

**Carlos Hernández**  
Mayor

**Luis Gonzalez**  
Council President

**Katharine E. Cue-Fuente**  
Council Vice President



Council Members  
**Jose F. Caragol**  
**Vivian Casáls-Muñoz**  
**Isis Garcia-Martinez**  
**Paul B. Hernández**  
**Lourdes Lozano**

## City Council Summary Agenda April 26, 2016 7:00 P.M.

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Call to Order- **Council President Gonzalez called the meeting to order at 7:32 p.m.**

Roll Call- **City Clerk, Marbelys Fatjo, called the roll with the following Council Members present:**

- **Council Vice President Cue-Fuente**
- **Councilman Jose Caragol**
- **Councilwoman Vivian Casáls-Muñoz (arrived at 8:11 p.m.)**
- **Councilwoman Isis-Garcia Martinez (arrived at 7:34 p.m.)**
- **Councilman Paul Hernandez**
- **Councilwoman Lourdes Lozano**

• Also present were:

- **Mayor Carlos Hernandez**
- **Lorena Bravo, City Attorney**

Invocation - **Marbelys Fatjo, City Clerk, led the invocation.**

Pledge of Allegiance- **Councilman Hernandez led the Pledge of Allegiance**

### **Meeting Guidelines**

The following guidelines have been established by the City Council:

➤ **ALL LOBBYISTS MUST REGISTER WITH THE CITY CLERK**

- As a courtesy to others, please refrain from using cellular telephones or other similar electronic devices in the Council Chamber.
- A maximum of three (3) speakers in favor and three (3) speakers in opposition will be allowed to address the Council on any one item. Each speaker's comments will be limited to three (3) minutes.
- No signs or placards, in support of or in opposition to an item or speaker, shall be permitted within the Council Chamber.
- Members of the public may address the City Council on any item pertaining to City business during the Comments and Questions portion of the meeting. A member of the public is limited

to one appearance before the City Council and the speaker's comments will be limited to three (3) minutes.

**REPORT: The meeting guidelines were read into the record by the City Clerk in English and by Lisette Perez, Administrative Aide, Office of the City Clerk, in Spanish.**

Presentations –

- State Representative Bryan Avila addressed the Mayor and City Council with an end of the year legislative update
- The Hialeah Police Department recognized Tony Guzman, Metro Dade K-9 Services, for his outstanding service and support to the Hialeah Police Department's K-9 Unit.
- The Hialeah Police Department recognized Leo Thalassites, retired Hialeah Police Department Officer, for turning 90 years old, as well as for his 53 years of combined public service to the citizens of Hialeah, as a police officer and a reserve officer.

1. Announcement of Amendments/Corrections to the Agenda –

- a. **Items 3 and 4 are being deferred until the City Council meeting of May 10, 2016.**
- b. **Items I, J and K have been added to today's agenda.**

2. 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: Councilwoman Garcia-Martinez and Councilman Hernandez requested separate discussion on items G and H.**

**REPORT: Motion to Approve the Consent Agenda, except items G and H, made by Council Vice President Cue- Fuente, and seconded by Councilwoman Garcia-Martinez. Motion passed (7-0).**

- A. Request permission to approve the Summary Agenda/Minutes of the City of Hialeah Council Meeting held on April 12, 2016. (OFFICE OF THE CITY CLERK) **APPROVED 7-0**
- B. Proposed resolution approving the expenditure totaling an amount not to exceed sixty thousand dollars (\$60,000.00) from the Law Enforcement Trust Fund – *State*, for the rental of undercover vehicles, from Enterprise Leasing Vendor #17908, upon such costs having been approved by the Chief of Police. (POLICE DEPT.) **APPROVED 7-0 RESOLUTION NO. 2016-39**

- C. Proposed resolution to extend services with the prior competitively bid award (RFP No. 2008/09-0240-36-001 – *Self-Insured Group Health Claims Administration and Traditional, Fully-Insured Plan and Specific and Aggregate Stop-Loss Bid*) three additional years with a no cost increase and authorizing the Mayor and City Clerk, on behalf of the City, to enter into a professional services agreement with United Healthcare, Inc., which processes group health claims for the City, for a term of three additional years for calendar years 2017, 2018, and 2019 for a fixed monthly rate of \$32.77 for each employee/retired employee, for an amount not to exceed \$750,000.00 each year, inclusive of the shared savings fee, in a form acceptable to the City Attorney. (RISK MANAGEMENT) **APPROVED 7-0 RESOLUTION NO. 2016-40**
- D. Proposed resolution authorizing the Mayor and the City Clerk, as attesting witness, on behalf of the City, to enter into an interlocal agreement with Miami-Dade County, Florida, for access to the Automated Fingerprint Identification System, in substantial conformity with the agreement attached hereto and made a part hereof as Exhibit “1”; providing for an effective date. (POLICE DEPT.) **APPROVED 7-0 RESOLUTION NO. 2016-41**
- E. Request permission to approve the appointment of Christopher Chiocca, Acting Director of Finance, to the Insurance Committee. (RISK MANAGEMENT) **APPROVED 7-0**
- F. Proposed resolution approving the Local Housing Assistance Plan as required by the State Housing Initiatives Partnership Program Act, subsections 420.907-420.9079, Florida Statutes and Chapter 67-37 of the Florida Administrative Code; authorizing and directing the Mayor or his designee to execute any necessary documents and certifications needed by the State; in furtherance hereof authorizing the submission of the Local Housing Assistance Plan for review and approval by the Florida Housing Finance Corporation; and providing an effective date. (DEPT. OF GRANTS & HUMAN SERVICES) **APPROVED 7-0 RESOLUTION NO. 2016-42**
- G. Proposed resolution ratifying and approving supplemental appropriations to the annual budget for fiscal year 2015-2016 and in particular, revising the budget to supplement revenues within the General Fund; within the Special Revenue Funds, in particular, CDBG Fund, LETF-State Fund, Home Investment Partnership Program Fund, Park Grant/Impact Fee Fund, Police Grant Fund, State Housing Initiative Program Fund, ECS & Library Grant Fund, and Parks Projects Fund as summarized and itemized in the schedule attached as Exhibit “1A” and made part hereof. (OFFICE OF MANAGEMENT & BUDGET) **APPROVED 7-0 RESOLUTION NO. 2016-43**

**REPORT: Ines Beecher, Director of the Office of Management and Budget, addressed the Council on this Item.**

**REPORT: Motion to Approve Item G made by Councilwoman Garcia-Martinez, and seconded by Councilman Hernandez. Motion passed (7-0).**

- H. Proposed resolution authorizing the transfer of unencumbered appropriation balance or a portion thereof between classifications of expenditures within an office or department within the General Fund; within the Special Revenue Funds, in particular, Street Transportation Fund, Fire Prevention Fund, Fire Rescue Fund, Children’s Trust Grant Fund, Urban Area Security Grant Fund, CITT Surtax-Hialeah Circulator Fund, ECS & Library Grants Fund, Building

Fund, and within Enterprise Funds, in particular, Public Works Fund-Solid Waste, Public Works Fund-Water & Sewer and Stormwater Fund as summarized and itemized in the schedule attached as Exhibit "1B" and made a part hereof. (OFFICE OF MANAGEMENT & BUDGET) **APPROVED 7-0 RESOLUTION NO. 2016-44**

**REPORT: Ines Beecher, Director of the Office of Management and Budget, addressed the Council on this Item.**

**REPORT: Motion to Approve Item H made by Councilwoman Garcia-Martinez, and seconded by Councilman Hernandez. Motion passed (7-0).**

- I. Request permission to issue a purchase order to Business Software, Inc., sole source vendor, for Tax Factory maintenance and support, as well as the On-Demand services (SAAS) utilized by Infor's Human Capital Management System through March 31, 2017, in a total amount not to exceed \$19,009.85. On May 27, 2014 the City Council approved for the City to enter into a contract with Infor, for a term of three years, as well as the purchase of the system. (INFORMATION TECHNOLOGY DEPT.) **APPROVED 7-0**
- J. Request permission to explore negotiations with HCC Life Insurance Corporation and other carriers for the Stop Loss Insurance Coverage at more favorable terms for 2017, and further request permission to retain Pinetree Capitol, LLC, doing business as Pinetree Benefit Solutions, to serve as the City's insurance broker/consultant for negotiating the Stop Loss Insurance Coverage effective May 1, 2016. (RISK MANAGEMENT) **APPROVED 7-0**
- K. Requesting permission to waive competitive bidding, since it is advantageous to the City, and renew the service agreement with Claudia Santana, a licensed Zumba instructor, to provide fitness classes through a fitness program at City owned recreation centers at specified parks open to its residents and the public at large, for a six period (6) months commencing on May 2, 2016 and ending on November 2, 2016. Further request permission to change the class fee from \$5.00 per class to \$3.00 per class, with the City compensating Ms. Santana on a percentage basis each month in arrears in the amount of eighty percent (80%) of the total amount of base fee paid by the participants in the fitness program. (PARKS AND RECREATION DEPT.) **APPROVED 7-0**
3. Second reading and public hearing of proposed ordinance approving the Development Agreement by and among Alberto Micha, as Trustee of Hialeah Gardens Irrevocable Trust dated December 6, 2010, and the City of Hialeah, Florida, a copy of which in substantial form is attached hereto and made a part hereof as Exhibit "1". **Property comprising approximately 77.25 acres within an area bounded on the west by NW 102 Avenue, on the north by theoretical NW 142 Street, on the east by NW 97 Avenue, and on the south by NW 138 Street / State Road 924; all located in Hialeah, Florida. Property having a land use classification of Mixed-Use Commercial and to be developed within the parameters of the Hialeah Heights - Commercial Zoning District.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (ADMINISTRATION) **POSTPONED UNTIL MAY 10, 2016.**

*Item was not heard and was postponed per the request of the applicant's representative on April 12, 2016 until April 26, 2016.*

<i>Item was not heard and was postponed per the administration on March 8, 2016 until April 12, 2016.</i>
<i>Item was approved by the City Council on first reading on January 12, 2016. Second reading and public hearing was scheduled for March 8, 2016.</i>
<i>Item was postponed by the administration on December 8, 2015 due to notice requirements.</i>
<i>Item was approved by the City Council on first reading on November 24, 2015.</i>
<i>Item was approved by the Planning and Zoning Board on November 18, 2015.</i>

- Second reading and public hearing of proposed ordinance approving the Development Agreement by and among Atlas Hialeah Heights, LLC, a Florida Limited Liability Company, and the City of Hialeah, Florida, a copy of which in substantial form is attached hereto and made a part hereof as Exhibit “1”. **Property comprising approximately 135.3 acres within an area bounded on the west by NW 97 Avenue, on the north by NW 170 Street, on the east by Interstate 75 / State Road 93, and on the south by theoretical NW 162 Street; all located in Hialeah, Florida. Property having a land use classification of Low-Medium Density Residential and to be developed within the parameters of the Residential Development District (RDD) Zoning District.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (ADMINISTRATION) **POSTPONED UNTIL MAY 10, 2016.**

<i>Item was not heard and was postponed per the request of the applicant’s representative on April 12, 2016 until April 26, 2016.</i>
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<i>Item was postponed by the administration on December 8, 2015 due to notice requirements.</i>
<i>Item was approved by the City Council on first reading on November 24, 2015.</i>
<i>Item was approved by the Planning and Zoning Board on November 18, 2015.</i>

- First reading of proposed ordinance approving a mutual termination of Okeechobee Metrorail Station Transit Oriented Development Lease Agreement with Miami-Dade County, and authorizing the Mayor and the City Clerk, as attesting witness, on behalf of the City, to execute the mutual termination of Okeechobee Metrorail Station Transit Oriented Development Lease Agreement attached hereto in substantial form, and made a part hereof as Exhibit “1”; providing penalties for violation hereof; providing for a severability clause and providing for an effective date. (ADMINISTRATION) **APPROVED 7-0**

**REPORT: Motion to Approve Item 5 made by Councilwoman Garcia-Martinez, and seconded by Councilman Caragol. Motion passed 7-0. Second reading and public hearing is scheduled for May 10, 2016.**

6. Board Appointments –

- a. Appointment by Mayor Hernandez of Onix Morera to the Cultural Affairs Council for a two year term commencing on April 26, 2016 and ending on April 26, 2018. (MAYOR HERNANDEZ) **SO NOTED**

7. Unfinished Business - **NONE**

8. New Business - **NONE**

9. Comments and Questions –

- a. **Mayor addressed the Council regarding City events and upcoming projects.**
- b. **Councilwoman Garcia-Martinez discussed issues related to condominium associations.**

**Administration of Oath to all applicants and anyone who will be speaking before the City Council on any Zoning, Land Use or Final Decision item.**

**Attention Applicants: Items approved by the City Council are subject to the Mayor’s approval or veto. The Mayor may withhold his signature or veto the item. If the Mayor’s signature is withheld, the item is not effective until the next regularly scheduled meeting. If the Mayor vetoes the item, the item is rejected unless the Council overrides the veto at the next regular meeting.**

**REPORT: All were duly sworn in.**

**ZONING**

- PZ 1.** Second reading and public hearing of proposed ordinance rezoning property from R-1 (One Family District) to P (Parking District). **Property located at 991 West 48 Street, Hialeah, Florida.** Providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (Applicant/Owner of Property: Arena-Westland Shoppes, LLC) **APPROVED 5-2 with Council President Gonzalez and Councilwoman Garcia-Martinez voting “No”.**  
**ORDINANCE NO. 2016-23**

<i>Item was approved by the City Council on first reading on April 12, 2016. Second reading and public hearing was scheduled for April 26, 2016.</i>
<i>On March 8, 2016 the recommendation of denial by the Planning and Zoning Board was overridden by the City Council. First reading was scheduled for April 12, 2016.</i>
<i>Item was postponed until March 8, 2016 by the City Council on February 23, 2016, per the request of the applicant’s representative. Neighbors were present during the meeting, in</i>

<i>opposition to the item's approval.</i>
<i>Item was postponed until February 23, 2016 by City Council on February 9, 2016 pursuant to the request of the applicant's representative.</i>
<i>Planner's Recommendation: Approval</i>
<i>Item was denied by the Planning and Zoning Board on January 27, 2016.</i>
<i>Registered Lobbyist: Mario Serralta, 14125 NW 80 Avenue, Suite 303, Miami Lakes, FL 33016</i>
<i>Registered Lobbyist: John Flynn, 14125 NW 80 Avenue, Miami Lakes, FL 33016</i>
<i>Registered Lobbyist: Melissa Tapanes Llahues, 200 S. Biscayne Boulevard, Suite 850, Miami, FL 33131</i>
<i>Registered Lobbyist: Ceasar Mestre, 7600 West 20 Avenue, #220, Hialeah, FL 33016</i>

**REPORT: Juan Michael Suarez, 4660 West 9 Ct, addressed the Council in opposition to the approval of this item.**

**REPORT: Alexis Carballo, 973 West 48 St, addressed the Council in opposition to the approval of this item.**

**REPORT: Carlos Liso, 4790 West 9 Court, addressed the Council in opposition to the approval of this item.**

**REPORT: Ceasar Mestre, 7600 West 20 Avenue, Hialeah, FL 33016 addressed the City Council.**

**REPORT: Melissa Tapanes, 200 S. Biscayne Boulevard, Suite 850, Miami, FL, addressed the City Council on this item.**

**REPORT: Motion to Approve Item PZ 1 made by Councilwoman Casáls-Muñoz, and seconded by Councilwoman Cue-Fuente. Motion passed 5-2 with Council President Gonzalez and Councilwoman Garcia- Martinez voting "NO".**

**PZ 2.** Second reading and public hearing of proposed ordinance granting a Variance Permit to waive a portion of the minimum standards set forth in section (d)(7) and (d)(8) of the City of Hialeah Landscape Manual, dated July 9, 2015, pursuant to Hialeah Code § 98-2233, on property zoned C-2 (Liberal Retail Commercial District). **Property located at 1995 West 49 Street, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. *(Applicant/Owner of Property: Fortuna RXR LLC, Oscar Rodriguez, Manager)* **APPROVED 6-0-1 with Councilwoman Garcia-Martinez having not been present during the vote. ORDINANCE NO. 2016-24**

<i>Item was approved by the City Council on first reading on April 12, 2016. Second reading and public hearing was scheduled for April 26, 2016.</i>
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<i>Planner's Recommendation: Approval</i>
<i>Item was approved by the Planning and Zoning Board on March 23, 2016.</i>

**REPORT: Motion to Approve Item PZ 2 made by Councilwoman Casáls- Muñoz, and seconded by Councilman Caragol. Motion passed 6-0-1 with Councilwoman Garcia-Martinez having not been present during the vote.**

**PZ 3.** Recommendation of denial by the Planning and Zoning Board for the rezoning from R-1 (One Family District) to R-3-3 (Multiple Family District) and consider granting a Variance Permit to allow a front yard setback of 11 feet for balconies and 15 feet for the building, where 25 feet are required; allow 43% of the net residential land to be covered with open parking areas, vehicular drives and accessory and service structures and devices, where a maximum of 40% is allowed, pursuant to Section 98-2056(b)(3) of the City Code. **Property located at 3500 West 9 Avenue, Hialeah, FL.** (Applicant/Representative: Hugo P. Arza on behalf of Hialeah 10.1 Acres, LLC and Les Chalet) **Denial of the Planning and Zoning Board overridden 6-1 with Councilman Hernandez voting “No”.**

<i>Item was postponed by the City Council on April 12, 2016 until April 26, 2016 per the request of the applicant's representative.</i>
<i>Planner's Recommendation: Approval</i>
<i>Item is considered denied by the Planning and Zoning Board – March 23, 2016.</i>
<i>Registered Lobbyist: Hugo P. Arza, Esq., 701 Brickell Avenue, Suite 3300, Miami, FL 33131</i>
<i>Registered Lobbyist: Juan J. Mayol, Jr., Esq., 701 Brickell Avenue, Suite 3300, Miami, FL 33131</i>
<i>Registered Lobbyist: Alejandro J. Arias, Esq., 701 Brickell Avenue, Suite 3300, Miami, FL 33131</i>

**REPORT: Hugo Arza, 701 Brickell Avenue, addressed the City Council on this item.**

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

**REPORT: Tania Garcia, 3530 West 10 Avenue, addressed the City Council on this item.**

**REPORT: Motion to Override the Denial of the Planning and Zoning Board made by Councilwoman Casáls-Muñoz, and seconded by Councilwoman Cue-Fuente. Motion passed 6-1 with Councilman Hernandez voting “No”.**

**PZ 4.** First reading of proposed ordinance rezoning property from R-3-3 (Multiple Family District) to C-2 (Liberal Retail Commercial District), granting a conditional use permit (CUP) to allow a medical facility pursuant to Hialeah Code §98-181(2) e, and granting a variance permit to allow a LED Reader Board Display Pylon Sign outside the geographic area where LED signs are permitted, contra to Hialeah Code § 74-149 (b). **Property located at 6050 West 20 Avenue, Hialeah,**

**Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (*Applicant/Representative: Javier L. Vazquez*) **APPROVED 7-0**

<i>Planner's Recommendation: Approval</i>
<i>Item was approved by the Planning and Zoning Board on April 13, 2016.</i>

**REPORT: Motion to Approve Item PZ 4 made by Councilwoman Garcia-Martinez, and seconded by Council Vice-President Cue-Fuente. Motion passed 7-0. Second reading and public hearing is scheduled for May 10, 2016.**

**PZ 5.** First reading of proposed ordinance rezoning 130.14 acres more or less of land from GU (Interim District) to Residential Development District and granting a variance permit to allow a minimum of 19% of the units developed as RH-1 (One Family District), where a minimum of 25% is required; a maximum of 45% of the units developed as R-4 (Townhouses), where a maximum of 30% is allowed; a maximum of 36% of the units to be developed as RH-3-M (Multiple Family District), where a maximum of 20% is allowed, contra to Hialeah Code § 98-1605(b)(1)b; and granting a variance of the requirements of the Residential Development District as provided by Hialeah Code §§ 98-1604(b), 98-1604(c), 98-1604(d), 98-1604(e), 98-1604(g), 98-1604(i), 98-1604(j), 98-1604(k), 98-1604(l), 98-1604(m), 98-1604(n), 98-1604(o), 98-1605(b)(1)b, 98-1605(b)(3), 98-1605(c), 98-1605(d), and 98-1606 to the extent provided in the site plan dated March 1, 2016 and pattern book prepared by Pascual, Perez, Kiliddjian and Associates, Architecture and Planning and the Landscape Plans dated March 1, 2016 prepared by Witkin Hults Design Group. **Property located on a vacant parcel of land north of NW 154 Street and theoretical NW 166 Street, west of I-75 Expressway, Hialeah, Florida.** Repealing all ordinances or parts of ordinances in conflict herewith; providing penalties for violation hereof; providing for a severability clause; and providing for an effective date. (*Applicant: Hugo P. Arza on behalf of Two Lakes Lennar LLC*) **APPROVED 7-0**

<i>Planner's Recommendation: Approval</i>
<i>Item was approved by the Planning and Zoning Board on April 13, 2016.</i>

**REPORT: Motion to Approve Item PZ 5 made by Councilwoman Casáls-Muñoz, and seconded by Councilwoman Garcia-Martinez. Motion passed 7-0. Second reading and public hearing is scheduled for May 10, 2016.**

**FINAL DECISIONS**

**FD 1.** Proposed resolution approving the final decision of the Planning and Zoning Board, Decision No. 16-05 that granted an adjustment on property located at **322 To To Lo Chee Drive, Hialeah, Florida**; and providing for an effective date. (*Applicant: Alain L. Rodriguez*) **APPROVED 7-0**  
**RESOLUTION NO. 2016-45**

<i>Planner's Recommendation: Approval</i>
<i>Item was approved by the Planning and Zoning board on March 23, 2016.</i>

**REPORT: Motion to Approve Item FD 1 made by Councilwoman Casals- Muñoz, and seconded by Councilman Hernandez. Motion passed 7-0.**

**FD 2.** Proposed resolution approving the final decision of the Planning and Zoning Board, Decision No. 16-06 that granted adjustments on property located at **3528 West 14 Place, Hialeah, Florida;** and providing for an effective date. (*Applicant: Jose Luis Rouco*) **APPROVED 7-0 RESOLUTION NO. 2016-46**

<i>Planner’s Recommendation: Approve west side setback of 1.38 feet and deny south side setback of 0 feet.</i>
<i>Item was approved by the Planning and Zoning Board on March 23, 2016.</i>

**REPORT: Motion to Approve Item FD 2 made by Councilwoman Garcia-Martinez, and seconded by Councilman Hernandez. Motion passed 7-0.**

**REPORT: Council President Gonzalez adjourned the meeting at 10:50 p.m.**

**NEXT CITY COUNCIL MEETING: Tuesday, May 10, 2016 at 7:00 P.M.**

**NEXT CHARTER SCHOOL OVERSIGHT COMMITTEE MEETING: Tuesday, May 24, 2016 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, 3<sup>rd</sup> 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, 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 seven (7) 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).