



CITY OF WEST PARK CITY COMMISSION MEETING AGENDA

**WEDNESDAY, OCTOBER 16, 2024
7:00 PM
COMMISSION CHAMBER, CITY HALL
1965 SOUTH STATE ROAD 7, WEST PARK, FL 33023**

www.cityofwestpark.org

Phone: 954-989-2688 Fax: 954-989-2684

**Mayor Felicia M. Brunson
Vice Mayor Brandon Smith
Commissioner Marvin Price
Commissioner Joy B. Smith
Commissioner Dr. Katrina V. Touchstone**

**W. Ajibola Balogun, City Manager
Burnadette Norris-Weeks, City Attorney
Alexandra B. Grant, City Clerk**

City of West Park Ordinance No. 2012-05 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$100.00 per **Resolution No. 2012-43**. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence “City” action. “City” action is broadly described to include the ranking and selection of professional consultants and virtually all legislative, quasi-judicial and administrative action.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. PRESENTATIONS**
 - 1. Recognition: City of West Park Super Peewee Saints**
 - 2. Presentation: BCOM’s New Mobile Dental Services**
 - 3. Proclamation: National Breast Cancer Awareness Month**
 - 4. Proclamation: Celebrate Babies Week – October 21 – 25, 2024**
- 6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**
- 7. ADVISORY BOARD PRESENTATIONS**
 - 1. None.**
- 8. BROWARD SHERIFF'S OFFICE UPDATES – POLICE / FIRE DEPARTMENT**
 - 1. Law Enforcement Monthly Statistics Report for September 2024**
[Law Enforcement Statistics Report - WP-MonthlyStats-SEPT2024](#)
- 9. APPROVAL OF MINUTES**
 - 1. August 21, 2024 - Regular Meeting Minutes**
[August 21, 2024 - Regular Commission Meeting](#)
 - 2. September 4, 2024 - First Budget Public Hearing**
[September 4, 2024 - First Budget Hearing Minutes](#)
- 10. RESOLUTIONS – CONSENT ITEMS**
 - 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CANCELING THE FOLLOWING REGULARLY SCHEDULED CITY**

COMMISSION MEETINGS OF DECEMBER 18, 2024; AND JANUARY 1, 2025; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-94)

[RESO. 2024-94 - West Park - Canceling 12-18-2024 and 1-1-2025 Regular Commission Meetings](#)
[Memo - Upcoming Commission Meetings](#)

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING RESOLUTION 2022-162 TO OMIT CONDITION OF APPROVAL NO. 13 CONCERNING A PETITION FOR VARIANCE PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-95)

[Memo - Amending Resolution 2022-162 - \(Remove Condition of Approval No. 13\)](#)
[Exhibit A - Amending Resolution 2022-162](#)
[Exhibit B - Reso. 2022-162 - Approving Variance - Landscape Buffer and Vehicular Use - Khan Retail Plaza](#)
[Exhibit C - Meeting Minutes Excerpt - October 2, 2024](#)
[RESO. 2024-95 - West Park - Amended Variance - Landscape Buffer - Khan Retail Plaza](#)

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING RESOLUTION 2022-163 TO OMIT CONDITION OF APPROVAL NO. 13 CONCERNING A PETITION FOR VARIANCE PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-96)

[RESO. 2024-96 - West Park - Amended Variance - Building Frontage - Khan Retail Plaza](#)
[Memo - Amending Resolution 2022-163 - \(Remove Condition of Approval No. 13\)](#)
[Exhibit A - Amending Resolution 2022-163](#)
[Exhibit B - Reso. 2022-163 - Approving Variance - Building Frontage - Khan Retail Plaza](#)
[Exhibit C - Meeting Minutes Excerpt - October 2, 2024](#)

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING RESOLUTION 2022-164 TO OMIT CONDITION OF APPROVAL NO. 13 CONCERNING A PETITION FOR VARIANCE PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-97)

[RESO. 2024-97 - West Park - Amended Variance - Lot Coverage and Impervious Area - Khan Retail Plaza](#)
[Memo - Amending Resolution 2022-164 - \(Remove Condition of Approval No. 13\)](#)
[Exhibit A - Amending Resolution 2022-164](#)
[Exhibit B - Reso. 2022-164 - Approving Variance - Pervious Area and Greenspace - Khan Retail Plaza](#)
[Exhibit C - Meeting Minutes Excerpt - October 2, 2024](#)

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING RESOLUTION 2022-165 TO OMIT CONDITION OF

APPROVAL NO. 13 AND AMEND THE NUMBER OF PARKING SPACES TO REFLECT TEN (10) PARKING SPACES INSTEAD OF NINE (9) CONCERNING A PETITION FOR VARIANCE PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS"; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-98)

[RESO. 2024-98 - West Park - Amended Variance - Parking Requirements - Khan Retail Plaza](#)

[Memo - Amending Resolution 2022-165 - \(Remove Condition of Approval No. 13\)](#)

[Exhibit A - Amending Resolution 2022-165](#)

[Exhibit B - Reso. 2022-165 - Approving Variance - Parking Requirements - Khan Retail Plaza](#)

[Exhibit C - Meeting Minutes Excerpt - October 2, 2024](#)

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AMENDING RESOLUTION 2022-166 TO OMIT CONDITION OF APPROVAL NO. 13 CONCERNING SITE PLAN APPROVAL PURSUANT TO CHAPTER 20, ARTICLE IV OF THE CITY'S CODE OF ORDINANCES ENTITLED "SITE PLAN PROCEDURE AND REQUIREMENTS", REQUESTING THE CITY TO CONSIDER SITE PLAN APPROVAL PURSUANT TO SECTION 20-166 OF THE CITY'S CODE OF ORDINANCES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-99)

[RESO. 2024-99 - West Park - Amended Site Plan Approval - Khan Retail Plaza](#)

[Memo - Amending Resolution 2022-166 - Remove Condition of Approval No. 13](#)

[Exhibit A - Amending Resolution 2022-166](#)

[Exhibit B - Reso. 2022-166 - Approving Site Plan - Khan Retail Plaza](#)

[Exhibit C - Meeting Minutes Excerpt - October 2, 2024](#)

7. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, ACCEPTING THE BID FROM DUVAL FORD, LLC FOR PURCHASE OF A 2025 FORD TRANSIT VAN X2C 148" MEDIUM ROOF, PIGGYBACKING THE BID AWARDED FOR PURCHASE OF MOTOR VEHICLES IN RESPONSE TO BRAFORD COUNTY, FLORIDA SHERIFF'S CONTRACT PURCHASING BID CONTRACT NO.: BCSO 22-27-1.0 IN THE AMOUNT OF EIGHTY-NINE THOUSAND SIX HUNDRED SIX DOLLARS AND 12/100 (\$89,606.12) AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR ALLOCATION OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-100)

[RESO. 2024-100 - West Park - Bradford County Sheriff's Piggyback Ford Van Purchase](#)

[Memo - Seeking Authorization to Purchase 2025 Ford Transit Passenger Van with Wheelchair Lift](#)

[Exhibit A - Bradford SO Bid Award BCSO 22-27-1.0 Primary](#)

[Exhibit B - WESTPARK X2C HANDICAPPED BUS](#)

[Exhibit C - 2010-79 - Accepting Bid from Mobility Works For Handicapped Bus](#)

8. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FY2024-2025 GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) AND THE CITY OF WEST PARK FOR MARY SAUNDERS PARK RENOVATIONS; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-101)

[RESO. 2024-101 - West Park - Executing 2024-2025 FRDAP Grant Agreement for Mary Saunders Park Renovations](#)

[Memo - Florida Recreation Development Assistance Program Grant Award](#)

[Exhibit A - Reso. 2023-130 - Submitting FY 2023-24 FRDAP Grant Application](#)

[Exhibit B - Email Dated 07-03-2024 Regarding FRDAP Application for FY 2023-24](#)

[FL Dept. of Environmental Protection Agreement - P25046](#)

11. RESOLUTIONS – NON CONSENT ITEMS

12. QUASI-JUDICIAL ITEM: RESOLUTIONS – (PUBLIC HEARING)

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CONSIDERING A PETITION FOR SPECIAL EXCEPTION PURSUANT TO PART II, CHAPTER 28, ARTICLE II OF THE CITY’S CODE OF ORDINANCES ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” RELATED TO AN AUTO REPAIR ESTABLISHMENT AND BODY SHOP LOCATED AT 5700 SW 25 STREET, BAY A AND B, WEST PARK, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-102)

[RESO. 2024-102 - West Park - Approving Special Exception - Fast Cust. LLC](#)

[Memo - Special Exception Request - Fast Cust. LLC](#)

[Attachment A - Application Package](#)

[Attachment B - Meeting Noticing Certification Package](#)

[Attachment C - Zoning Map](#)

13. ORDINANCES – FIRST READING

14. ORDINANCES – SECOND READING (PUBLIC HEARING)

1. AN ORDINANCE OF THE CITY OF WEST PARK, FLORIDA, AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2023-2024 COMMENCING OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2024, BY ALIGNING REVENUES AND EXPENDITURES THAT WERE ACTUALLY RECEIVED OR SPENT SINCE THE BUDGET WAS ADOPTED; ADDRESSING REVISIONS AND ADDITIONAL EXPENDITURES THAT THE COMMISSION APPROVED FROM THE UNDESIGNATED FUND BALANCE DURING THE FISCAL YEAR; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR AN EFFECTIVE DATE

(Ordinance 2024-04)

[ORD. 2024-04 - West Park - Amending Operating Budget for FY 2023-24](#)

[Memo - CWP - September Final FY24 Budget Reports.1.xlsx](#)

[September Final FY24 Budget Reports.1.xlsx](#)

15. CITY MANAGER’S REPORT

1. **State Legislative Priority List for 2025 Session**

[Memo - State Legislative Priority List for 2025 Session](#)

[Exhibit A - Legislative Priority List](#)

[Exhibit B - 2023-152 - West Park - Adopting FY 2024 Legislative Priority List](#)

2. **Request for Direction Regarding City Issued Credit Card Purchases Made by a Commission Member**

Memo - Request for Direction Regarding City Issued Credit Card Purchases Made by a Commission Member

Exhibit A - TD Bank Purchase Card Statement-May 2024 (No Receipt Submitted)

Exhibit B - TD Bank Purchase Card Statement-July 2024 (With Receipt Submitted)

Exhibit C - TD Bank Purchase Card Statement-September 2024 (With Receipt Submitted)

Exhibit D - Chain of Emails with Commissioner Touchstone from September

Exhibit E - Purchasing Card (P-Card) Policies and Procedures signed by Commissioner

3. **Monthly Free Fresh Food Giveaway**

Memo - Monthly Free Fresh Food Distributions - Saturday, October 26, 2024

4. **Monthly Budget Report**

CWP September Final FY 24 Budget Reports

16. OLD BUSINESS

1. None.

17. NEW BUSINESS

1. None.

18. FUTURE AGENDA ITEMS

19. ANNOUNCEMENTS

20. ADJOURNMENT

RULES OF PROCEDURE

WHO MAY SPEAK

Meetings of the City Commission are open to the public. They are not, however, public forums. Any resident who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

SPEAKING ON ITEMS ON THE AGENDA

- **Consent Agenda Items** - These are items, which the Commission does not need to discuss individually, and which are voted on as a group. Any Commissioner who wishes to discuss any individual item on the consent agenda may request the Mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- **Regular Agenda Items** - These are items, which the Commission will discuss individually in the order listed on the agenda. By majority vote, the City Commission may permit any person to be heard on an item at a non-public hearing.
- **Public Hearing Items** - This portion of the agenda is to obtain input from the public on some ordinances, resolutions and zoning applications. The chair will permit any person to be heard on the item during formal public hearings.

SPEAKING ON SUBJECTS NOT ON THE AGENDA

Any resident may address the Commission on any items pertaining to City business during the Opportunity For The Public To Address the Commission portion of the agenda. Persons wishing to speak must sign in with the City Clerk before the start of the meeting.

ADDRESSING THE COMMISSION, MANNER & TIME

By majority vote the City Commission may invite citizen discussion on any agenda item. In every case where a citizen is recognized by the Mayor to discuss an agenda item, the citizen shall step to the podium/microphone, state his or her name and address for the benefit of the city clerk, identify any group or organization he or she represents and shall then succinctly state his or her position regarding the item before the city commission. Any question, which shall be related to the business of the City and deemed appropriate by the Mayor, shall be directed to the Mayor and the Mayor shall then re-direct the question to the appropriate Commissioner or City staff to answer the citizen question which shall be related to the business of the City.

All comments or questions of the public are to be directed to the Mayor as presiding officer only. There shall be no cross conversations or questions of any other persons. **The length of time each individual may speak should be limited in the interest of order and conduct of the business at hand.** Comments to the Commission by individual citizens shall be limited to **three (3) minutes** during the citizens request period. The City Clerk shall be charged with the responsibility of notifying each citizen thirty (30) seconds before said time shall elapse and when said time limit has expired.

APPEALS

If a person decides to appeal any decision made by the board, agency, or commission with respect to

any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.

DECORUM

If a member of the audience becomes unruly, the Mayor has the right to require the person to leave the room. If a crowd becomes unruly, the mayor may recess or adjourn the meeting. Please turn off all cell phones and pagers.

CONTACT INFORMATION

If anyone has questions or comments about anything on the meeting agenda, please contact the City Administrator at 954-989-2688.

AMERICANS WITH DISABILITY ACT

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact the City Clerk no later than three (3) days prior to the meeting at (954)-989-2688 for assistance.