the design proposed by the previous Contractor, and to develop the basis of design for the completion of the stormwater, force main, water system, and roadway improvements within the City, in an amount not exceed One Hundred Fifty-Nine Thousand, Two Hundred Ninety-Six Dollars (\$159,296.00); and

WHEREAS, the City Commission finds that it is in the best interest of the City and its residents to enter into an agreement with 300 Engineering Group, P.A. for continuing professional architectural and engineering consulting services as set forth herein.

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

Section 1. RECITALS ADOPTED.

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The City Commission of the City of Opa-Locka hereby authorizes the City Manager to enter into an agreement with 300 Engineering Group, P.A. for continuing professional architectural and engineering consulting services to provide engineering services for the assessment and evaluation of the Cairo Lane, NW 127th Street and Alexandria Drive Project improvements within the City, in an amount not exceed One Hundred Fifty-Nine Thousand, Two Hundred Ninety-Six Dollars (\$159,296.00) and in a contract form to be approved by the City Manager.

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent 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 be effective immediately upon adoption hereof and approval by the Governor of the State of Florida or Governor's designee.

PASSED and ADOPTED this 9th day of September 2020.

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 Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-Locka Agenda Cover Memo

Department Director:	Airia Austin		Department Director Signature:		
City Manager:	John E. Pate		CM Signature:		
Commission Meeting Date:	09/09/2020		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading	2nd Reading
	x		Public Hearing: <i>(Enter X in box)</i>	Yes	No
	\$159,296.00				
Funding Source: <i>Account# :</i>	<i>(Enter Fund & Dept)</i> Ex: 75-5356315		Advertising Requirement: <i>(Enter X in box)</i>	Yes	No
					x
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:		
	x				
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>	
		x			
Sponsor Name	City Manager		Department:	City Manager	

Short Title:

Engineering and Assessment Services to the Cairo Lane, NW 127th Street and Alexandria Drive Project

Staff Summary:

A Resolution from the City Commission of the City of Opa-locka, Florida, requesting approval for the City Manager to enter into an Agreement with 300 Engineering Group P.A. to conduct an Assessment and provide Engineering Evaluation Services to the existing and inactive project of Cairo Lane & NW 127th Street for Roadway and Drainage Improvement, including verification of the design proposed by the previous contractor, Intercounty Engineering, and to develop the basis of design for the completion of the stormwater, force main, water system and roadway improvement.

Financial Impact

Account	Description	Available	Project	Remaining Balance
75-5356315	Cairo Lane	\$300,000	\$159,296	\$140,704

Proposed Action:

Staff recommends approval of this resolution as 300 Engineering Group P.A. was one of the selected engineering firms resulted from the RFQ 20-0324200.

Attachment:

1. Agenda
2. Proposal from 300 Engineering Group P.A.

City of Opa-Locka

RFQ 20-0324200

**Cairo Lane, 127th Street and Alexandria Drive Project –
Engineering and Assessment Services**

SCOPE OF WORK

August 24, 2020

Prepared for:

City of Opa-Locka Public Works Department

Attn: Airia Austin
Public Works and CIP Director
City of Opa Locka
780 Fisherman Street
Opa-locka, FL 33054



Prepared by:

300 Engineering Group, P.A.

3850 Bird Road, Suite 601
Miami, Florida 33146



Table of Contents

INTRODUCTION.....	2
DESCRIPTION OF SERVICES	6
100 Project Management.....	6
200 Site Investigation	7
300 Stormwater System Assessment and Development of Basis of Design	8
400 Force Main System Assessment and Development of Basis of Design.....	9
500 Fire Hydrants & Water Valves Assessment and Development of Basis of Design.....	9
600 Roadway Reconstruction Assessment and Development of Basis of Design.....	10
SCHEDULE.....	11
INVOICING.....	11
COMPENSATION	11
ASSUMPTIONS	11

City of Opa-Locka

RFQ 20-0324200

Cairo Lane, NW 127th Street and Alexandria Drive Project – Engineering and Assessment Services

SCOPE OF WORK

INTRODUCTION

The City of Opa-Locka (City) owns, operates and maintains a water distribution system, a wastewater collection & transmission system and a stormwater management system within its service area. Cairo Lane, NW 127th Street and Alexandria Drive are within an industrial area located in the south west portion of the City, south of NW 135th Street and east of the Douglas/Le Jeune Road Connector. The project area was once part of a 50-acre lake fill known as Milton's Dump that operated from 1966 to 1981.

In 2015, the City issued the Request for Proposal (RFP) No: 15-2904100 to conduct improvements to the water, wastewater, stormwater systems and roadway reconstruction at Cairo Lane, NW 127th Street and sections of Alexandria Drive. The project seeks to address the non-existing drainage system in the area and provide for improved roadway conditions.

The project was procured as a Design-Build project and the contract was awarded to Intercounty Engineering Inc. on May 13, 2015. Based on the design plans provide by the City on July 1, 2020, the project included the following:

Cairo Lane, from the NW 127th Street Canal to NW 135th Street:

- Installation of a new 3-Inch HDPE force main (FM), thirty-four (34) service connections to the property line for the connection of privately owned grinder pump stations and interconnection with an existing force main along NW 135th Street. Grinder pumps stations shall be designed and installed by the property owners
- Installation of new drainage system, including twenty (20) catch basins, trunk drainage piping, nutrient removal treatment system at the south end of Cairo Lane and outfall to discharge to the 127th street canal
- Installation of a new section of 12-Inch PVC water main
- Roadway reconstruction

NW 127th Street, from Cairo Lane to NW 32nd Avenue:

- Installation of new drainage system, including thirteen (13) catch basins and trunk drainage piping
- Installation of a new 12-Inch PVC water main and five (5) fire hydrants
- Roadway reconstruction

Alexandria Drive, from NW 127th Street to approximately NW 131st Street:

- Installation of a new 3-Inch HDPE FM and service connections to the property line for the connection of privately owned grinder pump stations. Grinder pumps stations shall be designed and installed by the property owners
- Installation of a new section of 12-Inch PVC water main

The construction began in February 2016 and due to financial constraints and unforeseen conditions the construction was stopped in July 2019. Based on progress reports provided by the City on July 1st, 2020 and a site visit conducted with the City on July 10th, 2020, the following infrastructure was installed:

- 3-Inch HDPE FM along Cairo Lane and five (5) service connections, not including the NW 135th Street crossing and connection to the existing force main
- South section of the trunk drainage pipe along Cairo Lane (up to catch basin 10), eighteen (18) catch basins and the stormwater treatment structure (without the filters)
- 12-Inch PVC water main section along Cairo Lane
- Trunk drainage line along NW 127th Street and thirteen (13) catch basins
- 12-Inch PVC water main along NW 127th Street and four (4) fire hydrants
- 3-Inch HDPE FM along Alexandria Drive and six (6) service connections
- 12-Inch PVC water main section along Alexandria Drive

Per the City, the construction progress has been summarized in the following figures and tables:

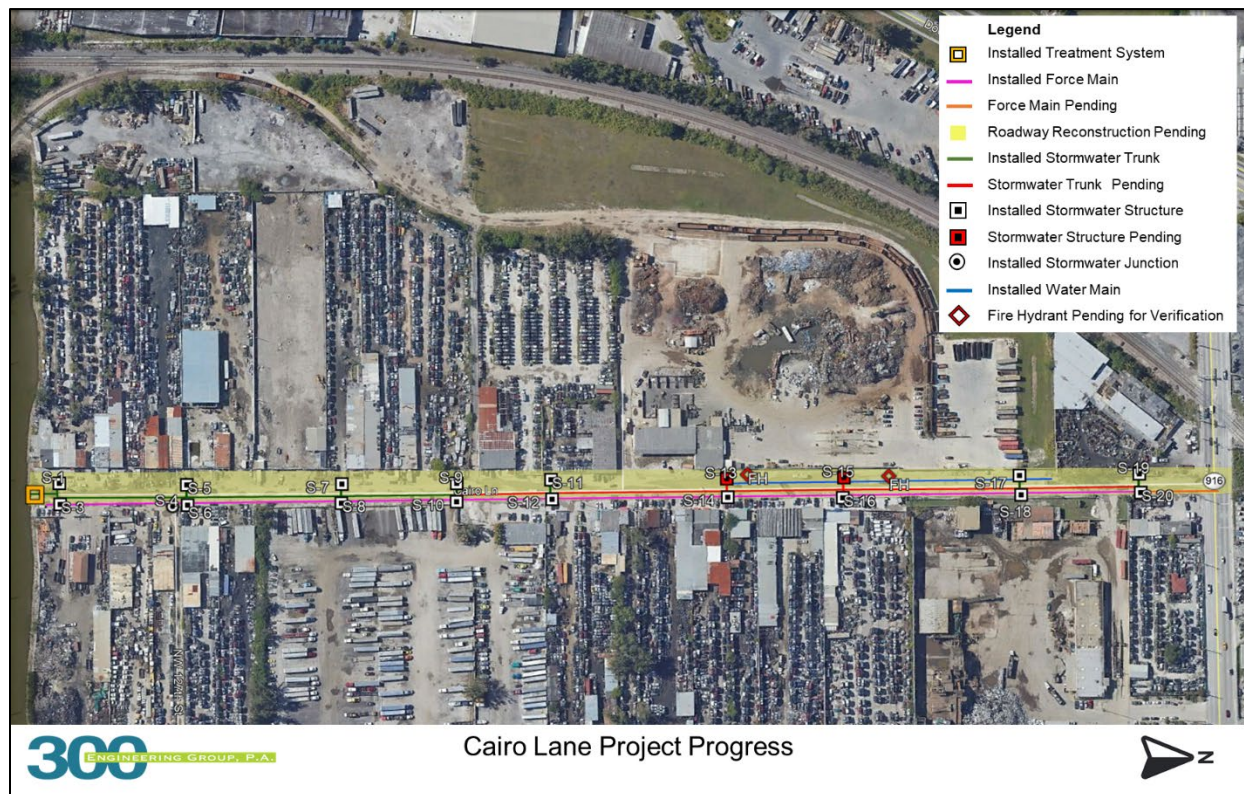


Figure 1. Cairo Lane Project



Figure 2. NW 127th Street Project



Figure 3. Alexandria Drive Project

Table 1. Stormwater Improvements Status per the City

Road	Estimated LF of Stormwater Trunk		Number of Stormwater Catch Basins	
	Installed	Pending	Installed	Pending
Cairo Ln	1,226	1,546	18	2
NW 127th St	1,987	-	13	-

Table 2. Force Main Improvements Status per the City

Road	Estimated LF of Force Main		Laterals	
	Installed	Pending	Installed	Pending
Cairo Ln	2,449	165	5	29
Alexandria Dr	967	-	6	5

Table 3. Water Distribution Improvements Status per the City

Road	Estimated LF of Water Main Installed	Number of new FH in the design
Cairo Ln	715	2
NW 127th St	1,680	5
Alexandria Dr	275	-

Table 4. Roadway Reconstruction Status per the City

Road	Estimated LF of Pending Roadway Reconstruction
Cairo Ln	2,640
NW 127th St	2,071

The City has selected 300 Engineering Group, P.A. (300 Engineering) as a professional firm to provide engineering services for the assessment and evaluation of the Cairo Lane, NW 127th Street & Alexandria Drive Project, including the verification of the design proposed by the previous Contractor, and to develop basis of design for the completion of the stormwater, force main, water system, and roadway improvements.

DESCRIPTION OF SERVICES

300 Engineering is hereby presenting a scope of services to provide the City with Cairo Lane, NW 127th Street and Alexandria Drive Project – Engineering and Assessment Services. 300 Engineering intends to undertake this project on a Lump Sum fee basis.

This project has been divided into the following tasks:

Task	Description
100	Project Management
200	Site Investigation
300	Stormwater System Assessment and Development of Basis of Design
400	Force Main System Assessment and Development of Basis of Design
500	Fire Hydrants & Water Valves Assessment and Development of Basis of Design
600	Roadway Reconstruction Assessment and Development of Basis of Design

100 Project Management

300 Engineering will provide project management services for the duration of the project. These services will include the following:

a. Kick-off and Coordination Meetings

- Prepare for and attend to the project kickoff meeting to be held at the City's offices or via teleconference with representatives from the City. The purpose of this meeting is to confirm project objectives, review project timeline, define roles & responsibilities, and discuss communication plan
- Prepare for and attend to the project monthly coordination meetings. 300 Engineering staff will attend these meetings in person at the City's facilities or by teleconference. For the purpose of estimating the level of effort associated with this activity, three (3) coordination meetings have been budgeted
- For each meeting conducted under this project, 300 Engineering will prepare an agenda and meeting minutes

b. Project Progress Reports

300 Engineering will prepare monthly progress reports that will be issued to the City along with the monthly invoices. Monthly progress reports will include: overall status of the project, work performed during the work period, estimated completion of tasks and major sub-tasks, and current challenges/issues.

Deliverables

The following deliverables will be submitted to the City as part of Task 100:

- Meeting agendas and minutes (One (1) kick-off meeting and three (3) coordination meetings)
- Monthly progress reports (Four (4) monthly progress reports)

200 Site Investigation

As part of the verification of the previous project design, 300 Engineering will provide site investigation services, that will include field visits to identify and assess the conditions of installed infrastructure, such as valves, catch basins, grate inlets, fire hydrants, manholes; and identification of possible utility conflicts and identification of deviations from the original design plans.

300 Engineering will identify utilities through coordination with Sunshine 811 for the extent of the project. Based on the information provided in this design ticket, 300 Engineering will request as-built data from utilities identified in the area, if needed.

300 Engineering will also include topographic survey and geotechnical investigations under Task 200.

The City shall clear the project area of debris and garbage and uncover buried structures before the execution of field investigation activities. This will be necessary to locate and assess existing infrastructure. All the deliverables described in this scope of work are contingent upon the City removing debris and clearing the project site.

210 Topographic Survey

300 Engineering shall contract the services of a licensed State of Florida Surveyor to conduct a topographic survey of the project site (Cairo Lane and 127th Street). The topographic survey will include elevations, easements, right of way limits, edges of pavement, visible utilities, and other surface features.

The licensed State of Florida Surveyor will investigate records and deeds of the Right of Way (ROW) strips and of abutting properties for determining ROW width on Cairo Lane and NW 127th Street and compare records with any field evidence. For ROW establishment, the survey will use as reference the Route Topographic Survey (Cairo Ln.) and Specific Purpose Survey (NW 127 St) provided by the City and prepared by Premiere Design Solutions (PDS), dated 08/15/2014 and signed in 11/10/2014 by Fernando Fernandez, PLS.

The survey will locate all the existing aboveground improvements and occupational evidences within the ROW. The survey will also establish vertical control run level loop from official benchmarks and set project TBM's, take spot elevations at high and low points, cross-sections at every 100 feet, elevations on top of utilities and determine invert elevations for any existing drainage and gravity sewer system, including pipe size, directions and materials to the extent possible. The survey will also determine approximate height above grade for overhead cables and wires.

In addition, and as requested by the City, the topographic survey will include underground utility location at three (3) locations:

- Intersection of Cairo Lane and NW 135th St
- TMR's crossing conduit for future use on Cairo Lane
- Crossing concrete conduit on Cairo Lane by TMR's scale

220 Geotechnical Investigation

300 Engineering shall contract the services of a Professional Geotechnical Engineer to perform Standard Penetration Test (SPT) borings at the project site in accordance with the American Society of Testing Materials (ASTM) D-1586. A total of twelve (12) soil borings are estimated,

which shall be spaced at maximum of 500 feet. Excavation clearances shall also be provided under this task.

The geotechnical investigation will provide information on the quality of the soils in the area for pipeline installation (along Cairo Lane) and for the roadway reconstruction along Cairo Lane and 127th Street.

Deliverables

The following deliverables will be submitted to the City as part of Task 200:

- Field Assessment Report. One (1) electronic copy
- Topographic Survey. One (1) signed and sealed electronic copy
- Geotechnical Report. One (1) signed and sealed electronic copy

300 Stormwater System Assessment and Development of Basis of Design

300 Engineering will conduct an assessment of the stormwater system. This assessment will include the following activities:

- Evaluate the design parameters defined by Intercounty Engineering in the response to the RFP No: 15-2940110 “Cairo Lane and NW 127th Street Roadway, Drainage, Water, and Wastewater Improvements” dated May 1st, 2015
- Assess the built infrastructure (visible structures such as catch basins, grate inlets, manholes) and identify deviations from the original design along Cairo Lane and NW 127th Street
- Evaluate the designed system capacity to handle the stormwater runoff generated at the project site and the discharge to the NW 127th Street Canal
- Evaluate the capacity and adequacy of the stormwater treatment system installed by Intercounty Engineering at Cairo Lane
- Evaluate the need for a stormwater pump station for the discharge of the treated runoff
- Identification of permitting requirements for the completion of the stormwater system improvements

Based on the assessment results, 300 Engineering will prepare a Basis of Design Technical Memorandum that will include the design criteria to be used to complete the stormwater system improvements in Cairo Lane and NW 127th Street. This assessment may result in the use of already installed infrastructure or the need of a complete redesign and construction of new infrastructure.

Deliverables

The following deliverables will be submitted to the City as part of Task 300:

- Draft Stormwater System Basis of Design Technical Memorandum. One (1) electronic copy
- Final Stormwater System Basis of Design Technical Memorandum. One (1) signed and sealed electronic copy

400 Force Main System Assessment and Development of Basis of Design

300 Engineering will conduct an assessment of the force main system. This assessment will include the following activities:

- Evaluate the design parameters defined by Intercounty Engineering in the response to the RFP No: 15-2940110 “Cairo Lane and NW 127th Street Roadway, Drainage, Water, and Wastewater Improvements” dated May 1st, 2015. 300 Engineering will not provide alternatives evaluation for the sanitary sewer system since the City indicated that a force main system is the preferred alternative due to the contaminated soils in the project area
- Assess the built infrastructure (visible infrastructure such as valves and service connections) and identify deviations from the design developed by Intercounty Engineering as indicated in the design plans provided by the City on July 1st, 2020
- Estimation of the pressure at the point of connection (POC) with the existing force main at NW 135th Street. The estimation of the pressure at the POC will be conducted based on the data available at the Miami-Dade County Regulatory and Economic Resources’ (RER) database for the connected pump stations, as reported by the City
- Verify the required number of service connections along Cairo Lane and Alexandria Drive
- Identify the location of installed service connections along Cairo Lane and Alexandria Drive
- Define the installation method for the pending service connections along Cairo Lane and Alexandria Drive
- Define the installation method for the pending force main section crossing NW 135th Street and the connection to the exiting force main along NW 135th Street
- Identification of permitting requirements for the completion of the force main system improvements

Based on the assessment results, 300 Engineering will prepare a Basis of Design Technical Memorandum that will include the design criteria to be used to complete the force main system improvements in Cairo Lane and Alexandria Drive. This assessment may result in the use of already installed infrastructure or the need of a complete redesign and construction of new infrastructure.

Deliverables

The following deliverables will be submitted to the City as part of Task 400:

- Draft Force Main System Basis of Design Technical Memorandum. One (1) electronic copy
- Final Force Main System Basis of Design Technical Memorandum. One (1) signed and sealed electronic copy

500 Fire Hydrants & Water Valves Assessment and Development of Basis of Design

300 Engineering will conduct an assessment of the fire hydrants and water system valves. This assessment will include the following activities:

- Evaluate the design parameters defined by Intercounty Engineering in the response to the RFP No: 15-2940110 “Cairo Lane and NW 127th Street Roadway, Drainage, Water, and Wastewater Improvements” dated May 1st, 2015

- Assess the built infrastructure (visible structures such as valves, fire hydrants, and meters) and identify deviations from the original design
- Verify fire protection coverage as per Miami-Dade Fire Department requirements
- Define possible locations of missing fire hydrants
- Define if adjustments are required for installed fire hydrants
- Identify valves for the interconnection of the existing water main, new water main and abandoned lines adjacent to 13070 Cairo Lane. This activity shall be executed with the assistance of the City's Public Works Department

Based on the assessment results, 300 Engineering will prepare a Basis of Design Technical Memorandum that will include the design criteria to be used to complete the installation of fire hydrants and water system valves along Cairo Lane and NW 127th Street. This assessment may result in the use of already installed infrastructure or the need of a complete redesign and construction of new infrastructure.

Deliverables

The following deliverables will be submitted to the City as part of Task 500:

- Draft Fire Hydrants and Water Valves Assessment Basis of Design Technical Memorandum. One (1) electronic copy
- Final Fire Hydrants and Water Valves Assessment Basis of Design Technical Memorandum. One (1) signed and sealed electronic copy

600 Roadway Reconstruction Assessment and Development of Basis of Design

300 Engineering will conduct an assessment of the roadway reconstruction. This assessment will include the following activities:

- Evaluate the design parameters defined by Intercounty Engineering in the response to the RFP No: 15-2940110 "Cairo Lane and NW 127th Street Roadway, Drainage, Water, and Wastewater Improvements" dated May 1st, 2015
- Evaluate the suitability of soils & fill materials, along Cairo Lane and NW 127th Street
- Verify the applicability of the design criteria, as defined by Intercounty Engineering in the response to the RFP No: 15-2940110 "Cairo Lane and NW 127th Street Roadway, Drainage, Water, and Wastewater Improvements" dated May 1st, 2015, of the roadway based on current road conditions along Cairo Lane and NW 127th Street
- Define the best construction method for the installation of concrete pavement that will allow minimum disruption to the traffic in the area
- Evaluation of the design proposed by Intercounty Engineering for the opening of the median at NW 32nd Ave, as indicated in the design drawings provided by the City on July 1st, 2020
- Identification of permitting requirements for the completion of the roadway improvements

Based on the assessment results, 300 Engineering will prepare a Basis of Design Technical Memorandum that will include the design criteria to be used for the roadway reconstruction of Cairo Lane and NW 127th Street. This assessment may result in the use of already installed infrastructure or the need of a complete redesign and construction of new infrastructure.

Deliverables

The following deliverables will be submitted to the City as part of Task 600:

- Draft Roadway Reconstruction Basis of Design Technical Memorandum. One (1) electronic copy
- Final Roadway Reconstruction Basis Design Technical Memorandum. One (1) signed and sealed electronic copy

SCHEDULE

The Project Schedule is approximately four (4) months from NTP.

INVOICING

Invoicing will be monthly as per the Contract between 300 Engineering and the City of Opa-Locka. Invoices shall be paid within thirty (30) days of invoice receipt.

COMPENSATION

The services described herein will be performed on a fixed lump sum fee basis, as per the Contract between 300 Engineering and the City of Opa-Locka, in the amount shown in Appendix A as CONTRACT GRAND TOTAL. Miles, reproduction, and other reimbursable expenses are to be paid as presented and approved.

ASSUMPTIONS

This Scope of Services is based on the following assumptions:

- All requested information will be made available to 300 Engineering by the City
- When available, the City will provide 300 Engineering with any requested AutoCAD information in electronic format
- The City's staff will be available to attend meetings and assist 300 Engineering with site visits
- City of Opa-Locka's police might be required to accompany 300 Engineering's staff and its subconsultants during site investigation activities. The cost of the police officers must be paid by the City
- The City shall clear the project area of debris and garbage and uncover buried structures before the execution of field investigation activities. This will be necessary to locate and assess existing infrastructure. All the deliverables described in this scope of work are contingent upon the City removing debris and clearing the project site
- The assessments and basis of designs developed under this scope of work may result in the use of already installed infrastructure or the need of a complete redesign and construction of new infrastructure
- For ROW establishment, the topographic survey will use as reference the Route Topographic Survey (Cairo Ln.) and Specific Purpose Survey (NW 127 St) provided by the City and prepared by Premiere Design Solutions (PDS), dated 08/15/2014 and signed in 11/10/2014 by Fernando Fernandez, PLS.

- The City shall provide 300 Engineering with the as-builts of the infrastructure in Alexandria Drive. Per the City, the as-builts of Alexandria Drive are currently under development by others and will be provided to 300 Engineering before the completion of this assessment (Task 1). Thus, survey of Alexandria Drive is not included in this project (Task 1).
- 300 Engineering will assist in the location of water valves in coordination with the Public Works Department's staff. 300 Engineering shall not operate valves as this will be the responsibility of the City's staff
- 300 Engineering will not provide alternatives evaluation for the sanitary sewer system since the City indicated that a force main system is the preferred alternative due to the contaminated soils in the project area
- The estimation of the pressure at the point of connection (POC) of the force main will be conducted based on the data available at the Miami-Dade County Regulatory and Economic Resources' (RER) database for the connected pump stations, as reported by the City. This information shall be provided by the City
- 300 Engineering shall not be responsible for any delays in the project caused by response times from the City and/or utility owners
- Design services are not included in this scope of work
- 300 Engineering shall not be held liable for the integrity, proper functioning and adequate installation of infrastructure installed by Intercounty Engineering
- The evaluation of the integrity of installed pipelines would require cleaning of such pipelines. Pipeline cleaning and evaluation shall be conducted by the City and is not included in this scope of work
- 300 Engineering shall not be liable for any malfunction or damage to the City's roadways, water distribution system, drainage system, force main, and/or consumer lines
- The City shall provide 300 Engineering with the contact information of the property owners within the project site
- The City shall provide 300 Engineering with the contact information, if available, of utility owners that were involved during the Design-Build project conducted by Intercounty Engineering
- In consideration of this Project, unrestricted access to data and information sources is made available to 300 Engineering. 300 Engineering shall comply fully with all security procedures, and shall not divulge to third parties all confidential Data Information obtained from the City of Opa-Locka while performing consulting services, including, but not limited to, security procedures, business operations information or proprietary information in the possession of the City of Opa-Locka. 300 Engineering shall not be required to keep confidential information or material that is publicly available through no fault of 300 Engineering, material that 300 Engineering developed independently without relying on the State's or Customer's confidential information, or material that is otherwise obtainable under State Law as a public record



"Cairo Lane, NW 127th Street and Alexandria Drive Project – Engineering and Assessment Services"
Fee Schedule

Notes:

1. Detailed proposal from the Professional Land Surveyor is included in this Appendix
2. Detailed proposal from the Professional Geotechnical Engineer is included in this Appendix



August 21, 2020

Ms. Ana C Dvorak, ENV SP.
300 ENGINEERING GROUP, P.A.
3850 Bird Road, Suite 601 Miami, Florida 33146
OFF: 305-602-4602 | **TEL:** 786-781-2689 | **FAX:** 305-675-2373
via email to: acdvorak@300engineering.com

RE: REVISED PROPOSAL FOR ROUTE TOPOGRAPHIC AND AS-BUILT SURVEY

Dear Ana,

Based on our previous conversation and on our understanding of the requirements, Bello and Bello (BB) is pleased to present the attached proposal for your consideration and acceptance.

Upon approval, please return a signed copy of this proposal to us. The work will be performed by fully insured personnel and under the supervision of a Florida registered Professional Land Surveyor and Mapper. Certificates of Insurance will be provided upon request.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Should you have any questions do not hesitate to contact us.

Very Truly Yours,

Odalys C. Bello, PSM
President

LAND SURVEYING AND MAPPING SCIENCES

12230 SW 131 Avenue, Suite 201 - Miami, Florida 33186 - Ph: 305.251.9606
www.bellolandsurveying.com



PROJECT NAME:

- Opa-locka – Cairo Lane ROW Improvements

PROJECT LOCATION (Reference)

- Address: 13200 Cairo Lane, Opa-locka, FL 33054
- Folio: 08-2128-003-0540
- Legal Description: Section 28-52-41 Miami-Dade Co. FL

PROJECT SIZE

- +/- 2,640' LF along Cairo Lane
- +/- 2,056' LF along N.W. 127th Street
- Total: +/- 4696 LF

SCOPE OF SERVICES

Task # 1 Route Topographic Survey to include:

- Sub Task #1.1: Investigate records and deeds of the R/W strips and of abutting properties for determining ROW width on Cairo Lane and NW 127th Street. Compare records with any field evidence.
For ROW (s) establishment this firm will use as reference the Route Topographic Survey (Cairo Ln.) and Specific Purpose Survey (NW 127 St) provided by City prepared by Premiere Design Solutions (PDS), dated 08/15/2014 and 11/10/2014 signed by Fernando Fernandez, PLS.
- Sub Task # 1.3: Location and survey all the existing aboveground improvements and occupational evidences. location of all improvements within R/W
- Task # 1.4: Establish Vertical Control run level loop from official benchmarks and set project TBM's, take spot elevations at high and low points, take cross-sections at every 100 ft., elevations on top of utilities and determine **invert elevations for any existing drainage and gravity sewer system, determine pipe size, directions and materials to the extent possible.** Determine approximate height above grade for overhead cables and wires. Note that cleaning of the structures might be necessary.

Task # 2 SUE (Underground Utility Location):

Bello & Bello will perform SUE (Subsurface Utility Engineering) Quality Level "A" Utility Designation including softdigs accordance with the American Society of Civil Engineers ASCE CI-38-02.

Area subject to SUE will be the following:

1. Intersection of Cairo Lane and NW 135th St. This section Does require the underground utility location for the force main tie-in.
2. TMR's crossing conduit for future use on Cairo Lane.
3. Crossing concrete conduit on Cairo Lane by TMR's scale.

LAND SURVEYING AND MAPPING SCIENCES

12230 SW 131 Avenue, Suite 201 - Miami, Florida 33186 - Ph: 305.251.9606
www.bellolandsurveying.com



Softdigs Steps

- Sub Task # 2.1: Performing Vac Truck Softdigs and restauration are time consuming activities that will partially block the right of ways and require special MOT. Bello & Bello will design and perform Temporary Traffic Control (TTC/MOT) plan as required for work within non FDOT right of way(s) in compliance with FDOT policies and applicable MUTCD - Index 600.
- Sub Task # 2.2: Prior to the excavations, B&B will generate a coordinate sheet for proposed excavation based on WASD's instructions. A Survey field crew will mark the area with white paint – tolerance of approximately 5 feet around the proposed location. The SUE Designation crew will perform Ground Penetrating Radar (GPR) designation survey to accurately identify the utility and pinpoint the location in order to avoid wrongful excavation. The vacuum truck crew will do the actual excavation and the survey crew will take the required information: horizontal coordinates, grade elevation on top, elevation of top of pipe, determining pipe size/material and confirm the type of utility. Upon completion of site survey area will be restored to its original condition.
- Sub Task 2.3: SUE data processing. Comparing findings with data depicting on the Topographic Survey, updating the survey accordingly, preparing the Utility Map and the Certified Softdigs Report.

PROVISIONS

Horizontally: Georeferenced to Florida State Plane Coordinate System, NAD'83/2011 adjustment.

Vertically: Elevations will be referenced to NGVD'29.

Completion time depends on weather conditions, however we estimate 60 business days

DELIVERABLES

Six (6) certified copies of each survey prepared in compliance with Miami-Dade County survey standards and the standards of practice as set forth by the Florida Board of Professional Surveyors and Mappers in applicable provisions of Chapter 5J-17, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes. A pdf copy and a drawing file in AutoCAD Civil3D 2018 or earlier version.

SUE Certified Utility Report and Mapping: One (1) certified sketch with depiction of softdigs (including horizontal coordinates, grade elevations and utility information as determined in the field).

FEES

Task # 1: \$ 36 000.00 Lump Sum

Task # 2: \$ 1250.00 per soft Dig

THIS AGREEMENT IS HEREBY ACKNOWLEDGED AND ACCEPTED. I understand and agree that by signing below I APPROVE AND ACCEPT this proposal as a legal binding contract.

By: _____ Date: _____

Signature: _____ Title: _____

LAND SURVEYING AND MAPPING SCIENCES

12230 SW 131 Avenue, Suite 201 - Miami, Florida 33186 - Ph: 305.251.9606

www.bellolandsurveying.com

GFA International, Inc.

Florida's Leading Engineering Source

Ms. Ana C Dvorak
300 Engineering Group, P.A.
3850 Bird Road, Suite 601
Miami, FL 33146
Phone: (305) 602-4602
Email: acdvorak@300engineering.com

Proposal for Geotechnical Exploration

Opal-Locka Cairo Lane Project
Along Cairo Lane & 127th Street, Opal-Locka, FL

Proposal No. 20-1931.00
July 31, 2020



**A Universal
Engineering
Sciences
Company**





A Universal Engineering Sciences Company

Geotechnical Engineering | Construction Materials Testing and Inspections
Building Code Compliance | Environmental, Health & Safety | Facilities Consulting

LOCATIONS

Atlanta, GA	Hagerstown, MD	Pensacola, FL
Buford, GA	Irvine, CA	Port St. Lucie, FL
Chantilly, VA	Jacksonville, FL	Reno, NV
Charlotte, NC	Kennesaw, GA	Rockledge, FL
Clewiston, FL	Las Vegas, NV	Sarasota, FL
Daytona, FL	Miami, FL	St. Petersburg, FL
Delray Beach, FL	Ocala, FL	Tampa, FL
Douglasville, GA	Orlando, FL	Tifton, GA
Fort Myers, FL	Palm Coast, FL	West Palm Beach, FL
Fort Pierce, FL	Panama City, FL	
Gainesville, FL	Pelham, AL	

July 31, 2020

Ms. Ana C Dvorak
300 Engineering Group, P.A.
3850 Bird Road, Suite 601
Miami, FL 33146
Phone: (305) 602-4602
Email: acdvorak@300engineering.com

**RE: Proposal for Geotechnical Exploration
Opa-Locka Cairo Lane Project
Along Cairo Lane & 127th Street, Opa-Locka, FL
Proposal No. 20-1931.00**

Dear Ms. Dvorak:

GFA International, Inc. (GFA) appreciates the opportunity to become a part of your project team. Our team of professionals are dedicated to making this project a success, both on schedule and within budget. We are proud of our commitment to maintaining the highest levels of customer service and client satisfaction, and respectfully submit the following for your consideration.

PROJECT INFORMATION

It is GFA's understanding that this project is to consist of stormwater, roadway improvements, and force main installation along Cairo Lane and 127th street in Opa-Locka, FL.

GEOTECHNICAL EXPLORATION

Exploration is to consist of twelve (12) Standard Penetration Test (SPT) borings within the proposed structure for this geotechnical study. The borings will be completed with a truck or track-mounted drilling equipment. The depths are needed to evaluate the nature of the subsurface soils and general subsurface conditions for the proposed development. The borings will be performed to depths of 15 feet below grade.

Underground utility clearance will be required prior to commencing the drilling of the SPT borings. Therefore, GFA will contact "Sunshine One-Call" Service to obtain underground public utility clearance. We request to be notified of the location of any existing private underground utilities and/or structures in the exploratory area prior to our field work. We will not be responsible for private and/or public underground utilities and/or structures not identified to our field crews. We have assumed that our field work can be performed during normal business hours.

GFA will subcontract the performance of the Maintenance of Traffic (MOT) and the preparation of a MOT plan. These items will be needed for GFA to perform borings within the roadways as requested. Right of Way (ROW) and MOT permits will be responsibility of the client.

PURPOSE

The purpose of the services on this project is to explore the subsurface soil/rock conditions and provide roadway and pavement recommendations, including soil engineering parameters, soil parameters, soil classification, anticipated settlements, allowable bearing capacity, fill materials and compaction requirement to be used in evaluation of the site for the proposed construction.

PROPOSED SCOPE OF SERVICES

The geotechnical exploration and report shall include the following at a minimum:

- Perform twelve (12) standard penetration test (SPT) borings. The borings will be completed to depths of 15 feet below existing grade, utilizing a truck or track-mounted drilling equipment. The SPT borings will be used as an investigative tool.
- Two (2) days of Maintenance of Traffic (MOT) and MOT plan for the borings to be performed on the roadways.
- A software-generated and plotted log of each boring will be prepared.
- Prepare a site plan showing the approximate test locations.
- Summarize the activities on this project in the form of a Geotechnical Report which will include test procedures used, data collected, evaluation of subsurface soil conditions, and engineering recommendations for the proposed construction.
- Provide recommended site preparation procedures and imported fill requirements.

An estimated **LUMP SUM** for the scope of services detailed above is **\$6,431.00.**

Please Note: This estimate is based on the site being accessible to a truck or track-mounted drilling equipment. If this is not the case, revisions will need to be made to this estimate to accommodate mobile drilling equipment or heavy-equipment to access boring locations. Estimate also assumes work to be completed in two (2) 8-hour days during regular hours.

GFA will not exceed the fee stated above unless the encountered soils are significantly different than those anticipated, the site is not accessible to truck mounted drilling equipment and/or if the report will require additional hours for engineering analysis due to the encountered soils being significantly different than those anticipated. The additional services and its cost shall be negotiated.

CONDITIONS AND QUALIFICATIONS

GFA's terms are C.O.D. (credit cards are accepted) unless a credit application has been approved or credit has been previously established. If credit is established, the terms will be 2/10/net-30days. The pricing contained herein is subject to change if this proposal is not authorized within 90 days from the date of this proposal. If more than 90 days have passed since the date of this proposal, please contact us for an updated proposal. Additional items not listed in this proposal will be quoted upon request. A digitally signed and sealed .pdf report will be provided at no charge. Hard copies of reports can be provided upon request, at a unit rate of \$75.00 per report.

AUTHORIZATION

All services will be conducted in accordance with this proposal and attached Terms and Conditions. To initiate services, please complete and return the included Proposal Acceptance Agreement form. The Terms and Conditions are part of this agreement. **The signed proposal acceptance agreement form must be received by GFA via fax or email prior to any work being performed, and an original copy must be received before completed reports can be distributed.**

CLOSING

GFA appreciates the opportunity to submit this proposal and looks forward to working with you as a member of the project team. Please contact the undersigned at 561.347.0070 if you have any questions or comments.

From our team to yours,

GFA International, Inc.
CA#4930



Carlos Mercado, M.S., P.E.
Branch Manager



Estela G. León Aguilar, M.S, P.E.
Geotechnical Department Manager



Kalli Krivdo
Business Development Representative

Attachments: Exhibit "A" – GFA International Inc.'s Standard Terms & Conditions
 Exhibit "B" – Report Distribution Information Request Form

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA RATIFYING THE PROPOSED FIVE-YEAR PLAN AND DIRECTING THE CITY MANAGER TO FORWARD TO THE GOVERNOR THE PROPOSED FIVE-YEAR PLAN AS PRELIMINARILY APPROVED BY THE MAYOR AND COMMISSION, PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Governor of the State of Florida issued Executive Order 16-135 on June 1, 2016 declaring that the City of Opa-Locka ("City") was in a state of financial emergency; and

WHEREAS, the City of Opa-Locka has executed and is fully complying with a State and Local Agreement of Cooperation ("Agreement") designed to resolve the financial emergency and provide assistance to the City; and

WHEREAS, the Agreement requires the submission of a Five-Year Plan describing the steps that the City of Opa-Locka has taken and will take to satisfy all requirements to permit the City of Opa-Locka to exit from a state of financial emergency; and

WHEREAS, on August 20, 2020 and August 27, 2020 at Commission workshops, the City Manager presented the proposed Five-Year Plan to the City Commission of Opa-Locka ("Commission")

WHEREAS, the City Manager recommends the City Commission preliminarily approve the City of Opa-Locka's Five-Year Plan and further direct that the Plan be forwarded to the Office of the State Chief Inspector General for review and comments; and

WHEREAS, the Commission finds that it in the best interest of the City and its residents to approve the proposed Five-Year, as attached hereto as Exhibit "A".

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

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

SECTION 2. AUTHORIZATION

The City Commission of the City of Opa-Locka, Florida hereby preliminary adopts the City of Opa-Locka's Five-Year Plan and directs the City Manager to forward the City of

Opa-Locka Five-Year Plan to the State of Florida Office of the State Chief Inspector General for review and comments.

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 upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED and ADOPTED this 9th day of September, 2020.

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: _____

VOTE:

Commissioner Bass	_____
Commissioner Burke	_____
Commissioner Kelley	_____
Vice-Mayor Davis	_____
Mayor Pigatt	_____



City of Opa-locka Agenda Cover Memo

Department Director:	Bob Anathan			Department Director Signature:			
City Manager:	John E. Pate			CM Signature:			
Commission Meeting Date:	Sep 9, 2020		Item Type: <small>(Enter X in box)</small>	Resolution	Ordinance	Other	
			X				
Fiscal Impact: <small>(Enter X in box)</small> N/A	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading	
		X	Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes	No
					X		X
Funding Source: <small>Account# :</small>	<small>(Enter Fund & Dept)</small> Ex:		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No	
						X	
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: Enhance Organizational <input checked="" type="checkbox"/> Bus. & Economic Dev <input checked="" type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/>	Strategic Plan Obj./Strategy: <small>(list the specific objective/strategy this item will address)</small>			
	X						
Sponsor Name	City Manager		Department:	City Manager			

Short Title:

Five-Year Plan Ratification

Staff Summary:

Staff presented the proposed Five-Year Plan at Commission workshops on August 20th and again on August 27th. During the presentation on August 27th, staff advised that the plan as presented contained incorrect debt service amounts which required correction and which would result in the reduction in the ability of the Water-Sewer Fund and the Stormwater Fund to borrow during years of FY 23 to FY 25. This correction has now been made with the Water-Sewer five-year capital investment being reduced from \$21.1 million to \$17.3 million and the Stormwater five-year capital investment being reduced from \$21.7 million to \$20.5 million. Modification of the current debt payment schedule to Miami-Dade Water and Sewer would provide additional funds to permit additional Water-Sewer capital investment during the plan period.

Proposed Action:

Staff recommends the City Commission preliminarily approve the City of Opa-locka Five-Year Plan and direct that it be forwarded to the Office of the State Chief Inspector General for review and comment.

City Of Opa-locka, Florida

Five-Year Plan





Table of Contents

	Page #
Introduction	
Table of Contents	
City Manager's Plan Message.....	3
Citywide Summary	
Citywide Financial Summaries.....	13
Citywide Staffing Summary.....	18
Financial Summaries	
<u>General Fund</u>	
Commentary.....	20
Summary of Revenues & Expenditures.....	21
Schedule of Revenues.....	22
Schedule of Expenditure.....	25
City Commission.....	27
City Manager	30
Non-Department.....	33
City Clerk.....	36
City Attorney.....	39
Human Resources.....	42
Finance.....	45
Community Development.....	48
Building & Licenses.....	51
Police – Total.....	54
Police – Chief.....	56
Police – Administration.....	59
Police – Criminal Investigation Division.....	62
Police – Patrol.....	66
Parks & Recreation.....	68
Code Enforcement.....	71
Public Works – Administration.....	74
Public Works – Building Maintenance.....	77
Public Works – Roads & Streets.....	80
Public Works – Illegal Dumping Removal.....	83
Public Works – Vehicle Maintenance.....	86
<u>Community Redevelopment Agency Fund</u>	
Commentary.....	90
Summary of Revenues & Expenditures.....	91
Schedule of Expenditures.....	92
<u>Debt Service Fund</u>	
Commentary.....	94
Summary of Revenues & Expenditures.....	95
<u>Safe Neighborhood Fund</u>	
Commentary.....	97
Summary of Revenues & Expenditures.....	98



<u>People's Transportation Tax Fund</u>	Page #
Commentary.....	100
Summary of Revenues & Expenditures.....	101
<u>Special Law Enforcement Fund</u>	
Commentary.....	103
Summary of Revenues & Expenditures.....	104
<u>Town Center</u>	
Commentary.....	106
Summary of Revenues & Expenditures.....	107
Schedule of Expenditures.....	108
<u>Water-Sewer Fund</u>	
Commentary.....	110
Summary of Revenues & Expenditures.....	111
Schedule of Revenues.....	112
Schedule of Expenditures.....	113
Water Distribution.....	114
Sewer Collection & Transmission.....	117
Water-Sewer Finance.....	120
Service Line & Meter Maintenance.....	123
Water-Sewer CIP	126
<u>Stormwater Fund</u>	
Commentary.....	130
Summary of Revenues & Expenditures.....	131
Schedule of Expenditures.....	132
<u>Internal Services Funds</u>	
<u>IT Internal Services</u>	
Commentary.....	134
Summary of Revenues & Expenditures.....	135
Schedule of Expenditures.....	136
<u>Risk Management Internal Services</u>	
Commentary.....	138
Schedule of Revenue & Expenditures.....	139
Schedule of Expenditures.....	140
<u>Capital Improvement Program (CIP) – Governmental Funds</u>	
Commentary.....	142
Five-Year Capital Improvement Plan.....	143
<u>Capital Improvement Program (CIP) – Enterprise Funds</u>	
Commentary.....	145
Water-Sewer Five-Year Capital Improvement Plan.....	146
Stormwater Five-Year Capital Improvement Plan.....	147

City of Opa-locka



Chris Davis
Vice Mayor



Matthew Pigatt
Mayor



Joseph Kelley
Commissioner



Sherelean Bass
Commissioner



Alvin Burke
Commissioner

City of Opa-locka Administration

John E. Pate, City Manager

George Ellis, Jr. Assistant City Manager

Joanna Flores, City Clerk

Burnadette Norris-Weeks, City Attorney

Daniel Abia, Building Official/Building and Licensing Director

Bob Anathan, Budget Administrator

Aria Austin, Public Works Director/CIP Director

Charles Brown, Parks and Recreation Director

Gregory Gay, Community Development Director/CRA Director

Gerri Lazarre, Interim Finance Director/Consultant

Nelson Rodriguez, Information Technology Director

Kierra Ward, Human Resources Director

Financial Oversight Board

Melinda Miguel, Chief Inspector General

Board Members

Andrew R. Collins, Board Chair

Angela Knecht

Kim Mills

Vernita Nelson

J.D. Patterson, Jr.

Frank Rollason

Legal

Brian Hunter, Attorney



**Office of the City Manager
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054**

**John E. Pate, MS, CM
City Manager**

**Telephone: (786) 338-6598
Email: jpate@opalockafl.gov**

August 31, 2020

Ms. Melinda Miguel, Chief Inspector General
Office of the Inspector General
The Capitol
Room 1902
Tallahassee, FL 32399-0001

Dear Ms. Miguel:

I am very pleased to forward the City of Opa-locka's Five-Year Plan, demonstrating a continuation of the very significant improvement achieved in recent years. This plan focuses on the key issues that resulted in the 2016 financial emergency and the steps taken so far and to be taken to rectify these issues. The plan demonstrates that these problems have been or are being fully addressed to allow the City to emerge as a respected and responsible municipality once again with the conditions that caused the financial emergency put behind. It is noteworthy that this is being achieved even as COVID-19 significantly impacts revenue and creates substantial uncertainty going forward. It is recommended this plan be reviewed in conjunction with the previously submitted FY 21 Proposed Budget which contains significant information on underlying details.

This is a resubmission of the City's Five-Year Plan submitted two years ago. The current plan addresses the issues raised by the State in accordance with State Statute 218.503(3)(h), including the following:

- a. Issue – All obligations to be paid in full – The current plan provides for full payment of all current and future obligations with the exception of \$2.7 million of prior-year red light camera fees due to the State. The City has begun to discuss options with the State. The worst case scenario is believed to be repayment of these fees over a ten-year period with a \$1.1 million impact during the plan period. The plan would be adjusted primarily with a reduction to investment in roadway infrastructure to maintain a satisfactory fund balance and permit the planned reduction to the millage rate over the plan period.

- b. Issue – Prioritized budgeting to be utilized to avoid unaffordable items – New plan has been constructed on prioritizing needs to function within available funding. No unaffordable items are included since there is no use of reserves to make up for funding shortfalls resulting from unaffordable items.
- c. Issue – Ongoing operations should not be funded with one-time funding sources – The only one-time funding used in the plan is in conjunction with capital projects.
- d. Issue – All operations should be reviewed for consolidation and other cost-saving opportunities – The City has operated in a very lean mode for several years with headcount reduced 40% from several years ago. This was reflected in the FY 20 and FY 21 budgets approved by the State with minimum modification, validating the cost-effectiveness of City operations. The follow-on years of the plan are modeled on the FY 21 budget with limited growth in follow-on years, when affordable, to enhance service.
- e. Issue – Property valuation growth is constrained by homestead provisions - Homesteaded property is less than 5% of the City’s property tax base. The new plan is constructed on the basis of recent historical growth achieved which included the homesteaded property component. Property tax base valuation growth assumed significantly reduced in FY 22 and FY 23 due to the pandemic.
- f. Issue – Millage rate shouldn’t be maintained at 10.0000 mills – Very significant improvement to the City’s tax base makes this unnecessary. The new plan demonstrates annual millage rate reduction.
- g. Issue – Prior plan didn’t address possible debt restructuring
 - (1) City is working to initiate a discussion with the State to possibly modify the amount currently owed the State for prior year red light camera fees. The current plan assumes no repayment of this debt is made during the plan period. As indicated in Item “a” above, in what is believed to be a worst case scenario, the City would make \$1.1 million of payments during the plan period. Adjustments would be made primarily to investment in roadway infrastructure in order to maintain the decline in the millage rate while ensuring the General Fund Available Fund Balance remains above the required target.
 - (2) City has submitted a proposal to the County to reschedule the remaining water-sewer debt due to the County, approximately \$6.0 million, to be repaid over ten years. If approved, this would make another \$2.5 million available in the next three years for the City to invest in cost-saving utility projects to reduce water loss and inflow and infiltration in the near term. This proposal isn’t reflected in the new plan.
- h. Issue – Rising expenditures not conspicuously addressed – In the new plan, wages are assumed to grow at a 2% annual rate. Other expenses in general are also assumed to grow annually at 2%. Some unique expenses have different growth rates, e.g., health care – 6% annually. (City was just informed the FY 21 growth rate is 0%.)

- i. Issue – Stormwater revenue increases not defined – These charges are currently charged on the utility bill which presents problems in matching stormwater charges to water accounts. This plan assumes the stormwater charge will be an assessment on tax bill as of FY 22, correctly matching property-based stormwater charges to property owners. This will produce an additional \$1 million of revenue each year.
- j. Issue – No discussion as to whether cost reductions result in lost positions and reduced services – This plan achieves objectives without further cost reduction. Revenue is sufficient to bring on limited additional staffing to enhance services during the plan period.

There were many issues that came together to cause the financial emergency. Some of the key ones can be summarized as follows:

- 1. A property tax base which seemed inadequate to provide sufficient property tax revenue to fund the City's efforts to recover from the problems it had allowed to occur.
- 2. A serious depletion in the City's reserves which called into question the City's ability to continue operations.
- 3. Major utility billing and collection issues leading to a severe loss of credibility with utility customers, legal issues and a multi-million dollar delinquency.
- 4. Substantial underinvestment in the City's infrastructure (roadways, water, sewer, storm drainage and parks) which created an unacceptable quality of life for residents and a very costly backlog of projects requiring attention.
- 5. A complete collapse of City fiduciary responsibilities with an absence of financial controls and procedures, culminating in the failure of the City to complete audits for several years.
- 6. A general lack of awareness of many operational requirements across nearly all divisions due to an absence of valid policies and procedures to provide immediately available and effective guidance.

The Five-Year Plan will address the above issues in terms of current accomplishments and how these serve as the foundation for the continuing progress demonstrated in the plan

Property Tax Base – Growth - History

Central to a municipality's ability to be financially self-sustaining is a property tax base that is robust, vibrant and growing. The Opa-locka tax base has demonstrated excellent growth and has had one of the highest property tax base growth rates in the County in recent years.

When considering year-over-year growth of the total tax base, (composed of real estate, personal property and centrally allocated property), before consideration of new properties coming online each year, Opa-locka has consistently ranked high in the County in recent years.

	Tax Base Growth	Ranking Within County
FY 21	5.7%	6 th of 36
FY 20	8.3%	1 st of 36
FY 19	8.6%	2 nd of 36
FY 18	6.9%	11 th of 36

It must be noted that in FY 20, when City growth of 8.3% led the County, this didn't include the \$192 million addition to the tax base from a new Amazon distribution center since this measurement reflects growth before new additions. (When the Amazon growth is included, the FY 20 tax base grew 30.1% over the prior year.)

Equally noteworthy is that in FY 21 the City ranked 6th in growth in the County even after adding \$192 million to the prior year tax base, greatly expanding the tax base from which further growth is to be measured.

The new Amazon facility has not only has provided a reliable source of significant additional future revenue, but its presence also serves as a lure to other businesses and validates the City as a place to invest and do business.

Property Tax Base – Growth - Plan Years

The real estate portion of the City's tax base, which is 77.9% of the total tax base in FY 20, has shown strong growth in recent years. For the five years through FY 21, excluding new construction, the City's real estate portion of the tax base grew between 8.0% and 9.5% per year, demonstrating the upward pressure on real estate prices as the result of interest in the City. Since the residential property tax base is approximately 25% of the entire tax base, this interest is primarily from the commercial community.

If it hadn't been for the pandemic, it is anticipated the real property tax base would have continued to grow in the 8% to 9% range throughout the Five-Year Plan. Instead, to acknowledge the impact of and uncertainty due to the pandemic, the growth of the real estate portion of the tax base was set at 0% in FY 22, grown 4% in FY 23 and then reverted to more historic rates for the remaining two years of the plan, resulting in the following growth profile. It should be noted that less than 5% of the City's tax base is homesteaded, with the result that homesteaded properties aren't a major constraint in the growth of the City's property tax base.

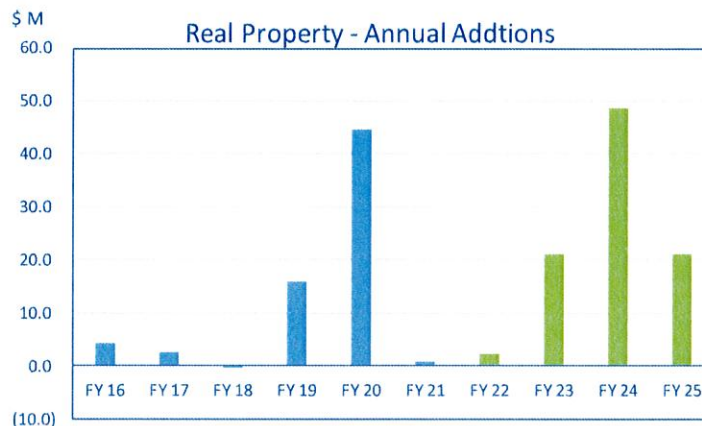


Reducing the historical growth rate in FY 22 and FY 23 resulted in a reduction of property tax revenue by \$4.3 million over the four-year period versus an assumption of a non-pandemic growth rate at historical rates for all four years.

For the remaining portions of the City's tax base, (personal property (22.0%) and centrally allocated (0.1%)), even though the Amazon facility added \$147 million to the personal property component in FY 20 (a 150% increase), a conservative historical growth rate of 1% has been used for these components for the plan years, adding a minimal \$2.5 million to the tax base each years. This was done even though some of the projects in the City's real estate development pipeline are of a nature such that there may be meaningful additions to the personal property tax base.

Real Estate Property Tax Base Additions

In addition to growth in the real estate portion of the tax base due to market forces, additional growth occurs when low value properties are developed into properties providing substantial additions to the tax base. Here also the City has experienced significant growth in recent years, and it is anticipated there will be a continuation of these additions over the plan years. It should be noted that this future growth is directly linked to specific projects identified within the City's real estate development pipeline. This has resulted in the following real estate property tax base annual addition profile.



It should also be noted the above is in regard to real property and doesn't address the additional \$147 million added to the personal property tax base in FY 20 due to the new Amazon distribution center. The five-year plan doesn't assume further increases like this for the personal property component of the property tax base.

Millage Rate

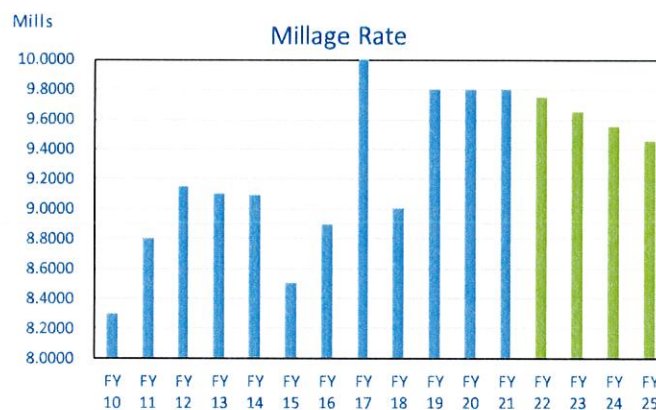
With establishment of the property tax base for the plan years above, the proposed millage rate establishes the property tax revenue the City anticipates. It should be noted that Opa-locka historically has had millage rates at the high end of the millage rate range in comparison to other municipalities. This results from two systemic issues which can be anticipated to continue for many years due to issues reflected in the below table.

	Taxable Value Per Square Mile	% Of General Fund Budget Funded With Property Tax
Opa-locka	268,474,111	57.2%
Hialeah	527,089,089	44.4%
Miami Lakes	597,796,095	36.0%
Miami Gardens	271,839,847	46.2%

The above table compares the City with three of its neighbors. To normalize property tax bases, each city's property tax base has been divided by its area to determine the potential for one square mile within each city to generate property tax revenue. An urban city's geographical size is considered to be a reasonable proxy for amount of services required to be provided. The lower the taxable value per square mile, the higher the millage rate must be to generate the same amount of property tax revenue per square mile. As indicated above, Opa-locka's taxable value per square mile is less than half of that of two of its major neighbors.

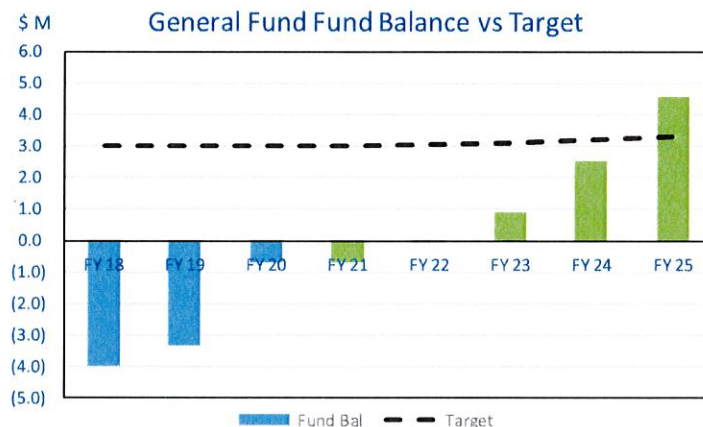
The second factor that comes into play is the availability of funding sources other than property tax revenue to fund the General Fund. Even though Opa-locka and Miami Gardens are nearly the same in terms of taxable value per square mile, Miami Gardens is able to fund 53.8% of its General Fund budget with funding from sources other than property tax revenue. Conversely, Opa-locka's alternate sources of funding constitute only 42.8% of its General Fund requirements. The lower the other sources of General Fund funding, the more property tax revenue has to assume the burden to fund the General Fund, further necessitating a higher millage rate. To achieve the Miami Gardens mix of 46.2% of the General Fund budget covered by property tax revenue would require Opa-locka to have another \$2.0 million of alternate General Fund funding sources, with a corresponding reduction in property tax revenue. If this were to occur, the City's FY 21 millage rate would be 7.9852 mills rather than the proposed 9.8000 mills.

The above notwithstanding, the need to reduce the current millage rate is clearly recognized and the strength of the growing tax base will allow this to occur. Consequently the plan anticipates the millage rate will come down from the current rate of 9.8000 mills to 9.4500 mills in FY 25 as reflected in the below table. If the impact on the property tax base from the pandemic isn't as severe as assumed in the plan in FY 22 and FY 23, this would allow further millage rate reduction.



Reserves – The recently completed FY 18 audit indicates that reserves continue to be a problem for the City’s two largest funds, the General Fund and the Water-Sewer Fund. The General Fund Unassigned Fund Balance in the audit was indicated as negative \$4.0 million while the Water-Sewer Unassigned Working Capital Balance was indicated as negative \$1.3 million. However, the forecasts for FY 20 indicate significant improvement in both funds with funding sources significantly greater than expenditures. This is occurring even though revenue has been substantially adversely impacted in the General Fund and less so in the Water-Sewer Fund due to the pandemic. It is believed that the FY 20 audit will demonstrate this forecasted substantial improvement, although it is believed that further improvement will be required for both funds to reach required reserve targets.

In another vote of confidence in addition to the new Amazon facility, reserves were further improved by the release of funds tied up for nearly four year. The City had financed the new Municipal Complex with debt based on pledged revenue, with the pledged revenue exceeding the monthly debt service payment going to the City each month. When the financial emergency was declared in 2016, the bank holding the debt began to retain the surplus pledged revenue to reduce its loan exposure. As of this spring \$5.2 million of surplus pledged revenue had been retained. The bank no longer believes the loan is at substantial risk and released the retained \$5.2 million, with half going to the City for operations and General Fund Unassigned Fund Balance improvement and the other half used as a prepayment to reduce the City’s debt on the building.



Utilities – Miami-Dade County has assumed responsibility for billing the City’s utility customers with dramatically improved financial results and with a significant reduction in customer issues. FY 20 utility revenue is forecasted to improve by at least \$3.0 million over FY 18 with essentially the same customer set and water usage, highlighting the billing and collection problems the City had previously experienced. This additional revenue provides the opportunity to begin to address infrastructure improvement and fund additional debt service requirements. In regard to past delinquencies related to accounts prior to the County’s assuming responsibility, a dedicated team has recently been assigned to the Public Works Director to analyze the accuracy and collectability of these old accounts and, when feasible, initiate collection activity. Since these delinquencies have previously been classified as revenue, collection on these accounts won’t constitute additional revenue. Conversely, if not collected, they will have to be written off. Since this is program is somewhat new, there isn’t a track record as to its success, and the plan doesn’t address the possibility that some of this delinquency may have to be written off in the future. It is also assumed that the utility billing legal issues will be resolved in FY 22 at a total cost for legal expense and settlements for the next two years costing \$0.8 million.

Infrastructure – The robustness of the City’s tax base and the assumption that the City’s Enterprise Funds return to creditworthiness in FY 23 provide for an aggressive investment program over the plan period to restore the City’s infrastructure.

The Governmental Funds CIP is planned to invest \$9,247,138.

Project	Cost	Funded By	
Historic City Hall Complex	\$1,500,000	\$1,500,000	County GOB Fund
Cairo Lane *	\$800,000	\$800,000	Peoples Transportation Plan
Parks	\$1,600,000	\$800,000	State Grants (FRDAP)
		\$800,000	CRA
Roadways & Sidewalks	\$5,347,138	\$1,000,000	General Fund Revenue
		\$2,833,146	Peoples Transportation Plan
		\$1,513,992	Safe Neighborhood
Total	\$9,247,138	\$9,247,138	

* This fund’s share of the \$4.0 million Cairo Lane project

It should be noted that the City has 46 miles of roads for which it is responsible. Investment of \$600,000 per year allows resurfacing of each road every ten years. One mile of roadway resurfacing costs approximately \$130,000. The City still has approximately 20 miles of new sidewalks to install. One mile of sidewalks costs approximately \$165,000. Further reflecting the Commission’s intent to enhance community quality of life is the decision to substantially improve the City’s parks system with development of a \$150,000 parks masterplan in FY 21 and then providing for a follow-on \$1.6 million investment in new and renovated park facilities based on the new parks masterplan.

The Water-Sewer Fund is planned to invest \$17,335,686 in infrastructure over the plan period, including \$12.0 million based on new borrowing starting in FY 23.

Project	Cost	Funded By	
Cairo Lane **	\$2,900,000	\$119,100	Water-Sewer Fund Revenue
		\$479,934	Current Grants
		\$2,300,966	Current Loans
Zones 1-6	\$2,435,686	\$2,435,686	
Future Projects*	\$12,000,000	\$12,000,000	New Loans
Total	\$17,335,686	\$17,335,686	

* Infrastructure requirements currently being reviewed by engineering consultants with a prioritized list of projects to be provided by October, 2020

** This fund’s share of the \$4.0 million Cairo Lane project

This investment will result in cost savings from reduced water loss and from reduced inflow and infiltration as well as reduction in future repairs with the latter not only saving money but resulting in reduced interruption of customer service.

The Stormwater Fund is planned to invest \$20,510,000 in infrastructure over the plan period to significantly mitigate future flooding issues, including \$15.0 million based on new loans starting in FY 23.

Project	Cost	Funded By	
Zone 6	\$850,000	\$761,564	Stormwater Fund Revenue
		\$88,436	Stormwater Fund Fund Balance
Master Plan	\$300,000	\$300,000	
NW 30 th Ave	\$160,000	\$160,000	
Cairo Lane **	\$300,000	\$300,000	
DPC – Zone 1-6	\$500,000	\$500,000	
Future Projects*	\$18,400,000	\$600,000	Stormwater Fund Revenue
		\$2,800,000	
		\$15,000,000	New Loans
Total	\$20,510,000	\$20,510,000	

* Infrastructure requirements currently being reviewed by engineering consultants with a prioritized list of projects to be provided by October, 2020

** This fund's share of a \$4.0 million project

The engineering consultants reviewing City infrastructure needs have indicated on a very preliminary basis that total renovation of the City's infrastructure will require in excess of \$60 million. The \$48 million to be invested in infrastructure in the plan period, including the \$5.3 million of roadway and sidewalk investment, reflect a major commitment to addressing these needs.

Fiduciarily Responsible – The City's Finance department, under external consultant leadership, is making excellent progress in transforming itself from a totally dysfunctional operation instrumental in causing the financial emergency to a department that will be second to none in its effectiveness in carrying out its fiduciary responsibilities. In the past couple years multiple audits have been completed, culminating with the recent completion of the City's FY 18 audit in May. This has not only served to provide much better understanding of the City's true financial position and required future corrective actions, but has also allowed release of funds from other agencies that had been withheld due to the lack of audits. It is the department's intention to be fully current in audits as of June, 2021, which over the next ten months will include completion of both the FY 19 and FY 20 audits while fulfilling ongoing accounting and FY 20 year-end closing requirements. Training needs have been identified and implemented to improve staff effectiveness. Responsibilities have been clearly defined and accountability established to ensure required results are achieved. Aggressive effort continues to recruit senior financial professionals to provide future leadership, a task made somewhat more challenging by the shadow of the City's history. The department is in the midst of development of a comprehensive set of policies and procedures that clearly document responsibilities and proven procedures to ensure staff is aware of and educated in what is expected of them to be successful. These policies not only address deficiencies identified in the recent State Operational Audit, but also many other topics for which documented policies and procedures are necessary to ensure consistent and effective performance.

Operational Requirements Compliance – The recently completed State Operational Audit was a clear statement of staff's failure to comply with many requirements, both internal and external. In response to this, an aggressive program was implemented to develop policies and procedures based on the recommendations of the audit. Currently approximately half of the audit findings have been

addressed with documented and effective policies and procedures. This is less than the progress originally planned, but the disruptions in staff focus and availability due to the pandemic have degraded responsiveness. This program has been under the guidance of the Budget Administrator, but due to the budget and five-year plan requirements in the past couple months, the program hasn't received the necessary oversight recently to maintain continuing progress. With these requirements essentially completed, the next two months provide a window to move the program ahead to satisfactory completion.

As part of enhancing how the City conducts operations, the City has recognized the need to bring operations into the 21st century. This is being done using technology as the platform to implement citywide improvement in the tools available to support operations, which by extension impact the manner in which business will be conducted. Under the dynamic and forward-looking leadership of the IT director, \$1.8 million will be invested in hardware and software over the plan period. Operations as conducted by Buildings & Licenses, City Clerk, Public Works and Procurement, among other functions, will bear little resemblance to how things are currently done. The upgrading of the technology infrastructure will embed many procedures and requirements, enhancing the City's ability to remain in compliance.

Summary – With the greatly appreciated guidance and support of the City Commission and also of the State staff focused on the City and its recovery, the City has already made very extensive progress on the road to recovery. Going forward, staff has a very clear understanding of what is required to complete the journey and is dedicated to ensuring the City will re-emerge as a fiducially responsible, financially self-sustaining, high technology city providing excellent services and a good quality of life for the community. Although the pandemic will slow down financial progress, the financial blocks are in place to support the City's recovery. The City's robust and growing tax base will allow the General Fund to provide the services the community expects while having additional funds to support infrastructure improvement. The utility funds are positioned to continue providing excellent utility services while having funds available to cover additional debt service on new debt required to significantly restore the utility infrastructure after an extended period of underinvestment. A comprehensive set of policies and procedures will ensure the documented availability of effective procedures for reference whenever required and the checks and balances to ensure they are being carried out. The Opa-locka of tomorrow will bear little resemblance to the Opa-locka of yesterday, to the benefit of all stakeholders.

Sincerely,



John E. Pate, MS, CM
City Manager

cc: Mr. Rodney J. MacKinnon, Director of Auditing, Office of the Chief Inspector General
Mr. Brian Hunter, Esq., Special Counsel, Office of the Chief Inspector General

Citywide Summary





Citywide - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Funding						
Revenue - Ex Grants	33,657,676	35,601,998	36,431,613	37,907,086	39,215,927	3.9%
Grants	479,934	1,700,000	200,000	200,000	200,000	-19.7%
Total Revenue	34,137,610	37,301,998	36,631,613	38,107,086	39,415,927	3.7%
Loans	2,800,966	1,935,686	8,000,000	9,000,000	10,000,000	37.5%
Total	36,938,576	39,237,684	44,631,613	47,107,086	49,415,927	7.5%
Transfers-In	6,265,547	7,650,308	7,681,932	7,907,810	8,155,540	6.8%
Total Funding	43,204,122	46,887,992	52,313,545	55,014,895	57,571,467	7.4%
Expenditure						
Salaries	7,679,301	8,254,039	8,493,166	8,562,647	8,726,475	3.2%
Benefits	2,887,282	3,136,584	3,271,289	3,353,314	3,468,885	4.7%
Total Compensation	10,566,583	11,390,623	11,764,455	11,915,961	12,195,360	3.6%
Operating Expense	14,277,077	14,067,021	14,296,763	14,856,002	15,354,518	1.8%
Other Uses	1,768,021	1,526,357	1,555,864	1,585,961	1,616,660	-2.2%
Capital	7,548,485	6,738,159	10,596,737	11,311,578	12,026,154	12.3%
Debt Service	3,194,941	3,194,343	4,174,073	3,512,996	4,110,772	6.5%
Contingency	2,217,631	1,660,200	1,510,404	1,510,612	1,510,824	-9.1%
Total Expense Ex Transfer Out	39,572,738	38,576,702	43,898,297	44,693,110	46,814,289	4.3%
Transfer Out	6,265,547	7,650,308	7,681,932	7,907,810	8,155,540	6.8%
Total Expense	45,838,285	46,227,010	51,580,228	52,600,920	54,969,828	4.6%
Add't To / (Use Of) Fund Balance	(2,634,162)	660,982	733,316	2,413,975	2,601,639	



Citywide - Detail

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
General Fund	15,789,810	15,825,700	16,243,976	17,290,361	18,151,316	3.5%
CRA Fund	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%
Debt Service Fund	3,011,857	3,990,649	4,051,049	4,113,239	4,177,238	8.5%
Safe Neighborhood CIP Funding	186,834	2,022,000	528,440	535,009	541,709	30.5%
Peoples' Transportation Fund	700,000	714,000	728,280	742,846	757,703	2.0%
Town Center Fund	221,168	413,150	421,414	429,842	438,439	18.7%
Total Governmental Funds	20,956,580	24,007,985	23,225,725	24,588,205	25,782,923	5.3%
Water-Sewer Fund	11,681,030	11,294,013	11,405,888	11,518,881	11,633,004	-0.1%
Stormwater Fund	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	7.5%
Water-Sewer CIP Fund	-	-	-	-	-	-
Total Proprietary Funds	13,181,030	13,294,013	13,405,888	13,518,881	13,633,004	0.8%
Total Revenue All Funds	34,137,610	37,301,998	36,631,613	38,107,086	39,415,927	3.7%
Loans	2,800,966	1,935,686	8,000,000	9,000,000	10,000,000	37.5%
Transfers-In	6,265,547	7,650,308	7,681,932	7,907,810	8,155,540	6.8%
Total Citywide Funding	43,204,122	46,887,992	52,313,545	55,014,895	57,571,467	7.4%
Expenditure						
Expenditure (Ex Transfers Out)						
General Fund	15,110,561	15,232,708	15,488,902	15,823,697	16,073,556	1.6%
CRA Fund	1,029,529	827,935	1,038,109	1,261,989	1,501,049	9.9%
Debt Service Fund	1,209,897	1,209,299	1,209,029	1,209,044	1,206,820	-0.1%
Safe Neighborhood CIP Funding	186,834	2,472,000	978,440	985,009	991,709	51.8%
Peoples' Transportation Fund	1,383,166	1,114,000	728,280	742,846	757,703	-14.0%
Town Center Fund	549,373	417,398	425,039	432,841	440,807	-5.4%
Special Law Enforcement Fund	-	-	-	-	-	0.0%
Risk Internal Services Fund	2,626,330	2,738,674	2,867,177	3,001,940	3,143,271	4.6%
IT Internal Service Fund	617,737	829,299	665,437	677,138	695,199	3.0%
Total Governmental Funds	22,713,427	24,841,312	23,400,414	24,134,503	24,810,114	2.2%
Water-Sewer Fund	13,547,751	12,041,465	13,659,730	13,708,519	15,147,480	2.8%
Stormwater Fund	3,311,560	1,693,926	6,838,153	6,850,088	6,856,695	20.0%
Total Proprietary Funds	16,859,311	13,735,390	20,497,883	20,558,607	22,004,175	6.9%
Total Exp - Ex Transfer Out	39,572,738	38,576,702	43,898,297	44,693,110	46,814,289	4.3%
Transfers-Out	6,265,547	7,650,308	7,681,932	7,907,810	8,155,540	6.8%
Total Citywide Expenditure	45,838,285	46,227,010	51,580,228	52,600,920	54,969,828	4.6%
Add't To / (Use Of) Fund Balance	(2,634,162)	660,982	733,316	2,413,975	2,601,639	



Citywide - By Fund

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Total Governmental Funds</u>						
Funding	27,222,126	31,658,293	30,907,657	32,496,014	33,938,462	5.7%
Expenditure	27,905,292	31,412,462	30,004,386	30,933,664	31,821,075	3.3%
Add't To / (Use Of) Fund Balance	(683,166)	245,831	903,271	1,562,350	2,117,387	
<u>Enterprise Funds</u>						
<u>Water-Sewer Fund</u>						
Funding	14,481,996	13,229,699	14,405,888	15,518,881	16,633,004	3.5%
Expenditure	14,481,996	12,982,325	14,600,359	14,676,014	16,146,320	2.8%
Add't To / (Use Of) Fund Balance	-	247,374	(194,472)	842,866	486,684	
<u>Stormwater Fund</u>						
Funding	1,500,000	2,000,000	7,000,000	7,000,000	7,000,000	47.0%
Expenditure	3,450,997	1,832,224	6,975,483	6,991,242	7,002,433	19.4%
Add't To / (Use Of) Fund Balance	(1,950,997)	167,776	24,517	8,758	(2,433)	
<u>Total Enterprise Funds</u>						
Funding	15,981,996	15,229,699	21,405,888	22,518,881	23,633,004	10.3%
Expenditure	17,932,992	14,814,548	21,575,842	21,667,256	23,148,753	6.6%
Add't To / (Use Of) Fund Balance	(1,950,996)	415,151	(169,955)	851,625	484,252	
<u>Total City</u>						
Funding	43,204,122	46,887,992	52,313,545	55,014,895	57,571,467	7.4%
Expenditure	45,838,285	46,227,010	51,580,228	52,600,920	54,969,828	4.6%
Add't To / (Use Of) Fund Balance	(2,634,162)	660,982	733,316	2,413,975	2,601,639	



Governmental Funds - By Fund

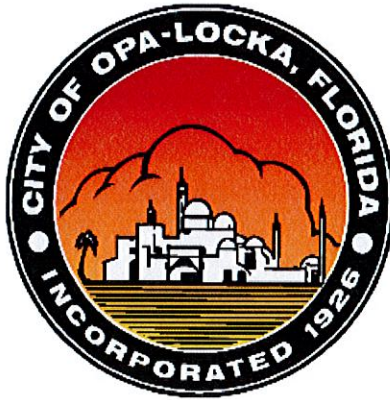
	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>General Fund</u>						
Funding	18,250,894	19,225,745	19,709,414	20,828,011	21,769,068	4.5%
Expenditure	18,250,894	18,579,914	18,806,143	19,265,660	19,651,681	1.9%
Add't To / (Use Of) Fund Balance	-	645,831	903,271	1,562,350	2,117,387	
<u>CRA Fund</u>						
Funding	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%
Expenditure	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Debt Service Fund</u>						
Funding	3,011,857	3,990,649	4,051,049	4,113,239	4,177,238	8.5%
Expenditure	3,011,857	3,990,649	4,051,049	4,113,239	4,177,238	8.5%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Safe Neighborhood Fund</u>						
Funding	186,834	2,472,000	978,440	985,009	991,709	51.8%
Expenditure	186,834	2,472,000	978,440	985,009	991,709	51.8%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Peoples' Transportation Plan Fund</u>						
Funding	700,000	714,000	728,280	742,846	757,703	2.0%
Expenditure	1,383,166	1,114,000	728,280	742,846	757,703	-14.0%
Add't To / (Use Of) Fund Balance	(683,166)	(400,000)	-	-	-	
<u>Town Center</u>						
Funding	652,735	524,197	534,743	546,984	559,772	-3.8%
Expenditure	652,735	524,197	534,743	546,984	559,772	-3.8%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Special Law Enforcement Fund</u>						
Funding	-	-	-	-	-	0.0%
Expenditure	-	-	-	-	-	0.0%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>IT Internal Service Fund</u>						
Funding	713,737	917,268	753,204	767,452	788,511	2.5%
Expenditure	713,737	917,268	753,204	767,452	788,511	2.5%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Risk Manage. Internal Service Fund</u>						
Funding	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%
Expenditure	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%
Add't To / (Use Of) Fund Balance	-	-	-	-	-	
<u>Total Governmental Funds</u>						
Funding	27,222,126	31,658,293	30,907,657	32,496,014	33,938,462	5.7%
Expenditure	27,905,292	31,412,462	30,004,386	30,933,664	31,821,075	3.3%
Add't To / (Use Of) Fund Balance	(683,166)	245,831	903,271	1,562,350	2,117,387	



Staffing

	FY 21 Proposed		FY 22 Outlook		FY 23 Outlook		FY 24 Outlook		FY 25 Outlook	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<u>Governmental Funds</u>										
City Manager	5.0	-	5.0	-	5.0	-	5.0	-	5.0	-
City Clerk	4.0	-	4.0	-	4.0	-	4.0	-	4.0	-
HR	2.0	-	2.0	-	2.0	-	2.0	-	2.0	-
Risk	1.0	-	1.0	-	1.0	-	1.0	-	1.0	-
Finance	8.0	-	8.0	-	8.0	-	8.0	-	8.0	-
IT	2.0	-	2.0	-	2.0	-	2.0	-	2.0	-
CD	3.6	-	3.6	-	3.5	-	3.5	-	3.5	-
Building & License	3.8	4.0	3.8	4.0	3.8	4.0	3.8	4.0	3.8	4.0
Parks & Recreation	9.0	-	9.0	-	10.0	-	10.0	-	10.0	-
Police										
Sworn	44.0	-	48.0	-	48.0	-	48.0	-	48.0	-
Other	8.0	11.0	8.0	11.0	8.0	11.0	8.0	11.0	8.0	11.0
Code	6.0	-	6.0	-	6.0	-	6.0	-	6.0	-
Public Works										
Admin	4.0	-	4.0	-	4.0	-	4.0	-	4.0	-
Building Maint	3.5	-	4.5	-	4.5	-	4.5	-	4.5	-
Roads & Streets	5.5	-	8.5	-	8.5	-	8.5	-	8.5	-
Vehicle Maint	3.7	-	3.7	-	3.7	-	3.7	-	3.7	-
Illegal Dumping	1.0	-	1.0	-	1.0	-	1.0	-	1.0	-
Town Center	1.0	-	1.0	-	1.0	-	1.0	-	1.0	-
CRA	0.4	-	1.4	-	2.5	-	2.5	-	2.5	-
People Trans Plan	-	-	-	-	-	-	-	-	-	-
Total Gov Funds	115.5	15.0	124.5	15.0	126.5	15.0	126.5	15.0	126.5	15.0
<u>Enterprise Funds</u>										
Utility Bill/Cust Svc	4.0	1.0	4.0	1.0	4.0	1.0	2.0	-	2.0	-
Meters / Line Maint	4.3	-	4.3	-	4.3	-	4.3	-	4.3	-
Water	4.0	-	4.0	-	4.0	-	4.0	-	4.0	-
Sewer	5.3	-	5.3	-	5.3	-	5.3	-	5.3	-
CIP	1.5	-	1.5	-	1.5	-	1.5	-	1.5	-
Stormwater	3.6	-	3.6	-	3.6	-	3.6	-	3.6	-
Total Ent Funds	22.5	1.0	22.5	1.0	22.5	1.0	20.5	0.0	20.5	-
Total City	138.0	16.0	147.0	16.0	149.0	16.0	147.0	15.0	147.0	15.0

General Fund Summary





GENERAL FUND

Mission – The mission of the General Fund is to provide governance to the community and to provide all services required by or expected by the community other than utility services.

Goal – A safe, law abiding, affordable city with attractive residential neighborhoods, a thriving commercial area and a vital downtown which attracts residents and visitors for leisure and entertainment, enabled by a City government which provides excellent and responsive customer service in addressing the broad needs of a highly diverse community, including providing an excellent City infrastructure.

Plan Overview / Assumptions –

- Based on FY 21 budget and lean organization with modest growth
- Emphasis on revamping how City business is conducted through a major investment in technology
- Emphasis on major upgrading of Parks & Recreation programs and facilities
- Addition of nine full-time employees in FY 22 (four in Police department and five in Public Works) and one Recreation Leader in FY 23 in support of expanded Parks & Recreation programs and facilities.
- Property tax base growth
 - FY 22 – 0% - Due to pandemic
 - FY 23 – 4% - Slow recovery from pandemic
 - FY 24 & FY 25 – 8% historic growth rate
- Millage rate reduction from 9.8000 mills in FY 21 to 9.4500 mills in FY 25
- Most revenue growing at 2% annually *
- Wages annual growth of 2% *
- Healthcare expense annual growth of 6% *
- Most general expense growing at 2% annually *
- Payment of all obligations other than prior-year red light camera fees which remain unpaid during plan period.
- Provides \$250,000 annually to Governmental Funds CIP for roadway or other projects
- Results in a \$4.5 million General Fund Unassigned Fund Balance in FY 25, \$1.3 million greater than target requirement of \$3.2 million

* These assumptions apply for all funds and won't be repeated for each fund.



General Fund Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Funding						
Revenue						
Ad Valorem	10,785,234	10,721,033	11,037,215	11,979,465	12,734,202	4.2%
Utility Taxes	60,242	61,446	62,675	63,929	65,207	2.0%
Franchise Fees	1,500,805	1,530,821	1,561,437	1,592,666	1,624,519	2.0%
Licenses	214,788	219,083	223,465	227,934	232,493	2.0%
Permits	464,640	473,932	483,411	493,079	502,941	2.0%
Charges For Services	49,028	50,009	51,009	52,029	53,069	2.0%
Fines & Forfeitures	2,567,232	2,618,577	2,670,948	2,724,367	2,778,854	2.0%
Other Revenue	147,842	150,799	153,815	156,891	160,029	2.0%
Total Revenue	15,789,810	15,825,700	16,243,976	17,290,361	18,151,316	3.5%
Transfer In	2,461,085	3,400,045	3,465,438	3,537,650	3,617,752	10.1%
Total Funding	18,250,894	19,225,745	19,709,414	20,828,011	21,769,068	4.5%
Expenditure						
Salaries	6,488,435	6,988,159	7,138,928	7,302,095	7,440,712	3.5%
Benefits	2,439,984	2,670,975	2,767,245	2,869,314	2,966,513	5.0%
Total Compensation	8,928,419	9,659,135	9,906,174	10,171,409	10,407,225	3.9%
Operating Expense	3,118,636	2,884,320	2,921,969	2,961,431	2,944,775	-1.4%
Other Uses	1,497,428	1,526,357	1,555,864	1,585,961	1,616,660	1.9%
Capital	91,900	62,896	4,896	4,896	4,896	-52.0%
Contingency	1,474,178	1,100,000	1,100,000	1,100,000	1,100,000	-7.1%
Total Expense Ex Transfer Out	15,110,561	15,232,708	15,488,902	15,823,697	16,073,556	1.6%
Transfer Out	3,140,333	3,347,206	3,317,241	3,441,963	3,578,124	3.3%
Total Expense	18,250,894	18,579,914	18,806,143	19,265,660	19,651,681	1.9%
(Use Of)/Add To Fund Balance	-	645,831	903,271	1,562,350	2,117,387	
Fund Balance - Unassigned						
Beginning	(696,295)	(696,295)	(50,464)	852,807	2,415,157	NA
(Use Of)/Add To Fund Balance	-	645,831	903,271	1,562,350	2,117,387	
Ending	(696,295)	(50,464)	852,807	2,415,157	4,532,544	NA



General Fund - Funding

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Funding Summary</u>						
<u>Revenue</u>						
Ad Valorem	10,785,234	10,721,033	11,037,215	11,979,465	12,734,202	4.2%
Utility Taxes	60,242	61,446	62,675	63,929	65,207	2.0%
Franchise Fees	1,500,805	1,530,821	1,561,437	1,592,666	1,624,519	2.0%
Licenses	214,788	219,083	223,465	227,934	232,493	2.0%
Permits	464,640	473,932	483,411	493,079	502,941	2.0%
Charges For Services	49,028	50,009	51,009	52,029	53,069	2.0%
Fines & Forfeitures	2,567,232	2,618,577	2,670,948	2,724,367	2,778,854	2.0%
Other	147,842	150,799	153,815	156,891	160,029	2.0%
Grants & Donations	-	-	-	-	-	0.0%
Total Revenue	15,789,810	15,825,700	16,243,976	17,290,361	18,151,316	3.5%
Transfers-In	2,461,085	3,400,045	3,465,438	3,537,650	3,617,752	10.1%
Total Funding	18,250,894	19,225,745	19,709,414	20,828,011	21,769,068	4.5%
<u>Funding Detail</u>						
Ad Valorem Taxes	10,785,234	10,721,033	11,037,215	11,979,465	12,734,202	4.2%
<u>Utility Taxes</u>						
Utility Tax - City Gas	11,900	12,138	12,381	12,628	12,881	2.0%
Utility Tax - Other	48,342	49,308	50,295	51,301	52,327	2.0%
Total Utility Taxes	60,242	61,446	62,675	63,929	65,207	2.0%
<u>Franchise Fees</u>						
Franchise Fee - F.P.L.	824,682	841,176	857,999	875,159	892,663	2.0%
Franchise Fee - Great Waste	192,000	195,840	199,757	203,752	207,827	2.0%
Franchise Fee-Commercial Waste	468,000	477,360	486,907	496,645	506,578	2.0%
Franchise Fee - Bench Ads	3,600	3,672	3,745	3,820	3,897	2.0%
Franchise Fee - BFI	3,683	3,756	3,831	3,908	3,986	2.0%
Nu-Way Towing Services Inc	1,785	1,821	1,857	1,894	1,932	2.0%
Sunshine Towing Inc	2,423	2,471	2,520	2,571	2,622	2.0%
Dolphin Towing & Recovery	1,700	1,734	1,769	1,804	1,840	2.0%
Downtown Towing Company	2,933	2,991	3,051	3,112	3,174	2.0%
Total Franchise Fees	1,500,805	1,530,821	1,561,437	1,592,666	1,624,519	2.0%
<u>Licenses</u>						
Occupation Licenses - City	170,000	173,400	176,868	180,405	184,013	2.0%
Occupation Licenses-Field Inspection	2,083	2,124	2,167	2,210	2,254	2.0%
Occupation Licenses-Late Penalty	19,500	19,890	20,288	20,694	21,107	2.0%
Contractor Licenses	765	780	796	812	828	2.0%
Mobile Home Licenses	340	347	354	361	368	2.0%
Alcoholic Beverages	8,500	8,670	8,843	9,020	9,201	2.0%
Occupation Licenses - County	13,600	13,872	14,149	14,432	14,721	2.0%
Total Licenses	214,788	219,083	223,465	227,934	232,493	2.0%



General Fund - Funding - Continued

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Permits						
Building Permits	240,000	244,800	249,696	254,690	259,784	2.0%
Electrical Permits	20,825	21,242	21,666	22,100	22,542	2.0%
Plumbing Permits	11,900	12,138	12,381	12,628	12,881	2.0%
Mechanical Permits	7,650	7,803	7,959	8,118	8,281	2.0%
Certificate Of Occupancy	5,127	5,230	5,334	5,441	5,550	2.0%
Certificate Of Use	108,800	110,976	113,196	115,459	117,769	2.0%
Landlord Permits	68,638	70,010	71,410	72,839	74,295	2.0%
Special Event Permits	1,700	1,734	1,769	1,804	1,840	2.0%
Total Permits	464,640	473,932	483,411	493,079	502,941	2.0%
Services						
Zoning & Subdivision Fees	17,000	17,340	17,687	18,041	18,401	2.0%
Xerox Copies	1,148	1,170	1,194	1,218	1,242	2.0%
Notary Fees	425	434	442	451	460	2.0%
Other Public Works Revenue	-	-	-	-	-	0.0%
Recreation Activity Fees	2,975	3,035	3,095	3,157	3,220	2.0%
Rental Of Park Facilities Fees	2,975	3,035	3,095	3,157	3,220	2.0%
Summer Program Receipts	1,530	1,561	1,592	1,624	1,656	2.0%
Recreation Football Program	6,800	6,936	7,075	7,216	7,361	2.0%
Pool Facility Revenue	-	-	-	-	-	0.0%
Code Enforcement Late Fees	2,550	2,601	2,653	2,706	2,760	2.0%
Code Enforcement Inspection Fees	3,060	3,121	3,184	3,247	3,312	2.0%
Code Enforcement Postage Fees	1,488	1,517	1,548	1,579	1,610	2.0%
Code Enforcement Landlord/Tenant	-	-	-	-	-	0.0%
Code Enforcement Release Fees	1,811	1,847	1,884	1,921	1,960	2.0%
Code Enforcement Board Admin Fees	7,268	7,413	7,561	7,712	7,867	2.0%
Qualifying Fees	-	-	-	-	-	0.0%
Total Charges For Services	49,028	50,009	51,009	52,029	53,069	2.0%
Fines & Forfeitures						
Court Fines - County	191,250	195,075	198,977	202,956	207,015	2.0%
Local Ordinance Violations	71,400	72,828	74,285	75,770	77,286	2.0%
Red Light Camera Fines	2,273,982	2,319,462	2,365,851	2,413,168	2,461,431	2.0%
Lien Search & Release Charges	30,600	31,212	31,836	32,473	33,122	2.0%
Total Fines & Forfeitures	2,567,232	2,618,577	2,670,948	2,724,367	2,778,854	2.0%



General Fund - Funding - Continued

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Other						
County School Program Police	59,500	60,690	61,904	63,142	64,405	2.0%
School Crossing Guard Program	6,800	6,936	7,075	7,216	7,361	2.0%
Police A/R & O/R	8,945	9,123	9,306	9,492	9,682	2.0%
Off-Duty Revenue	40,150	40,953	41,772	42,607	43,459	2.0%
Returned Check Penalties	213	217	221	226	230	2.0%
Lease & Rental Income	2,400	2,448	2,497	2,547	2,598	2.0%
Workers Compensation	2,125	2,168	2,211	2,255	2,300	2.0%
Other Miscellaneous Revenue	10,625	10,838	11,054	11,275	11,501	2.0%
Lost Fixed Assets Insurance Reimburse	8,500	8,670	8,843	9,020	9,201	2.0%
Cost Reimbursements	8,500	8,670	8,843	9,020	9,201	2.0%
Witness Fees	85	87	88	90	92	2.0%
Total Other	147,842	150,799	153,815	156,891	160,029	2.0%
Grants & Donations						
Grants	-	-	-	-	-	0.0%
Total Grants & Donations	-	-	-	-	-	0.0%
Total Revenue	15,789,810	15,825,700	16,243,976	17,290,361	18,151,316	3.5%
Transfer In						
Vehicle Maint Fees	144,588	138,982	141,949	144,987	148,097	0.6%
Admin Reimburse - Risk Mgmt	18,500	17,252	17,315	17,566	17,952	-0.7%
Admin Reimburse - IT Services	37,000	34,504	34,630	35,132	35,904	-0.7%
Admin Reimburse - Water & Sewer	369,078	344,177	345,433	350,438	358,138	-0.7%
Admin Reimburse - Stormwater	65,675	61,245	61,468	62,359	63,729	-0.7%
Admin Reimburse - Town Center	18,500	17,252	17,315	17,566	17,952	-0.7%
Admin Reimburse - CRA	5,782	5,283	5,308	5,409	5,563	-1.0%
Transfer In - CIP Debt Service	1,801,960	2,781,350	2,842,020	2,904,195	2,970,418	13.3%
Total Transfer In	2,461,085	3,400,045	3,465,438	3,537,650	3,617,752	10.1%
Total Funding	18,250,894	19,225,745	19,709,414	20,828,011	21,769,068	4.5%



General Fund Expenditure - By Division						
	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Expense						
Salaries	6,488,435	6,988,159	7,138,928	7,302,095	7,440,712	3.5%
Benefits	2,439,984	2,670,975	2,767,245	2,869,314	2,966,513	5.0%
Total Compensation	8,928,419	9,659,135	9,906,174	10,171,409	10,407,225	3.9%
Operating Expense	3,118,636	2,884,320	2,921,969	2,961,431	2,944,775	-1.4%
Other Uses	1,497,428	1,526,357	1,555,864	1,585,961	1,616,660	1.9%
Capital	91,900	62,896	4,896	4,896	4,896	-52.0%
Debt Service	-	-	-	-	-	0.0%
Contingency	1,474,178	1,100,000	1,100,000	1,100,000	1,100,000	-7.1%
Total Expense Ex Transfer Out	15,110,561	15,232,708	15,488,902	15,823,697	16,073,556	1.6%
Transfer Out	3,140,333	3,347,206	3,317,241	3,441,963	3,578,124	3.3%
Total Expense	18,250,894	18,579,914	18,806,143	19,265,660	19,651,681	1.9%
Expense (By Division)						
Commission	124,681	124,566	129,705	135,112	140,803	3.1%
City Manager	594,331	607,636	621,298	635,327	649,738	2.3%
Non-Department - Ex Transfer Out	3,248,057	2,962,730	3,048,681	3,106,195	3,086,074	-1.3%
Clerk	391,921	385,781	404,896	404,278	423,936	2.0%
Attorney	645,000	645,000	645,000	645,000	645,000	0.0%
Finance	1,000,138	789,522	757,038	773,492	790,422	-5.7%
Human Resources	194,701	199,186	203,796	208,535	213,409	2.3%
Community Development	283,783	290,656	269,564	308,204	315,821	2.7%
Building & Licenses	419,325	428,563	438,035	447,750	457,717	2.2%
Parks & Recreation	723,842	667,395	726,575	743,841	761,617	1.3%
Police	4,970,342	5,408,310	5,532,615	5,654,632	5,774,965	3.8%
Code Enforcement	357,580	356,195	364,861	373,794	383,003	1.7%
Public Works - Admin	333,067	399,096	408,381	417,929	427,752	6.5%
Public Works - Bldg Maintenance	306,533	351,624	359,979	368,581	377,439	5.3%
Public Works - Streets	699,275	837,053	795,301	811,981	829,108	4.3%
Public Works - Illegal Dumping Removal	137,886	125,662	115,490	107,071	100,149	-7.7%
Public Works - Vehicle Maintenance	680,099	653,732	667,688	681,975	696,605	0.6%
Total Expense - Ex Transfer Out	15,110,561	15,232,708	15,488,902	15,823,697	16,073,556	1.6%
Transfer Out						
Information Tech	588,889	756,818	621,452	633,208	650,584	2.5%
Risk Management	2,144,776	2,235,748	2,338,997	2,448,371	2,563,207	4.6%
Safe Neighborhood	-	250,000	250,000	250,000	250,000	NA
Town Center Rent	406,669	104,640	106,791	110,384	114,334	-27.2%
Total Transfer Out	3,140,333	3,347,206	3,317,241	3,441,963	3,578,124	3.3%
Total Expenditure	18,250,894	18,579,914	18,806,143	19,265,660	19,651,681	1.9%

General Fund Divisions



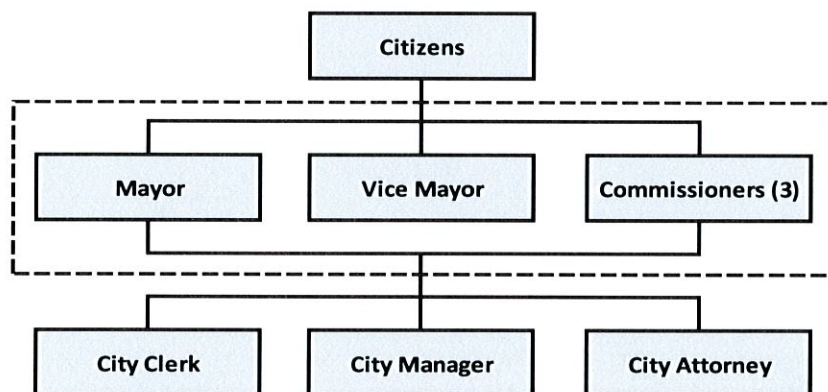
City Commission





CITY COMMISSION

Mission – Development of the goals and priorities through the budget and strategic plan process that provide continuous progress in making the City a better place to live, work and recreate and provides City services which address the broad needs of the highly diverse residential, commercial and institutional components of the community in an effective and respectful manner.



Goal – A safe, law abiding, affordable city with attractive residential neighborhoods, a thriving commercial area and a vital downtown which attracts residents and visitors for leisure and entertainment, enabled by a City government which provides excellent and responsive customer service in addressing the broad needs of a highly diverse community, including providing an excellent City infrastructure.



Commission

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	33,000	33,660	34,333	35,020	35,720	2.0%
Total Salaries	33,000	33,660	34,333	35,020	35,720	2.0%
Benefits						
FICA	2,525	2,575	2,626	2,679	2,733	2.0%
Retirement	13,111	13,373	13,641	13,913	14,192	2.0%
Life And Health Insurance	65,045	68,947	73,084	77,469	82,117	6.0%
Total Benefits	80,681	84,896	89,351	94,062	99,042	5.3%
Total Compensation	113,681	118,556	123,685	129,082	134,762	4.3%
Operating Expense						
Monthly Allowance - Mayor	300	300	300	300	300	0.0%
Monthly Allowance - Commission	1,200	1,200	1,200	1,200	1,200	0.0%
Travel	3,500	3,500	3,500	3,500	3,500	0.0%
State Of The City	500	500	500	500	500	0.0%
Office Supplies	500	510	520	531	541	2.0%
Employee Training	5,000	-	-	-	-	-100.0%
Total Operating Expense	11,000	6,010	6,020	6,031	6,041	-13.9%
Capital						
Office Furniture & Equipment	-	-	-	-	-	0.0%
Computer	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	124,681	124,566	129,705	135,112	140,803	3.1%

City Manager



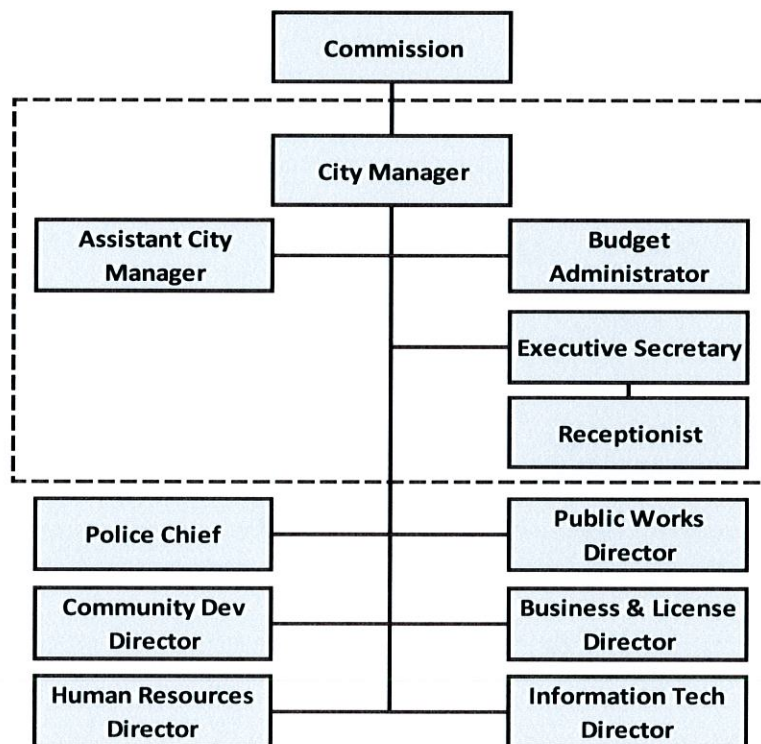


CITY MANAGER

Mission: The City Manager, as the administrative head of the City Government, provides the primary source of leadership and is responsible for the efficiency of all departments. The office of the City Manager is the liaison for administrative functions and the Commission.

The Office of the City Manager executes all City laws and ordinances, directs all City departments and participates in Commission meetings as an active, but non-voting, member. The City Manager makes recommendations to the City Commission to adopt measures which are necessary or urgent and performs other duties which are required by ordinances and resolutions of the City Commission. The City Manager develops programs to implement the policies and Strategic Plan established by the City Commission.

The mission of the City Manager's Office is to provide leadership to the City by empowering staff with all of the necessary support and resources needed to better serve the residents and business owners in the community.



Goal – Provide leadership to and develop a high performance City staff able to provide thoughtful, well-reasoned recommendations to the City Commission and to carry out the Commission's policies and direction in an effective and efficient manner to achieve Commission goals.



City Manager

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	270,738	276,153	281,676	287,309	293,056	2.0%
Salaries - Regular	167,131	170,474	173,883	177,361	180,908	2.0%
Total Salaries	437,869	446,626	455,559	464,670	473,963	2.0%
Benefits						
FICA	31,473	32,101	32,743	33,398	34,066	2.0%
Retirement	73,241	74,706	76,200	77,724	79,278	2.0%
Life And Health Insurance	37,237	39,471	41,839	44,350	47,011	6.0%
Total Benefits	141,951	146,278	150,783	155,472	160,355	3.1%
Total Compensation	579,820	592,905	606,342	620,142	634,319	2.3%
Operating Expense						
Travel & Per Diem	3,000	3,000	3,000	3,000	3,000	0.0%
Postage & Freight	500	500	500	500	500	0.0%
Office Supplies	5,000	5,100	5,202	5,306	5,412	2.0%
Pubs/Subscriptions/Memberships	6,011	6,131	6,254	6,379	6,506	2.0%
Total Operating Expense	14,511	14,731	14,956	15,185	15,419	1.5%
Capital						
Furniture & Fixtures	-	-	-	-	-	0.0%
Computer	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	594,331	607,636	621,298	635,327	649,738	2.3%

General Fund Non-Department





GENERAL FUND – NON-DEPARTMENT

Mission – This division is an administrative division used to record charges related to all General Fund divisions. Charges include public information services, rental storage space for City records, General Fund employees receiving payment for excessive accumulated earned leave time, payments related to red light camera services, General Fund contingency to offset revenue shortfalls and/or unexpected significant expenditures and transfers to other funds for services received by the General Fund.

Goal – N/A – This is an administrative division with very limited operational responsibilities



Non-Department

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Operating Expense</u>						
Other Professional Services	95,000	96,900	98,838	100,815	102,831	2.0%
Electric Gas Water	145,000	146,550	148,119	149,706	151,312	1.1%
Rentals & Leases	36,451	37,180	37,923	38,682	39,455	2.0%
Auto Lease/Purchase	-	55,744	107,938	131,032	75,815	NA
Total Operating Expense	276,451	336,374	392,818	420,234	369,414	7.5%
<u>Other Uses</u>						
Sick Annual Leave Reserve	50,000	50,000	50,000	50,000	50,000	0.0%
State -RLC Fees - Current Year	1,060,028	1,081,229	1,102,853	1,124,910	1,147,408	2.0%
State -RLC Fees - Prior Years	-	-	-	-	-	0.0%
Red Light Camera Service (ATS)	386,400	394,128	402,011	410,051	418,252	2.0%
Tax Payments	1,000	1,000	1,000	1,000	1,000	0.0%
Total Other Uses	1,497,428	1,526,357	1,555,864	1,585,961	1,616,660	1.9%
<u>Contingency</u>						
Contingency	1,474,178	50,000	50,000	50,000	50,000	-57.1%
Emergency Contingency	-	50,000	50,000	50,000	50,000	NA
General Fund Reserve	-	500,000	500,000	500,000	500,000	NA
Working Capital Reserve	-	500,000	500,000	500,000	500,000	NA
Total Contingency	1,474,178	1,100,000	1,100,000	1,100,000	1,100,000	-7.1%
Total Expense Ex Transfer Out	3,248,057	2,962,730	3,048,681	3,106,195	3,086,074	-1.3%
<u>Transfer Out</u>						
Information Tech Charges	588,889	756,818	621,452	633,208	650,584	2.5%
Internal Svc. Charges - Risk Management	2,144,776	2,235,748	2,338,997	2,448,371	2,563,207	4.6%
Transfer Out - Safe Neigh CIP	-	250,000	250,000	250,000	250,000	NA
Transfer Out - Town Center	406,669	104,640	106,791	110,384	114,334	-27.2%
Total Transfer Out	3,140,333	3,347,206	3,317,241	3,441,963	3,578,124	3.3%
Total Expense	6,388,390	6,309,937	6,365,922	6,548,159	6,664,198	1.1%

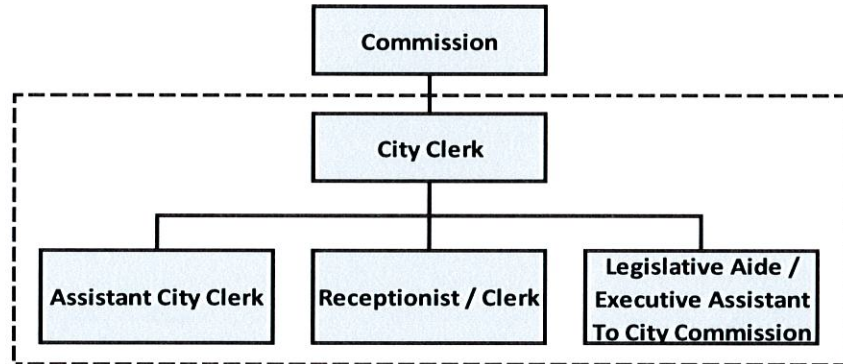
City Clerk





CITY CLERK

Mission – The mission of the City Clerk’s Office is to assist the City Commission in accomplishing the legislative process while providing quality customer service and performing administrative functions for the residents, staff, and constituents in an efficient, courteous, and professional manner.



Goal – To provide accurate information and maximize access to municipal government by maximizing the use of technology.



City Clerk

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries Executive	85,327	87,034	88,774	90,550	92,361	2.0%
Salaries - Regular	138,245	141,010	143,830	146,707	149,641	2.0%
Total Salaries	223,572	228,043	232,604	237,256	242,002	2.0%
Benefits						
FICA	17,103	17,445	17,794	18,150	18,513	2.0%
Retirement	37,110	37,852	38,609	39,382	40,169	2.0%
Life And Health Insurance	33,014	34,995	37,095	39,320	41,680	6.0%
Total Benefits	87,227	90,293	93,498	96,852	100,362	3.6%
Total Compensation	310,799	318,336	326,103	334,109	342,364	2.4%
Operating Expense						
Other Professional Services	16,000	6,120	16,242	6,367	16,495	0.8%
Travel & Per Diem	-	-	-	-	-	0.0%
Postage & Freight	1,000	1,020	1,040	1,061	1,082	2.0%
Rentals & Leases	8,472	8,641	8,814	8,990	9,170	2.0%
Legal Advertising	45,000	45,900	46,818	47,754	48,709	2.0%
Office Supplies	5,000	5,100	5,202	5,306	5,412	2.0%
Software Licensing	-	-	-	-	-	0.0%
Pubs/Subscriptions/Memberships	650	663	676	690	704	2.0%
Education	2,500	-	-	-	-	-100.0%
Total Operating Expense	78,622	67,444	78,793	70,169	81,572	0.9%
Capital						
Computer Equipment	2,500	-	-	-	-	-100.0%
Total Capital	2,500	-	-	-	-	-100.0%
Total Expense	391,921	385,781	404,896	404,278	423,936	2.0%

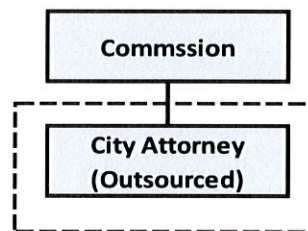
City Attorney





CITY ATTORNEY

Mission – To provide legal guidance to the City Commission and City Manager on all issues having legal implications, both prospectively and retroactively. Prepares all resolutions and ordinances, ensuring legal correctness. Reviews all contracts for adherence to procurement requirements and equitableness of terms. Represents the City in all litigation. Participates in all public hearings and union negotiations. Provides legal guidance as issues arise.





City Attorney

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Operating Expense						
Other Professional Services	400,000	400,000	400,000	400,000	400,000	0.0%
City Attorney Fees	192,000	192,000	192,000	192,000	192,000	0.0%
Settlement Fees	53,000	53,000	53,000	53,000	53,000	0.0%
Total Operating Expense	645,000	645,000	645,000	645,000	645,000	0.0%
Total Expense	645,000	645,000	645,000	645,000	645,000	0.0%

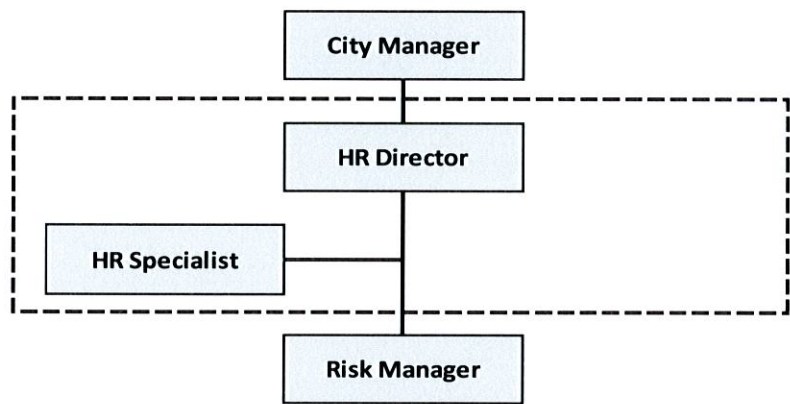
Human Resources





HUMAN RESOURCES

Mission - Support the goals and vision of the City of Opa-locka by providing services that promote a work environment that is characterized by fair treatment of staff, innovation, personal accountability, trust and mutual respect to enhance the services provided to the residents of Opa-locka.



Goal – A workplace that results in the successful recruitment, employment and retention of a diverse, well-qualified, motivated, engaged, fairly compensated, service-oriented workforce to serve the community.



Human Resources

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	77,296	78,842	80,419	82,027	83,668	2.0%
Salaries - Regular	31,320	31,946	32,585	33,237	33,902	2.0%
Total Salaries	108,616	110,788	113,004	115,264	117,569	2.0%
Benefits						
FICA	8,309	8,475	8,645	8,818	8,994	2.0%
Retirement	10,862	11,079	11,300	11,526	11,757	2.0%
Life And Health Insurance	14,763	15,649	16,588	17,583	18,639	6.0%
Total Benefits	33,934	35,203	36,533	37,928	39,390	3.8%
Total Compensation	142,550	145,992	149,538	153,192	156,959	2.4%
Operating Expense						
Employee Physicals	5,000	5,100	5,202	5,306	5,412	2.0%
Other Contracted Services	23,000	23,460	23,929	24,408	24,896	2.0%
Employee Recognition	1,200	1,224	1,248	1,273	1,299	2.0%
Postage	200	204	208	212	216	2.0%
Rentals & Leases	11,394	11,622	11,855	12,092	12,333	2.0%
Office Supplies	2,300	2,346	2,393	2,441	2,490	2.0%
Pubs/Subs/Membership	1,557	1,588	1,620	1,652	1,685	2.0%
Employee Training	5,000	5,100	5,202	5,306	5,412	2.0%
Advertising	2,500	2,550	2,601	2,653	2,706	2.0%
Total Operating Expense	52,151	53,194	54,258	55,343	56,450	2.0%
Capital						
Computer	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	194,701	199,186	203,796	208,535	213,409	2.3%

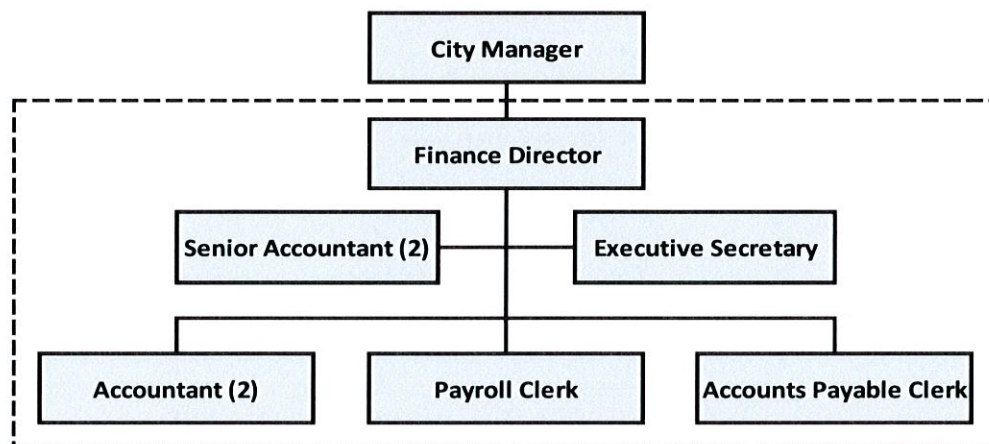
Finance





Finance

Mission: The Finance Department's mission is to provide competent and comprehensive financial services for the City Administration to enable all departments to work in the best interest of the community. The Department manages the City's public funds and financial resources in the most cost-effective and efficient manner. The Department is responsible for accounts payable, accounts receivable, general ledger, cash management, and providing debt information to the public, decision makers and to City management. The department is also responsible for the preparation of routine accounting reports as well as preparing the City's annual financial statement. The Department is also responsible for safeguarding the City's assets through appropriate controls.



Goal: To provide a very high standard of accountability and transparent comprehensive financial services to City staff, the public, bond rating and governmental agencies while safeguarding the City's financial assets and physical assets through appropriate controls by the end of FY 21.



Finance

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	115,442	117,751	120,106	122,508	124,958	2.0%
Salaries - Regular	382,467	390,116	397,919	405,877	413,995	2.0%
Total Salaries	497,909	507,867	518,025	528,385	538,953	2.0%
Benefits						
FICA	38,090	38,852	39,629	40,421	41,230	2.0%
Retirement	49,791	50,787	51,802	52,839	53,895	2.0%
Life And Health Insurance	54,548	57,821	61,290	64,967	68,865	6.0%
Total Benefits	142,429	147,459	152,721	158,227	163,991	3.6%
Total Compensation	640,338	655,327	670,746	686,612	702,943	2.4%
Operating Expense						
Other Professional Services	257,500	57,150	7,803	7,959	8,118	-57.9%
Accounting & Auditing	50,000	51,000	52,020	52,020	52,020	1.0%
Postage	2,000	2,040	2,081	2,122	2,165	2.0%
Rentals & Leases	5,000	5,100	5,202	5,306	5,412	2.0%
Office Supplies	5,000	5,100	5,202	5,306	5,412	2.0%
Operating Expense	4,000	4,080	4,162	4,245	4,330	2.0%
Software Licensing	20,000	-	-	-	-	-100.0%
Pubs/Subs/Memberships	1,500	1,530	1,561	1,592	1,624	2.0%
Training	10,000	3,300	3,366	3,433	3,502	-23.1%
Total Operating Expense	355,000	129,300	81,396	81,983	82,582	-30.6%
Capital						
Computer Equipment	4,800	4,896	4,896	4,896	4,896	0.5%
Total Capital	4,800	4,896	4,896	4,896	4,896	0.5%
Total Expense	1,000,138	789,522	757,038	773,492	790,422	-5.7%

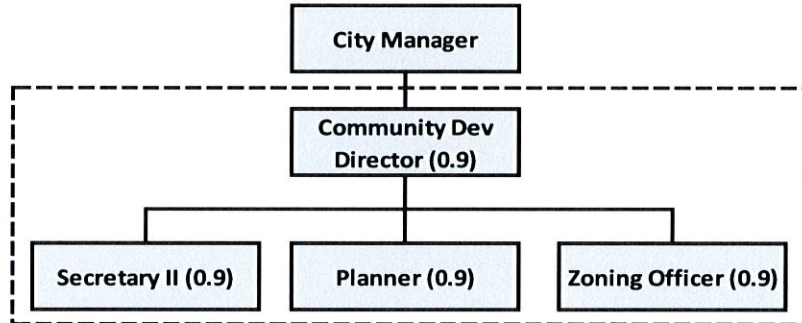
Community Development





COMMUNITY DEVELOPMENT

Mission – Establishing the direction of all growth, development and redevelopment programs within the City, including ensuring that all development conforms to these guidelines and that programs are implemented to encourage further development within the City.



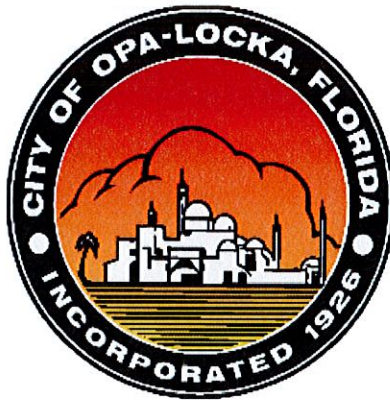
Goal – A City of attractive and peaceful residential neighborhoods, a thriving commercial district and a downtown area that attracts residents and others for entertainment and leisure.



Community Development

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	77,246	78,791	44,648	54,649	55,742	-7.8%
Salaries - Regular	125,030	127,531	144,535	162,168	165,411	7.2%
Salaries - Overtime	1,000	1,020	1,040	1,061	1,082	2.0%
Total Salaries	203,276	207,342	190,223	217,879	222,236	2.3%
Benefits						
FICA	15,552	15,862	14,552	16,668	17,001	2.3%
Retirement	20,328	20,734	19,022	21,788	22,224	2.3%
Life And Health Insurance	29,978	31,777	30,526	36,324	38,504	6.5%
Total Benefits	65,858	68,373	64,100	74,780	77,729	4.2%
Total Compensation	269,134	275,714	254,323	292,659	299,965	2.7%
Operating Expense						
Other Professional Services	2,500	2,550	2,601	2,653	2,706	2.0%
Rentals & Leases	4,399	4,487	4,576	4,668	4,761	2.0%
Printing And Binding	1,000	1,020	1,040	1,061	1,082	2.0%
Office Supplies And Expense	1,000	1,020	1,040	1,061	1,082	2.0%
Advertisements	5,000	5,100	5,202	5,306	5,412	2.0%
Pubs/Subscriptions/Memberships	750	765	780	796	812	2.0%
Total Operating Expense	14,649	14,942	15,241	15,545	15,856	2.0%
Capital						
Computer	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	283,783	290,656	269,564	308,204	315,821	2.7%

Building & Licenses

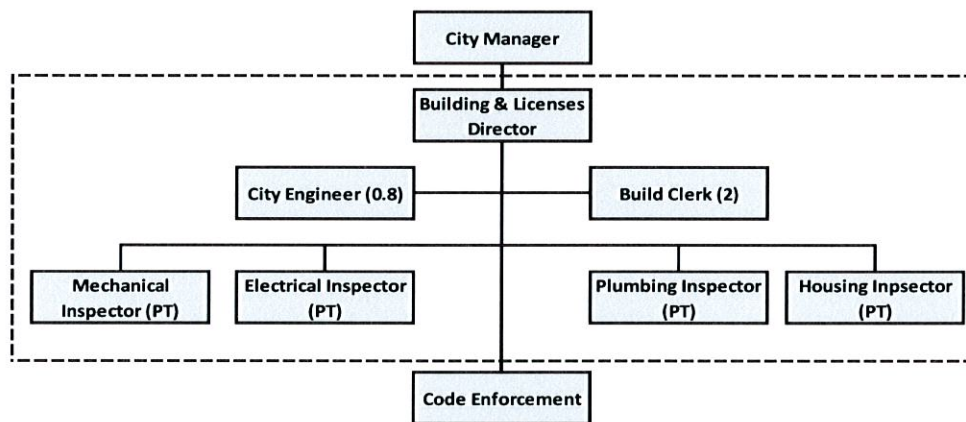




BUILDING & LICENSES

Mission – Provide safe and healthy structures through the effective application of construction code standards, professional inspections and quality service, embodying courtesy, respectfulness and integrity, to the City’s citizens and contractors.

The Building and Licensing department issues occupational licenses, building, electrical, mechanical, roofing and plumbing permits and certificates of occupancy. In addition, the department enforces building and zoning codes in accordance with City and South Florida Building Code.



Goal – Provide Building Services in a highly automated, rigorous and effective manner resulting in well-built and resilient properties reasonably immune to adverse conditions which also benefit from the City’s continued involvement in the National Flood Insurance Program (NFIP) and Community Rating System to lessen the threat of flooding, resulting in improved insurance rates. Utilize technology to automate all aspects of permitting.



Building & Licenses

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries - Executive	155,395	158,503	161,673	164,906	168,205	2.0%
Salaries - Regular	68,069	69,430	70,819	72,235	73,680	2.0%
Salaries - Part Time	88,484	90,254	92,059	93,900	95,778	2.0%
Total Salaries	311,948	318,187	324,551	331,042	337,663	2.0%
<u>Benefits</u>						
FICA	23,862	24,341	24,828	25,325	25,831	2.0%
Retirement	31,195	31,819	32,455	33,104	33,766	2.0%
Life And Health Insurance	21,236	22,510	23,861	25,293	26,810	6.0%
Total Benefits	76,293	78,670	81,144	83,722	86,408	3.2%
Total Compensation	388,241	396,857	405,695	414,763	424,070	2.2%
<u>Operating Expense</u>						
Other Professional Services	17,000	17,340	17,687	18,041	18,401	2.0%
Postage	3,640	3,713	3,787	3,863	3,940	2.0%
Rentals & Leases	2,244	2,289	2,335	2,382	2,429	2.0%
Printing & Binding	2,000	2,040	2,081	2,122	2,165	2.0%
Office Supplies	2,000	2,040	2,081	2,122	2,165	2.0%
Pubs/Subs/Memberships	700	714	728	743	758	2.0%
Educational Costs	3,500	3,570	3,641	3,714	3,789	2.0%
Total Operating Expense	31,084	31,706	32,340	32,987	33,646	2.0%
<u>Capital</u>						
Computer Equipment	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	419,325	428,563	438,035	447,750	457,717	2.2%

Police Total Department





Police Dept - Total

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Compensation</u>						
Salaries	3,282,025	3,543,582	3,615,399	3,684,244	3,750,504	3.4%
Benefits	1,364,073	1,498,252	1,545,333	1,592,950	1,641,317	4.7%
Total Compensation	4,646,098	5,041,833	5,160,732	5,277,194	5,391,821	3.8%
Operating Expense	324,243	366,477	371,883	377,438	383,144	4.3%
Total Expense	4,970,342	5,408,310	5,532,615	5,654,632	5,774,965	3.8%
<u>Divisions</u>						
Chief	514,678	522,424	533,989	545,853	558,024	2.0%
Administration	567,179	577,068	591,485	606,323	621,597	2.3%
Criminal Investigation	468,451	539,000	552,154	565,178	578,757	5.4%
Patrol	3,420,033	3,769,818	3,854,987	3,937,278	4,016,587	4.1%
Total Expense	4,970,342	5,408,310	5,532,615	5,654,632	5,774,965	3.8%

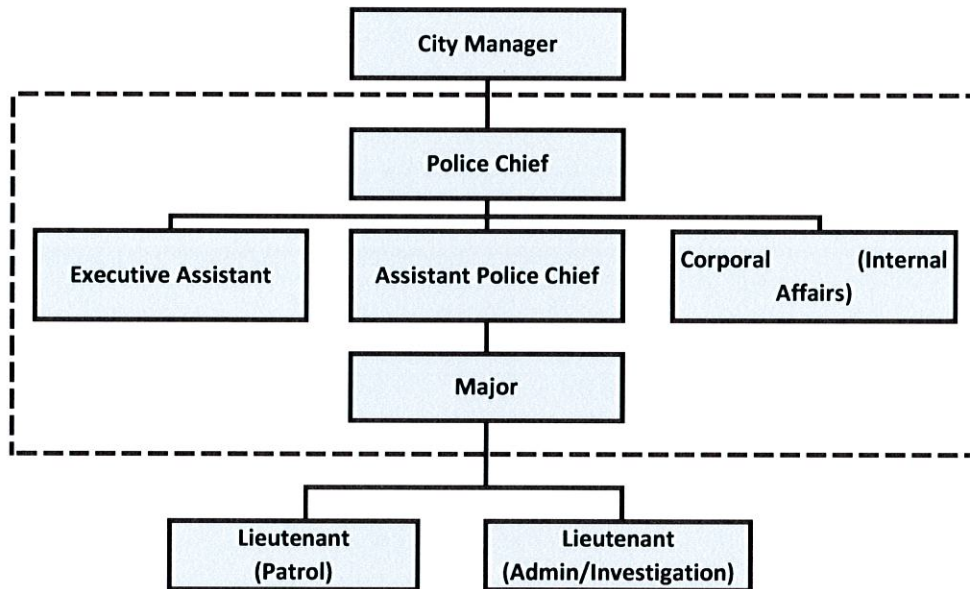
Police Chief





POLICE - CHIEF

Mission – Provide overall leadership and supervision of the City’s Police Department to maximize community safety, tranquility and adherence to and respect for the laws of the City



Goal – Provide a cost-effective, well-organized, well-trained, motivated and engaged department to create a peaceful, safe and law-abiding community reflecting mutual respect and cooperation between the community and the department.



Police - Chief

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries Executive	323,239	329,704	336,298	343,024	349,884	2.0%
Salaries Regular	46,518	47,448	48,397	49,365	50,353	2.0%
Total Salaries	369,757	377,152	384,695	392,389	400,237	2.0%
Benefits						
FICA	28,287	28,852	29,429	30,018	30,618	2.0%
Retirement	83,684	85,357	87,065	88,806	90,582	2.0%
Life And Health Insurance	26,331	27,910	29,585	31,360	33,242	6.0%
Total Benefits	138,301	142,120	146,079	150,184	154,442	2.8%
Total Compensation	508,058	519,272	530,774	542,573	554,679	2.2%
Operating Expense						
Clothing & Uniform Expense	900	918	936	955	974	2.0%
Pubs/Subs/Memberships	720	734	749	764	779	2.0%
Educational Costs	5,000	1,500	1,530	1,561	1,592	-24.9%
Total Operating Expense	6,620	3,152	3,215	3,280	3,345	-15.7%
Total Expense Ex Transfer Out	514,678	522,424	533,989	545,853	558,024	2.0%

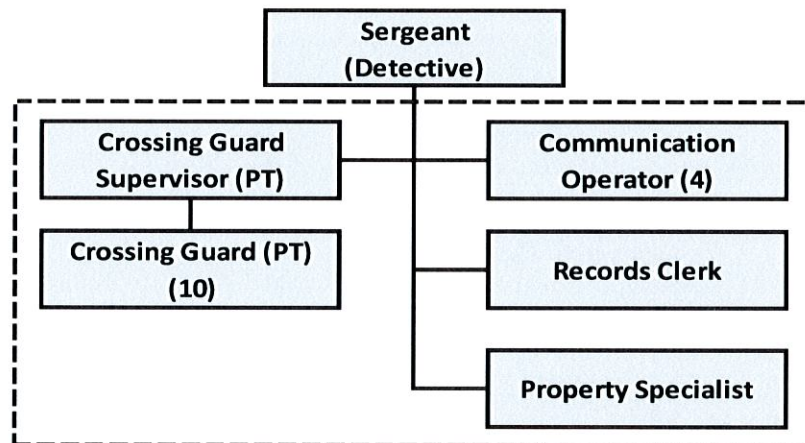
Police Administration





POLICE - ADMINISTRATION

Mission – Oversee the daily internal operation of the Police Department, including managing ancillary activities which include dispatch communications, school guards, property and evidence management, and records management.



Goal – Satisfy all administrative requirements of the Police Department in a very timely manner, maximizing the use of cost-effective technology to enhance responsiveness. Utilize technology to upgrade all procedures.



Police - Administration

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	212,974	217,233	221,578	226,010	230,530	2.0%
Salaries - Part Time	101,714	103,748	105,823	107,940	110,099	2.0%
Salaries - Overtime	1,000	1,020	1,040	1,061	1,082	2.0%
Total Salaries	315,688	322,002	328,442	335,011	341,711	2.0%
Benefits						
FICA	24,156	24,633	25,126	25,628	26,141	2.0%
Retirement	31,569	32,200	32,844	33,501	34,171	2.0%
Life And Health Insurance	35,633	38,709	41,031	43,493	46,103	6.7%
Total Benefits	91,358	95,542	99,001	102,623	106,415	3.9%
Total Compensation	407,046	417,544	427,443	437,633	448,126	2.4%
Operating Expense						
Other Professional Services	1,600	1,632	1,665	1,698	1,732	2.0%
Other Contracted Services	5,012	5,112	5,214	5,319	5,425	2.0%
Rentals & Leases	10,180	10,384	10,592	10,803	11,019	2.0%
Office Supplies	8,000	8,160	8,323	8,490	8,659	2.0%
Clothing & Uniform Expense	1,500	1,530	1,561	1,592	1,624	2.0%
Software Maintenance	128,841	132,706	136,687	140,788	145,012	3.0%
Educational Costs	5,000	-	-	-	-	-100.0%
Total Operating Expense	160,133	159,524	164,042	168,690	173,471	2.0%
Capital						
Computer Equipment	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	567,179	577,068	591,485	606,323	621,597	2.3%

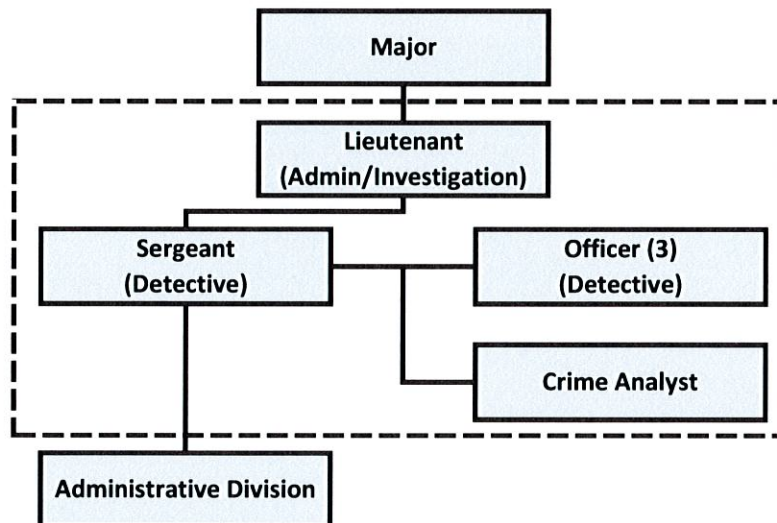
Police Criminal Investigation





POLICE – CRIMINAL INVESTIGATIVE DIVISION

Mission – Follow up on all criminal incidents to make a factual determination of what has occurred and to compile comprehensive evidence in regard to each incident sufficient to result in the apprehension and conviction of the perpetrators.



Goal – 100% crime clearance rate with timely and effective investigation resulting in development of relevant evidence supporting effective prosecution.



Police - CID

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries Regular	310,010	356,322	363,651	371,269	379,188	5.2%
Salaries - Overtime	20,000	20,400	20,808	21,224	21,649	2.0%
Longevity	3,000	3,500	4,000	4,000	4,000	7.5%
Total Salaries	333,010	380,222	388,459	396,493	404,837	5.0%
<u>Benefits</u>						
FICA	25,475	29,087	29,717	30,332	30,970	5.0%
Retirement	75,365	86,787	88,677	90,516	92,427	5.2%
Life And Health Insurance	30,252	38,467	40,775	43,222	45,815	10.9%
Total Benefits	131,091	154,341	159,170	164,069	169,212	6.6%
Total Compensation	464,101	534,563	547,629	560,562	574,049	5.5%
<u>Operating Expense</u>						
Clothing & Uniform Expense	2,850	2,907	2,965	3,024	3,085	2.0%
Special Supplies	1,500	1,530	1,561	1,592	1,624	2.0%
Total Operating Expense	4,350	4,437	4,526	4,616	4,709	2.0%
Total Expense Ex Transfer Out	468,451	539,000	552,154	565,178	578,757	5.4%

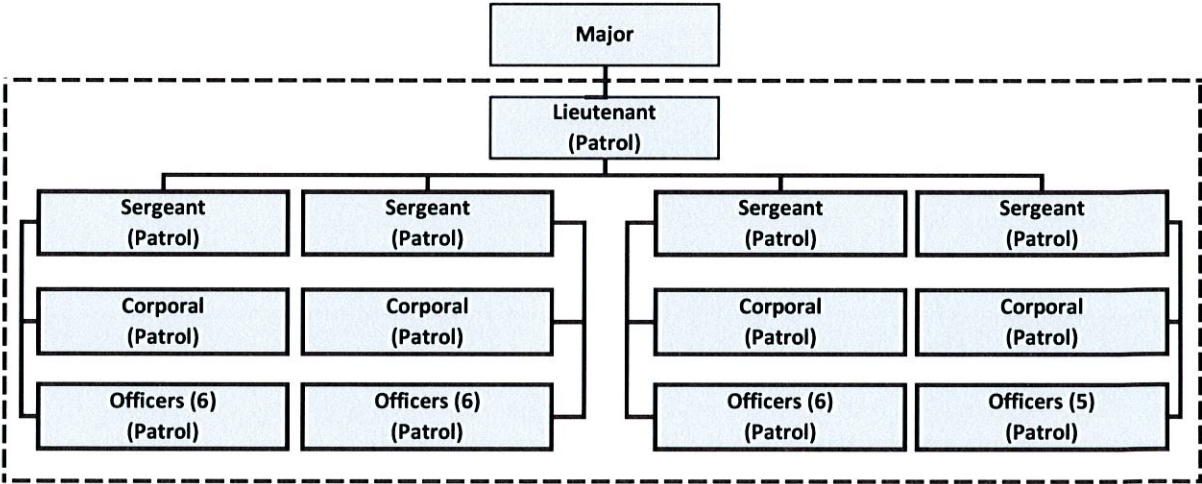
Police Patrol





POLICE - PATROL

Mission – The primary and ongoing police presence in the community to suppress criminal and other unlawful activity, to conduct effective community policing and to timely, effectively and professionally respond to all calls for service, both for assistance and in response to criminal events.



Goal – A safe, peaceful, law-abiding community with mutual respect and cooperation shown between the Police Department and the community



Police - Patrol

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries Regular	2,148,070	2,338,506	2,378,869	2,421,148	2,459,213	3.4%
Salaries - Overtime	85,000	86,700	88,434	90,203	92,007	2.0%
Longevity	30,500	39,000	46,500	49,000	52,500	14.5%
Total Salaries	2,263,570	2,464,206	2,513,803	2,560,351	2,603,719	3.6%
Benefits						
FICA	173,164	188,512	192,306	195,867	199,185	3.6%
Retirement	553,443	602,498	614,625	626,006	636,609	3.6%
Life And Health Insurance	276,717	315,239	334,153	354,202	375,454	7.9%
Total Benefits	1,003,323	1,106,249	1,141,084	1,176,075	1,211,248	4.8%
Total Compensation	3,266,893	3,570,455	3,654,886	3,736,426	3,814,968	4.0%
Operating Expense						
Operating Expense	17,100	17,442	17,791	18,147	18,510	2.0%
Clothing & Uniform Expense	19,040	19,421	19,809	20,205	20,610	2.0%
Educational Costs	6,500	6,500	6,500	6,500	6,500	0.0%
Auto Lease/Purchase	110,500	156,000	156,000	156,000	156,000	9.0%
Total Operating Expense	153,140	199,363	200,100	200,852	201,619	7.1%
Capital						
Public Safety Equipment	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	3,420,033	3,769,818	3,854,987	3,937,278	4,016,587	4.1%

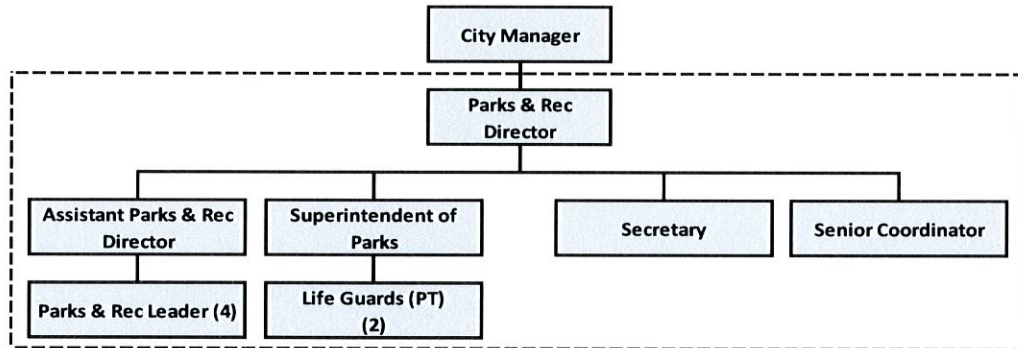
Parks & Recreation





PARKS & RECREATION

Mission – Enhancing the quality of life for the residents and visitors by providing outstanding sports, recreation and cultural arts facilities, program and parks that protect the environment, contribute to the economic and social vitality of the community and foster healthy lifestyles, creativity and cultural diversity.



Goal – A major upgrade in recreation programs to provide a wide range of innovative, creative and interesting programs that address the many current diverse interests of the community and provides opportunities for residents to develop new interests in activities to which they had previously not been exposed. Also a major investment in parks facilities to create a first rate parks system that attracts the community to its use by providing healthy, relaxing and enjoyable opportunities to be outdoors for all.



Parks & Recreation

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth Rate
Salaries						
Salaries - Executive	70,574	71,985	73,425	74,894	76,392	2.0%
Salaries - Regular	285,874	291,591	328,749	335,324	342,030	4.6%
Salaries - Part Time	8,422	8,590	8,762	8,937	9,116	2.0%
Salaries - Overtime	1,000	1,020	1,040	1,061	1,082	2.0%
Total Salaries	365,870	373,187	411,977	420,216	428,620	4.0%
Benefits						
FICA	27,992	28,549	31,516	32,147	32,789	4.0%
Retirement	36,587	37,319	41,198	42,022	42,862	4.0%
Life And Health Insurance	54,941	58,237	68,379	72,482	76,830	8.7%
Total Benefits	119,520	124,105	141,093	146,650	152,482	6.3%
Total Compensation	485,390	497,292	553,069	566,866	581,102	4.6%
Operating Expense						
Other Contracted Services	150,000	-	-	-	-	-100.0%
Special Events	21,000	21,420	21,848	22,285	22,731	2.0%
Rentals & Leases	2,344	2,391	2,439	2,488	2,537	2.0%
Grounds Maintenance	-	80,000	81,600	83,232	84,897	NA
Pool Maintenance	13,500	13,770	14,045	14,326	14,613	2.0%
Recreation Progrms	5,000	5,100	5,202	5,306	5,412	2.0%
Recreational Activities	12,400	12,648	12,901	13,159	13,422	2.0%
Office Supplies	7,000	2,040	2,081	2,122	2,165	-25.4%
Uniforms	700	714	728	743	758	2.0%
Elderly Services	14,508	14,798	15,094	15,396	15,704	2.0%
Summer Camp Program	10,000	10,200	10,404	10,612	10,824	2.0%
Sports Officials Fees	2,000	7,022	7,162	7,306	7,452	38.9%
Total Operating Expense	238,452	170,103	173,505	176,975	180,515	-6.7%
Capital						
Machinery & Equipment	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	723,842	667,395	726,575	743,841	761,617	1.3%

Code Enforcement

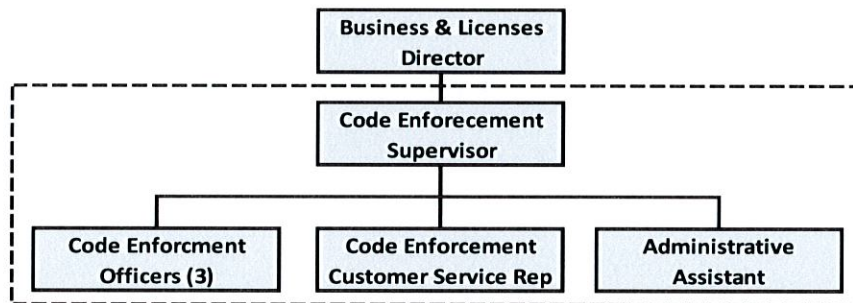




CODE ENFORCEMENT

Mission – Monitor the City to ensure adherence to the City’s Code of Ordinances to maintain and enhance the City’s health, safety, aesthetics and quality of life the education, counseling, and as necessary, enforcement through citations and fines to obtain compliance with the City’ Code, demonstrating professionalism, courtesy, respect and integrity.

The primary objective of the Code Enforcement Department is to patrol the City on a daily basis to monitor for Code compliance. Where violations are noted, ample time is provided to bring the property into compliance. The Department’s goal is to encourage voluntary compliance. However, when not corrected timely or where violations are deemed to be threats to health and safety, egregious or unnecessarily repetitive, immediate fines are assessed. The Department also outreaches to the community to educate them on the importance of adhering to the City’s Code.



Goal – A city where all housing complies with City Code, illegal dumping and parking are eliminated and all businesses obtain Business Tax Receipts licenses.



Code Enforcement

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Executive	-	-	-	-	-	0.0%
Salaries - Regular	248,117	253,079	258,141	263,304	268,570	2.0%
Salaries - Overtime	929	948	967	986	1,006	2.0%
Total Salaries	249,046	254,027	259,107	264,290	269,575	2.0%
Benefits						
FICA	19,052	19,433	19,822	20,218	20,623	2.0%
Retirement	24,905	25,403	25,911	26,429	26,958	2.0%
Life And Health Insurance	36,378	38,560	40,874	43,327	45,926	6.0%
Total Benefits	80,334	83,396	86,607	89,974	93,506	3.9%
Total Compensation	329,380	337,423	345,714	354,263	363,082	2.5%
Operating Expense						
Other Professional Services	6,000	6,120	6,242	6,367	6,495	2.0%
Postage	-	10,000	10,200	10,404	10,612	NA
Office Supplies	2,000	2,040	2,081	2,122	2,165	2.0%
Clothing & Uniform Expense	3,200	612	624	637	649	-32.9%
Total Operating Expense	11,200	18,772	19,147	19,530	19,921	15.5%
Capital						
Computer Equipment	17,000	-	-	-	-	-100.0%
Total Capital	17,000	-	-	-	-	-100.0%
Total Expense	357,580	356,195	364,861	373,794	383,003	1.7%

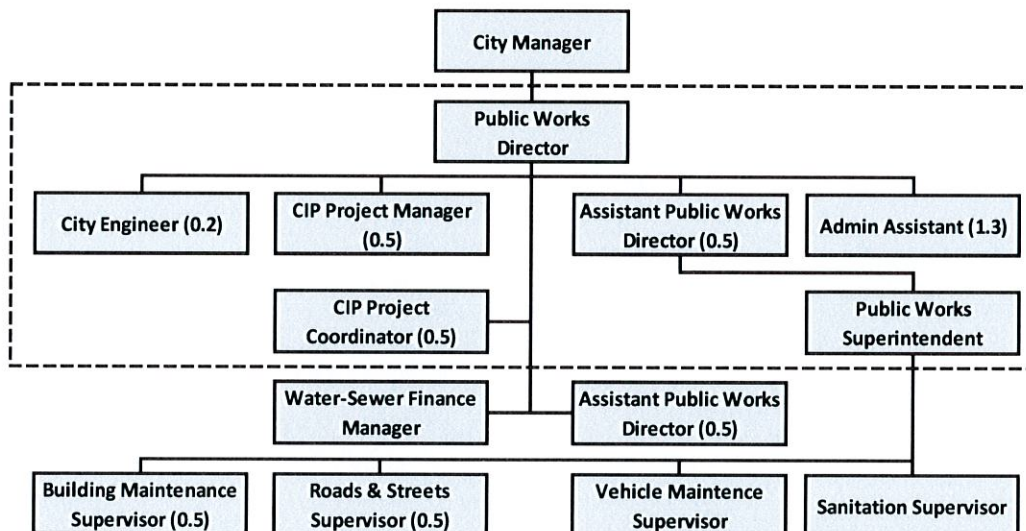
Public Works Administration





PUBLIC WORKS - ADMINISTRATION

Mission – Coordinate the activities of four Public Works divisions and six Public Utilities divisions to ensure continuing cost-effective and customer-focused services in addressing City priorities in a quality and responsive manner. Serve as the primary point of contact in working with Broward County water and sewer services to ensure coordination and agreement in the manner in which the County provides and charges for water and sewer service for the City and bills the majority of the City’s utility customers. Ensures the City’s capital improvement program (CIP) is focused on City priorities and that projects which are undertaken maximize the value received for the City resources expended through the exercise of excellent project management skills to complete all projects on schedule and within budget. Responsible for identifying loan and grant opportunities to leverage City investment in capital projects.



Goal – A City served by excellent, cost-effective, customer service-oriented Public Works and Public Utilities services and supported by a City infrastructure system that adequately meets the community’s utility and transportation needs. Additional goals indicated in the Public Works, Public Utilities and CIP division sections.



Public Works - Admin

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries - Executive	68,964	70,343	71,750	73,185	74,649	2.0%
Salaries - Regular	179,291	234,072	238,753	243,528	248,399	8.5%
Salaries - Overtime	-	-	-	-	-	-
Total Salaries	248,255	304,415	310,503	316,713	323,048	6.8%
<u>Benefits</u>						
FICA	18,992	23,288	23,753	24,229	24,713	6.8%
Retirement	24,826	30,441	31,050	31,671	32,305	6.8%
Life And Health Insurance	26,172	32,565	34,519	36,590	38,786	10.3%
Total Benefits	69,990	86,294	89,323	92,490	95,804	8.2%
Total Compensation	318,245	390,709	399,826	409,203	418,851	7.1%
<u>Operating Expense</u>						
Other Professional Services	600	612	624	637	649	2.0%
Other Contracted Services	624	636	649	662	675	2.0%
Rentals & Leases	4,999	5,099	5,201	5,305	5,411	2.0%
Office Supplies	2,000	2,040	2,081	2,122	2,165	2.0%
Total Operating Expense	8,223	8,387	8,555	8,726	8,901	2.0%
<u>Capital</u>						
Computers	6,600	-	-	-	-	-100.0%
Total Capital	6,600	-	-	-	-	-100.0%
Total Expense	333,067	399,096	408,381	417,929	427,752	6.5%

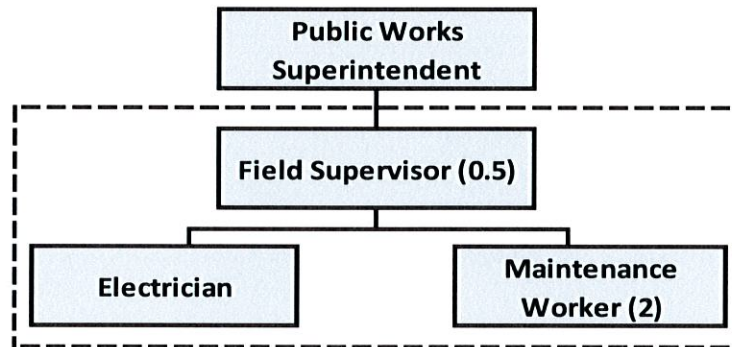
Building Maintenance





PUBLIC WORKS – BUILDING MAINTENANCE

Mission – Maintain, repair, renovate, preserve and clean all City facilities.



Goal – All City buildings should provide safe and comfortable working conditions and be maintained in a cost-effective manner to ensure their long-term soundness and availability.



Public Works - Building Maintenance

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries-Regular	141,733	175,279	178,784	182,360	186,007	7.0%
Salaries - Overtime	6,000	6,120	6,242	6,367	6,495	2.0%
Total Salaries	147,733	181,399	185,027	188,727	192,502	6.8%
Benefits						
FICA	11,301	13,877	14,155	14,438	14,726	6.8%
Retirement	14,773	18,140	18,503	18,873	19,250	6.8%
Life And Health Insurance	26,644	33,065	35,049	37,152	39,381	10.3%
Total Benefits	52,718	65,082	67,706	70,462	73,357	8.6%
Total Compensation	200,451	246,481	252,733	259,189	265,859	7.3%
Operating Expense						
Uniform Rental/Laundry	1,560	1,591	1,623	1,655	1,689	2.0%
Building Repair & Maintenance	76,522	78,052	79,613	81,206	82,830	2.0%
Maintenance Supplies	25,000	25,500	26,010	26,530	27,061	2.0%
Total Operating Expense	103,082	105,144	107,247	109,391	111,579	2.0%
Capital						
Machinery & Equipment	3,000	-	-	-	-	-100.0%
Total Capital	3,000	-	-	-	-	-100.0%
Total Expense	306,533	351,624	359,979	368,581	377,439	5.3%

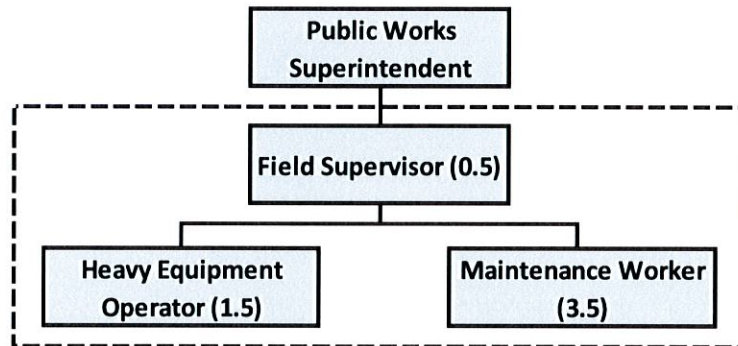
Roads & Streets





PUBLIC WORKS – ROADS & STREETS

Mission – Maintenance, repair and construction activities, including resurfacing and pothole mitigation, for all City streets, alleys and rights-of way and medians.



Goal – Safe, well-maintained City roadway system. Streets rated at least a “5” on average and no street rated worse than a “8” in a 1 to 10 rating system with 1 = excellent. (Long-term goal once City invests in GIS to track and rate complete inventory of City roadways)



Public Works - Roads & Streets

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries-Regular	185,853	281,704	287,338	293,084	298,946	12.6%
Salaries - Overtime	2,000	2,040	2,081	2,122	2,165	2.0%
Total Salaries	187,853	283,744	289,418	295,207	301,111	12.5%
<u>Benefits</u>						
FICA	14,371	21,706	22,141	22,583	23,035	12.5%
Retirement	18,785	28,374	28,942	29,521	30,111	12.5%
Life And Health Insurance	31,270	49,763	52,748	55,913	59,268	17.3%
Total Benefits	64,426	99,843	103,831	108,017	112,414	14.9%
Total Compensation	252,279	383,587	393,249	403,224	413,525	13.2%
<u>Operating Expense</u>						
Other Contracted Services	196,000	199,920	203,918	207,997	212,157	2.0%
Uniform Rental/Laundry	2,496	2,546	2,597	2,649	2,702	2.0%
Electricity, Gas & Water	131,000	132,310	133,633	134,969	136,319	1.0%
Rentals & Leases	1,000	1,020	1,040	1,061	1,082	2.0%
Repairs - Machinery & Equipment	8,000	8,160	8,323	8,490	8,659	2.0%
Clothing & Uniform Expense	500	510	520	531	541	2.0%
Road Materials & Supplies	40,000	40,800	41,616	42,448	43,297	2.0%
Small Tools & Supplies	10,000	10,200	10,404	10,612	10,824	2.0%
Total Operating Expense	388,996	395,466	402,052	408,757	415,582	1.7%
<u>Capital</u>						
Machinery & Equipment	58,000	58,000	-	-	-	-100.0%
Total Capital	58,000	58,000	-	-	-	-100.0%
Total Expense	699,275	837,053	795,301	811,981	829,108	4.3%

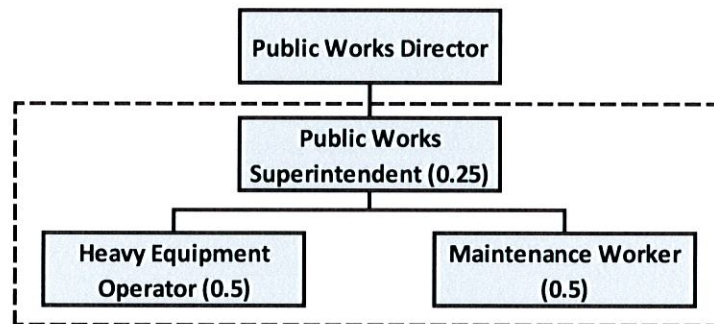
Illegal Dumping Removal





PUBLIC WORKS – ILLEGAL DUMPING REMOVAL

Mission – Eliminate illegal dumping within the City and remove all illegally dumped roadside rubbish to the extent not eliminated.



Goal – The elimination of all illegal dumping within the City and the focus to regularly and expeditiously remove illegal dumping until the illegal activity is eliminated.



Public Works - Illegal Dumping Removal

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Outlook	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries-Regular	36,018	36,738	37,473	38,223	38,987	2.0%
Total Salaries	36,018	36,738	37,473	38,223	38,987	2.0%
<u>Benefits</u>						
FICA	2,755	2,810	2,867	2,924	2,983	2.0%
Retirement	3,602	3,674	3,747	3,822	3,899	2.0%
Life And Health Insurance	5,974	6,333	6,713	7,115	7,542	6.0%
Total Benefits	12,331	12,817	13,327	13,862	14,423	4.0%
Total Compensation	48,349	49,555	50,800	52,084	53,410	2.5%
<u>Operating Expense</u>						
Tipping Fees/Disposal Of Ill Dumping	89,537	76,106	64,690	54,987	46,739	-15.0%
Total Operating Expense	89,537	76,106	64,690	54,987	46,739	-15.0%
Total Expense	137,886	125,662	115,490	107,071	100,149	-7.7%

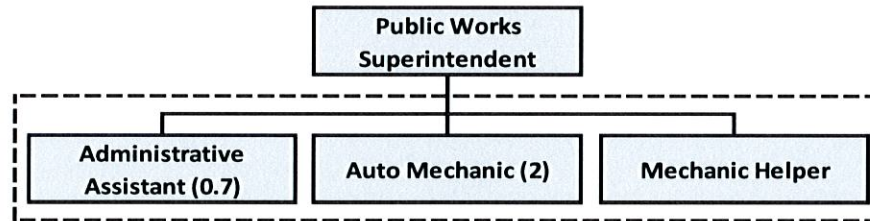
Vehicle Maintenance





PUBLIC WORKS – VEHICLE MAINTENANCE

Mission – Cost-effective maintenance service for all City vehicles and heavy equipment, assemble / modify equipment or tools and assist in repair of other ancillary equipment.



Goal

Reduce need for unscheduled costly and often preventable repairs by performing scheduled preventative maintenance through implementation of tracking and scheduling procedures identifying optimum scheduling of preventative maintenance to identify issues before they become costly failures.



Public Works - Vehicle Maintenance

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries-Regular	155,445	158,554	161,725	164,959	168,259	2.0%
Total Salaries	155,445	158,554	161,725	164,959	168,259	2.0%
Benefits						
FICA	11,892	12,129	12,372	12,619	12,872	2.0%
Retirement	15,545	15,855	16,172	16,496	16,826	2.0%
Life And Health Insurance	20,782	22,028	23,350	24,751	26,236	6.0%
Total Benefits	48,218	50,013	51,895	53,866	55,934	3.8%
Total Compensation	203,663	208,567	213,620	218,826	224,192	2.4%
Operating Expense						
Other Contracted Services	110,000	71,400	72,828	74,285	75,770	-8.9%
Uniform Rental/Laundry	936	955	974	993	1,013	2.0%
Rentals & Leases	500	510	520	531	541	2.0%
Gas, Oil, Grease	255,000	260,100	265,302	270,608	276,020	2.0%
Parts & Repairs	75,000	76,500	78,030	79,591	81,182	2.0%
Tires & Wheels	30,000	30,600	31,212	31,836	32,473	2.0%
Small Tools & Supplies	5,000	5,100	5,202	5,306	5,412	2.0%
Total Operating Expense	476,436	445,165	454,068	463,149	472,412	-0.2%
Capital						
Machinery & Equipment	-	-	-	-	-	0.0%
Total Capital	-	-	-	-	-	0.0%
Total Expense	680,099	653,732	667,688	681,975	696,605	0.6%

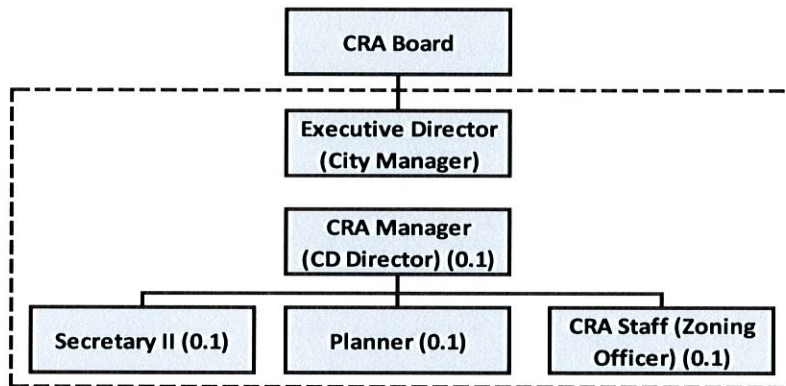
Community Redevelopment Agency (CRA)





COMMUNITY REDEVELOPMENT AGENCY

Mission – Within the area designated by the City Commission as the Community Redevelopment Area, preserve and enhance the tax base, to alleviate conditions of slum and blight, to facilitate affordable housing and to stimulate public sector participation within the redevelopment area.



Goal – A revitalized Community Redevelopment Area composed of attractive and peaceful residential neighborhoods, a thriving commercial district and a downtown area that attracts residents and others for entertainment and leisure.

Plan Overview / Assumptions

- Will move to full-time staffing with the addition of one full-time employee in FY 22 and a second full-time employee in FY 23
- Annually will complete a series of projects in accordance with the CRA plan, resulting in no increase in the CRA fund balance.
- Starting in FY 22, annually provides \$200,000 to improve park facilities.



Community Redevelopment Agency (CRA) - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
CRA Fund Ad Valorem Tax - City	712,555	708,920	848,450	996,560	1,153,804	12.8%
CRA Fund Ad Valorem Tax - County	334,355	333,565	404,117	480,349	562,715	13.9%
Total Revenue	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%
Expense						
Salary	22,474	74,119	138,643	141,416	144,244	59.2%
Benefits	7,298	26,239	48,425	50,352	52,374	63.7%
Total Compensation	29,772	100,358	187,068	191,768	196,619	60.3%
Operating Expense	729,165	727,577	851,041	1,070,222	1,304,430	15.7%
Other Uses (Trust Account)	270,593	-	-	-	-	-100.0%
Capital	-	-	-	-	-	0.0%
Total Expense Ex Transfer Out	1,029,529	827,935	1,038,109	1,261,989	1,501,049	9.9%
Transfer Out	17,381	214,550	214,458	214,920	215,470	87.6%
Total Expense	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Fund Balance - Unassigned						
Beginning	760,220	1,030,813	1,030,813	1,030,813	1,030,813	7.9%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Trust Account Addition	270,593	-	-	-	-	
Ending	1,030,813	1,030,813	1,030,813	1,030,813	1,030,813	0.0%



Community Redevelopment Agency (CRA) - Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries - Executive	8,583	8,755	44,648	45,541	46,452	52.5%
Salaries - Regular	13,891	65,365	93,995	95,875	97,792	62.9%
Total Salaries	22,474	74,119	138,643	141,416	144,244	59.2%
<u>Benefits</u>						
FICA	1,719	5,670	10,606	10,818	11,035	59.2%
Retirement	2,247	7,412	13,864	14,142	14,424	59.2%
Life And Health Insurance	3,331	13,156	23,954	25,392	26,915	68.6%
Total Benefits	7,298	26,239	48,425	50,352	52,374	63.7%
Total Compensation	29,772	100,358	187,068	191,768	196,619	60.3%
<u>Operating Expense</u>						
Other Professional Services	219,000	24,000	24,000	24,000	24,000	-42.5%
Accounting & Auditing	5,000	2,500	2,550	2,601	2,653	-14.7%
State & County Admin	5,165	5,153	6,212	7,355	8,591	13.6%
Projects	500,000	695,924	818,279	1,036,265	1,269,187	26.2%
Trust Account	270,593	-	-	-	-	-100.0%
Total Operating Expense	999,758	727,577	851,041	1,070,222	1,304,430	6.9%
Total Expense Ex Transfer Out	1,029,529	827,935	1,038,109	1,261,989	1,501,049	9.9%
<u>Transfer Out</u>						
Reimbursement - Gen Fund	5,782	5,283	5,308	5,409	5,563	-1.0%
Information Tech Charge	1,790	2,300	1,889	1,925	1,977	2.5%
Insurance Charge - Risk	5,659	5,899	6,171	6,460	6,763	4.6%
Occupany - TCO	4,150	1,068	1,090	1,126	1,167	-27.2%
Transfer To Safe Neighborhood	-	200,000	200,000	200,000	200,000	-
Total Transfer Out	17,381	214,550	214,458	214,920	215,470	87.6%
Total Expense	1,046,910	1,042,485	1,252,567	1,476,909	1,716,519	13.2%

Debt Service Fund





DEBT SERVICE

Mission - The mission of this fund is to record the annual debt service payments related to the 2011 A&B Capital Improvement Revenue Bonds and the 2015 Capital Improvement Note related to the purchase the Municipal Complex at 780 Fisherman Street. This fund also reflects the revenue sources pledged against this debt. State Revenue Sharing Revenue and Local Government ½ Cent Sales Tax Revenue have been pledged against the 2011 bond and FPL Utility Tax and the State Telecommunications Tax have been pledged against the 2015 note. The surplus of the pledged revenue over the debt service normally goes to the General Fund to be used to pay for General Fund expenditures.

Goal – NA – This is an administrative fund with no operational responsibilities.

Plan Overview / Assumptions

- Pledged revenue returns to pre-pandemic levels in FY 22
- Pledged revenue greater than debt service payments is returned to the City on a regular basis.



Debt Service - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
<u>FY 11 Bond-Related Revenue</u>						
State Revenue Sharing	580,383	785,089	800,791	816,807	833,143	9.5%
Local Gov 1/2 Sales Tax	1,210,253	1,517,296	1,547,642	1,578,595	1,610,167	7.4%
Total FY 11 Bond-Related Revenue	1,790,636	2,302,385	2,348,433	2,395,401	2,443,309	8.1%
<u>FY 15 Note-Related Revenue</u>						
Utility Tax - FPL	796,221	1,300,000	1,326,000	1,352,520	1,379,570	14.7%
Telecom Tax	425,000	388,264	376,616	365,318	354,358	-4.4%
Total FY 15 Note-Related Revenue	1,221,221	1,688,264	1,702,616	1,717,838	1,733,928	9.2%
Total Revenue	3,011,857	3,990,649	4,051,049	4,113,239	4,177,238	8.5%
Expense						
Debt Service						
<u>FY 11 Bond</u>						
Bond Principal	564,000	583,000	603,000	624,000	645,000	3.4%
Bond Interest	122,684	103,087	82,817	61,832	38,608	-25.1%
Debt Service	686,684	686,087	685,817	685,832	683,608	-0.1%
<u>FY 15 Note</u>						
2015 Bond Principal	260,452	343,775	358,101	373,620	389,812	10.6%
2015 Bond Interest	262,761	179,437	165,111	149,592	133,400	-15.6%
Debt Service	523,213	523,212	523,212	523,212	523,212	0.0%
Total Debt Service	1,209,897	1,209,299	1,209,029	1,209,044	1,206,820	-0.1%
Transfer Out						
Transfer Out - Surplus To Gen Fund	1,801,960	2,781,350	2,842,020	2,904,195	2,970,418	13.3%
Total Transfer Out	1,801,960	2,781,350	2,842,020	2,904,195	2,970,418	13.3%
Total Expense	3,011,857	3,990,649	4,051,049	4,113,239	4,177,238	8.5%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Fund Balance - Restricted						
Beginning	6,507,032	6,507,032	6,507,032	6,507,032	6,507,032	0.0%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Ending	6,507,032	6,507,032	6,507,032	6,507,032	6,507,032	0.0%

Safe Neighborhood Fund





SAFE NEIGHBORHOOD FUND

Mission – To use gas tax revenue and other sources of funds such as grants, loans and General Fund revenue to maintain and improve roadways (all gas tax revenue to be used only for roadways) and other governmental Capital Improvements Program (CIP) projects as appropriate

Goal – Identify priority roadway projects and other City properties requiring renovation and execute cost-effective restoration projects to make best use of available funding.

Plan Overview / Assumptions

- Gas tax receipts will return to pre-pandemic levels in FY 22
- The City will be successful in obtaining Florida Recreational Development Assistance Program (FRDAP) grants in last four years of the plan.
- The Community Redevelopment Agency (CRA) will provide \$200,000 for park improvements in the last four years of the plan
- The County General Obligation Bond (GOB) Fund will provide a grant sufficient for the renovation of the Historic City Hall complex
- \$1.6 million will be invested in upgrading the park system after guidance is provided by development of a parks masterplan in FY 21.
- Resurfacing in this fund, when added to resurfacing that is funded in the People's Transportation Plan, is sufficient to establish a roadway resurfacing ten-year plan that will permit resurfacing all of the City's 46 miles of roadways every ten years on a rotational basis.



Safe Neighborhood Fund - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
Gas Tax - First Local Option (1-6)	139,136	232,000	236,640	241,373	246,200	15.3%
Gas Tax - County Ninth Cent (1-5)	47,698	90,000	91,800	93,636	95,509	19.0%
Total Revenue - Ex Grants	186,834	322,000	328,440	335,009	341,709	16.3%
Grants						
GOB Grant - Historic City Hall	-	1,500,000	-	-	-	NA
FRDAP	-	200,000	200,000	200,000	200,000	NA
Total Grants	-	1,700,000	200,000	200,000	200,000	NA
Total Revenue	186,834	2,022,000	528,440	535,009	541,709	30.5%
Transfer-In						
From General Fund	-	250,000	250,000	250,000	250,000	NA
From CRA Fund	-	200,000	200,000	200,000	200,000	NA
Total Transfer-In	-	450,000	450,000	450,000	450,000	NA
Total Funding	186,834	2,472,000	978,440	985,009	991,709	51.8%
Expense						
Capital						
Resurfacing Improvements	186,834	572,000	578,440	585,009	591,709	33.4%
Historic City Hall	-	1,500,000	-	-	-	NA
Park Projects	-	400,000	400,000	400,000	400,000	NA
Total Capital	186,834	2,472,000	978,440	985,009	991,709	51.8%
Total Expense	186,834	2,472,000	978,440	985,009	991,709	51.8%
(Use of)/Add To Fund Balance	-	-	-	-	-	
Fund Balance - Unassigned						
Beginning	(246,697)	(246,697)	(246,697)	(246,697)	(246,697)	0.0%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Ending	(246,697)	(246,697)	(246,697)	(246,697)	(246,697)	0.0%

People's Transportation Plan





PEOPLE'S TRANSPORTATION PLAN

Mission – To use funds provided by the County CITT program to operate a community bus service and to maintain and improve the City's roadway system.

Goal – Operate a community bus service maximizing the availability of public transportation to the community. Identify priority roadway projects requiring renovation and execute cost-effective roadway restoration projects to make best use of available CITT funding.

Plan Overview / Assumptions

- Revenue received from the County's half cent sales tax reverts back to pre-pandemic levels in FY 22
- The fund has \$1.2 million of fund balance available as of the start of FY 21 to be used on roadway and sidewalk improvements
- Resurfacing in this fund, when added to resurfacing that is funded in the Safe Neighborhood Fund, is sufficient to establish a roadway resurfacing ten-year plan that will permit resurfacing all of the City's 46 miles of roadways every ten years on a rotational basis
- No additional community bus routes added during the plan period
- Although the City is in discussion with bus bench advertiser that would provide a minimum of an additional \$11,000 per year, this hasn't been included in the plan.



People's Transportation Plan - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
PTT - County Tran System - Bus	200,000	204,000	208,080	212,242	216,486	2.0%
PTT - County Tran System - Roads	500,000	510,000	520,200	530,604	541,216	2.0%
Total Revenue	700,000	714,000	728,280	742,846	757,703	2.0%
Expense						
Operating Expense						
Bus Circulator Expense	210,000	214,200	218,484	222,854	227,311	2.0%
Total Operating Expense	210,000	214,200	218,484	222,854	227,311	2.0%
Capital						
Cairo Lane	800,000	-	-	-	-	-100.0%
Resurfacing	113,166	634,600	239,292	244,078	248,959	21.8%
Sidewalks	260,000	265,200	270,504	275,914	281,432	2.0%
Total Capital	1,173,166	899,800	509,796	519,992	530,392	-18.0%
Total Expense	1,383,166	1,114,000	728,280	742,846	757,703	-14.0%
(Use Of)/Add To Fund Balance	(683,166)	(400,000)	-	-	-	
Fund Balance - Unassigned						
Beginning	1,195,236	512,070	112,070	112,070	112,070	-44.7%
(Use Of)/Add To Fund Balance	(683,166)	(400,000)	-	-	-	
Ending	512,070	112,070	112,070	112,070	112,070	-31.6%

Special Law Enforcement





SPECIAL LAW ENFORCMENT FUND

Mission -- Police Department can receive funds from participation in joint-agency investigations where assets associated with criminal activities are seized and subsequently liquidated with a share of the proceeds going to the Police Department. The uses to which these funds can be applied is greatly restricted, resulting in an accumulation of cash over time.

Goal – Identification of acceptable usages for which these funds can be fully utilized



Special Law Enforcement Fund - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
Law Enforcement Training	-	-	-	-	-	0.0%
Court Forfeiture	-	-	-	-	-	0.0%
Total Revenue	-	-	-	-	-	0.0%
Total Funding	-	-	-	-	-	0.0%
Expense						
Operating Expense						
General Expenses	-	-	-	-	-	0.0%
Educational Costs	-	-	-	-	-	0.0%
Total Operating Expense	-	-	-	-	-	0.0%
Total Expense	-	-	-	-	-	0.0%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Fund Balance - Unassigned						
Beginning	670,730	670,730	670,730	670,730	670,730	0.0%
(Use Of)/Add To Fund Balance	-	-	-	-	-	
Ending	670,730	670,730	670,730	670,730	670,730	0.0%

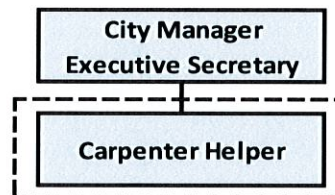
Town Center





TOWN CENTER

Mission – Provide clean, safe, attractive work spaces for City staff and visitors to the building. Work with tenants to ensure their issues are handled in a timely and equitable manner. This is a sub-unit of the General Fund and is rolled up into the General Fund for external reporting. It doesn't have a separate Unassigned Fund Balance.



Goal – A safe, attractive, cost-effective building providing excellent working conditions for staff and a welcoming environment for tenants and visitors while generating sufficient rental income to cover all costs.

Plan Overview / Assumptions

- 100% occupancy enabled by a property manager
- Building subdivided into condominium units to limit property tax to those units occupied by "for profit" tenants and paid by the tenant
- No extraordinary expenditures required during plan period



Town Center - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
Rent -SF Workforce	42,456	43,305	44,171	45,055	45,956	2.0%
Rent - Art Academy Of Excellence	45,756	46,671	47,605	48,557	49,528	2.0%
Rent - S FL School Of Excellence	132,956	135,615	138,327	141,094	143,916	2.0%
Rent - Community Dev Corp	-	150,000	153,000	156,060	159,181	NA
Other 1	-	37,559	38,310	39,077	39,858	NA
Total Revenue	221,168	413,150	421,414	429,842	438,439	18.7%
Transfer-In						
Transfer In From General Fund	431,567	111,047	113,329	117,142	121,334	-27.2%
Total Transfer-In	431,567	111,047	113,329	117,142	121,334	-27.2%
Total Funding	652,735	524,197	534,743	546,984	559,772	-3.8%
Expense						
Salary	30,109	30,711	31,325	31,952	32,591	2.0%
Benefits	11,264	11,727	12,213	12,725	13,263	4.2%
Total Compensation	41,373	42,438	43,539	44,677	45,854	2.6%
Operating Expense	508,000	374,960	381,500	388,164	394,953	-6.1%
Capital	-	-	-	-	-	0.0%
Total Expense Ex Transfer Out	549,373	417,398	425,039	432,841	440,807	-5.4%
Transfer Out	103,362	106,800	109,704	114,143	118,966	3.6%
Total Expense	652,735	524,197	534,743	546,984	559,772	-3.8%
Over / (Under)	-	-	-	-	-	



Town Center - Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	30,109	30,711	31,325	31,952	32,591	2.0%
Total Salaries	30,109	30,711	31,325	31,952	32,591	2.0%
Benefits						
FICA	2,304	2,349	2,396	2,444	2,493	2.0%
Retirement	3,011	3,071	3,133	3,195	3,259	2.0%
Life And Health Insurance	5,949	6,306	6,684	7,085	7,511	6.0%
Total Benefits	11,264	11,727	12,213	12,725	13,263	4.2%
Total Compensation	41,373	42,438	43,539	44,677	45,854	2.6%
Operating Expense						
Other Professional Services	-	20,000	20,400	20,808	21,224	NA
Other Contracted Services	208,000	212,160	216,403	220,731	225,146	2.0%
Electric, Gas, Water	85,000	86,700	87,475	88,258	89,049	1.2%
Repair & Maintenance - Building	55,000	56,100	57,222	58,366	59,534	2.0%
Real Estate Tax	160,000	-	-	-	-	-100.0%
Total Operating Expense	508,000	374,960	381,500	388,164	394,953	-6.1%
Total Expense Ex Transfer Out	549,373	417,398	425,039	432,841	440,807	-5.4%
Transfer Out						
Information Tech Charge	4,475	5,751	4,722	4,812	4,944	2.5%
Insurance Charge - Risk	80,387	83,797	87,667	91,766	96,070	4.6%
Reimbursement - Administrative	18,500	17,252	17,315	17,566	17,952	-0.7%
Total Transfer Out	103,362	106,800	109,704	114,143	118,966	3.6%
Total Expense	652,735	524,197	534,743	546,984	559,772	-3.8%

Water Sewer Summary





WATER-SEWER FUND

Mission – Delivery of potable water and water fire suppression and collection and transmission of wastewater.

Goal – Providing reliable excellent customer service in delivering cost-effective safe potable water with high pressure for fire suppression and cost-effective collection and transmission of wastewater through a reliable and cost-effective infrastructure. Focus on the reduction of water loss and sewer inflow and infiltration. Ensure the infrastructure valve system and fire hydrants are properly maintained to provide reliable service at all times.

Plan Overview / Assumptions –

- Price remains unchanged
- Usage increase of 1% annually through new customers with increased usage resulting from development within the City
- Water loss reduced 1% annually
- Sewer inflow and infiltration (I&I) reduced 2% annually
- County charges for providing potable water and processing wastewater increase 3% annually.
- Water-Sewer Fund becomes creditworthy in FY 23, permitting borrowing of \$12 million in the last three years of the plan to fund major investment in infrastructure
- Current County water-sewer debt repayment schedule requires usage of funds that could be used for near term investment in infrastructure to reduce water loss and sewer I&I
- All current debt service and future debt service occurring from future borrowing paid when due
- Billing legal issues resolved for \$0.8 million of legal and other expenses
- Impact of resolution of delinquencies from old City accounts not included



Water Sewer Fund - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Funding						
Revenue - Ex Grants	11,201,096	11,294,013	11,405,888	11,518,881	11,633,004	1.0%
Grants	479,934	-	-	-	-	-100.0%
Loans	2,800,966	1,935,686	3,000,000	4,000,000	5,000,000	15.6%
Total Funding	14,481,996	13,229,699	14,405,888	15,518,881	16,633,004	3.5%
Expense						
Salary	809,388	825,576	842,087	738,158	752,921	-1.8%
Benefits	272,289	276,604	287,371	259,677	270,047	-0.2%
Total Compensation	1,081,677	1,102,180	1,129,459	997,836	1,022,968	-1.4%
Operating Expense	6,295,106	6,435,884	6,431,536	6,572,000	6,684,768	1.5%
Capital	3,550,400	2,068,636	3,133,766	4,134,598	5,135,447	9.7%
Debt Service	1,974,565	1,974,565	2,654,565	1,693,473	1,993,473	0.2%
Contingency	646,003	460,200	310,404	310,612	310,824	-16.7%
Total Expense Ex Transfer Out	13,547,751	12,041,465	13,659,730	13,708,519	15,147,480	2.8%
Transfer Out	934,245	940,860	940,629	967,495	998,840	1.7%
Total Expense	14,481,996	12,982,325	14,600,359	14,676,014	16,146,320	2.8%
(Use of)/Add To Working Capital	-	247,374	(194,472)	842,866	486,684	
Working Capital						
Beginning	474,777	474,777	722,151	527,679	1,370,545	30.3%
(Use Of)/Add To Working Capital	-	247,374	(194,472)	842,866	486,684	
Ending	474,777	722,151	527,679	1,370,545	1,857,229	40.6%



Water & Sewer - Revenue

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
Water Revenue	5,140,608	5,192,014	5,243,934	5,296,374	5,349,337	1.0%
Fire Line Charge	1,500	1,500	1,500	1,500	1,500	0.0%
Returned Checks	1,000	1,000	1,000	1,000	1,000	0.0%
Returned Check Charge	1,000	1,000	1,000	1,000	1,000	0.0%
New Service Application	1,000	1,000	1,000	1,000	1,000	0.0%
Water Sewer Verification	2,400	2,400	2,400	2,400	2,400	0.0%
Water Service Installation	6,000	6,000	6,000	6,000	6,000	0.0%
Non-Ad Valorem Fire	95,000	92,150	92,150	92,150	92,150	-0.8%
Sewer Revenue	5,303,940	5,356,979	5,410,549	5,464,655	5,519,301	1.0%
Other Miscellaneous Revenue	1,000	1,000	1,000	1,000	1,000	0.0%
DERM Revenue Service Fee	632,148	638,469	644,854	651,303	657,816	1.0%
Excise Tax	15,000	-	-	-	-	-100.0%
Miami-Dade Lien Release	250	250	250	250	250	0.0%
Opa-locka Lien Release	250	250	250	250	250	0.0%
Total Revenue Ex Grants	11,201,096	11,294,013	11,405,888	11,518,881	11,633,004	1.0%
Grants						
State Revolving Fund - Grants	479,934	-	-	-	-	-100.0%
Total Grants	479,934	-	-	-	-	-100.0%
Total Revenue	11,681,030	11,294,013	11,405,888	11,518,881	11,633,004	-0.1%
Loans						
State Revolving Loan - Water	2,800,966	1,935,686	-	-	-	-100.0%
New Loans	-	-	3,000,000	4,000,000	5,000,000	
Total Loans	2,800,966	1,935,686	3,000,000	4,000,000	5,000,000	15.6%
Total Transfer In	-	-	-	-	-	0.0%
Total Funding	14,481,996	13,229,699	14,405,888	15,518,881	16,633,004	3.5%



Water-Sewer - Total Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						0.0%
Executive	52,702	53,756	54,831	55,928	57,046	2.0%
Regular	715,583	729,895	744,493	662,227	675,471	-1.4%
Part-Time	22,253	22,698	23,152	-	-	-100.0%
Overtime	18,850	19,227	19,612	20,004	20,404	2.0%
Total Salaries	809,388	825,576	842,087	738,158	752,921	-1.8%
Benefits						
FICA	61,927	63,157	64,420	56,469	57,598	-1.8%
Retirement	80,939	82,558	84,209	73,816	75,292	-1.8%
Life & Health	129,423	130,890	138,743	129,392	137,156	1.5%
Total Benefits	272,289	276,604	287,371	259,677	270,047	-0.2%
Total Compensation	1,081,677	1,102,180	1,129,459	997,836	1,022,968	-1.4%
Operating Expense	6,295,106	6,435,884	6,431,536	6,572,000	6,684,768	1.5%
Capital	3,550,400	2,068,636	3,133,766	4,134,598	5,135,447	9.7%
Debt Service	1,974,565	1,974,565	2,654,565	1,693,473	1,993,473	0.2%
Contingency	646,003	460,200	310,404	310,612	310,824	-16.7%
Total Expense Ex Transfer Out	13,547,751	12,041,465	13,659,730	13,708,519	15,147,480	2.8%
Transfer Out	934,245	940,860	940,629	967,495	998,840	1.7%
Total Expense	14,481,996	12,982,325	14,600,359	14,676,014	16,146,320	2.8%
Divisions						
Water Distribution	2,583,420	2,867,403	2,934,208	3,002,847	3,073,375	4.4%
Wastewater Collection & Trans.	3,714,392	3,734,694	3,809,701	3,886,275	3,964,452	1.6%
Water-Sewer Finance / Cust Service	4,377,785	4,036,617	4,438,712	3,359,045	3,670,230	-4.3%
Service Line & Meter Maintenance	267,224	265,479	271,926	278,570	285,418	1.7%
Water-Sewer CIP	3,539,175	2,078,132	3,145,813	4,149,278	5,152,845	9.8%
Total Expense	14,481,996	12,982,325	14,600,359	14,676,014	16,146,320	2.8%

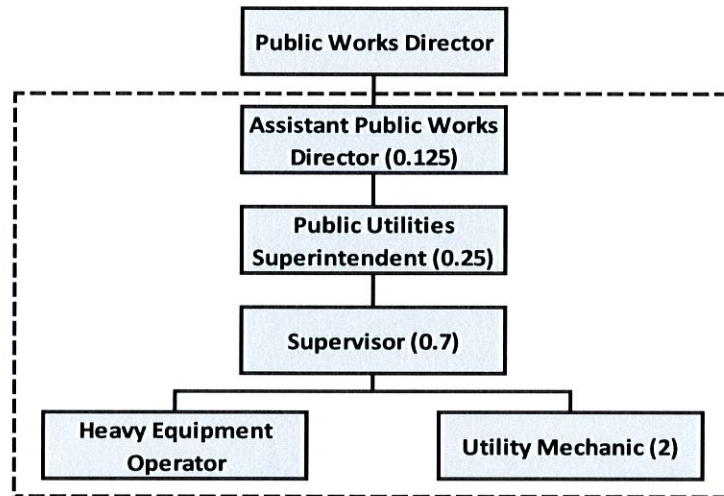
Water Distribution Division





WATER DISTRIBUTION

Mission – Cost-effective delivery of safe drinking water and fire suppression water



Goal – Water distribution infrastructure providing safe drinking with a water loss percentage less than 10% and delivering water at an appropriate pressure to a fully functional hydrant network to provide excellent fire protection capability throughout the service area.



Water-Sewer - Water Distribution

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	146,154	149,077	152,059	155,100	158,202	2.0%
Salaries - Overtime	1,000	1,020	1,040	1,061	1,082	2.0%
Total Salaries	147,154	150,097	153,099	156,161	159,284	2.0%
Benefits						
FICA	11,260	11,482	11,712	11,946	12,185	2.0%
Retirement	14,715	15,010	15,310	15,616	15,928	2.0%
Life And Health Insurance	24,525	25,996	27,556	29,209	30,962	6.0%
Total Benefits	50,500	52,488	54,578	56,772	59,075	4.0%
Total Compensation	197,654	202,585	207,677	212,933	218,360	2.5%
Operating Expense						
DERM Service Fee - Pass-Through	632,148	638,469	644,854	651,303	657,816	1.0%
Other Professional Services	28,000	228,560	233,131	237,794	242,550	71.6%
Other Contracted Services	70,000	20,400	20,808	21,224	21,649	-25.4%
Uniform Rental/Laundry	1,248	1,273	1,298	1,324	1,351	2.0%
Purchase Of Water	1,532,870	1,664,483	1,714,418	1,765,850	1,818,826	4.4%
Rentals & Leases	1,500	1,530	1,561	1,592	1,624	2.0%
Repairs - Machinery & Equipment	15,000	15,300	15,606	15,918	16,236	2.0%
Special Supplies	500	510	520	531	541	2.0%
Small Tools & Supplies	2,100	2,142	2,185	2,229	2,273	2.0%
Total Operating Expense	2,283,366	2,572,668	2,634,381	2,697,764	2,762,865	4.9%
Capital						
Fire Hydrants	100,000	92,150	92,150	92,150	92,150	-2.0%
Computer Equipment	2,400	-	-	-	-	-100.0%
Total Capital	102,400	92,150	92,150	92,150	92,150	-2.6%
Total Expense	2,583,420	2,867,403	2,934,208	3,002,847	3,073,375	4.4%

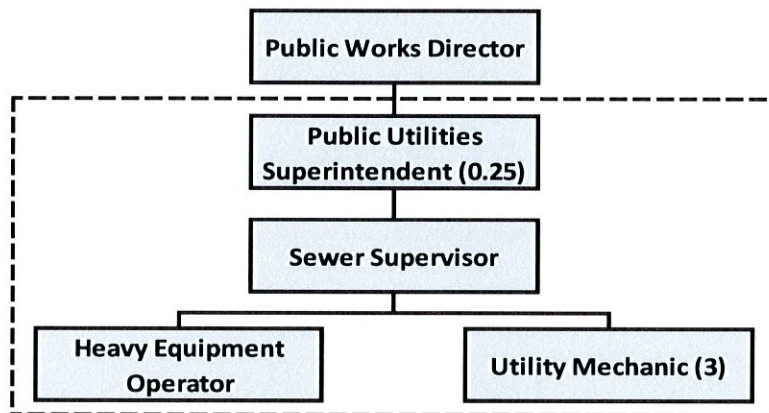
Wastewater Collection & Transmission Division





WASTEWATER COLLECTION & TRANSMISSION

Mission – Cost-effective and sanitary collection and transmission of wastewater while providing excellent customer service in working with customers in regard to wastewater issue.



Goal – Wastewater collection and transmission infrastructure with an Inflow and Infiltration (I&I) rate of less than 20% of total wastewater processed with implementation of Supervisory Control and Data Acquisition (SCADA) technology.



Wastewater Collection & Transmission

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	174,500	177,990	181,550	185,181	188,884	2.0%
Salaries - Overtime	6,000	6,120	6,242	6,367	6,495	2.0%
Total Salaries	180,500	184,110	187,792	191,548	195,379	2.0%
Benefits						
FICA	13,810	14,084	14,366	14,653	14,946	2.0%
Retirement	18,050	18,411	18,779	19,155	19,538	2.0%
Life And Health Insurance	35,960	31,819	33,728	35,751	37,897	1.3%
Total Benefits	67,820	64,314	66,873	69,560	72,381	1.6%
Total Compensation	248,320	248,424	254,665	261,108	267,760	1.9%
Operating Expense						
Other Professional Services	190,000	61,200	62,424	63,672	64,946	-23.5%
Other Contracted Services	232,000	240,000	244,800	249,696	254,690	2.4%
Uniform Rental/Laundry	1,872	1,909	1,948	1,987	2,026	2.0%
Electric, Gas, Water	95,000	95,950	96,910	97,879	98,857	1.0%
Sewage Disposal	2,800,700	2,937,780	2,996,536	3,056,467	3,117,596	2.7%
Rentals & Leases	5,000	5,100	5,202	5,306	5,412	2.0%
Repair & Maintenance - Building	12,000	12,240	12,485	12,734	12,989	2.0%
Clothing & Uniform Expense	500	510	520	531	541	2.0%
Maintenance	76,000	77,520	79,070	80,652	82,265	2.0%
Chemicals/Horticultural	2,500	2,550	2,601	2,653	2,706	2.0%
Small Tools & Supplies	500	510	520	531	541	2.0%
Total Operating Expense	3,416,072	3,435,270	3,503,016	3,572,107	3,642,570	1.6%
Capital						
Machinery & Equipment	40,000	40,800	41,616	42,448	43,297	2.0%
Total Capital	40,000	40,800	41,616	42,448	43,297	2.0%
Contingency						
Reserve Sick/Accrual	10,000	10,200	10,404	10,612	10,824	2.0%
Total Contingency	10,000	10,200	10,404	10,612	10,824	2.0%
Total Expense	3,714,392	3,734,694	3,809,701	3,886,275	3,964,452	1.6%

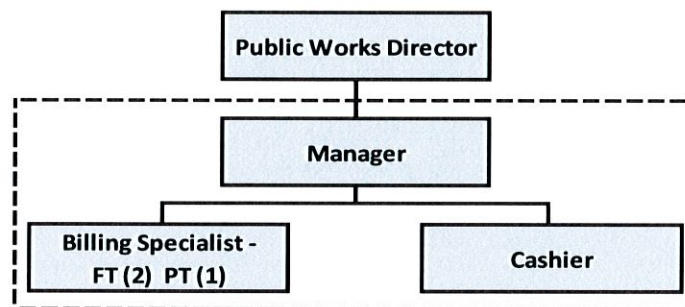
Water-Sewer Finance & Customer Service Division





WATER-SEWER FINANCE

Mission – Resolve \$7.2 million of delinquency incurred by City utility customers previously billed by the City but now billed by the County. Delinquency exists on customers' former closed City accounts, unrelated to their current accounts managed by the County. Resolve new customer issues on accounts billed by County. Division also serves as the recording division for Water-Sewer fund general issues such as litigation matters, debt service and the transfer out of payment due to other funds for services provided to the Water-Sewer fund. Division also provides cashiering services for utility and other payments due to the City.



Goal – Identify delinquent accounts deemed to be potentially accurate and collectible and implement collection procedures



Water-Sewer - Finance / Customer Service

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	199,961	203,960	208,039	115,044	117,345	-12.5%
Salaries - Part Time	22,253	22,698	23,152	-	-	-100.0%
Salaries - Overtime	600	612	624	637	649	2.0%
Total Salaries	222,814	227,270	231,816	115,681	117,995	-14.7%
Benefits						
FICA	17,047	17,386	17,734	8,850	9,027	-14.7%
Retirement	22,281	22,727	23,182	11,568	11,799	-14.7%
Life And Health Insurance	29,910	31,704	33,607	17,948	19,025	-10.7%
Total Benefits	69,238	71,818	74,522	38,366	39,851	-12.9%
Total Compensation	292,052	299,088	306,338	154,047	157,846	-14.3%
Operating Expense						
Accounting & Auditing	27,500	13,750	14,025	14,306	14,592	-14.7%
Other Contracted Services	290,320	244,126	198,009	201,969	206,008	-8.2%
Excise Tax To County	15,000	-	-	-	-	-100.0%
Postage & Freight	100	102	104	106	108	2.0%
General Expenses	1,000	1,020	1,040	1,061	1,082	2.0%
Office Supplies	1,000	1,020	1,040	1,061	1,082	2.0%
Lien Recording Charge	1,000	1,020	1,040	1,061	1,082	2.0%
Legal Counsel	200,000	100,000	-	-	-	-100.0%
Credit Card Fee	5,000	5,100	5,202	5,306	5,412	2.0%
Vehicle Lease/Purchase	-	5,965	16,718	19,160	(9,297)	NA
Total Operating Expense	540,920	372,104	237,179	244,030	220,071	-20.1%
Debt Service						
State Revolving Loan	773,473	773,473	773,473	773,473	773,473	0.0%
Debt Due To Miami Dade	1,201,092	1,201,092	1,701,092	500,000	500,000	-19.7%
New Debt Service	-	-	180,000	420,000	720,000	NA
Total Debt Service	1,974,565	1,974,565	2,654,565	1,693,473	1,993,473	0.2%
Contingency						
Contingency	636,003	450,000	300,000	300,000	300,000	-17.1%
Total Contingency	636,003	450,000	300,000	300,000	300,000	-17.1%
Total Expense Ex Transfer Out	3,443,540	3,095,756	3,498,082	2,391,550	2,671,390	-6.2%
Transfer Out						
Information Tech Charge	89,273	114,730	94,209	95,992	98,626	2.5%
Insurance Charge - Risk	337,867	352,198	368,463	385,693	403,783	4.6%
Rental Expense - TCO	4,150	1,068	1,090	1,126	1,167	-27.2%
Vehicle Service Charge	133,878	128,687	131,435	134,247	137,127	0.6%
Admin Expense To Gen Fund	369,078	344,177	345,433	350,438	358,138	-0.7%
Total Transfer Out	934,245	940,860	940,629	967,495	998,840	1.7%
Total Expense	4,377,785	4,036,617	4,438,712	3,359,045	3,670,230	-4.3%

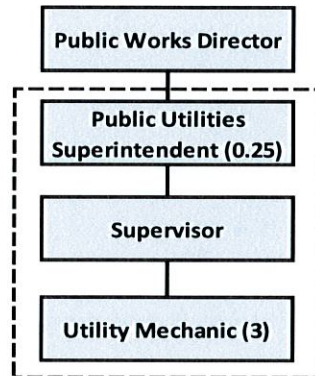
Water Service Line & Meter Maintenance Division





WATER SERVICE LINE & METER MAINTENANCE

Mission – Maintain water distribution services for service lines running from water mains to customer meters, including maintenance of meter boxes. Provide excellent customer service in responding to customer water service issues.



Goal – Minimal service line and meter box water loss and timely response to customer water service issues



Water-Sewer - Service Lines & Meter Maintenance

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	139,756	142,551	145,402	148,310	151,276	2.0%
Salaries - Overtime	11,250	11,475	11,705	11,939	12,177	2.0%
Total Salaries	151,006	154,026	157,107	160,249	163,454	2.0%
Benefits						
FICA	11,554	11,783	12,019	12,259	12,504	2.0%
Retirement	15,101	15,403	15,711	16,025	16,345	2.0%
Life And Health Insurance	26,816	28,425	30,130	31,938	33,854	6.0%
Total Benefits	53,470	55,610	57,859	60,222	62,704	4.1%
Total Compensation	204,476	209,636	214,966	220,470	226,157	2.6%
Operating Expense						
Uniform Rental/Laundry	1,248	1,273	1,298	1,324	1,351	2.0%
Rentals & Leases	500	510	520	531	541	2.0%
Service Line Repair & Maintenance	50,000	51,000	52,020	53,060	54,122	2.0%
Small Tools Minor Equipment	3,000	3,060	3,121	3,184	3,247	2.0%
Total Operating Expense	54,748	55,843	56,960	58,099	59,261	2.0%
Capital						
Equipment	8,000	-	-	-	-	-100.0%
Total Capital	8,000	-	-	-	-	-100.0%
Total Expense	267,224	265,479	271,926	278,570	285,418	1.7%

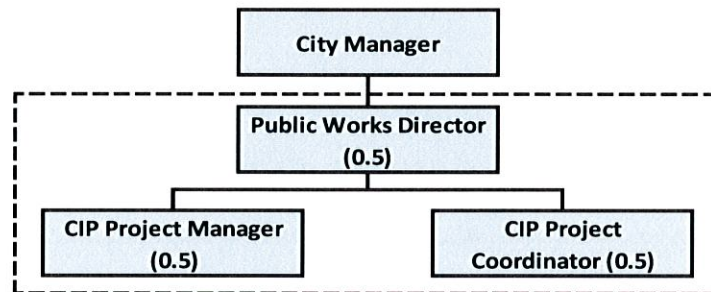
Water-Sewer CIP Division





WATER-SEWER CAPITAL IMPROVEMENT PROGRAM

Mission – Identify and respond to City infrastructure requirements through development of prioritized cost-effective projects, including identifying funding sources (loans, grants).



Goal – Continuous progress in improving City infrastructure.



Water Sewer - Capital Improvement Program (CIP)

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries - Executive	52,702	53,756	54,831	55,928	57,046	2.0%
Salaries - Regular	55,212	56,316	57,443	58,591	59,763	2.0%
Total Salaries	107,914	110,072	112,274	114,519	116,810	2.0%
<u>Benefits</u>						
FICA	8,256	8,421	8,589	8,761	8,936	2.0%
Retirement	10,791	11,007	11,227	11,452	11,681	2.0%
Life And Health Insurance	12,213	12,946	13,723	14,546	15,419	6.0%
Workers Comp	-	-	-	-	-	-
Total Benefits	31,261	32,374	33,539	34,759	36,036	3.6%
Total Compensation	139,175	142,446	145,813	149,278	152,845	2.4%
<u>Capital</u>						
Cairo Lane	2,900,000	-	-	-	-	
Zone 6	500,000	-	-	-	-	
Zones 1-6	-	1,935,686	-	-	-	
New Projects	-	-	3,000,000	4,000,000	5,000,000	
Total Capital	3,400,000	1,935,686	3,000,000	4,000,000	5,000,000	10.1%
Total Expense Ex Transfer Out	3,539,175	2,078,132	3,145,813	4,149,278	5,152,845	9.8%

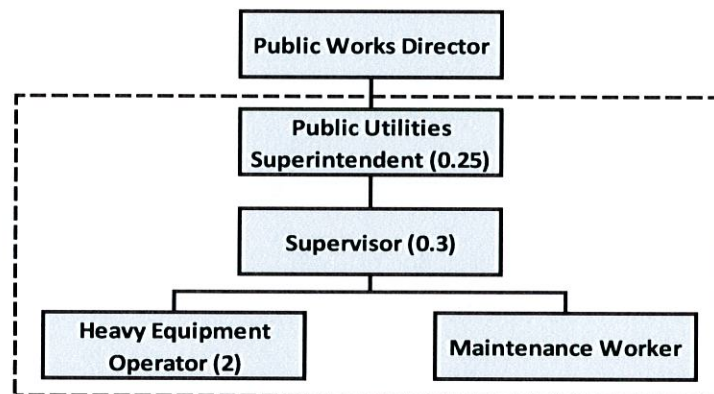
Stormwater





STORMWATER

Mission – Enhance and maintain the City’s stormwater drainage system while adhering to all environmental requirements. Respond to flooding events which overwhelm the City’s drainage system.



Goal – A stormwater drainage system designed to engineering criteria, to be defined in studies currently underway, to handle most South Florida rain events with a minimum of flooding and rapid run-off once the event has completed. Provide assistance whenever a rain event overwhelms the drainage system. Ensure streets are clear of all material which could potentially impede stormwater drainage.

Plan Overview / Assumptions

- Stormwater charges moved from utility bill to property tax bill, providing an annual revenue increase of \$1.0 million
- No increase in rates
- Current rates sufficient to provide surplus funding for pay-as-you-go infrastructure investment and additional debt service payments
- Stormwater Fund is deemed to be creditworthy in FY 23, allowing for borrowing of \$15 million in the last three years of the plan for infrastructure investment.
- Current available working capital (reserves) at \$2.2 million exceeds target requirement of \$0.2 million by \$2.0 million, allowing for funding of infrastructure improvement in the near term.



Stormwater - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Revenue						
Storm Water Revenue	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	7.5%
Total Revenue Ex Grants	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	7.5%
Grants						
State Grants (LP13035)	-	-	-	-	-	0.0%
Total Grants	-	-	-	-	-	0.0%
Total Revenue	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	7.5%
Loans						
	-	-	5,000,000	5,000,000	5,000,000	
Total Loans	-	-	5,000,000	5,000,000	5,000,000	
Total Funding	1,500,000	2,000,000	7,000,000	7,000,000	7,000,000	47.0%
Expense						
Salary	130,886	133,504	136,174	138,897	141,675	2.0%
Benefits	45,312	47,107	48,991	50,969	53,047	4.0%
Total Compensation	176,198	180,611	185,165	189,867	194,722	2.5%
Operating Expense	528,248	332,813	339,469	346,259	353,184	-9.6%
Capital	2,499,185	1,070,023	5,903,040	5,603,484	5,298,310	20.7%
Debt Service	10,479	10,479	310,479	610,479	910,479	205.3%
Contingency	97,450	100,000	100,000	100,000	100,000	0.6%
Total Expense Ex Transfer Out	3,311,560	1,693,926	6,838,153	6,850,088	6,856,695	20.0%
Transfer Out	139,437	138,298	137,330	141,154	145,738	1.1%
Total Expense	3,450,997	1,832,224	6,975,483	6,991,242	7,002,433	19.4%
(Use of)/Add To Working Capital	(1,950,997)	167,776	24,517	8,758	(2,433)	
Working Capital						
Beginning	2,221,840	270,843	438,620	463,137	471,895	-32.1%
(Use Of)/Add To Working Capital	(1,950,997)	167,776	24,517	8,758	(2,433)	
Ending	270,843	438,620	463,137	471,895	469,463	14.7%



Stormwater Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Salaries						
Salaries - Regular	125,886	128,404	130,972	133,591	136,263	2.0%
Salaries - Overtime	5,000	5,100	5,202	5,306	5,412	2.0%
Total Salaries	130,886	133,504	136,174	138,897	141,675	2.0%
Benefits						
FICA	10,012	10,213	10,417	10,626	10,838	2.0%
Retirement	13,089	13,350	13,617	13,890	14,168	2.0%
Life And Health Insurance	22,211	23,544	24,957	26,454	28,041	6.0%
Total Benefits	45,312	47,107	48,991	50,969	53,047	4.0%
Total Compensation	176,198	180,611	185,165	189,867	194,722	2.5%
Operating Expense						
Other Professional Services	300,000	100,000	102,000	104,040	106,121	-22.9%
Other Contracted Services	223,500	227,970	232,529	237,180	241,924	2.0%
Uniform Rental/Laundry	1,248	1,273	1,298	1,324	1,351	2.0%
Repairs - Machinery & Equipment	1,000	1,020	1,040	1,061	1,082	2.0%
Special Supplies	500	510	520	531	541	2.0%
Chemicals/Horticultural	2,000	2,040	2,081	2,122	2,165	2.0%
Total Operating Expense	528,248	332,813	339,469	346,259	353,184	-9.6%
Capital						
Machinery & Equipment	20,247	-	-	-	-	-100.0%
Vehicle Lease/Purchase	68,938	70,023	3,040	3,484	(1,690)	NA
NW 30th Avenue	160,000	-	-	-	-	-100.0%
Zone 1-6	500,000	-	-	-	-	-100.0%
Zone 6	850,000	-	-	-	-	-100.0%
Cairo Lane	300,000	-	-	-	-	-100.0%
New Projects	600,000	1,000,000	5,900,000	5,600,000	5,300,000	
Total Capital	2,499,185	1,070,023	5,903,040	5,603,484	5,298,310	20.7%
Debt Service						
State Revolving Loan	10,479	10,479	10,479	10,479	10,479	0.0%
New Debt	-	-	300,000	600,000	900,000	-
Total Debt Service	10,479	10,479	310,479	610,479	910,479	205.3%
Contingency						
Working Capital Reserve	97,450	100,000	100,000	100,000	100,000	0.6%
Total Contingency	97,450	100,000	100,000	100,000	100,000	0.6%
Total Expense Ex Transfer Out	3,311,560	1,693,926	6,838,153	6,850,088	6,856,695	219.6%
Transfer Out						
Reimbursement - Admin Cost	65,675	61,245	61,468	62,359	63,729	-0.7%
Information Tech Charge	15,886	20,416	16,764	17,081	17,550	2.5%
Insurance Charge - Risk	48,371	50,422	52,751	55,218	57,808	4.6%
Rental Expense - TCO	4,150	1,068	1,090	1,126	1,167	-27.2%
Vehicle Service Charge	5,355	5,147	5,257	5,370	5,485	0.6%
Total Transfer Out	139,437	138,298	137,330	141,154	145,738	1.1%
Total Expense	3,450,997	1,832,224	6,975,483	6,991,242	7,002,433	19.4%

Information Tech. Internal Services Fund



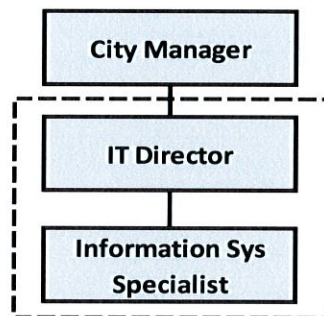


INFORMATION TECHNOLOGY

Mission – Delivering cost-effective technological solution to provide citizens, businesses and City employees with convenient access to information and services.

The I.T. Department contributes to an efficient and productive City government through the use of modern information technologies to improve citizen access to government information and services. Emphasis is also on deployment of advanced technology throughout the organization to enhance productivity and enable the organization to accomplish more with less. This is accomplished through continually identifying and sponsoring new technological applications that will benefit the City.

This is an internal service which is part of the General Fund. It recovers its cost each year and has no fund balance.



Goal – Serve as an agent for change through continual streamlining and improving of City processes and services driven by implementation of evolving innovations of hardware and software technologies to maximize the benefits of automation while maintaining an extremely high level of information technology security.

Plan Overview / Assumptions

- City will invest \$1.8 million in hardware and software over the plan period to provide a technology platform to redesign how the City conducts business, enhances transparency and facilitates communications with the community.



IT Services - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Funding						
Transfer In	713,737	917,268	753,204	767,452	788,511	2.5%
Total Funding	713,737	917,268	753,204	767,452	788,511	2.5%
Expense						
Salary	137,778	140,534	143,344	146,211	149,135	2.0%
Benefits	42,632	44,217	45,878	47,619	49,444	3.8%
Total Compensation	180,410	184,751	189,222	193,830	198,579	2.4%
Operating Expense	390,327	479,744	409,415	419,708	431,220	2.5%
Capital	47,000	164,804	66,800	63,600	65,400	8.6%
Total Expense Ex Transfer Out	617,737	829,299	665,437	677,138	695,199	3.0%
Transfer Out	96,000	87,970	87,766	90,314	93,312	-0.7%
Total Expense	713,737	917,268	753,204	767,452	788,511	2.5%
Over / (Under)	-	-	-	-	-	



IT - Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries Executive	85,327	87,034	88,774	90,550	92,361	2.0%
Salaries Regular	52,451	53,500	54,570	55,661	56,775	2.0%
Total Salaries	137,778	140,534	143,344	146,211	149,135	2.0%
<u>Benefits</u>						
FICA	10,540	10,751	10,966	11,185	11,409	2.0%
Retirement	13,778	14,053	14,334	14,621	14,914	2.0%
Life And Health Insurance	18,314	19,413	20,578	21,812	23,121	6.0%
Total Benefits	42,632	44,217	45,878	47,619	49,444	3.8%
Total Compensation	180,410	184,751	189,222	193,830	198,579	2.4%
<u>Operating Expense</u>						
Other Contracted Services	30,000	-	-	-	-	-100.0%
Telephone	105,000	107,100	109,242	111,427	113,655	2.0%
Telephone - Internet	24,000	24,480	24,970	25,469	25,978	2.0%
Office Supplies	300	306	312	318	325	2.0%
Special Supplies	10,000	10,200	10,404	10,612	10,824	2.0%
Software Licensing	221,027	337,658	264,488	271,882	280,437	6.1%
Total Operating Expense	390,327	479,744	409,415	419,708	431,220	2.5%
<u>Capital</u>						
Computer Equipment	47,000	164,804	66,800	63,600	65,400	8.6%
Total Capital	47,000	164,804	66,800	63,600	65,400	8.6%
Total Expense Ex Transfer Out	617,737	829,299	665,437	677,138	695,199	3.0%
<u>Transfer Out</u>						
Admin Charge - Gen Fund	37,000	34,504	34,630	35,132	35,904	-0.7%
Information Tech Charge	8,950	11,502	9,445	9,623	9,887	2.5%
Insurance Charges - Risk	32,245	33,613	35,166	36,810	38,536	4.6%
Rental Expense - TCO	12,449	3,203	3,269	3,379	3,500	-27.2%
Vehicle Service Charges	5,355	5,147	5,257	5,370	5,485	0.6%
Total Transfer Out	96,000	87,970	87,766	90,314	93,312	-0.7%
Total Expense	713,737	917,268	753,204	767,452	788,511	2.5%

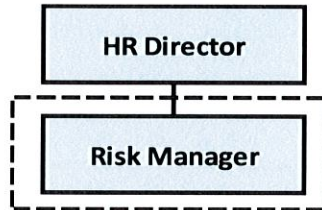
Risk Management Internal Services Fund





RISK MANAGEMENT

Mission – Conduct programs to (1) protect City assets from loss and/or damage, (2) maximize employee safety and (3) minimize third party claims against the City, and ensure proper insurance coverage in place to limit the City’s financial exposure upon occurrence of any of these events.



Goal – An environment where safety, preservation of City assets and the elimination of causes of third party claims is emphasized with cost-effective insurance in place when loss does occur.

Plan Overview / Assumptions

- This is an internal services fund with all costs allocated to other divisions within the City
- General insurance assumed to have a 5% annual growth rate – Recent sharp increases in insurance cost have been caused by Workers’ Compensation which had a bad year in FY 17. This year will drop out of consideration in FY 22 and beyond in rate setting which, all other things being equal, should cause a reduction in future rates.



Risk Management - Summary

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
Funding						
Transfer In	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%
Total Funding	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%
Expense						
Salary	60,231	61,436	62,664	63,918	65,196	2.0%
Benefits	68,504	59,715	61,164	62,658	64,197	-1.6%
Total Compensation	128,735	121,151	123,829	126,575	129,393	0.1%
Operating Expense	2,497,595	2,617,523	2,743,348	2,875,364	3,013,878	4.8%
Total Expense Ex Transfer Out	2,626,330	2,738,674	2,867,177	3,001,940	3,143,271	4.6%
Transfer Out	32,829	33,275	32,783	33,626	34,672	1.4%
Total Expense	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%
Over / (Under)	-	-	-	-	-	



Risk Management - Expense

	FY 21	FY 22	FY 23	FY 24	FY 25	
Account Title	Proposed Budget	Outlook	Outlook	Outlook	Outlook	Compound Growth %
<u>Salaries</u>						
Salaries Executive	60,231	61,436	62,664	63,918	65,196	2.0%
Salaries Regular	-	-	-	-	-	0.0%
Total Salaries	60,231	61,436	62,664	63,918	65,196	2.0%
<u>Benefits</u>						
FICA	4,607	4,700	4,794	4,890	4,987	2.0%
Retirement	6,023	6,144	6,266	6,392	6,520	2.0%
Life And Health Insurance	6,009	6,370	6,752	7,157	7,586	6.0%
Worker's Compensation	30,000	30,600	31,212	31,836	32,473	2.0%
Accidental Death	1,865	1,902	1,940	1,979	2,019	2.0%
Unemployment Compensation	20,000	10,000	10,200	10,404	10,612	-14.7%
Total Benefits	68,504	59,715	61,164	62,658	64,197	-1.6%
Total Compensation	128,735	121,151	123,829	126,575	129,393	0.1%
<u>Operating Expense</u>						
Motor Vehicle Claims	15,000	15,300	15,606	15,918	16,236	2.0%
Postage	50	51	52	53	54	2.0%
Insurance Charges - Risk	2,332,545	2,449,172	2,571,630	2,700,212	2,835,222	5.0%
General Liability - Deductible	150,000	153,000	156,060	159,181	162,365	2.0%
Total Operating Expense	2,497,595	2,617,523	2,743,348	2,875,364	3,013,878	4.8%
Total Expense Ex Transfer Out	2,626,330	2,738,674	2,867,177	3,001,940	3,143,271	4.9%
<u>Transfer Out</u>						
Admin Fees - General Fund	18,500	17,252	17,315	17,566	17,952	-0.7%
Information Tech Charges	4,475	5,751	4,722	4,812	4,944	2.5%
Insurance Charges - Risk	9,854	10,272	10,746	11,249	11,776	4.6%
Total Transfer Out	32,829	33,275	32,783	33,626	34,672	1.4%
Total Expense	2,659,158	2,771,948	2,899,960	3,035,566	3,177,943	4.6%

Governmental Funds

Five-Year

CIP Plan





GOVERNMENTAL FUNDS CIP

Plan Overview / Assumptions –

- The five year plan assumptions are summarized below

Project	Cost	Funded By	
Historic City Hall Complex	\$1,500,000	\$1,500,000	County GOB Fund
Cairo Lane	\$800,000	\$800,000	Peoples Transportation Plan
Parks	\$1,600,000	\$800,000	State Grants (FRDAP)
		\$800,000	CRA Funding
Roadways & Sidewalks	\$5,347,138	\$1,000,000	General Fund Revenue
		\$2,833,146	Peoples Transportation Plan
		\$1,513,992	Safe Neighborhood
Total	\$9,247,138	\$9,247,138	



Governmental Funds Five-Year CIP Plan

Funding Source / Project Name	FY 21	FY 22	FY 23	FY 24	FY 25	Total FY 21 - FY 25
<u>Funding</u>						
<u>Grants</u>						
GOB Grant - Historic City Hall	-	1,500,000	-	-	-	1,500,000
FRDAP	-	200,000	200,000	200,000	200,000	800,000
Total Grants	-	1,700,000	200,000	200,000	200,000	2,300,000
<u>Transfer-In</u>						
From General Fund	-	250,000	250,000	250,000	250,000	1,000,000
From CRA Fund	-	200,000	200,000	200,000	200,000	800,000
Total Transfer-In	-	450,000	450,000	450,000	450,000	1,800,000
<u>Internal Funding Sources</u>						
People's Trans. Plan Revenue	490,000	499,800	509,796	519,992	530,392	2,549,980
People's Trans. Plan Fund Balance	683,166	400,000	-	-	-	1,083,166
Safe Neighborhood Revenue	186,834	322,000	328,440	335,009	341,709	1,513,992
Total Internal Funding Sources	1,360,000	1,221,800	838,236	855,001	872,101	5,147,138
Total Funding	1,360,000	3,371,800	1,488,236	1,505,001	1,522,101	9,247,138
<u>Projects</u>						
<u>Expenditure</u>						
Historic City Hall	-	1,500,000	-	-	-	1,500,000
Cairo Lane	800,000	-	-	-	-	800,000
Roadway Resurfacing	300,000	1,206,600	817,732	829,087	840,668	3,994,087
Sidewalks	260,000	265,200	270,504	275,914	281,433	1,353,051
Parks	-	400,000	400,000	400,000	400,000	1,600,000
Total Funded Projects	1,360,000	3,371,800	1,488,236	1,505,001	1,522,101	9,247,138
Over / Under	-	-	-	-	-	-

Enterprise Funds Five-Year CIP Plan





ENTERPRISE FUNDS CIP

Plan Overview / Assumptions –

- The five-year plan assumptions for Water-Sewer CIP are summarized below

Project	Cost	Funded By	
Cairo Lane **	\$2,900,000	\$119,100	Water-Sewer Fund Revenue
		\$479,934	Current Grants
		\$2,300,966	Current Loans
Zones 1-6	\$2,435,686	\$2,435,686	
Future Projects*	\$12,000,000	\$12,000,000	New Loans
Total	\$17,335,686	\$17,335,686	

* Infrastructure requirements currently being reviewed by engineering consultants with a prioritized list of projects to be provided by October, 2020

** This fund's share of the \$4.0 million Cairo Lane project

- The five-year plan assumptions for Stormwater CIP are summarized below

Project	Cost	Funded By	
Zone 6	\$850,000	\$761,564	Stormwater Fund Revenue
		\$88,436	
Master Plan	\$300,000	\$300,000	Stormwater Fund Fund Balance
NW 30 th Ave	\$160,000	\$160,000	
Cairo Lane **	\$300,000	\$300,000	
DPC – Zone 1-6	\$500,000	\$500,000	
Future Projects*	\$18,400,000	\$600,000	
		\$2,800,000	Stormwater Fund Revenue
		\$15,000,000	New Loans
Total	\$20,510,000	\$20,510,000	

* Infrastructure requirements currently being reviewed by engineering consultants with a prioritized list of projects to be provided by October, 2020

** This fund's share of the \$4.0 million Cairo Lane project



Water-Sewer Fund Five-Year CIP Plan

Funding Source / Project Name	FY 21	FY 22	FY 23	FY 24	FY 25	Total FY 21 - FY 25
<u>Funding</u>						
<u>Grants</u>						
LP 13036	200,704	-	-	-	-	200,704
LP 13037	279,230	-	-	-	-	279,230
Total Grants	479,934	-	-	-	-	479,934
<u>Loans</u>						
SRF WW 130301	2,274,966	-	-	-	-	2,274,966
SRF DW 130331	526,000	1,935,686	-	-	-	2,461,686
New Loans	-	-	3,000,000	4,000,000	5,000,000	12,000,000
Total Loans	2,800,966	1,935,686	3,000,000	4,000,000	5,000,000	16,736,652
<u>Internal Funding Sources</u>						
Water-Sewer Revenue	119,100	-	-	-	-	119,100
Total Internal Funding Sources	119,100	-	-	-	-	119,100
Total Funding	3,400,000	1,935,686	3,000,000	4,000,000	5,000,000	17,335,686
<u>Projects</u>						
<u>Expenditure</u>						
Cairo Lane	2,900,000	-	-	-	-	2,900,000
DCP Zone 1-6	500,000	-	-	-	-	500,000
New Projects - New Loan	-	-	3,000,000	4,000,000	5,000,000	12,000,000
Zones 1 - 6	-	1,935,686	-	-	-	1,935,686
Total Funded Projects	3,400,000	1,935,686	3,000,000	4,000,000	5,000,000	17,335,686
Over / Under	-	-	-	-	-	-



Stormwater Fund Five-Year CIP Plan

Funding Source / Project Name	FY 21	FY 22	FY 23	FY 24	FY 25	Total FY 21 - FY 25
<u>Funding</u>						
<u>Grants</u>						
LP 13035	-					-
Total Grants	-	-	-	-	-	-
<u>Loans</u>						
New Loans	-	-	5,000,000	5,000,000	5,000,000	15,000,000
Total Loans	-	-	5,000,000	5,000,000	5,000,000	15,000,000
<u>Internal Funding Sources</u>						
Stormwater Revenue	761,564	1,000,000	900,000	600,000	300,000	3,561,564
Stormwater Fund Balance	1,948,436	-	-	-	-	1,948,436
Total Internal Funding Sources	2,710,000	1,000,000	900,000	600,000	300,000	5,510,000
Total Funding	2,710,000	1,000,000	5,900,000	5,600,000	5,300,000	20,510,000
<u>Projects</u>						
<u>Expenditure</u>						
Stormwater Master Plan	300,000					300,000
DPC - Zone 1 - 6	500,000					500,000
NW 30th Avenue	160,000					160,000
Zone 6	850,000					850,000
Cairo Lane	300,000					300,000
Project - TBD	600,000	1,000,000	5,900,000	5,600,000	5,300,000	18,400,000
Total Funded Projects	2,710,000	1,000,000	5,900,000	5,600,000	5,300,000	20,510,000
Over / Under	-	-	-	-	-	-

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, REPEALING SAME SUBJECT ORDINANCE NUMBERS 07-19 AND 13-33 WHICH IMPLEMENTED A BAN ON WEARING SAGGY PANTS AND SHIRTS IN CITY BUILDINGS AND PARKS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 24, 2007, the City Commission of the City of Opa-Locka passed Ordinance No. 07-19 providing for a ban on the wearing saggy pants apparel in City buildings and parks; and

WHEREAS, on October 23, 2013, the City Commission of the City of Opa-Locka amended Ordinance 07-19 to include banning saggy pants and shirts worn by females in City buildings and parks; and

WHEREAS, the purpose of the ordinances was to discourage the appearance of individuals wearing saggy apparel and exposing their under garments in City buildings and parks; and

WHEREAS, the City Commission of the City of Opa-Locka finds that repealing the ordinances are in the best interest of the City and its residents.

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

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

Section 2. The City Commission of the City of Opa-Locka, Florida hereby repeals Ordinance Number 07-19 and Ordinance Number 13-33, which banned the wearing of saggy apparel in City buildings and parks.

Section 3. Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be

authorized by the City Manager or the City Manager's designee, without the need of a public hearing, by filing a corrected copy of same with the City Clerk.

PASSED AND ADOPTED this ____ day of _____, 2020.

Matthew Pigatt
Mayor

Attest to:

Approved as to form and legal sufficiency:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-Locka Agenda Cover Memo

Department Director:			Department Director Signature:		
City Manager:	John E. Pate		CM Signature:	<i>John E. Pate</i>	
Commission Meeting Date:	09.09.2020	Item Type: <small>(Enter X in box)</small>	Resolution	Ordinance	Other
				X	
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading	2nd Reading
		X			
			Public Hearing: <small>(Enter X in box)</small>	Yes	No
				X	X
Funding Source: <small>Account# :</small>	<small>(Enter Fund & Dept)</small> Ex:		Advertising Requirement: <small>(Enter X in box)</small>	Yes	No
					X
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input checked="" type="checkbox"/> Communication <input type="checkbox"/>	Strategic Plan Obj./Strategy: <small>(list the specific objective/strategy this item will address)</small>	
		X			
Sponsor Name	VM Chris Davis		Department:	City Commission	

Short Title:

An ordinance of the City Commission of the City of Opa-locka, Florida repealing Ordinance No. 07-19 and Ordinance No. 13-33, which implemented the Ban of wearing Saggy Pants Apparel and Shirts in City Buildings and Parks.

Staff Summary:

The City Commission adopted legislation which implemented the ban of wearing saggy pants and saggy shirts in City shirts in City buildings and parks.

Proposed Action:

Repeal prior legislation.

Attachment:

Ordinance No.'s 07-19 and 13-33.

1st Reading: 09/25/2013
2nd Reading: 10/23/2013
Public Hearing: 10/23/2013
Adopted: 10/23/2013
Effective Date: 10/24/2013
Sponsored by: Commissioner Johnson

Ordinance No. 13-33

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA TO AMEND ORDINANCE 07-19, SECTION 16-33, BAN OF WEARING SAGGY PANTS APPAREL, TO ALSO INCLUDE BANNING SAGGY PANTS AND SHIRTS WORN BY FEMALES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Sec. 16-33 of the Code of Ordinances of the City of Opa-locka, reads:

Sec. 16-33. Ban on wearing saggy apparel in public facilities.

(a) It shall be unlawful for an individual to wear saggy pants apparel wherein underwear or under garments are exposed in city buildings and parks.

; and

WHEREAS, the City Commission of the City of Opa-locka desires to amend Sec. 16-33, and define individual, so that it clearly includes a ban on wearing saggy apparels by females.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA:

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

Section 2. Sec.16-33 of the Code of Ordinances is hereby amended, to read as follows:

Sec. 16-33. Ban on wearing saggy apparel in public facilities.

(a) It shall be unlawful for an individual (male or female) to wear saggy pants or slacks apparel wherein underwear or under garments are

exposed in city buildings and parks. Females, as well, shall also be banned from wearing saggy shirt or blouse apparel. Neither males nor females shall wear saggy apparel such as to constitute indecent exposure.

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

Section 4. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, are hereby repealed.

Section 5. This Ordinance shall be codified in the Code of Ordinances when the code is recodified.

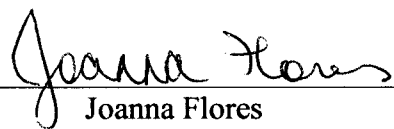
Section 6. This Ordinance shall upon adoption, become effective immediately.

PASSED AND ADOPTED this 23rd day of October, 2013.



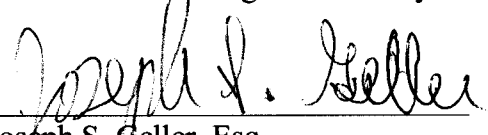
MYRA TAYLOR
MAYOR

Attest:



Joanna Flores
City Clerk

Approved as to form and legal sufficiency:



Joseph S. Geller, Esq.
GREENSPOON MARDER, PA
City Attorney

Ordinance No. 13-33

Moved by:	COMMISSIONER JOHNSON
Seconded by:	COMMISSIONER HOLMES
Commission Vote:	5-0
Commissioner Holmes:	YES
Commissioner Johnson:	YES
Commissioner Santiago:	YES
Vice-Mayor Kelley:	YES
Mayor Taylor:	YES



CITY OF OPA-LOCKA, FLORIDA NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that the City Commission of the City of Opa-locka, Florida will hold public hearings at its Regular Commission Meeting on Wednesday, October 23, 2013 at 7:00 p.m. in the City Commission Chambers at Sherbondy Village, 215 Perviz Avenue, Opa-locka, Florida to consider the following items:

SECOND READING ORDINANCES/PUBLIC HEARING:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO CREATE A CIVIL SERVICE BOARD FOR THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 25, 2013).

Sponsored by J.K.

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO CREATE A HOUSING AUTHORITY & NUISANCE ABATEMENT BOARD FOR THE CITY OF OPA-LOCKA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 25, 2013). *Sponsored by J.K.*

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO AMEND ORDINANCE 07-19, SECTION 16-33, BAN ON WEARING SAGGY PANTS APPAREL, TO ALSO INCLUDE BANNING SAGGY PANTS AND SHIRTS WORN BY FEMALES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 25, 2013). *Sponsored by D.J.*

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, TO AMEND SECTION III PENALTIES FOR VIOLATION OF THE SAGGY PANTS ORDINANCE 10-28; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY AND CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 25, 2013). *Sponsored by T.H.*

Additional information on the above items may be obtained in the Office of the City Clerk, 3400 NW 135th Street, Bldg. B, Opa-locka, Florida. All interested persons are encouraged to attend this meeting and will be heard with respect to the public hearing.

PURSUANT TO FS 286.0105: *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.*

**JOANNA FLORES, CMC
CITY CLERK**

Miami Dade College Open House



At All Miami Dade College Campuses

Each campus will award a scholarship for in-state tuition, books or fees!

Who should attend?

- High school students, parents, high school personnel and anyone interested in starting a new career
- Students interested in a Medical Campus program, or any of MDC's bachelor's

degree programs in areas including biological sciences; education; electronics engineering technology; film, television and digital production; nursing; physician assistant studies; public safety management; or supervision and management

You will have the opportunity to:

- Learn how you can train for hot jobs in many fields, such as aviation, computers and Web development, culinary arts, health care, hospitality and tourism, paralegal studies and more.
- Tour the campus and meet the students, faculty and staff of Miami Dade College.
- Learn about student organizations and activities.
- Attend sessions on financial aid, scholarships and admissions.

Reserve your spot now! Visit www.mdc.edu/openhouse or call **305.237.8888**.

For special needs or accessibility questions, call at least three days prior to the event.

2013 SATURDAY, OCT. 19	TUESDAY, OCT. 22	WEDNESDAY, OCT. 23
North Campus: 8:30 a.m.	InterAmerican Campus: 8 a.m. Homestead Campus: 6 p.m.	Carrie P. Meek Entrepreneurial Education Center: 10 a.m. Homestead Campus: 6 p.m.
THURSDAY, OCT. 24	SATURDAY, OCT. 26	WEDNESDAY, JAN. 29, 2014
Kendall Campus: 5:30 p.m. MDC West: 5:30 p.m.	Wolfson Campus: 9 a.m.	Medical Campus: 6 p.m.



1st Reading: OCTOBER 10, 2007
2nd Reading/Public Hearing: OCTOBER 24, 2007
Adopted: OCTOBER 24, 2007
Effective Date: OCTOBER 24, 2007
Sponsored by: T. Holmes

Ordinance No. 07-19

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, CREATING A NEW SECTION 16.33 OF THE CODE OF ORDINANCES PROVIDING FOR A BAN ON THE WEARING SAGGY PANTS APPAREL IN CITY BUILDINGS AND PARKS; CONTAINING A REPEALER PROVISION AND SEVERABILITY CLAUSE; FURTHER PROVIDING FOR AN EFFECTIVE DATE AND CODIFICATION IN THE CODE OF ORDINANCES

WHEREAS, the City Commission is concerned about the appearance being fostered by individuals wearing saggy pants and exposing their underwear in public; and

WHEREAS, the City Commission wishes to establish a dress code for city facilities which would prohibit the wearing of saggy pants which exposes underwear in public facilities.

NOW, THEREFORE, BE IT ORDAINED 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. A new section of the Code of Ordinances is hereby created¹:

“Section 16-33. Ban on wearing saggy apparel in public facilities.

It shall be unlawful for an individual to wear saggy pants apparel wherein underwear or under garments are exposed in city buildings and parks.”

Section 3. Any ordinance or ordinance in conflict herewith is hereby repealed.

¹ Words underlined indicate new language. Words stricken through indicate deletion of language. Asterisks indicate language which remains unchanged.

Section 4. 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 5. This ordinance shall become effective in the manner provided by law.

Section 6. This ordinance shall, upon adoption, be codified in the City of Opa-locka Code of Ordinances.

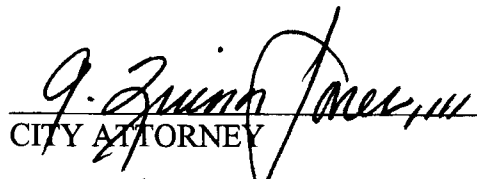
PASSED AND ADOPTED this 24 day of OCTOBER, 2007.


MAYOR

Attest:

Approved as to form and legal sufficiency:


CITY CLERK


CITY ATTORNEY
10/3/07
DATE

Moved by: VICE MAYOR JOHNSON
Seconded by: COMMISSIONER HOLMES
Commission Vote: 4-1
Commissioner Holmes: YES
Commissioner Tydus: YES
Commissioner Miller: YES
Vice-Mayor Johnson: YES
Mayor Kelley: NO

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, DUAL-DESIGNATING 37TH AVENUE FROM 135TH STREET TO 151ST STREET AS "COMMISSIONER BARBARA JORDAN WAY"; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, as Miami-Dade County Commissioner for District 1, Commissioner Barbara Jordan has represented the City of Opa-Locka since 2004 at the County level; and

WHEREAS, as a gesture to recognize Commissioners Jordan's contributions to the community, the City of Opa-Locka desires to dual-designate 37TH Avenue from 135th Street to 151ST Street as "Commissioner Barbara Jordan Way"; and

WHEREAS, the City finds that it is in the best interest of the City to honor Commissioner Barbara Jordan by dual-designating part of 37TH Avenue as "Commissioner Barbara Jordan Way".

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

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

Section 2. The City Commission of the City of Opa-Locka hereby approves the dual designation of 37TH Avenue from 135th Street to 151ST Street as "Commissioner Barbara Jordan Way".

Section 3. The City Clerk is directed to transmit a copy of this Ordinance to Miami-Dade County Mayor Carlos A. Gimenez and the Miami-Dade County Board of County Commissioners for consideration.

Section 4. Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or the City Manager's designee, without the need of a public hearing, by filing a corrected copy of same with the City Clerk.

Section 5. This Ordinance shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this _____ day of _____, 2020.

Matthew Pigatt
Mayor

Attest to:

Approved as to form and legal sufficiency:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____
Commissioner Burke	_____
Commissioner Kelley	_____
Vice-Mayor Davis	_____
Mayor Pigatt	_____



City of Opa-locka Agenda Cover Memo

Department Director:				Department Director Signature:			
City Manager:	John E. Pate			CM Signature:	<i>John E. Pate</i>		
Commission Meeting Date:	09.09.2020		Item Type: <small>(Enter X in box)</small>	Resolution	Ordinance	Other	
					X		
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading	
	X		Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes	No
				X		X	
Funding Source: <small>Account# :</small>	<small>(Enter Fund & Dept)</small> Ex: Not to exceed \$300.00		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No	
				X			
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>	Strategic Plan Obj./Strategy: <small>(list the specific objective/strategy this item will address)</small>			
		X					
Sponsor Name	Commissioner Joseph L. Kelley		Department:	City Commission			

Short Title:

An ordinance of the City Commission of the City of Opa-locka, Florida co-designating 37TH Avenue from 135th Street to 151ST Street as Commissioner Barbara Jordan Way.

Staff Summary:

Staff finds it appropriate to co-designate a street in recognition of Commissioner Barbara Jordan for her support to the City of Opa-locka during her tenure as County Commissioner.

Financial Impact

This project will be funded as follows from the Roads & Streets division:

Account	Description	Available	Project	Remaining Balance
41-541530	Road Materials & Supplies	\$47,566	\$300	\$47,266
Total			\$300	

Proposed Action:

Approve legislation and forward a copy to Miami-Dade County Board of County Commissioners for consideration.

Attachment:

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE II, DIVISION 2, SECTION 2-45 ENTITLED "AGENDA" TO ALLOW FOR A PORTION OF EACH REGULAR CITY COMMISSION AGENDA TO INCLUDE "FUTURE AGENDA ITEMS"; PROVIDING FOR SEVERABILITY, CONFLICT AND REPEALER, INCLUSION IN CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, Florida ("City Commission") desires to give the City Manager the best opportunity to utilize city staff resources by focusing on commission items that have a majority of City Commission's support before items are placed on a City Commission Agenda for a final vote; and

WHEREAS, the City Commission desires to amend Article II, Division 2, Section 2-45 of the City of Opa-Locka's Code of Ordinances to add "Future Agenda Item" to the Commission Agenda; and

WHEREAS, several cities have a portion of the regular City Commission agenda set aside for a discussion of "Future Agenda Items", which allows staff time to better prepare commission items following thoughtful discussion by the City Commission; and

WHEREAS, Future Agenda Items require a majority vote to discuss an item at the following commission meeting and provides city staff with more guidance in the preparation of commission items, thereby giving items a better opportunity for passage; and

WHEREAS, the City Commission finds that allowing a portion of each regular commission agenda to include "Future Agenda Items" is in the best interest of the City of Opa-Locka.

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

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

Section 2. Amending Article II, Division 2, Section 2-45 of the City of Opa-Locka's City's Code of Ordinances entitled "Agenda" to allow for a portion of each regular commission agenda to include "Future Agenda Items" and shall specifically read:

Sec. 2-45. - Agenda.

(a) There shall be an official agenda for every meeting of the city commissioners, which shall determine the order of business conducted at the meeting. The city commission shall not take action upon any matter, proposal, or item of business which is not listed upon the official agenda, unless permitted by four-fifths vote of the commission.

(b) The commission shall not take action upon any matter when it is first presented to the commissioners in a report or reports made by the city commissioners.

(c) The agenda shall be prepared by the city clerk in the following order or form:

(1) Call to order;

(2) Roll call;

(3) Invocation;

(4) Pledge of allegiance;

(5) Awards/proclamations/acknowledgements;

(6) Approval of consent agenda and pull list (deferrals and deletions);

If any city commissioner is desirous of discussion on any item appearing on the consent agenda, said item shall be pulled for discussion and placed under "action items" and an ensuing vote taken thereafter. After the official agenda has been closed, by the city clerk, no items shall be added to the consent agenda.

(7) Approval of agenda;

(8) Approval of minutes;

(9) District one/district two – County commissioner report;

(10) Public presentations of matters;

(Persons desiring to address the commission enter their name and subject matter on an agenda located at the lectern, prior to the start of the meeting;)

(11) Citizens' forum;

(12) Action items;

(13) The consent agenda;

(14) New items;

(15) Planning and zoning:

A. Hearings;

B. Appeals;

(16) Ordinances/resolutions/public hearing;

A. First reading;

B. Second reading/public hearing;

C. Resolutions;

(17) City manager's report;

(18) Official board reports;

(19) Mayor/commission reports;

(20) Future Agenda Items

(21) Official board appointments;

(22) Adjournment.

(d) Future Agenda Item. Unless otherwise set forth herein, city commissioners shall agree by majority vote on items to be placed on a commission agenda. Decisions regarding the placement of an agenda item shall be made by the commission no later than the meeting immediately preceding the placement of the item to be discussed and voted upon. A portion of each regular commission agenda shall be set aside for discussion of future agenda items to be considered by the city commission. The city administrator or designee and the city attorney may agenda an item for discussion and

vote, without commission consideration, if the item involves the regular business and administration for smooth operations of the city.

(de) The number of consent agenda items to be sponsored by each member of the city commission. Each member of the city commission shall be permitted to sponsor four (4) consent agenda items per commission meeting.

(ef) Preparation of agendas.

(1) All requests for placement of items on a city commission agenda by the mayor, commissioners, department heads and any other party must be submitted to the city manager for fiscal impact analyses, by no later than 12:00 p.m. on the Monday, twelve (12) business days prior to the regularly scheduled commission meeting;

(2) The city manager shall serve as a central repository of the items, prepare any financial impact statements and forward all requests for legislation to the city attorney no later than 5:00 p.m. on the Monday, nine (9) business days before the agenda is printed and disseminated:

(3) The city attorney shall prepare all legislative items; approve all items for legal sufficiency and submit the completed items to the clerk's office no later than 12:00 p.m. on the Monday, four (4) business days before the agenda is disseminated;

(4) All agenda requests shall be submitted in writing, explaining specifically the requested legislation and include all back-up materials;

(5) The clerk is required to time stamp any items not submitted electronically and shall not accept any items passed the deadline for inclusion on the upcoming agenda, but shall place untimely item on the next agenda;

(6) Emergency items must be submitted by noon on the Tuesday before the Commission meeting, but only if the requesting party certifies the item to be an emergency affecting life, health, property, or the financial stability of the city; and if the commission concurs at the meeting;

(7) These procedures shall supersede any prior legislation on this topic.

Section 3. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or

applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 4. Conflict & Repealer.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5. Inclusion in Code.

It is the intention of the City Commission of the City of Opa-Locka that the amendments contained of this Ordinance shall, at some time in the future, become and be made a part of City of Opa-Locka's Code of Ordinances and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon its adoption on second reading.

PASSED AND ADOPTED this _____ day of _____, 2020.

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 Bass	(Yes) _____	(No) _____
Commissioner Burke	(Yes) _____	(No) _____
Commissioner Kelley	(Yes) _____	(No) _____
Vice-Mayor Davis	(Yes) _____	(No) _____
Mayor Pigatt	(Yes) _____	(No) _____

1st Reading:
2nd Reading:
Public Hearings:
Adopted:
Effective Date:
Sponsor: City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ORDINANCE 15-31, ARTICLE X SIGN REGULATIONS OF THE LAND DEVELOPMENT REGULATIONS BY RETROACTIVELY EXTENDING THE DEADLINE FOR ALL NON-CONFORMING SIGNAGE TO BECOME FULLY COMPLIANT UNTIL DECEMBER 31, 2020; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, on October 8, 2014 City of Opa-locka (“City”) passed a sign ordinance that changed certain requirements for signs within the City; and

WHEREAS, through the passage of Ordinance 19-01, the City Commission previously extended the deadline for all non-conforming signage to become fully compliant for a period of six (6) months, expiring in September 2019; and

WHEREAS, the City desires to disseminate additional information to business owners about the new sign requirements and retroactively suspend the time from the expiration of the first suspension, effective March 13, 2019, until December 31, 2020; and

WHEREAS, the City Commission finds that it is in the best interest of the City to extend the compliance time for sign regulations until December 31, 2020.

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

SECTION 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

SECTION 2. ADOPTION

Ordinance 15-31, Article X Sign Regulations of the Land Development Regulations is hereby amended by extending the deadline for all non-conforming signage regulations until December 31, 2020.

Ordinance No. _____

SECTION 3. SEVERABILITY

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

SECTION 4. CONFLICT

All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, are hereby repealed.

SECTION 5. CODIFICATION

This Ordinance shall be codified in the Code of Ordinances when the code is recodified.

SECTION 6. SCRIVENER'S ERRORS.

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

SECTION 7. LIBERAL CONSTRUCTION.

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

SECTION 8. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-locka and is subject to the approval of the Governor or his designee.

PASSED AND ADOPTED this ____ day of _____, 2020.

MATTHEW PIGATT, MAYOR

Attest to:

Approved as to form and legal sufficiency:

Joanna Flores
City Clerk

Burnadette Norris-Weeks, P.A.
City Attorney

1st Reading: 02/13/2019
2nd Reading: 03/13/2019
Public Hearings: 02/13/2019 and 03/13/2019
Adopted: 03/13/2019
Effective Date: 03/13/2019
Sponsor: Commissioner Kelley

ORDINANCE NO. 19-01

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ORDINANCE 15-31, ARTICLE X SIGN REGULATIONS OF THE LAND DEVELOPMENT REGULATIONS BY EXTENDING THE DEADLINE FOR ALL NON-CONFORMING SIGNAGE TO BECOME FULLY COMPLIANT BY SIX (6) MONTHS; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Opa-locka (“City”) passed a new sign ordinance that changed certain requirements for signs within the City; and

WHEREAS, the City desires to disseminate additional information to business owners about new requirements; and

WHEREAS, the City Commission finds that it is in the best interest of the City to extend the compliance time for an additional six (6) months.

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

SECTION 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

SECTION 2. ADOPTION

Ordinance 15-31, Article X Sign Regulations of the Land Development Regulations is hereby amended by extending the deadline for all non-conforming signage to become fully compliant by six (6) months.

SECTION 3. SEVERABILITY

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

SECTION 4. CONFLICT

All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, are hereby repealed.

SECTION 5. CODIFICATION

This Ordinance shall be codified in the Code of Ordinances when the code is recodified.

SECTION 6. SCRIVENER'S ERRORS.

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

SECTION 7. LIBERAL CONSTRUCTION.

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

SECTION 8. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-locka and is subject to the approval of the Governor or his designee.

This ordinance was moved for adoption by Commissioner Kelley. The motion was seconded by Commissioner Burke, and upon being put to a vote, the motion passed by a 5-0 vote.

Commissioner Burke	YES
Commissioner Kelley	YES
Commissioner Bass	YES
Vice Mayor Davis	YES
Mayor Pigatt	YES

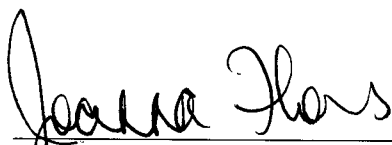
PASSED AND ADOPTED this 13th day of March, 2019.



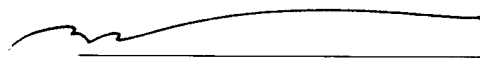
MATTHEW PIGATT, MAYOR

Attest to:

Approved as to form and legal sufficiency:



Joanna Flores
City Clerk



The Brown Law Group, LLC
City Attorney

SUNDAY MARCH 3 2019
MIAMIHERALD.COM

NEIGHBORS

13NW



PHOTO PROVIDED TO THE MIAMI HERALD

Florida International University's Nicole Wertheim College of Nursing and Health Services received a \$1.5 million grant from the United States Health Resources and Services Administration to launch the Regionally Underserved Sexual Assault Nurse Examiner program. The college's Associate Dean of Research Tami Thomas, pictured, will lead the program.

a local Pilates studio.

GIRLS WHO CODE

Girls Who Code is now accepting applications for its free Summer Immersion Program, June 17 to Aug. 2, for girls in grades 10 and 11 who are interested in learning computer science skills and preparing for a technology career. Participating students will meet female role mod-

els with established careers in tech, attend workshops and field trips, and learn to code through hands-on projects in an all-female environment. At the end of the program, students will create a final project to solve a real-world problem. Applicants are not required to be members of Girls Who Code or have prior experience in computer science. Students will

receive free lunch every day and summer stipends, between \$300 to \$1,400, to cover living expenses. The program will take place at Miami Dade College, 300 NE Second Ave., in Miami, and 700 NW First Ave., in Miami. The deadline to apply is March 15.

For information or to apply, visit girlswhocodeam.smappy.io.

FOR CUSTOMER SERVICE

VISIT US AT:

www.miamiherald.com/service

Miami Herald

MIAMIHERALD.COM



CITY OF OPA-LOCKA, FLORIDA NOTICE TO THE PUBLIC

NOTICE IS HEREBY GIVEN that the City Commission of the City of Opa-locka, Florida will hold a public hearing at its Regular Commission Meeting on March 13, 2019 at 7:00 p.m. at the Sherboudy Village Auditorium, 215 President Barack Obama (Perviz) Avenue, Opa-locka, Florida to consider the following for final adoption:

SECOND READING/PUBLIC HEARING:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ORDINANCE 15-31 ARTICLE X SIGN REGULATIONS OF THE LAND DEVELOPMENT REGULATIONS BY EXTENDING THE DEADLINE FOR ALL NON-CONFORMING SIGNAGE TO BECOME FULLY COMPLIANT BY SIX (6) MONTHS; PROVIDING FOR REPEALER, SEVERABILITY CODIFICATION AND AN EFFECTIVE DATE (first reading/public hearing held on February 13, 2019).

Additional information on the above item may be obtained in the Office of the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida. All interested persons are encouraged to attend this meeting and will be heard with respect to the public hearing.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceeding should contact the Office of the City Clerk at (305) 953-2800 for assistance no later than seven (7) days prior to the proceeding. If hearing impaired, you may telephone the Florida Relay Service at (800) 955-8771 (TTY), (800) 955-8770 (Voice), (877) 955-8773 (Spanish) or (877)955-8707 (Creole).

PURSUANT TO FS 286.0105: *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.*

JOANNA FLORES, CMC
CITY CLERK



Miami-Dade County
Commissioner Barbara J. Jordan

SMALL BUSINESS WORKSHOP

Presented by

Miami-Dade County Commissioner Barbara J. Jordan in association with the Internal Services Department with a presentation by Rashad Thomas, Vice President of Business Connect and Community Outreach for the Miami Super Bowl 2020 Host Committee

Wednesday, March 6, 2019
10am - 12pm

Florida Memorial University's Smith Conference Center
15800 NW 42nd Avenue • Miami Gardens, FL 33054

Call (305) 474-3011 for additional information
to RSVP please visit www.miamidade.gov



1st Reading/Public Hearing:

2nd Reading/Public Hearing:

Adopted:

Effective Date:

Sponsored By: City Manager

ORDINANCE NO. 20-~~XXX~~

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, FL adopted its 2019-2020 fiscal year General, Proprietary and Special Revenue Funds budgets by passage of Ordinance 19-12 & 19-13 and further amended by passage of Ordinance 20-06, Ordinance 20-09 and Ordinance 20-11, and

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

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

WHEREAS, the City Commission desires to amend its 2019-2020 Fiscal Year General, Proprietary and Special Revenue Funds budgets, as set forth in Exhibit "A".

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

SECTION 1. RECITALS ADOPTED

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

Pursuant to Article IV, Section 4.5 of the City Charter, the City Manager has recommended proposed Amended General, Proprietary and Special Revenue Funds Budgets to the City Commission for the Fiscal Year retroactive to October 1, 2019, a copy of which is attached hereto as Exhibit "A", and incorporated by reference herein.

The City Commission of the City of Opa-locka hereby approves, adopts and ratifies the proposed Amended General, Proprietary and Special Revenue Funds Budgets for the Fiscal Year 2019-2020, and hereby appropriates the budgeted expenditures and revenues as set forth in the attached Exhibit "A".

The City Manager is authorized to expend or contract for expenditures, pursuant to the City of Opa-locka Charter and the adopted Code of Ordinances in accordance with the adopted Amended General, Proprietary and Special Revenue Funds Budgets for Fiscal Year 2019-2020.

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

Any and all outstanding encumbrances as of September 30, 2019, shall not lapse at that time and appropriations have been hereby provided for those outstanding encumbrances that have been incurred prior to September 30, 2019, but are not expected to be paid until after then. Receipts from sources not anticipated in the attached budget may be appropriated and expensed by Ordinance duly enacted by the City Commission in accordance with the applicable law. Adjustments within the same fund to

departmental appropriations made in the attached Budget may be approved, from time to time, by the City Manager, or by Resolution adopted by the City Commission, if lawful. The City Manager is authorized to approve adjustments to the expenditure code allocations, within the limit of department appropriations made in the attached Budget.

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

SECTION 3. SCRIVENER'S ERRORS.

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

SECTION 4. EFFECTIVE DATE.

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

PASSED and ADOPTED this 20th day of August, 2020.

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: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)



City of Opa-locka Agenda Cover Memo

Department Director:	Robert Anathan		Department Director Signature:		
City Manager:	John Pate		CM Signature:		
Commission Meeting Date:	September 9, 2020		Item Type:	Resolution	Ordinance
			(Enter X in box)		X
Fiscal Impact: (Enter X in box) N/A	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading	2nd Reading
	X				
			Public Hearing: (Enter X in box)	Yes	No
				X	
Funding Source: Account# :	(Enter Fund & Dept) See Attachments		Advertising Requirement: (Enter X in box)	Yes	No
				X	
Contract/P.O. Required: (Enter X in box)	Yes	No	RFP/RFQ/Bid#:		
		X			
Strategic Plan Related (Enter X in box)	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: (list the specific objective/strategy this item will address)	
		X	Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>		
Sponsor Name	City Manager		Department: City Manager's Office	City Manager	

Short Title:

Budget Amendment #4 – FY 20 – Second Hearing

Staff Summary:

The budget amendment submitted for the first hearing of this ordinance has been modified with the addition of Items 14 and 15.

There are fifteen proposed amendments in this package, six of which are material, as follows:

1 – The processing of wastewater within the Water-Sewer Fund was significantly under budgeted at \$2,205,000 versus a prior year actual of \$2,790,443. Through July, 738 million gallons have been processed, 1.7% more than processed at the same time last year. This budget amendment of \$600,000 brings the budget into line with prior history, the current year rate increase and the current volume of wastewater being processed. This Water-Sewer Fund issue was known at the time the FY 20 forecast was finalized as part of the submission of the FY 21 Proposed Budget, but a budget amendment had not been submitted at that time. The FY 20 Water-Sewer Fund forecast in the budget book indicated a surplus of \$2,518,108, and this amendment does not change this forecast.

2 – This proposed budget amendment of \$600,000 will provide funding for the unbudgeted relining of much of the Collection Basin #4 wastewater collection and transmission mains to remove a final remaining issue that will lead to the subsequent termination of the DERM moratorium on additional wastewater connections. This Water-Sewer Fund issue was known at the time the FY 20 forecast was finalized as part of the submission of the FY 21 Proposed Budget, but a budget amendment had not been submitted at that time. The FY 20 Water-Sewer Fund forecast in the budget book indicated a surplus of \$2,518,108, and this amendment does not change this forecast.

3 – This proposed budget amendment of \$100,000 is required due to the replacement of the aged and failure-prone air conditioning system at Sherbondy Village Community Center proving to be more expensive than originally estimated. This was not known at the time the FY 20 forecast was finalized for inclusion with the submission of the FY 21 Proposed Budget. However, it should be noted that the General Fund surplus of \$2.65 million reflected in the FY 20 forecast assumed the use of over \$1 million of contingency during the remainder of fiscal year. Barring a major catastrophic event such as a destructive hurricane, it is unlikely that much of this contingency will be used. Consequently, even with this additional \$100,000 expenditure, the forecasted General Fund surplus of \$2.65 million will most likely be achieved or exceeded.

11 – A Police department reorganization has necessitated the initiation of a national search for a replacement for the Police Chief. It is anticipated the cost of this search will not exceed \$24,500.

14 – The new Police Command staff has recommended that a motorcycle unit be established as soon as possible to provide increased presence on City streets. This amendment makes \$18,000 available from the Special Law Enforcement Fund (\$663,431 of available fund balance as of the FY 18 audit) for procurement of a Police motorcycle.

15 – The need has been identified to obtain professional services to oversee the submission of all FEMA claims to ensure that all eligible costs are correctly identified and timely submitted with complete and correct supporting documentation. As a FEMA-related cost, it will subsequently be 87.5% reimbursed by FEMA and the State. To fund these services, the amendment transfers \$100,000 from the Reserve division to Finance.

The remaining proposed amendment items are primarily compensation issues realigning budgets to where the compensation is being incurred. There also a couple of administrative adjustments for minor anticipated budget overruns.

Proposed Action:

Staff recommends that the City Commission approve the proposed amendments.

Attachment:

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

FY 20 Budget Amendment #4

Governmental Funds										
	General Fund	CRA Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Special Law Enforcement Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
<u>Budget Thru Amend #3</u>										
<u>Funding</u>										
Revenue/Loans/Trans In	19,332,329	734,292	1,248,919	1,503,436	668,518	3,495,364	-	2,404,911	702,356	30,090,125
Fund Balance	-	78,055	536,181	280,637	-	-	10,000	-	-	904,873
Total Funding	19,332,329	812,347	1,785,100	1,784,073	668,518	3,495,364	10,000	2,404,911	702,356	30,994,998
Expenditure	19,332,329	812,347	1,785,100	1,784,073	668,518	3,495,364	10,000	2,404,911	702,356	30,994,998
<u>Amendment #4</u>										
<u>Funding</u>										
Revenue/Loans/Trans In	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	18,000	-	-	18,000
Total Funding	-	-	-	-	-	-	18,000	-	-	18,000
Expenditure	-	-	-	-	-	-	18,000	-	-	18,000
<u>Budget Thru Amend #4</u>										
<u>Funding</u>										
Revenue/Loans/Trans In	19,332,329	734,292	1,248,919	1,503,436	668,518	3,495,364	-	2,404,911	702,356	30,090,125
Fund Balance	-	78,055	536,181	280,637	-	-	28,000	-	-	922,873
Total Funding	19,332,329	812,347	1,785,100	1,784,073	668,518	3,495,364	28,000	2,404,911	702,356	31,012,998
Expenditure	19,332,329	812,347	1,785,100	1,784,073	668,518	3,495,364	28,000	2,404,911	702,356	31,012,998

FY 20 Budget Amendment #4

General Fund

	Budget Thru Amend #3	Amendment #4	Budget Thru Amend #4
<u>Funding</u>			
Revenue/Loans/Trans In	19,332,329	-	19,332,329
Fund Balance	-	-	-
Total Funding	19,332,329	-	19,332,329
<u>Expenditure</u>			
Commission	212,652	-	212,652
CM - Executive	829,986	-	829,986
CM - General Government	3,140,960	24,500	3,165,460
CM - Reserve	853,943	(194,500)	659,443
CM - Emergency	29,500	-	29,500
CM - Interfund	300,000	-	300,000
Clerk	460,654	-	460,654
Attorney	673,983	-	673,983
Finance	744,838	100,000	844,838
Human Resources	303,525	-	303,525
Planning & Community Dev	421,762	-	421,762
Building & Licenses	520,644	-	520,644
Parks & Recreation	999,512	-	999,512
Police	6,225,227	-	6,225,227
Code Enforcement	473,226	-	473,226
Public Works - Admin	299,179	70,000	369,179
Public Works - Bldg Maintenance	701,973	-	701,973
Public Works - Streets	1,304,762	-	1,304,762
Public Works - Trash	110,000	-	110,000
Public Works - Vehicle Maintenance	726,003	-	726,003
Total Expenditure	19,332,329	-	19,332,329

FY 20 Budget Amendment #4

Enterprise Funds			
	Water Sewer Fund	Storm Water Fund	Total Ent Funds
<u>Budget Thru Amend #3</u>			
<u>Funding</u>			
Revenue/Loans/Trans In	17,350,384	1,466,312	18,816,696
Fund Balance	-	136,000	136,000
Total Funding	17,350,384	1,602,312	18,952,696
Expenditure	17,350,384	1,602,312	18,952,696
<u>Amendment #4</u>			
<u>Funding</u>			
Revenue/Loans/Trans In	-	-	-
Fund Balance	-	-	-
Total Funding	-	-	-
Expenditure	-	-	-
<u>Budget Thru Amend #4</u>			
<u>Funding</u>			
Revenue/Loans/Trans In	17,350,384	1,466,312	18,816,696
Fund Balance	-	136,000	136,000
Total Funding	17,350,384	1,602,312	18,952,696
Expenditure	17,350,384	1,602,312	18,952,696

FY 20 Budget Amendment #4

#	<u>Requested Amendment</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	<u>Comments</u>
1	<u>Wastewater Processed</u>							
	Swr	Exp	35-535432	Sewage Disposal	2,295,000	600,000	2,895,000	Increased amount of wastewater processed. Offset by use of Sewer Reserves and deferred CIP project funds.
	Swr	Exp	35-581940	Sewer Reserve	222,815	(222,815)	-	
	WS CIP	Exp	75-5356319	Zone 1 & 2 CIP	1,727,669	(377,185)	1,350,484	
2	<u>Wastewater Collection Basin Relining</u>							
	Swr	Exp	75-5356XXX	Basin #4 Relining	-	600,000	600,000	Relining Basin #4 will address DERM moratorium. Offset by use of deferred CIP project funds.
	WS CIP	Exp	75-5356319	Zone 1 & 2 CIP *	1,350,484	(600,000)	750,484	
	* Budget adjusted due to Item #1							
3	<u>Sherbondy Community Center Air Conditioning</u>							
	Bldg Mnt	Exp	39-541640	Machinery & Equipment	141,985	100,000	241,985	Additional funding required to replace six air conditioning units at Sherbondy Community Center. Funding available from Building Maintenance Contingency
	Bldg Mnt	Exp	39-541992	Contingency	133,745	(100,000)	33,745	
4	<u>Customer Service Staffing</u>							
	Cus Svc	Exp	61-513130	Salaries - Part Time	17,000	15,000	32,000	Additional part-time staffing. Offset by savings in regular wages
	Cus Svc	Exp	61-513120	Salaries - Regular	247,576	(15,000)	232,576	
5	<u>PW Admin Compensation</u>							
	PW Ad	Exp	32-541110	Salaries - Executive	90,000	70,000	160,000	Actuals not allocated in same manner as budgeted. Offset savings in Water-Sewer Fund which is a different fund, General Fund Reserves used to avoid adversely impacting General Fund Unassigned Fund Balance
	Gen Res	Exp	81-581920	General Fund Reserve	500,000	(70,000)	430,000	
6	<u>Parks & Recreation Part-Time Employment</u>							
	Parks	Exp	72-572130	Salaries - Part Time	-	8,000	8,000	Part-time staffing not budgeted. Offset by savings in health benefit
	Parks	Exp	72-572230	Life And Health Insurance	53,624	(8,000)	45,624	
7	<u>Town Center Utilities</u>							
	TC	Exp	62-519430	Electric, Gas, Water	80,000	5,000	85,000	Slight increase in electricity. Offset by not incurring property tax this year
	TC	Exp	62-519494	Real Estate Tax	150,000	(5,000)	145,000	

FY 20 Budget Amendment #4

#	<u>Requested Amendment</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>	<u>Comments</u>
8	<u>Roads & Streets Overtime</u>							
	Roads	Exp	41-541140	Overtime	2,000	11,000	13,000	Increased workload. Offset by savings in Road Materials & Supplies.
	Roads	Exp	41-541530	Road Materials & Supplies	70,000	(11,000)	59,000	
9	<u>Finance Professional Memberships</u>							
	Finan	Exp	17-513540	Pubs/Subs/Memberships	-	500	500	Membership in professional organizations. Offset by savings in Financial Executive compensation
	Finan	Exp	17-513110	Salaries - Executive	12,500	(500)	12,000	
10	<u>Water-Sewer CIP Salary Reallocation</u>							
	WS CIP	Exp	75-535120	Salaries - Regular	45,000	50,000	95,000	Reallocation of salary budget between Executive and Regular
	WS CIP	Exp	75-535110	Salaries - Executive	114,500	(50,000)	64,500	
11	<u>Recruitment Search</u>							
	Gen Gov	Exp	19-519312	Other Professional Services	291,057	24,500	315,557	National search for new Police Chief. Funding to come from General Fund Reserves
	Gen Res	Exp	81-581920	General Fund Reserve *	430,000	(24,500)	405,500	
	* Adjusted budget due to Item #5							
12	<u>HR Salary Alignment</u>							
	HR	Exp	13-513110	Salaries - Executive	69,300	2,500	71,800	Realignment of salary between Executive & Regular accounts
	HR	Exp	13-513120	Salaries - Regular	73,958	(2,500)	71,458	
13	<u>City Clerk Salary Adjustment</u>							
	HR	Exp	16-513110	Salaries - Executive	76,500	2,500	79,000	Adjustment of City Clerk compensation. Funded from Legal Advertising budget
	HR	Exp	16-512490	Legal Advertising	45,000	(2,500)	42,500	
14	<u>Special Law Enforcement - Police Motorcycle</u>							
	SLE	Fund Bal	165-383010	From Fund Balance	-	18,000	18,000	Use of Special Law Enforcement Available Fund Balance to a acquire a patrol motorcycle.
	SLE	Exp	65-521648	Vehicle Purchase/Lease	-	18,000	18,000	
15	<u>FEMA Documentation Submission Support</u>							
	Finan	Exp	17-513312	Other Professional Services	7,500	100,000	107,500	Procurement of FEMA documentation submission support to ensure all eligible expense is identified and submitted with all required correct supporting documentation in a timely manner. Will be 87.5% reimbursable by FEMA and the State
	Gen Res	Exp	81-581920	General Fund Reserve *	405,500	(100,000)	305,500	
	* Adjusted budget due to Items #5 & #11							