



CITY OF WEST PARK CITY COMMISSION MEETING AGENDA

**WEDNESDAY, AUGUST 21, 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. Commendation – Recognizing the City’s Citizens Observer Patrol**
 - 2. Presentation: West Park Families Matter Program**
- 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 July 2024 & Result of the Regional Traffic Unit Operation Summer Splash**
[BSO WP-MonthlyStats-JULY2024](#)
- 9. APPROVAL OF MINUTES**
 - 1. May 1, 2024 - Regular Meeting Minutes**
[ITEM 9-1 - 05-01-24 - Regular Commission Meeting Minutes](#)
 - 2. May 15, 2024 - Regular Commission Meeting Minutes**
[ITEM 9-2 - 05-15-24 - Regular Commission Meeting Minutes](#)
- 10. RESOLUTIONS – CONSENT ITEMS**
 - 1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE ATTACHED AGREEMENT BETWEEN THE CITY OF WEST PARK AND ATI TRAINING AND DEVELOPMENT LLC FOR USAGE OF CITY PARK RECREATIONAL FACILITIES; PROVIDING FOR AN EFFECTIVE DATE**

(Resolution 2024-71)

[RESO. 2024-71 - West Park - Executing Parks Facility Agmt - ATI Basketball](#)

[City of West Park Facility Usage Agreement 2024-ATI](#)

[Memo - Facility Usage Agreement with ATI Training and Development, LLC for McTyre Park](#)

[Black Red Gym Fitness Center Personal Trainer Promotion Flyer](#)

2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT A 2024 RESILIENT FLORIDA GRANT PROGRAM APPLICATION TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR COMPLETION OF RESILIENCE PLANNING AND COMPREHENSIVE VULNERABILITY ASSESSMENT FOR THE CITY OF WEST PARK PURSUANT TO SECTION 380.093, FLORIDA STATUTES; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-72)

[RESO. 2024-72 - West Park - Authorization to Submit Resilient Florida Grant Program Application](#)

[Memo - Proposed Funding Application to Resilient Florida Grant](#)

[RF Planning Application_General](#)

3. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE THE ATTACHED PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WEST PARK AND EAC CONSULTING, INC. FOR PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION SERVICES FOR THE SW 21ST STREET COMPLETE STREET IMPROVEMENT PROJECT; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-73)

[RESO. 2024-73 - West Park - Execute Professional Services Agmt for CEI \(EAC Consulting\)](#)

[RFQ 24-0524 - CEI Services - SW 21 Street Improvements](#)

[Sun Sentinel Affidavit of Publication - RFQ Notice](#)

[Demandstar Posting - RFQ Notice](#)

[RFQ Submittal Report - RFQ 24-0524 - Professional CEI Services - SW 21 St. Improvement](#)

[Memo - Recommendation of Award RFQ 24-0524 CEI Svcs for SW 21st Street](#)

4. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE MAYOR AND OTHER NECESSARY CITY OFFICIALS TO EXECUTE THE ATTACHED CONSTRUCTION SERVICES AGREEMENT BETWEEN THE CITY OF WEST PARK AND ABSOLUTE CONSTRUCTION SERVICES, INC. FOR THE CONSTRUCTION OF THE SW 21ST STREET COMPLETE STREET IMPROVEMENT PROJECT; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-74)

[RESO. 2024-74 - West Park - Executing SW 21st St. Complete Street Improvement \(Absolute Construction Services\)](#)

[ITB 24-0531 - Notice to Bidders - SW 21 Street Complete Street Improvement](#)

[Sun Sentinel Affidavit of Publication - SSC_7626610](#)

[Demandstar Posting - RFQ 24-0531](#)

[Bid Opening Report - ITB 24-0531](#)

[Bid Tabulation](#)

[Memo - Award Info - SW 21 St. Complete Street \(WPRK-008\) - Construction Services](#)

[ACS_West Park Credit_1 Letter](#)

5. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, ACCEPTING THE ATTACHED FISCAL YEAR 2024-2025 YOUTH FORCE CONTRACT NO. 24-4247 WITH THE CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY (CSC) AND THE CITY OF WEST PARK; PROVIDING FOR AN EFFECTIVE DATE.

(Resolution 2024-75)

[RESO. 2024-75 - West Park - CSC YouthFORCE 2024-25 Contract No. 24-4247](#)

[Memo - Youth Force Contract No. 24-4247 - FY 2024-2025 - August 21 2024.pdf](#)

[West Park - PYD YF 24-4247_FY 24-25 Contract](#)

6. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE A LEASE PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION; DESIGNATING THE LEASE OBLIGATIONS SET FORTH IN THE LEASE PURCHASE AGREEMENT AS "QUALIFIED TAX-EXEMPT OBLIGATIONS" WITHIN THE MEANING OF SECTION 265(b)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; PROVIDING AN EFFECTIVE DATE

(Resolution 2024-76)

[RESO. 2024-76 - West Park - Execution of Financing Documents for EMS Truck with TD Bank](#)

[Memo - Fire Apparatus Financing](#)

[Escrow Agreement - City of West Park](#)

[Lease Purchase Agreement - City of West Park](#)

7. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPROVING A GRANT AWARD IN THE AMOUNT OF THREE THOUSAND DOLLARS TO BRIGHT ANGELS ACADEMY PRESCHOOL LLC RELATING TO THE MOM AND POP SMALL BUSINESS GRANT PROGRAM; AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE SAID GRANT AGREEMENT; PROVIDING FOR FINANCIAL AND TECHNICAL ASSISTANCE; PROVIDING FOR AN ALLOCATION OF FUNDS; PROVIDING FOR AN EFFECTIVE DATE

(Resolution 2024-77)

[RESO. 2024-77 - West Park - Mom and Pop Grant Award - Bright Angels Academy Preschool](#)

[Memo - Mom & Pop Grant Program Award \(Bright Angels Academy\)](#)

[Mom & Pop Grant Agreement - Bright Angels Academy](#)

11. RESOLUTIONS – NON CONSENT ITEMS

1. None.

12. RESOLUTIONS – (PUBLIC HEARING)

1. None.

13. ORDINANCES – FIRST READING

1. None.

14. ORDINANCES – SECOND READING (PUBLIC HEARING)

1. AN ORDINANCE OF THE CITY COMMISSION OF WEST PARK, FLORIDA, AMENDING CHAPTER 28 OF THE CITY OF WEST PARK’S CODE OF ORDINANCES ENTITLED “PLANNING”, SPECIFICALLY AMENDING ARTICLE II, ENTITLED “VARIANCES AND SPECIAL EXCEPTIONS” BY ADDING SECTION 28-38 ENTITLED “ENFORCEMENT” TO ESTABLISH REGULATIONS AND PENALTIES FOR NONCOMPLIANCE WITH VARIANCE AND SPECIAL EXCEPTION PROVISIONS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.
(Ordinance 2024-02)

[ORD. 2024-02 - West Park - Amend Ord \(Chapter 28 - Enforcement\)](#)

[Memo - Code Amendment Recommendation - Chapter 28 Variance and Special Exception](#)

[Business Impact Statement - Amend Ord \(Chapter 28 - Enforcement\)](#)

[Affidavit of Publication - Sun Sentinel - SSC_7679680](#)

15. CITY MANAGER’S REPORT

1. **Collaboration with Feeding South Florida for Thanksgiving Food Distribution**
[Memo - Collaboration with Feeding South Florida for Thanksgiving Food Distribution](#)
[Free Food Distribution - 2024 Full Year Calendar](#)
2. **Broward County Request to Support Countywide Edward Byrne Memorial Justice Assistance Grant Application**
[Memo - Broward County Request to Support Countywide Edward Byrne Memorial Justice Assistance Grant Application](#)
[Broward County Email - July 29 2024](#)
[FY2023-JAGC-Allocations - Aug 2024](#)
[Sample 51% Letter - Broward County JAG-C](#)
3. **Update on Proposed Mobile Vending Policy**
[Memo - Update on Proposed Mobile Vending Policy](#)
4. **Broward County’s Program for Hurricane Hardening & Minor Home Repair**
[Memo - Broward County Program for Hurricane Hardening and Minor Home Repair](#)
[Broward County Program for Hurricane Hardening & Minor Home Repair](#)
5. **Update on Amphitheater Development at McTyre Park**
[Memo - Update on Amphitheater Development at McTyre Park](#)
[Exhibit A - June 5, 2024 Memo - Update on Amphitheater Development at McTyre Park](#)
6. **Monthly Budget Report**
[CWP Monthly Budget Report - Jun-Jul 2024](#)

16. OLD BUSINESS

1. None.

17. NEW BUSINESS

1. **Review of Rent Assistance Programs**

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.