CITY OF OPA-LOCKA

The City of Bright Opportunities

CHARTER REVIEW BOARD
Agenda

Thursday, September 4, 2025
6:30 PM

Commission Chamber
780 Fisherman Street, 3rd Floor
Opa-locka, FL 33054

Board Members
Chair Sarah Allen
Vice Chair Veronica J. Williams
Board Member Brian Dennis

Pursuant to F.S. 286.0105, 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.

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 at least two (2) business days prior to the meeting to request such accommodation. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).

Procedures for Public Participation

Participation at Charter Review Board Meetings

The Charter Review Board will meet in-person while allowing virtual participation via Zoom.

Charter Review Board Meeting location for in-person meetings

Charter Review Board Meetings are held in the Commission Chambers at the Opa-locka Government Center, 780 Fisherman St, 3rd FL, Opa-locka, Florida, with offsite participants joining by Zoom.

How to watch the meeting

Members of the public are encouraged to watch the public meeting at https://www.youtube.com/user/CityofOpaLocka

How to participate

Charter Review Board Meetings are held in-person with virtual participation; members of the public wishing to address the Commission on any agenda item may do so in person or virtually.

To participate virtually, please register prior to the start of the meeting at www.opalockafl.gov.

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"The City of Bright Opportunities"

AGENDA
CHARTER REVIEW BOARD
September 4, 2025
6:30 PM

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. APPROVAL OF MINUTES:

Opa-locka Charter Review Board Meeting Minutes - July 24, 2025

6. OLD BUSINESS:

7. NEW BUSINESS:

Board Discussion and Initial Recommendations

8. PUBLIC COMMENT:
Please limit to no more than three (3) minutes

9. NEXT STEPS:

10. ADJOURNMENT:

CITY OF OPA-LOCKA

"The City of Bright Opportunities"

CHARTER REVIEW BOARD MEETING
Thursday, July 24, 2025
6:30 PM

1. CALL TO ORDER:

City Clerk Flores called the meeting to order at 6:30 PM on Thursday, July 24, 2025, at the City of Opa-locka Commission Chamber, 780 Fisherman Street, 3rd Floor, Opa-locka, Florida.

2. ROLL CALL:

The following members of the Charter Review Board were present: Sarah Allen; Brian Dennis; and Anthony Fernandez. Also in attendance were City Attorney Burnadette Norris-Weeks (virtual); City Clerk Joanna Flores; and Assistant City Clerk Floralba Valdes-Wright.

3. INVOCATION:

The invocation was delivered by Board Member Dennis.

4. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited in unison.

5. PURPOSE OF THE CHARTER REVIEW BOARD:

- Nomination for Chair
- Voting for Chair

City Attorney Norris-Weeks explained that the previously selected Chair would no longer be able to serve on the Board. She informed members that they would need to appoint a new Chair and noted that although the current Vice Chair was Veronica Williams, the Board was free to consider any member for the Chair position.

Board Member Dennis recommended Vice Chair Williams assume the Chair position. Board Member Allen asked if another nomination could also be considered, to which City Attorney Norris-Weeks affirmed.

It was moved by Board Member Allen, seconded by Board Member Dennis, to nominate Sarah Allen for the Chair position.

There being no additional discussion, the motion to approve, passed unanimously by voice vote.

Vice Chair Williams will retain her position.

6. APPROVAL OF MINUTES:

- Opa-locka Charter Review Board Meeting Minutes - June 16, 2025

It was moved by Board Member Allen, seconded by Chair Allen, to approve the June 16, 2025, Charter Review Board Meeting Minutes.

There being no additional discussion, the motion to approve, passed unanimously by voice vote.

7. REVIEW OF THE CURRENT CITY CHARTER:

- Review of the Opa-locka Charter (continued from June 16, 2025 meeting)
  City Attorney Burnadette Norris-Weeks

City Attorney Norris-Weeks resumed the Charter overview, beginning with Section 4.5 regarding annual budget adoption. She explained the budget must be adopted by ordinance by September 30 to align with Florida law. If not adopted on time, the Charter allows temporary 15-day budget extensions, although this has not been previously used.

Section 4.6 confirmed the fiscal year runs from October 1 to September 30. Section 4.7 covered appropriation amendments, allowing for supplemental appropriations by ordinance if revenue exceeds projections. She noted the current ordinance process may be viewed as cumbersome, and staff may propose a change to adoption by resolution.

Section 4.8 addressed authentication of ordinances and charter amendments, which must be signed by the Mayor and City Clerk. Codification of ordinances and charter amendments is maintained by the City Clerk and available through MuniCode.

Section 4.9 outlined the City's authority to levy taxes, assessments, and fees. Section 4.10 confirmed an annual independent audit is required and conducted by an outside firm selected by the Commission. Section 4.11 stated the City cannot incur debt without approval by a majority of the Commission.

Section 5.1 discussed election procedures. Regular elections are held the first Tuesday after the first Monday in November of even-numbered years, with special elections permitted as needed. The Miami-Dade County Supervisor of Elections conducts elections, and their scheduling takes precedence. The Charter includes outdated language referencing city-conducted elections, which may warrant revision.

Voter qualifications require 45 days of residency before voting and 365 days before qualifying as a candidate. The qualifying fee is $250 and the qualifying period begins the first Monday in August of even-numbered years.

Section 5.2 detailed initiative and referendum processes, which allow electors to propose or challenge ordinances, excluding those related to the budget, taxes, or salaries.

Section 6 covered charter amendments, stating that amendments follow Miami-Dade County procedures. If conflicting amendments are approved, the one receiving the most affirmative votes prevails.

Section 7.2 addressed conflicts of interest and ethical standards. City officials must follow Miami-Dade County and state ethics laws. Board members must disclose real estate or business interests upon appointment and annually thereafter. Officials with financial interest in City contracts must disclose and may not vote on related matters; violations may void contracts.

Section 7.3 emphasized the City Manager's authority over personnel decisions and encouraged hiring City residents. Section 7.4 clarified that masculine pronouns in the Charter apply to all genders. Section 7.5 prohibited discrimination based on race, religion, disability, sexual orientation, gender, or other protected classes.

The Charter holds precedence over ordinances and resolutions, except where preempted by state or county law. Transitional provisions were noted as fully implemented, with references to past Charter changes in 2012 and 2014.

City Attorney Norris-Weeks concluded the Charter overview and offered to answer any questions.

8. PUBLIC COMMENT:

Chair Allen opened public comment. No one came forth to speak. Chair Allen closed public comment.

9. NEXT STEPS:

- Items for the next meeting agenda scheduled for August 7, 2025 at 6:30 PM

There was consensus to meet next on August 7, 2025 at 6:30 PM.

City Clerk Flores summarized that the City Attorney had provided a full overview of the City of Opa-locka Charter. She explained that the Charter Review Board serves in an advisory capacity to review the Charter and discuss any proposed amendments. Any recommendations approved by the board will be forwarded to the City Commission for consideration.

10. ADJOURNMENT:

There being no further business to come before the Charter Review Board, the meeting was adjourned at 7:36 PM.

Sarah Allen
Chair

Joanna Flores
Board Clerk

[Minutes prepared by T. Baclawski, Prototype-Inc.]