

Carlos Hernández
Mayor

Paul B. Hernández
President

Oscar De la Rosa
Vice President



Council Members
Katharine Cue-Fuente
Jacqueline Garcia-Roves
Monica Perez
Jesus Tundidor
Carl Zogby

Special Meeting of the City Council
(VIRTUAL)
Minutes
April 14, 2020
7:00 p.m.

1. **CALL TO ORDER**

REPORT: Council President Hernandez called the meeting to order at 7:16 p.m.

2. **ROLL CALL**

REPORT: City Clerk, Marbelys Fatjo, called the roll with the following Council Members present:

- Council President Paul Hernandez
- Council Vice President Oscar De la Rosa
- Councilwoman Katharine Cue-Fuente
- Councilwoman Jacqueline Garcia-Roves
- Councilwoman Monica Perez
- Councilman Jesus Tundidor
- Councilman Carl Zogby

REPORT: Also present were:

- Lorena Bravo, City Attorney
- Mayor Carlos Hernandez

3. **INVOCATION**

REPORT: Invocation given by Marbelys Fatjo, City Clerk

4. PLEDGE OF ALLEGIANCE

REPORT: Councilmember Zogby led the Pledge of Allegiance.

5. MEETING GUIDELINES

The following guidelines, which apply to today's City's Council Meeting, have been set by Mayor Carlos Hernandez through the execution of an Order on Emergency Public Meeting Guidelines and Procedures Using Communications Media Technology In Response To COVID-19:

- Pursuant to emergency management powers as set forth in F.S. §§252.31-252.90, Governor Ron DeSantis issued Executive Order 20-69 on March 20, 2020, suspending the "Florida's Government in Sunshine Laws" requirement that a quorum of the legislative body holding a public meeting be met in-person and the meeting be held at a physical location accessible to the public for the duration of the State's Declaration of Emergency issued on March 9, 2020 as a result of the COVID-19 pandemic affecting the State of Florida. Executive Order 20-69 allows local governments to use communications media technology to hold public meetings during the public health emergency as a result of COVID-19, in order to protect the health, welfare and safety of the public, including public officials, from being exposed to COVID-19 and meet the requirements of the Sunshine Law.
- The following Procedures for Virtual Public Meetings of the City Council using Communications Media Technology in Response to COVID-19 have been adopted as minimum procedures for all emergency public meetings of the City Council, board and committees of the City of Hialeah effective the execution of **Order on Emergency Public Meeting Guidelines and Procedures using Communications Media Technology in Response to COVID19**, signed by Mayor Carlos Hernandez on April 8, 2020.
- The virtual public meeting shall be broadcast live for members of the public to view on the City's Facebook page. In addition, members of the public may hear the meeting live through telephonic conferencing.
- Any person interested in making comments or posing questions on matters of public concern or on any item on the agenda may do so prior to the meeting taking place by email to virtualmeeting@hialeahfl.gov by 3:00 p.m. the business day prior to the meeting or no later than six (6) hours prior to the meeting if only 24-hours' notice prior to the meeting is provided by the City. Email comments and questions shall not exceed three (3) minutes when read. Only the first three minutes of e-mail comments and questions received by the deadline will be read into and form part of the public record.
- Any person interested in making comments or posing questions on matters

of public concern or on any item on the agenda may do so during the meeting by joining the meeting using Zoom or any other similar web-based meeting platform being used as identified in the notice. The person interested in joining the meeting to participate for this purpose must register with the City Clerk by completing a registration form, providing the information required and submitting the completed form to the City Clerk no later than 3:00 p.m. the business day prior to the meeting or no later than six (6) hours prior to the meeting if only 24-hours' notice prior to the meeting is provided by the City. All registered participants will be muted during the meeting until called upon to be heard. Participation through Zoom requires a computer or smart mobile device with a microphone and web camera. The participant may elect to participate in the meeting using audio only or appear through both audio and video.

- Participants are reminded to maintain decorum in their comments and appearance throughout their participation as the whole meeting will be recorded and published on the City's Facebook page and retained pursuant to the Florida Public Records Law.
- All existing laws or rules of procedure applicable to public meetings (i.e. three minute limit on speaking, three in favor and three in opposition on any item on the agenda, lobbyist registration requirements), that are not in conflict with these procedures and can be observed under the circumstances remain in effect and to the greatest extent practicable should be observed.
- Public comments and questions, whether on general matters of public concern or on a matter on the agenda, will be heard at the beginning of the meeting and once heard no other public participation will be permitted.
- Persons making public comments must identify themselves by first and last name and provide their address for the record, prior to speaking.
- If during the course of the meeting, technical problems develop with the communications network that prevent interested persons from attending, the meeting shall be adjourned until the problems have been corrected.

REPORT: The meeting guidelines were read into the record by Marbelys Fatjo, City Clerk, in English.

6. COMMENTS AND QUESTIONS

REPORT: The Office of the City Clerk received a total of two email messages from persons interested in making comments or posing questions on matters of public concern. Neither sender provided their home address, as required by the rules. Both email messages have been submitted to the City Council and have been made part of the record.

REPORT: Email messages received from the following senders were read into the record:

- (1) Pedro Sanchez, with an email address of psanchez12895@gmail.com, sent an email

on April 13, 2020 at 2:52 p.m., with a subject of “City council meeting comment”.

- (2) Urberto Santiago, with an email address of urbertosantiago@gmail.com, sent an email on April 13, 2020 at 2:57 p.m., with the subject “Comment for city council meeting”.

REPORT: Three individuals interested in making comments or posing questions on matters of public concern registered with the Office of the City Clerk to participate live during the meeting using Zoom.

- (1) Addy Moran, 720 West 80th Street, Hialeah, Florida 33014

REPORT: Ms. Moran did not join the meeting, and therefore did not participate. The email message Ms. Moran sent on April 8, 2020 was read into the record.

- (2) Eric Johnson, Local 1102, home address exempt under Florida law, spoke regarding COVID-19 and the Hialeah Fire Department.
- (3) Juan Santana, 5601 West 10th Avenue, Hialeah, Florida 33012, addressed the City Council regarding Consent Item F and food distribution.

7. ANNOUNCEMENT OF AMENDMENTS/CORRECTIONS TO THE AGENDA

- The expense amount for Item R has been corrected.
- Item X has been added to today’s agenda. Backup documentation to the item has been submitted to the City Council via email.

8. CONSENT AGENDA

All items listed with letter designations are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember, the Mayor or a resident so requests, in which case the item will be removed from the consent agenda and considered along with the regular order of business.

REPORT: Council Member Tundidor requested separate discussion on Consent Items G, F and R.

REPORT: Council Vice President De la Rosa requested separate discussion on Consent Items I and M.

REPORT: Council Member Perez requested separate discussion on Consent Items S and T.

REPORT: Council President Hernandez requested separate discussion on Consent Items F, N and P.

REPORT: Motion to Approve the Consent Agenda, except Items F, G, I, M, N, P, R, S and T, made by Council Vice President De la Rosa, and seconded by Council Member Perez. Motion passes 7-0.

- A. Request permission to approve the minutes of the Council Meeting held on March 10, 2020.
(OFFICE OF THE CITY CLERK)

APPROVED 7-0

- B. Request permission to waive competitive bidding, since it is advantageous to the City in that this vendor provided the lowest quotation, and issue a purchase order to PCMG, Inc, for Net Mobility XE Premium Software Maintenance through March 26, 2021, in a total cumulative amount not to exceed \$28,154.52.
(INFORMATION TECHNOLOGY DEPARTMENT)

APPROVED 7-0

- C. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to proceed with sewer lateral emergency repairs, as well as to waive competitive bidding, since it is advantageous to the City in that this is an emergency repair, and issue Purchase Order No. 2020-1557, issued on March 18, 2020, to Acosta Tractors Inc, vendor providing the lowest quotation, for the repair of an existing eight inch clay sewer lateral at West 52nd Street and West 26th Avenue, perforated and damaged by a private contractor conducting directional drilling, in a total cumulative amount not to exceed \$26,252.40.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- D. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to increase Purchase Order No. 2020-1307, issued to Accela, Inc., developer of the billing system of the City's Department of Public Works for the annual support and maintenance for web payments, pay by phone and utility billing system, by an additional amount of \$3,166, for a new total cumulative amount not to exceed \$119,426. On January 28, 2020 the City Council approved the issuance of a purchase order to this vendor for this service in the amount of \$116,260.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- E. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to issue Purchase Order No. 2020-1558, issued on March 18, 2020, to Accela, Inc., developer of the billing system of the City's Department of Public Works, for monthly support and maintenance for web payments, pay by phone and utility billing system, in a total cumulative amount not to exceed \$22,000.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- F. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to waive competitive bidding, since it is advantageous to the City in that this vendor submitted a scope of services acceptable to the City, and issue Purchase Order No. 2020-1559, issued on March 18, 2020, to HDR Engineering, Inc., to update the City's Recyclable Composition Study, as requested by industry representatives during a meeting between the Department of Public Works and members of the industry on February 27, 2020 to discuss the City's desire to bid the processing of recyclables given the current changes in the market, in a total cumulative amount not to exceed \$34,550, of which \$26,000 is the fee for the study and a daily rate of \$2,850, in the amount of \$8,550 for three additional days of work as needed and to be approved by the Department of Public Works.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item F made by Council Vice President De la Rosa, and seconded by Council Member Zogby. Motion passes 7-0.

- G. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to issue Purchase Order No. 2020-1560, issued on March 18, 2020, to Hazen and Sawyer, P.C., vendor which was competitively selected to work on the City's sewer system, for a report outlining a plan of action and basin rehabilitation requirements for those basins not in compliance with Chapter 24 of the Miami-Dade County Code, report which is required by the Consent Agreement dated January 30, 2020 between Miami Dade County Department of Environmental Resources Management (DERM) and the City of Hialeah (Exhibit 3, Pages 13 and 15), in a total cumulative amount not to exceed \$76,224.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item G made by Council Member Tundidor, and seconded by Council Member Cue-Fuente. Motion passes 7-0.

- H. Request permission to ratify the Mayor's decision to authorize the Department of Public Works to issue Purchase Order No. 2020-1561, issued on March 18, 2020, to Hazen and Sawyer, P.C., vendor which was competitively selected to work on the City's sewer system, for a Water and Sewer Distribution Atlas, as required by the Consent Agreement dated January 30, 2020 between Miami Dade County Department of Environmental Resources Management (DERM) and the City of Hialeah (Paragraphs 14 and 15), in the total cumulative amount not to exceed \$151,726.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- I. Request permission to issue a purchase order to Hazen and Sawyer, P.C., vendor which was competitively selected to work on the City's sewer system, for an Expanded Field Audit of the one hundred and one (101) properties within the City issued Temporary Business Tax Receipts not in compliance with Chapter 24 of the Miami-Dade County Code, audit which is required by the Consent Agreement dated January 30, 2020 between Miami Dade County Department of Environmental Resources Management (DERM) and the City of Hialeah (Paragraph 11), in a total cumulative amount not to exceed \$112,401.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Lorena Bravo, City Attorney, addressed the City Council regarding the status of the quarterly reports to the City Council.

REPORT: Motion to Approve Consent Item I made by Council Vice President De la Rosa, and seconded by Council Member Zogby. Motion passes 7-0.

- J. Request permission to increase Purchase Order No. 2020-797, issued to Xylem Inc., sole source supplier of FLYGT pumps in the State of Florida, for the repair, parts and/or replacement of FLYGT submersible pumps and attributes, by an additional amount of \$58,500, for a new total cumulative amount not to exceed \$258,500.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- K. Request permission to utilize a contract between the City of Coconut Creek and this vendor for Laboratory Services for Water Analysis, effective through January 27, 2021, and issue a purchase order to Florida-Spectrum Environmental Services, Inc., to conduct water quality testing as needed for all of the City's Stage 2 By-Products Rule and the distribution system, in a total cumulative amount not to exceed \$15,000. Further request permission to ratify the Mayor's decision to authorize the payment made to Florida-Spectrum Environmental Services Inc., for water quality testing, in the amount of \$6,616.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- L. Request permission to waive competitive bidding, since it is advantageous in that the Department of Public Works uses the services of the Miami-Dade Water and Sewer Department Laboratory at the Preston Plant for water quality testing including lead and copper and this laboratory is certified on certain water quality tests mandated by the Florida Department of Health, and issue a purchase order Miami-Dade County Water and Sewer Department, to conduct water quality testing, in a total cumulative amount not to exceed \$25,000. Further request permission to ratify the Mayor's decision to waive competitive bidding and authorize the payment made to the Miami-Dade Water and Sewer Department, for water quality testing already conducted, in the amount of \$15,320.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

M. Request permission to *increase Purchase Order No. 2019-694*, issued to Hazen and Sawyer, P.C., vendor which was competitively selected to work on the City's sewer system vendor and is under contract with the City for construction engineering inspection (CEI) services, for construction engineering inspection services for Phase I of pump station upgrades to Pump Stations 4, 5, 56, 100, 101 and 126, *by an additional amount of \$1,917.04*.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED AS AMENDED 7-0

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item M made by Council Member Zogby, and seconded by Council Vice President De la Rosa. Motion passes 7-0.

N. Request permission to utilize City of Miami Contract No. 781382(29) - *Citywide Sidewalk Repair and Replacement Services*, effective through July 29, 2023, and issue a purchase order to G P E Engineering & General Contractor Corp and a purchase order to Metro, LLC, for the repair and replacement of sidewalks citywide when the damage is caused by water and sewer repairs, each purchase order in the amount of \$30,000, and further request a contingency in the amount of \$2,500 per contractor to cover any unforeseen issues that may arise, in a total cumulative expense amount not to exceed \$65,000.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 6-0-1 with Council Member Cue-Fuente not present during roll call.

REPORT: Council President Hernandez spoke regarding bicycle friendly streets and dedicated bike lanes.

REPORT: Council Member Perez spoke regarding material being used for the subject repairs.

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item N made by Council Member Perez, and seconded by Council Vice President De la Rosa. Motion passes 6-0-1 with Council Member Cue-Fuente not present during roll call and later recorded her vote as "Yes".

O. Request permission to issue a purchase order to GS Inima USA Construction Corporation, vendor which the City contracted with on August 18, 2010 for the design, construction and operation of the City's Reverse Osmosis Water Treatment Plant, service contract which calls for the annual adjustment to the Inima Service Fees and the annual cost of electricity, for payment of the O & M Service Fee annual adjustment, in the amount of \$77,314, as well as Inima's portion of the electrical savings during year 2019, in the amount of \$22,561, for a total cumulative expense amount not to exceed \$99,875.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- P. Request permission to award Hialeah Invitation to Bid No. 2019/20-2000-00-006 – *Binocular Night Vision Device (BNVD)* to SRT Supply, LLC., lowest responsive and responsible bidder, for the purchase of twelve (12) binocular night vision devices, in the amount of \$11,170 per device, in a total cumulative expense amount not to exceed \$134,040.
(DEPARTMENT OF EMERGENCY MANAGEMENT)

APPROVED 7-0

REPORT: Armando Rojas, Emergency Management Director, addressed the City Council on this item.

REPORT: Mayor Hernandez congratulated the Hialeah Police Swat Team for a recent incident in Hialeah.

REPORT: Council President Hernandez commended the Hialeah Police Department and all of the first responders present during the time of the subject incident.

REPORT: Motion to Approve Consent Item P made by Council Member Zogby, and seconded by Council Vice President De la Rosa. Motion passes 7-0

- Q. Request permission to ratify the Mayor’s decision to authorize the Department of Public Works to issue Purchase Order No. 2020-1562, issued on March 20, 2020, to Tencarva Machinery Company, LLC, doing business as Hudson Pump & Equipment, sole source vendor in the State of Florida, for the purchase and installation of twenty (20) Smart Level Systems components, a two (2) year parts warranty, a two (2) year power pack warranty, and one (1) year support services, staff training, spare parts and shipping, in a total cumulative amount not to exceed \$122,272, as required by the Consent Agreement dated January 30, 2020 between Miami Dade County Department of Environmental Resources Management (DERM) and the City of Hialeah which allows the City to propose and undertake an in-kind project in lieu of paying a \$75,000 fine for the issuance of Temporary Business Tax Receipts not in compliance with Chapter 24 of the Miami-Dade County Code.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

- R. Request permission to waive competitive bidding, since it is advantageous to the City in that the Department of Public Works has used the services of this vendor for the past few years and are now familiar with after hours and emergency procedures, and issue a purchase order to Sunshine Communication Services, Inc., for after-hours emergency telephone services, in the total cumulative amount not exceed \$36,400. Further request permission to ratify the Mayor’s decision to authorize payment made to Sunshine Communication Services Inc., in the amount of \$19,427.75, for a total cumulative expense amount not to exceed \$55,827.75.
(DEPARTMENT OF PUBLIC WORKS)

APPROVED 7-0

REPORT: Armando Vidal, Director of Public Works, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item R made by Council Member Garcia-Roves, and seconded by Council Member Zogby. Motion passes 7-0

S. Request permission to waive competitive bidding, since it is advantageous to the City in that the Miami Herald is a newspaper of general circulation in the City of Hialeah as required by state law, and increase Purchase Order No. 2020-923, issued to the Miami Herald, for the cost of legal and classified advertisements for fiscal year 2019-2020, by an additional amount of \$65,000, for a total cumulative amount not to exceed \$145,000.

(OFFICE OF THE CITY CLERK)

APPROVED 7-0

REPORT: Council President Hernandez expressed his disagreement with the state law requiring that the City use a paid newspaper of general circulation in the City to publish notices.

REPORT: Council Vice President De la Rosa spoke regarding this item.

REPORT: Lorena Bravo, City Attorney, addressed the City Council on this item.

REPORT: Mayor Hernandez spoke regarding this item.

REPORT: Motion to Approve Consent Item S made by Council Member Tundidor, and seconded by Council Member Garcia-Roves. Motion passes 7-0

T. Request permission to waive competitive bidding, since it is advantageous to the City, and issue a purchase order to Eureka Farms LLC, vendor providing the lowest quotation, to purchase Green Island Ficus plants to be planted throughout the City, in a total cumulative amount not to exceed \$60,000.

(STREETS)

APPROVED 7-0

REPORT: Mayor Hernandez addressed the City Council on this item.

REPORT: Jose Sanchez, Director of Streets, addressed the City Council on this item.

REPORT: Motion to Approve Consent Item T made by Council Member Tundidor, and seconded by Council Member Zogby. Motion passes 7-0.

U. Request permission to waive competitive bidding, since it is advantageous to the City due to the vendor's competitive pricing and proximity to City facilities, and increase Purchase Order No. 2020-498 (*Construction and Maintenance*) and Purchase Order No. 2020-684 (*Affordable Housing*), both issued to South Florida Appliance, Inc., for the purchase of appliances, parts and related components, by an additional amount of \$10,000 for each purchase order, for a new total cumulative expense amount not to exceed \$35,000 (\$15,000 for Purchase Order No. 2020-498 and \$20,000 for Purchase Order No. 2020-684).

(CONSTRUCTION AND MAINTENANCE DEPT.)

APPROVED 7-0

- V. Request permission to increase Purchase Order No. 2020-1570, issued to GRM Information Management Services, Inc., for the service of off-premise storage of City records, by an additional amount of \$11,900, for a new total cumulative amount not to exceed \$26,900.
(OFFICE OF THE CITY CLERK)

APPROVED 7-0

- W. Request permission to increase Purchase Order No. 2020-965, issued to Lewis, Longman & Walker, P.A., for the services provided during pension reform negotiations with all three (3) unions of the City of Hialeah, by an additional amount of \$1,373.60 to cover payment for the firm's final outstanding invoice for services rendered, for a new total cumulative expense amount not to exceed \$16,373.60 for fiscal year 2020.
(LAW DEPARTMENT)

APPROVED 7-0

- X. Proposed resolution ratifying the Mayor's Order on Emergency Public Meeting Guidelines and Procedures using communications media technology in response to Coronavirus (COVID19) and adopting the procedures and guidelines for emergency virtual public meetings of the City Council of the City of Hialeah, Florida; and providing for an effective date.
(ADMINISTRATION)

APPROVED 7-0

RESOLUTION NO. 2020-48

9. UNFINISHED BUSINESS

REPORT: None.

10. NEW BUSINESS

- Mayor Hernandez thanked the City Council, Department Heads and all City employees for all of their hard work during the current pandemic.

11. CITY COUNCIL'S NEW BUSINESS

- Council Member Tundidor requested an update on the Fire Fighter contract and the
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pending raises in salary.

REPORT: Council Member Tundidor left the meeting at 8:54 p.m.

➤ Council Vice President De la Rosa spoke on the following:

- *Current pandemic of COVID-19.*
- *Providing residents with more information regarding COVID-19.*
- *Curfew measures and violations.*

➤ Council Member Perez spoke on the following:

- *Grant opportunity from the Florida Department of Economic Opportunity.*
- *Thanked the Mayor and the Police Department for the wrapping of a police vehicle to raise awareness on autism.*
- *Thanked first responders, the Fire Department, the Police Department, and the residents for their contributions during the pandemic.*
- *Businesses which are creating items such as masks and are closed as required by the County Mayor's order.*

➤ Council President Hernandez spoke on the following:

- *Thanked everyone who participated in the City Council Meeting.*
- *Provided a phone number for Senior Citizens to contact for COVID-19 testing information for the elderly.*
- *Residential evictions during the pandemic.*
- *Assistance for seniors during the pandemic.*

➤ Willians Guerra, Fire Chief, Hialeah Fire Department, spoke on regarding what the Fire Department is doing to keep the seniors informed.

REPORT: Council President Hernandez adjourned the meeting at 9:36 p.m.

NEXT CITY COUNCIL MEETING: Tuesday, April 28, 2020 at 7:00 p.m.

NEXT CHARTER SCHOOL OVERSIGHT COMMITTEE MEETING: Tuesday, May 26, 2020 at 6:30 p.m.

Anyone wishing to obtain a copy of an agenda item should contact the Office of the City Clerk at (305) 883-5820 or visit at 501 Palm Avenue, 3rd Floor, Hialeah, Florida, between the hours of 8:30 a.m. and 5:00 p.m.

Persons wishing to appeal any decision made by the City Council, with respect to any matter considered at the meeting, will need a record of the proceedings and, for such purposes,

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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.

An ordinance or resolution shall become effective when passed by the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto. If the Mayor's veto is sustained, the affected ordinance or resolution does not become law and is deemed null and void.

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) 883-5820 for assistance no later than two (2) days prior to the proceeding; if hearing impaired you may telephone the Florida Relay Service at (800) 955-8771 (TDD), (877) 955-8773 (Spanish) or (800) 955-8770 (Voice).