CITY OF OPA-LOCKA

The City of Bright Opportunities

SPECIAL COMMISSION MEETING
Agenda

Monday, November 24, 2025
9:00 AM

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

City Commission
Mayor John H. Taylor, Jr.
Vice Mayor Joseph L. Kelley
Commissioner Sherelean Bass
Commissioner Natasha L. Ervin
Commissioner Luis B. Santiago

Appointed Officials
City Manager Sha'mecca Lawson
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC

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."

PROCEDURES FOR PUBLIC PARTICIPATION

How to watch the meeting

Members of the public can watch public meetings and public hearings at https://www.youtube.com/user/CityofOpaLocka

City Commission Meetings are held in-person while allowing virtual participation. Members of the public wishing to address the Commission may do so in person or virtually.

To participate virtually, please register by the meeting start time via the City of Opa-locka website at www.opalockafl.gov.

CITY OF OPA-LOCKA

"The City of Bright Opportunities"

AGENDA
SPECIAL COMMISSION MEETING
November 24, 2025
9:00 AM

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. SECOND READING ORDINANCE / PUBLIC HEARING:

1. **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, 2024 AND ENDING SEPTEMBER 30, 2025, 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 (first reading / public hearing held on November 12, 2025).** *Sponsored by City Manager*

6. ADJOURNMENT:

For further information, please contact the Office of the City Clerk by telephone at (305) 953-2800 or email jflores@opalockafl.gov.

1st Reading/Public Hearing:
2nd Reading/Public Hearing:
Adopted:
Effective Date:
Sponsored by: City Manager

ORDINANCE NO. 25-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, 2024 AND ENDING SEPTEMBER 30, 2025, 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 2024-2025 Fiscal Year General, Proprietary and Special Revenue Funds budgets by passage of Ordinance 2024-18 and amended by Ordinance 25-02 and Ordinance 25-07; 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, pursuant to 4.7(c) of the City of Opa-Locka Charter, entitled "Appropriation Amendments During the Fiscal Year", the City Commission may otherwise amend the annual budget from time to time during the year, by ordinance, as it deems necessary to do so; and

WHEREAS, the City Commission desires to amend its 2024-2025 Fiscal Year General, Proprietary and Special Revenue Funds budgets as set forth in Exhibit "A".

NOW, THEREFORE, BE IT DULY ORDAINED 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, 2024, 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 2024-2025, 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 2024-2025.

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, 2024, shall not lapse at that time and appropriations have been hereby provided for those outstanding encumbrances that have been incurred prior to September 30, 2024, 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, in the

appropriate lawful manner. The City Manager is authorized to approve adjustments to the expenditure code allocations, within the limit of department appropriations made in the attached Budget and as otherwise consistent with the City of Opa-Locka's Code of Ordinances.

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 following review by the City Attorney and 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.

SECTION 5. 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 FIRST READING this_____ day of _____, 2025.

PASSED SECOND READING this_____ day of _____, 2025.

_____
John Taylor, 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 _____

Commissioner Santiago _____

Commissioner Ervin _____

Vice Mayor Kelley _____

Mayor Taylor _____

City of Opa-locka
Agenda Cover Memo

Department Director:	Robert Anathan			**Department Director Signature:**	R. Anathan		
City Manager:	Sha'mecca Lawson			**CM Signature:**	Sha'mecca L		
Commission Meeting Date:	11.12.2025		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**	**Other**	
					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**	**Yes** / **No**	
					X	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:** **Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*		
		X					
Sponsor Name	City Manager		**Department:**		Finance		

Short Title:

FY 25 Budget Amendment #3 – First Hearing

Staff Summary:

Issue/Recommendation: A year-end budget amendment is required to ensure that no expenditure account exceeds budget due to year-end charges. Staff recommends the City Commission approve FY 25 Budget Amendment #3 on the first hearing.

History: The City Commission adopted the City FY 2025 Budget on September 25, 2024 (Ordinance 24-18) which was approved by the State. This budget was composed of $65.7 million of expenditures and $20.1million of funding being transferred between various Funds, resulting in a total budget of $85.8million.

On January 22, 2025 the Commission adopted Budget Amendment #1 (Ordinance 25-02). The primary purpose of Budget Amendment #1 was to rollover into FY 25 the portion of projects and programs which had been initiated in FY 24 but not completed by the fiscal year.

On June 25th the Commission adopted Budget Amendment #2 (Ordinance 25-07) with the following highlights:

1.	Paying off the final payment due on the 2015 Bond	$3,289,035
2.	Recognizing a major revenue shortfall due to red light camera issues	($ 987,072)
3.	Initiating the Niles Gardens Drainage project	$ 450,000
4.	Paying additional interest on the Solid Waste legal suit settlement	$ 273,000
5.	Increased Police Off-Duty revenue and expense	$ 225,000
6.	Cairo Lane Design Fees (Carryover from FY 24)	$ 176,387
7.	Increased Accrued Leave Payout for departing employees	$ 150,800
8.	Police Overtime, Including Milton Deployment	$ 145,000
9.	Town Center Security Services Extension	$ 132,000
10.	Water Meter Repair & Replacement	$ 120,000

Current Activity: The purpose of the final Budget Amendment of the year is to ensure that no expenditure account becomes overspent at the last moment due to year-end charges, which results in many accounts being increased on a precautionary basis. With the fiscal year ended, there is $1.3 million of Contingency available with most of it no longer needed. To simplify this amendment, changes are combined into twelve major categories, e.g. General Fund compensation, and in nearly every case the amendment is made through the use of Contingency. Consequently, no amendments are proposed involving Revenue, Fund Balances or Transfers.

Financial Impact:

Funding	
Revenue	$ -
Grants	-
Loans	-
Use Of Fund Balance	-
Total Funding – Excluding Transfers-In	-
Transfer-In	-
Total Funding	$ -
Expenditure	
New Expenditures – Excluding Compensation	$ 379,405
Compensation	71,905
Other Savings	(149,792)
Use Of Contingency	(301,518)
Total Expenditure	-
Transfers-Out	-
Total Expenditure	$ -

Additional details on the financial impact are provided in the attachments, Summary By Fund and Detail By Line Item, which contain accounting information for the State review which is a highly detailed accounting version of what is presented in the Overview and Summary By Line Item attachments.

Proposed Action:

Staff recommends that the City Commission approve the proposed amendments on first hearing.

Attachment:

1. Budget Amendment Summary By Line Item

FY 25 Budget Amendment #3 Summary By Line Item
First Hearing

#	Amount	Purpose	Primary Funding Source
1	270,772	Gen Fund Comp Adjustments	Use Of Contingency
2	(19,4830	Water-Sewer Fund Comp Adjustments	Addition To Contingency
3	(137,305)	Stormwater Comp Adjustments	Addition To Contingency
4	43,415	IT Phone, Internet, Other	IT Compensation Savings
5	59,500	13 Small Gen Fund Operating Expense	Use Of Contingency
6	30,000	Gen Fund Water & Electricity	Use Of Contingency
7	25,000	Police Computers	Use Of Contingency
8	16,000	5 Small Water-Sewer Operating Expense	Use Of Contingency
9	10,000	Town Center Water & Electricity	Town Center Building Improvements Savings
10	90,000	Possible Year-End Insurance Deductibles (Billed Quarterly)	Insurance Premium and Workers Comp Savings
11	30,000	Prior Year Shotspotter Bill	Special Law Enforcement Special Supplies Savings
12	20,000	Police Uniforms (New Officers)	Use Of Contingency
13	15,000	Efficiency Study	Grant Writing Savings