THE CITY OF POSITIVE PROGRESSION

CITY OF WEST PARK

CITY COMMISSION MEETING AGENDA
COMMISSION CHAMBER
1965 SOUTH STATE ROAD 7, WEST PARK, FL 33023

WEDNESDAY, AUGUST 17, 2016
7:00 P.M.

www.cityofwestpark.org
Phone: 954-989-2688 Fax: 954-989-2684

Mayor:	Eric H. Jones
Vice Mayor:	Rita "Peaches" Mack
Commissioner:	Thomas Dorsett
Commissioner:	Brian Johnson
Commissioner:	Kristine Judeikis

City Manager:	W. Ajibola Balogun
City Attorney:	Burnadette Norris-Weeks
City Clerk:	Alexandra Grant

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. Back To School Bags and Supplies Giveaway
   2. Certificate of Appreciation – Boys & Girls of Tomorrow with Purpose
   3. Zika Virus Awareness Update – Dr. Paula Thaqi, Broward Health Department

6. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION**

7. **RESOLUTIONS – CONSENT ITEMS**

   1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, REAPPOINTING DOMINIQUE DUMERVIL TO THE EDUCATION ADVISORY COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE
      Resolution 2016-84

   2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, SCHEDULING A SPECIAL MEETING OF THE CITY COMMISSION FOR SEPTEMBER 14, 2016; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE
      Resolution 2016-85

8. **RESOLUTIONS - QUASI-JUDICIAL ITEM: (SPECIAL EXCEPTION)**

   1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CONSIDERING PROJECT NO. 06-5644.78, A PETITION FOR SPECIAL EXCEPTION PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF

ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS" FOR ALMA INVESTMENTS OF HALLANDALE, LLC LOCATED AT 5711-5721 WEST HALLANDALE BEACH BOULEVARD, WEST PARK, FLORIDA, PROVIDING FOR AN EFFECTIVE DATE
Resolution 2016-86

9. CITY MANAGER'S REPORT – W. Ajibola Balogun, City Manager

A. Updates / Status

i. Charter Review Committee Workshop and Meeting
ii. Third Round of 2016 Small Business (Mom & Pop) Grant Program
iii. Update Regarding Traffic Intrusion Along SW 40 Avenue Per County Line Road Development
iv. Update from Proposed TOC Expansion Workshops
v. Broward Boating Improvement Grant Program

B. Monthly Budget Report: July, 2016 – Christopher Wallace, Finance Director

10. NEW BUSINESS

11. FUTURE AGENDA ITEMS

12. FOR THE GOOD OF THE ORDER & COMMISSIONER COMMENTS / ANNOUNCEMENTS

13. 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 two (2) 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 Disability 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.

RESOLUTION NO. 2016-84

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, REAPPOINTING DOMINIQUE DUMERVIL TO THE EDUCATION ADVISORY COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on December 7, 2005 the City Commission of the City of West Park ("City Commission") approved Ordinance 2005-09, which established an Education Advisory Committee; and

WHEREAS, on February 1, 2006, the City Commission passed Resolution 2006-09 initially appointing members to the Education Advisory Committee ("Advisory Committee"); and

WHEREAS, due to the expiration of an appointed term, it is necessary for the City Commission to appoint one (1) member to the Education Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby true and correct and incorporated by reference.

Section 2. Reappointment of Member. The City Commission of the City of West Park hereby reappoints the following member to the Education Advisory Committee:

Dominique Dumervil (Reappointed by Commissioner Dorsett)

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 17th day of August 2016.

_____
Eric H. Jones, Jr., Mayor

ATTEST:

_____
Alexandra Grant, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)

RESOLUTION NO.: 2016-85

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, SCHEDULING A SPECIAL MEETING OF THE CITY COMMISSION FOR SEPTEMBER 14, 2016; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, at the request of the City Administrator, the City Commission of the City of West Park ("City Commission") desires to schedule a special meeting of the City Commission for Wednesday, September 14, 2016 at 6:00 p.m., to discuss the Broward County Property Appraiser's June 2016 Taxable Value Report; and

WHEREAS, the City Administrator seeks the City Commission's consideration of proposed non-ad valorem rates; relating to the City's proposed millage rate for fiscal year (FY) 2016-17 and to hear public comment thereupon; and

WHEREAS, during the special commission meeting there will a hearings related to City of West Park special assessment(s); and

WHEREAS, the City Commission has determined that such action is in the best interest of the City and its residents.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Special Meeting Date of the City Commission. The City Commission of the City of West Park hereby schedules a special meeting for the City Commission to be held on September 14, 2016 at 6:00 p.m. in the Commission Chambers at City Hall.

Section 3. Authorization of City Administrator. The City Administrator of the City of West Park is hereby authorized to take all necessary and expedient action to carry out the intent of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 17th day of August 2016.

_____
Eric H. Jones, Jr., Mayor

ATTEST:

_____
Alexandra Grant, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)

RESOLUTION NO. 2016-86

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, CONSIDERING PROJECT NO. 06-5644.78, A PETITION FOR SPECIAL EXCEPTION PURSUANT TO CHAPTER 28, ARTICLE II OF THE CITY'S CODE OF ORDINANCES ENTITLED "VARIANCES AND SPECIAL EXCEPTIONS" FOR ALMA INVESTMENTS OF HALLANDALE, LLC LOCATED AT 5711-5721 WEST HALLANDALE BEACH BOULEVARD, WEST PARK, FLORIDA, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the applicant, Alma Investments of Hallandale, LLC, property owner, has submitted a Petition for Special Exception, assigned Project No. 06-5644.78, for the property located at 5711-5721 West Hallandale Beach Boulevard, West Park, Florida. The applicant is seeking a special exception for a billiard hall at the aforementioned location in the City of West Park ("City"); and

WHEREAS, the City's zoning code permits this type of use; however, the use requires special exception approval; and

WHEREAS, the City Commission of the City of West Park ("City Commission") may grant a special exception in accordance with the provisions of Chapter 28, Article II of the City's Code of Ordinances; and

WHEREAS, the City's planning and zoning staff have reviewed the petition for special exception and forwarded their comments to the City Administrator specifying certain conditions to be considered by the City Commission; and

WHEREAS, the applicant represents that it has complied with all notice requirements for consideration of its Petition for Special Exception.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Project No. 06-5644.78; Petition for Special Exception. The City Commission of the City of West Park hereby determines that Project No. 06-5644.78, Petition for Special Exception to allow for the operation of a billiard hall establishment

in the City for the property located at 5711-5721 West Hallandale Beach Boulevard, West Park, is___/is not____ in substantial compliance with the requirements of Chapter 28, Article II of the City's Code of Ordinances, the City's zoning code and the City's Land Development Regulations is approved_____/denied_____ subject to the following conditions:

1. *Any signage erected on the building shall be of a size and material which is compatible with existing signage in the shopping center and shall be subject to the issuance of appropriate sign permits.*
2. *The hours of operation shall not exceed 12:00 p.m. to 10:00 p.m. Sunday – Tuesday and 12:00 p.m. to 12:00 a.m. Wednesday – Saturday.*
3. *The maximum number of pool/billiard tables within the use shall not exceed six (6) tables.*
4. *The Property Owner/Petitioners shall satisfy any outstanding code violations and pay any fines prior to issuance of a Certificate of Use and Business Tax Receipt*
5. *Any form of gambling is prohibited. A violation of this provision shall result in revocation of this special exception.*
6. *Coordinate with Broward County Sherriff's Department regarding the amount and type of surveillance cameras required for the use and have it installed prior to issuance of a Certificate of Use.*
7. *All interior and exterior areas of the building shall comply with the lighting standards of the Florida Building Code and City for West Park Code regarding foot-candle illumination.*
8. *Prior to opening, the applicant must obtain a Certificate of Use and the space being leased by the applicant within the existing structure and all improvements shall be permitted and any deficiencies shall be corrected.*
9. *Prior to moving any equipment or supplies into the building and before opening for business / services, the applicant and property owner shall secure a Business Tax Receipt from the City of West Park. The violation of this condition shall result in a $250 fine on the property per day until the violation is corrected or the revocation of this special exception approval.*
10. *Any sale of beer and wine shall comply with Section. 42-470 of the City Code of Ordinances. Separation requirements for alcoholic beverage establishments; hours of sale; bottle club restrictions; other prohibited acts.*
11. *No food consumption and/or beverage consumption or loitering shall be allowed outside the building at any time. A violation of this condition shall result in a $250 fine on the property per incident or the revocation of this special exception approval, as determined by the City of West Park. In addition, the applicant and owner shall install No Loitering Signs as well as the Broward County Sheriff's Protection Sign.*
12. *There shall be no live music or disc jockey performance unless the applicant first obtains a Special Event Permit from the City of West Park.*
13. *Any future change of tenant and/or owner shall require review and approval by the City Commission to ensure that the operations are such that they do not necessitate additional controls and safeguards.*

14. *Applicant agrees to an annual inspection to ensure that all of the conditions of approval are continuing to be met. The annual inspection fee shall set by the City Commission and will not exceed $500.00.*
15. *Banner and pennant signs shall be prohibited.*
16. *Prior to the issuance of a certificate of use, the property owner shall record this adopted list of conditions at the Broward County Records, Taxes and Treasury Division (RTT), such that these Special Exception conditions shall run with the use in perpetuity.*
17. *It is understood that the property owner is responsible for all fines imposed as a result of the violation of any condition listed above.*

The City Commission may include additional applicable conditions of approval to this application.

Section 3. Effective Date. This Resolution shall be effective immediately upon its adoption.

PASSED and **ADOPTED** this 17th day of August 2016.

_____
Eric H. Jones, Jr., Mayor

ATTEST:

_____
Alexandra Grant, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Dorsett	_____ (Yes)	_____ (No)
Commissioner Johnson	_____ (Yes)	_____ (No)
Commissioner Judeikis	_____ (Yes)	_____ (No)
Vice-Mayor Mack	_____ (Yes)	_____ (No)
Mayor Jones	_____ (Yes)	_____ (No)

MEMORANDUM

To:	City Commission
Thru:	W. Ajibola Balogun, City Administrator
From:	Richard Cannone, AICP, Planning Department Administrator
CC:	Burnadette Norris-Weeks, City Attorney
Project #:	06-5644.78
Date:	August 17, 2016
Re:	**Special Exception Request for Billiard Hall** **5711-5721 West Hallandale Beach Boulevard** **Folio ID Number: 514125021440**

The petitioner, Sybrena V. Singletary, owner of Billiard Sports Café, LLC and Alma Investments of Hallandale LLC, property owner are requesting a Special Exception approval for a billiard hall use with a restaurant serving food, beer, and wine. The petitioner is requesting a special exception approval to establish a billiard hall on the second floor of the building located on the eastern most side of the property, shaded in yellow below. The area of the entire second floor of the building is roughly 2,839 square feet.

The zoning on the property is B-2 General Commercial Business, which requires a special exception for a billiard center or pool hall. The sale of food, beer and wine is a permitted use; however they must comply with Section. 42-470, Separation requirements for alcoholic beverage establishments; hours of sale; bottle club restrictions; other prohibited acts.

Code requires game rooms, pool or billiard centers have a minimum of one space per 200 square feet of gross floor area. The property currently has approximately 57 parking spaces. The parking is considered an existing nonconformity and since there is no increase in parking intensity, the proposed use complies with the minimum requirements for off-street parking.

Standards

Certain uses are listed as special exceptions and are permitted in zoning districts subject to the approval of the City Commission. These uses are considered basically suitable for the district in which they are listed, but the character and nature of the uses are such that they may necessitate controls and safeguards on the manner of establishment and operation which, by being determined by the City Commission at a public hearing, would better serve the interests of the community and the owners of the property in question. The special exception shall be reviewed by the City Commission based on the following criteria:

(a) The use is compatible with the existing natural environment and other properties within the vicinity.

The use is compatible provided certain conditions (outlined below) are met. The property currently has a restaurant, barber and beauty shops, liquor store, and several office uses. Within the general vicinity of the property there is a restaurant and offices to the south, residential and place of worship to the north, a hardware store to the west, and restaurant to the east.

(b) There will be adequate provision for safe traffic movement, both vehicular and pedestrian, both internal to the use and in the area which will serve the use.

The subject site was developed under Broward County prior to the City of West Park's incorporation so the amount of off-street parking is nonconforming with existing Code standards. The parking movement for this property is typical of most, if not all the properties in this area and is considered adequate.

(c) There will be adequate setbacks, buffering, and general amenities in order to control any adverse effects of noise, light, dust, or other potential nuisances.

The recommended conditions of approval are included to control the adverse effects of noise, light, dust or other nuisance.

(d) The land area is sufficient, appropriate, and adequate for the use as proposed.

The subject site's land area is approximately 1.09 acres and appears to be sufficient, appropriate and adequate for the proposed use.

(e) The proposed special exception use shall disclose the square feet of use sought for approval so that an adequate evaluation can be made of the special exception use in keeping with the standards and criteria of this Ordinance. Should any special exception use seek to expand in size, the extent of expansion shall undergo special exception use review as provided in this Ordinance.

According to the application materials provided, the property is approximately 1.09 acres with three buildings totaling approximately 14,224 square feet of leasable space. The applicant is

requesting special exception approval for the entire second floor of one building, which is approximately 2,839 square feet for the billiard hall.

(f) Conditions may be stipulated and made a requirement in granting any application for a special exception when it is found by the City Commission to be necessary to further the purpose of the zoning district or compatibility with other property within the vicinity.

Based on the aforementioned findings, Staff recommends approval subject to the following conditions:

1. *Any signage erected on the building shall be of a size and material which is compatible with existing signage in the shopping center and shall be subject to the issuance of appropriate sign permits.*
2. *The hours of operation shall not exceed 12:00 p.m. to 10:00 p.m. Sunday – Tuesday and 12:00 p.m. to 12:00 a.m. Wednesday – Saturday.*
3. *The maximum number of pool / billiard tables within the use shall not exceed six tables.*
4. *The Property Owner / Petitioners shall satisfy any outstanding code violations and pay any fines prior to issuance of a Certificate of Use and Business Tax Receipt.*
5. *Any form of gambling is prohibited. A violation shall result in revocation of this special exception.*
6. *Coordinate with Broward County Sheriff's Department regarding the amount and type of surveillance cameras required for the use and have it installed prior to issuance of a Certificate of Use.*
7. *All interior and exterior areas of the building shall comply with the lighting standards of the Florida Building Code and City of West Park Code regarding foot-candle illumination.*
8. *Prior to opening, the applicant must obtain a Certificate of Use, and the space being leased by the applicant within the existing structure and all improvements shall be permitted, and any deficiencies must be corrected.*
9. *Prior to moving any equipment or supplies into the building and before opening for business / services, the applicant and property owner shall secure a Business Tax Receipt from the City of West Park. The violation of this condition shall result in a $250 fine on the property per day until the violation is corrected or the revocation of this special exception approval.*
10. *Any sale of beer and wine shall comply with Section. 42-470 of the City Code of Ordinances. Separation requirements for alcoholic beverage establishments; hours of sale; bottle club restrictions; other prohibited acts.*
11. *No food consumption and / or beverage consumption or loitering shall be allowed outside the building at any time. The violation of this condition shall result in a $250 fine on the property per incident or the revocation of this special exception approval, as determined by the City of West Park. In addition, the applicant and owner shall install No Loitering Signs as well as the Broward County Sheriff's Protection Sign.*
12. *There shall be no live music or disc jockey performance unless the applicant first obtains a Special Event Permit from the City of West Park.*

13. *Any future change of tenant and / or owner shall require review and approval by the City Commission to ensure that the operations are such that they do not necessitate additional controls and safeguards.*
14. *Applicant agrees to an annual inspection to ensure that all of the conditions of approval are continuing to be met. The annual inspection fee shall be set by the City Commission and will not exceed $500.00.*
15. *Banner and pennant signs shall be prohibited.*
16. *Prior to the issuance of a Certificate of Use, the property owner shall record this adopted list of conditions at the Broward County Records, Taxes and Treasury Division (RTT), such that these Special Exception conditions shall run with the use in perpetuity.*
17. *It is understood that the property owner is responsible for all fines imposed as a result of the violation of any condition listed above.*

The City Commission may include additional applicable conditions of approval to this application.

BILLIARD'S SPORTS CAFE

5711 Hallandale Beach Boulevard,
West Park, FL 33023

PROJECT INFORMATION

DRAWING INDEX

CODE RESEARCH

GOVERNING CODE	2014 Florida Building Code, 2014 Existing Florida Building Code, 2012 Florida Accessibility Code, Florida Fire Prevention Code Fifth Edition
BUILDING HEIGHT	36'-0" Approximately
PROJECT AREA	2,839 S.F.
TYPE OF CONSTRUCTION	Type III-B
LEVEL OF ALTERATION	2
MAXIMUM TRAVEL DISTANCE	200
OCCUPANCY CLASSIFICATION	B-2
LEGAL DESCRIPTION	MIAMI GARDENS ESTATES 22-2 B LOT 22, 23, 24 & 25 LESS S 10 THEREOF BLK 5
FOLIO NUMBER	5141 25 02 1440
SCOPE OF WORK	INTERIOR ALTERATIONS - KITCHEN AND BILLIARD ROOM

No Fire Alarm System / No Fire Sprinkler System

SYMBOLS

- IDENTIFICATION NUMBER / SHEET NUMBER — DETAIL SYMBOL
- IDENTIFICATION NUMBER / SHEET NUMBER — SECTION SYMBOL
- SHEET NUMBER / ELEVATION NUMBER — INTERIOR ELEVATIONS
- ENLARGED PLAN/ CALL OUT
- ELEVATION
- KEY NOTE
- DOOR SYMBOL
- WINDOW SYMBOL
- WALL TYPE
- EXISTING WALL
- NEW WALL
- EXISTING WALLS TO BE REMOVED
- BATT INSULALTION
- FIRE RATED WALL

LOCATION MAP

GENERAL NOTES

THE CONTRACTOR SHALL VISIT THE SITE AND FAMILIARIZE HIMSELF WITH THE EXISTING CONDITIONS AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES IN WRITTING PRIOR TO SUBMITTING HIS BID.

THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO THE SUBMISSION OF ANY BIDS, AND VERIFY THE ARCHITECTS DIMENSIONS, DETAILS AND INFORMATION PERTAINING TO THE PROJECT. IF ANY DISCREPANCIES, CONFLICTING INFORMATION, ERRORS OR OMISSIONS ARE PRESENT, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT AND OWNER IMEDIATELY IN WRITTING. ANY DISCREPANCY, OR CONFLICT NOT BROUGHT TO THE ATTENTION OF THE ARCHITECT AND OWNER PRIOR TO THE FINAL BID SUBMISSION SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS.

THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL CARRY PUBLIC LIABILITY, PROPERTY, AND WORKMEN'S COMENSATION INSURANCE. VALID CERTIFICATES OF ALL SHALL BE PROVIDED.

THE CONTRACTOR SHALL INCLUDE ALL WORK NECESSARY TO ASSURE THE PROJECTS COMPLIANCE WITH THE MOST STRINGENT REQUIREMENTS OF THE FLORIDA BUILDING CODE, CURRENT LOCAL EDITION, NFPA-101 AND ALL OTHER REGULATION CODES.

THE CONTRACTOR SHALL OBTAIN ALL PERMITS, AND SECURE ALL CERTIFICATES OF INSPECTION AND OCCUPANCY THAT ARE REQUIRED BY THE GOVERNING JURISDICTION. THE OWNER SHALL RECEIVE A COPY OF THE PERMIT UPON ISSUANCE.

THE CONTRACTOR SHALL REFERENCE THE BUILDING SHELL DRAWINGS FOR ALL INFORMATION RELATIVE TO THE BUILDING SHELL AND FOR COORDINATION OF NEW WORK.

THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS/VENDORS SHALL FAMILIARIZE THEMSELVES WITH AND CONFORM TO ALL REQUIREMENTS SET FORTH BY THE BUILDING OWNER OR MUNICIPALITY RELATIVE TO THE HOURS OF WORK.

THE CONTRACTOR SHALL SUBMIT A DETAILED CONSTRUCTION SCHEDULE COORDINATION ALL SUBCONTRACTORS, SUPPLIERS AND VENDORS.

THE CONTRACTOR SHALL NOT ALLOW ON THE PROJECT ANY MATERIALS CONTAINING ASBESTOS, PETROLEUM OR PCB.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND DISTRIBUITING ALL CURRENT DRAWINGS TO THE SUBCONTRACTORS/VENDORS AS WELL AS SUPERVISING AND COORDINATING THE WORK OF ALL TRADES IN ACCORDANCE WITH THE SPECIFICATIONS AND MAKING ADJUSTMENTS IN LAYOUT AS REQUIRED. THE ARCHITECT SHALL BE NOTIFIED PRIOR TO THE EXECUTION OF THEIR REVISIONS TO AVOID CONFLICT BETWEEN TRADES FOR PROPER EXECUTION OF THE WORK.

THE CONTRACTOR SHALL INSTALL ANY APPARATUS, APPLIANCE, MATERIAL OR WORK NOT SHOWN ON THE DRAWINGS BUT MENTIONED IN THE SPECIFICATIONS , OR VICE VERSA, OR ANY INCIDENTAL ACCESSORIES NECESSARY FOR COMPLETION OF THE WORK FOR OPERATION WITHOUT ADDITIONAL EXPENSE TO OWNER.

THE CONTRACTOR SHALL COORDINATE ALL OWNER/TENANT SUPPLIED ITEMS AND INCORPERATE THE INSTALLATION INTO THE CONTRUCTION SCHEDULE.

THE CONTRACTOR SHALL PROVIDE ANY TEMPORARY UTILITIES INCLUDING, ELECTICAL, WATER, AND TELEPHONE REQUIRED FOR THE COMPLETION OF THE PROJECT.

THE CONTRACTOR SHALL HAVE A DIGITAL CAMERA ON SITE TO DOCUMENT ANY ISSUES THAT MAY NEED TO BE CLARIFIED. THESE PICTURES SHALL BE EMAILED TO THE ARCHITECT ALONG WITH AN RFI FOR CLARIFICATION.

THE CONTRACTOR SHALL PROVIDE AT ALL TIMES PROTECTION FROM THE WEATHER AND EXCESSIVE DUST THAT MAY IN ANY WAY DAMAGE THE WORK, MATERIAL, FIXTURES, AND EQUIPMENT, OR PRESENT DANGER TO PERSONNEL. ANY WORK UNDER CONTRACT BY THE GERNERAL CONTRACTOR DAMAGED BY A FAILURE TO PROVIDE ADEQUATE PROTECTION SHALL BE REMOVED AND REPLACED WITH NEW WORK AT THE SOLE EXPENSE OF THE CONTRACTOR.

THE CONTRACTOR SHALL MAINTAIN THE JOB SITE FREE FROM RUBBISH AND DEBRIS. DISPOSAL OF ALL CONSTRUCTION DEBRIS SHALL CONFORM TO BUILDING REGULATIONS.

THE CONTRACTOR SHALL RUN FIRE RATED WALLS AND PARTITIONS TO UNDERSIDE OF RATED ROOF/CEILING ASSEMBLY ABOVE: TAPE AND SEAL JOINTS. PROVIDE FIRE DAMPERS AT DUCT PENETRATIONS AS REQUIRED BY CODE. TAPE AND SEAL OTHER PENETRATIONS TO MAINTAIN INTEGRITY OF FIRE-RATED PARTITION USING ONLY UL APPROVED MATERIAL.

THE CONTRACTOR SHALL FINISH GYPSUM WALLBOARD ABUTTING OTHER MATERIAL WITH METAL EDGE STRIPS, CONCEAL PIPING, DUCTWORK, AND CONDUIT.

THE CONTRACTOR SHALL BACK ALL ELECTRICAL CABINETS, FIRE EXTINGUISHERS, CABINETS AND OTHER RECESSED EQUIPMENT LOCATED IN FIRE-RATED WALLS WITH 5/8"TYPE 'X' GYPSUM BOARD AS REQUIRED TO MAINTAIN THE RATING.

THE CONTRACTOR SHALL PROVIDE BRACING OR BLOCKING AS REQUIRED TO SUPPORT WALL MOUNTED EQUIPMENT: CABINETS, GRILLES, DOORS, WINDOWS, ETC. WOOD BLOCKING SHALL BE FIRE RETARDANT TREATED. METAL STUDS MAY BE USED IN LIEU OF WOOD BLOCKING.

THE CONTRACTOR SHALL NOT CUT ANY STEEL, WOOD, OR OTHER MAIN STRUCTURAL MEMBERS WITHOUT WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER.

ANY ROOM, WALL, FLOOR, OR CEILING FINISH NOT SCHEDULED SHALL BE ASSUMED TO BE IDENTICNTICAL TO THE CLOSEST ROOM OF SIMILAR USE AND TYPE FOR PURPOSES OF BIDDING AND CONSTRUCTION. NOTIFY THE ARCHITECT OF ANY OBSERVED APPARENT DISCREPANCIES IN WRITTING PRIOR TO COMMENCING WITH THE WORK.

ANY DETAIL NOT SPECIFICALLY REFERENCED SHALL BE ASSUMED TO BE SIMILAR TO THAT SHOWN IN THE CLOSEST POSITION WHERE A SIMILAR CONDITIONS OCCURS FOR THE PURPOSES OF BIDDING AND CONSTRUCTION. NOTIFY THE ARCHITECT IN WRITTING OF ANY OBSERVED APPARENT DISCREPANCIES PRIOR TO COMMENCING WITH THE WORK.

WHERE TWO OR MORE DETAILS, MATERIALS, OR CONDITIONS OCCUR IN APPARENT CONFLICT, THE CONTRACTOR SHALL INCLUDE THE MOST COSTLY SOLUTION IN HIS BID AND NOTIFY THE ARCHITECT OF AN APPARENT DISCREPANCIES PRIOR TO START OF CONSTRUCTION.

THE CONTRACTOR SHALL PROVIDE UPON COMPLETION OF THE WORK A SET OF "AS-BUILT" NEATLY MARKED UP PLANS, THE ELECTRICAL CONTRACTORS "AS-BUILT" DRAWINGS SHALL BE INCLUDED. THESE DRAWINGS SHALL BE TRANSMITTED TO THE OWNER.

BUILDER, SUBCONTRACTOR, SUPPLIER, ETC., SHALL VERIFY ALL DIMENSIONS, PLANS, SPECIFICATIONS, CONDITIONS AT JOBSITE, ETC. PRIOR TO STARTING ANY WORK AND WITHIN (7) SEVEN CALENDAR DAYS OF BUILDER'S RECEIPT OF THESE PLANS SHALL NOTIFY THE DESIGNER (IN WRITING ONLY) OF ANY AND ALL DISCREPANCIES (WHETHER DISCREPANCIES ARE ERRORS OF COMMISION OR OMISSION OR NOT). OTHERWISE THE DESIGNER WILL ASSUME NO RESPONSIBILITY FOR ANY ERRORS, AND THE BUILDER, SUBCONTRACTOR, SUPPLIER, ETC. SHALL ASSUME FULL RESPONSIBILITY FOR ANY ERRORS AND CORRECT ERRORS AT THEIR OWN EXPENSE. NOTE: ALL DIMENSIONS ARE NOMINAL; TO FACE OF STUD, STEM WALL, OR MONOLITHIC FOOTINGS UNLESS OTHERWISE NOTED. THE DESIGNER DOES NOT HAVE ANY FIELD SUPERVISION NOR CONSTRUCTION ADMINISTRATION ON THIS PROJECT. ALL CONTRACTORS AND SUBCONTRACTORS SHALL HOLD HARMLESS THE DESIGNER FOR ANY PERSONAL INJURY OR DAMAGE TO THE PROJECT OR TO ADJACENT PROPERTIES AND OWNERS.

NATURE OF SOIL: ASSUMED BEARING VALUES FOR UNDISTURBED SAND, OR SAND AND ROCK SOIL SHALL BE 2500 P.S.F., THE ASSUMED SOIL CONDITIONS W/ 2500 P. S. F. IS CAPABLE OF SUSTAINING THE CONSTRUCTION OF A ONE OR TWO STORY RESIDENCE. SITE WORK: FILL UNDER ALL SLABS SHALL BE CLEAN SAND AND SHALL BE COMPACTED TO MINIMUM OF 95% DENSITY AS PER ASTM D-1557. CONTRACTOR SHALL VERIFY AFTER COMPACTION.

CONCRETE: ALL CONCRETE TO HAVE A COMPRESSIVE STRENGTH OF 2500 P.S.I. AT 28 DAYS UNLESS NOTED OTHERWISE. CONCRETE PER ASTM C95. CONCRETE WORK PER ACI 301.

ANY CHANGES, REVISIONS, ALTERATIONS, ETC. REQUIRED TO THESE PLANS, DRAWINGS, SPECIFICATIONS, ETC. SHALL BE REQUESTED IN WRITING ONLY BY THE BUILDER OR THE OWNER TO THE DESIGNER. ANY CHANGES, REVISIONS, ALTERATIONS, DEVIATIONS, ETC. NOT MADE BY THE DESIGNER WILL FULLY, UNCON DITIONALLY AND TOTALLY RELEASE THE DESIGNER FROM ANY AND ALL RESPONSIBILITY, CLAIMS, OR LIABILITIES AGAINST THE DESIGNER FOR CULPABILITY, ETC. FROM DATE SHOWN ON PLANS ORIGIN UNTIL THE END OF TIME.

REBAR: ALL REINFORCEMENT STEEL TO BE ASTM A-615 GRADE 60, BENT, LAPPED AND PLACED IN ACCORD. WITH THESE DRAWINGS AND THE LATEST SPECIFICATIONS IN ACI 318.

CONTRACTOR IS RESPONSIBLE FOR ALL STRUCTURAL COORDINATION AND SHALL NOTIFY DESIGNER OF ANY DISCREPANCIES PRIOR TO POURING OF FLOOR SLABS, FOOTINGS, OR PADS.

THESE PLANS AS DRAWN AND NOTED COMPLY WITH THE BUILDING ENVELOPE ENERGY REQUIREMENTS OF THE FLORIDA MODEL ENERGY CODE. CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE GOVERNING CODE IN ITS ENTIRETY AND BUILD IN ACCORDANCE WITH ALL PROVISIONS OF THIS CODE WHICH MAY BE SPECIFICALLY ADDRESSED ON THE PLANS AND NOTES.

LUMBER USED FOR JOISTS , RAFTERS , TRUSSES , COLUMNS , BEAMS AND / OR STRUCTURAL MEMBERS SHALL BE STRESS GRADE NOT LESS THAN fb = 1000 PSI UNLESS OTHERWISE SPECIFIED. REFER TO STRUCTURAL DRAWINGS.
ALL LUMBER IN CONTACT WITH MASONRY OR CONCRETE TO BE PRESSURE TREATED.

APPLY AND/OR INSTALL ALL PRODUCTS AND MATERIALS ACCORDING TO MANUFACTURERS PUBLISHED INSTRUCTIONS OR, IF NO INSTRUCTIONS EXIST, INSTALL PER STANDARD INDUSTRY PRACTICE'S.

SMOKE DETECTORS TO BE POWERED BY HOUSE ELECTRIC SERVICE AND HAVE BATTERY BACK-UP. MULTIPLE DETECTORS MUST BE INTERCONNECTED AS PER F.B.C. SECTION 905.2.5.

MIRRORS OVER 9 S.F. SHALL BE ANCHORED TO STUDS.

ALL VERTICAL ELEVATION DATUM FOLLOWED BY "AFF" (ABOVE FINISHED FLOOR) IS REFERENCED FROM THE 0'-0" FINISHED FLOOR. IF NOT FOLLOWED BY "AFF" THE VERTICAL ELEVATION DATUM IS REFERENCED FROM THAT ROOM'S FLOOR ELEVATION.

TRUSS MANUFACTURER SHALL SUBMIT THREE (3) COPIES OF SHOP DRAWINGS AND ENGINEERING CALCULATIONS, SIGNED AND SEALED BY A FLORIDA REGISTERED ENGINEER, OF THEIR ROOF TRUSS DESIGN FOR APPROVAL INCLUDING ONE (1) COPY FOR ARCHITECT'S REVIEW PRIOR TO FABRICATION. TRUSSES TO BE DESIGNED TO CARRY LOADS OF MISCELLANEOUS EQUIPMENT. COORDINATE LOCATIONS WITH CONTRACTOR PRIOR TO FABRICATION AND INDICATE ON TRUSS DRAWINGS. IF THERE IS A DISCREPANCY ON THE DOCUMENTS THE TRUSS MANUFACTURER SHALL NOTIFY THE DESIGNER AND CLOUD THE AREA IN QUESTION ON THE TRUSS MANUFACTURER'S SHOP DRAWINGS. IF ANY DEVIATIONS ARE MADE BY THE TRUSS MANUFACTURER WITHOUT NOTIFICATION TO THE DESIGNER, TRUSS MANUFACTURER SHALL BE RESPONSIBLE FOR ANY CORRECTIONS DEEMED NECESSARY AND ABSORB ALL COSTS INCURRED. ALL CONNECTOR STRAPS SHALL BE OF GALVANIZED STEEL, ASTM A446-75 GRADE A (fy= 33,000 psi). ALL STEEL SEAT DETAILS SUPPORTING GIRDER TRUSSES SHALL BE COORDINATED WITH THE TRUSS MANUFACTURER FOR SIZE AND BOLT SPACING REQUIREMENTS. (SEE PLAN) TRUSS BRACING SHALL CONFORM TO F.B.C SECTION 2319.17.1.2 - FOR CLGS DIRECTLY ATTACHED TO UNDERSIDE OF TRUSSES, AND SECT. 2319.17.1.3 - FOR CLGS DIRECTLY ATTACHED TO 1"x3" FURRING STRIPS. TEMPORARY & PERMANENT BRACING TO BE IN ACCORDANCE WITH T.P.I. PROCEDURES.

No.	Description	Date

BILLIARD'S SPORTS CAFE
5711 WEST HALLANDALE BEACH BOULEVARD, WEST PARK, FL 33023

DESIGN SOLUTION SFL
Address: 1243 Fairlake Trace #1203, Weston, FL, 33326
Phone: 954-200-2255
e-mail: www.dssflorida.com

Consultant: BUCHANAN ENGINEERING
Address: 6191 W. Atlantic BLVD. Margate, FL 33063
Phone: 954-590-3300
e-mail: BUCHANAN@MEPENGINEERS.COM

AR91287

G2 thegorisgroupcorp.
architecture interiors planning
1840 TAFT STREET, # 1
HOLLYWOOD, FL 33020
PHONE: 954-673-1565

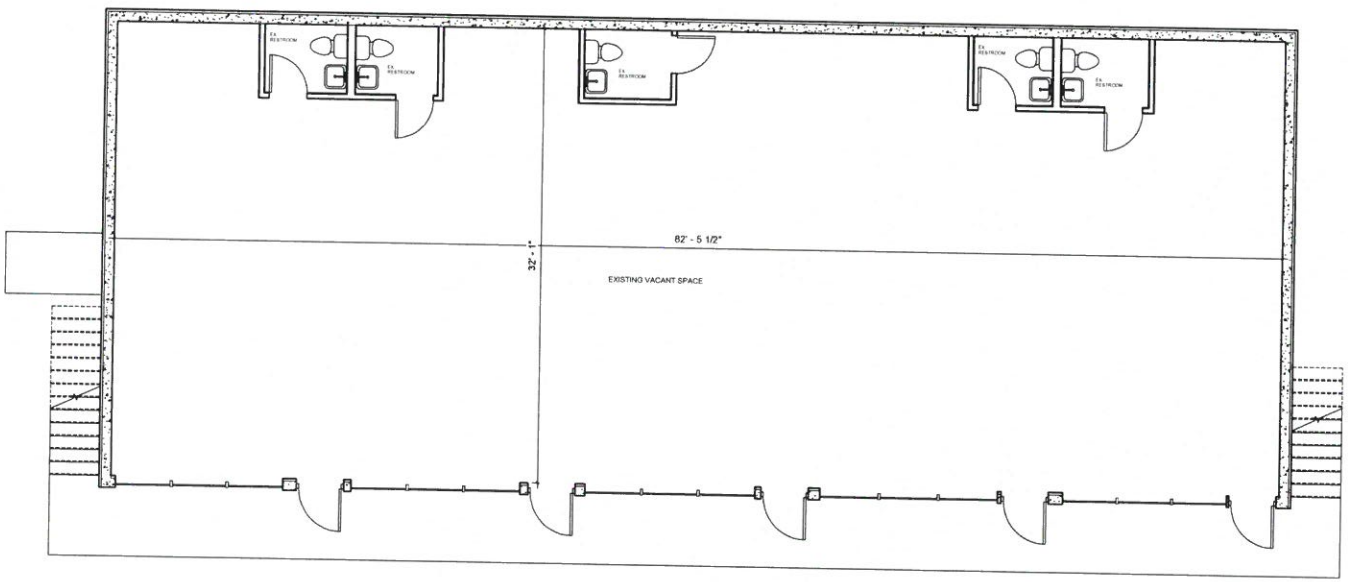
Architect of Record	Designer
Date	--
Drawn by	Author
Checked by	Checker

GENERAL NOTES & SITE PLAN

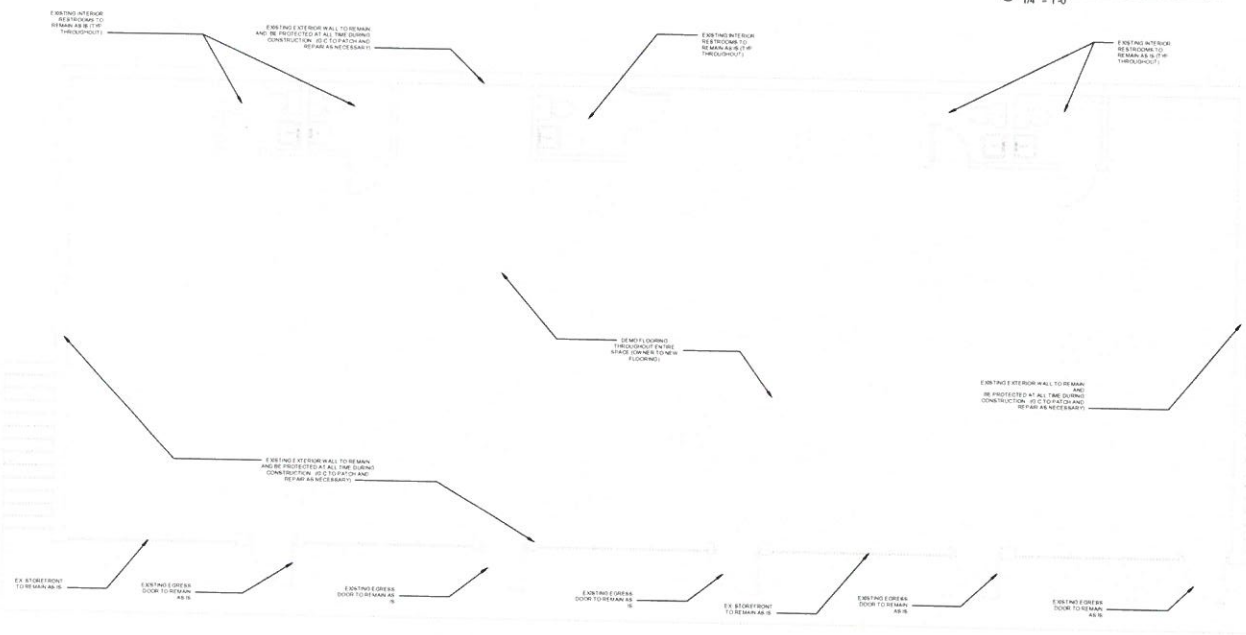
Project Number 15-032

A-00

7/15/2016 12:48:24 AM



1 EXISTING FLOOR PLAN
1/4" = 1'-0"



2 DEMO FLOOR PLAN
1/4" = 1'-0"

DEMOLITION GENERAL NOTES

THE PLANS ARE DIAGRAMMATIC ONLY AND MAY NOT SHOW ALL DEMOLITION WICH MAY BE REQUIRED. THE CONTRACTOR MUST VISIT THE SITE TO DOCUMENT ALL SITE CONDITIONS WHICH WILL BE REMOVED TO CONSTRUCT THE PROJECT AS DOCUMENTED.

CONTRACTOR SHALL LOCATE ALL LOAD BEARING WALLS, COLUMNS, ETC. PRIOR TO COMMENCING WORK AND SHALL PROTECT ALL STRUCTURAL ELEMENTS UNLESS NOTED OTHERWISE.

REFER TO MECHANICAL, ELECTRICAL, PLUMBING, AND STRUCTURAL DRAWINGS FOR ADDITIONAL DEMOLITION INFORMATION. THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL OF ALL SUPPORTS, ACCESSORIES AND CONVENIENCES RELATED TO EQUIPMENT AND FIXTURES THAT ARE REMOVED.

EXISTING SURFACES SHALL BE CLEANED AND THE PATH SHALL BE PROPERLY PREPARED FOR THE INSTALLATION OF NEW EQUIPMENT. THIS IS TO BE INSTALLED AS PER MANUFACTURER'S SPECS AND GUIDELINES PRIOR TO RECEIVING NEW SCHEDULED FINISHES.

THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EXIT WAYS AND SHALL NOT BLOCK ANY EXIT PATHS. IF AN EXIT PATH MUST BE BLOCKED, AN ALTERNATIVE MEANS OF EGRESS SHALL BE PROVIDED AS APPROVED BY THE LOCAL GOVERNING AUTHORITIES HAVING JURISDICTION OVER THE PROJECT.

THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE DETECTION OR REMOVAL OF ANY HAZARDOUS MATERIAL INCLUDING BUT NOT LIMITED TO ASBESTOS IN ANY FORM. PARTIES RESPONSIBLE FOR DEMOLITION SHALL NOTIFY THE OWNER IMMEDIATELY OF ANY SUSPECTED MATERIALS. ALL FEES SHALL BE PAID FOR BY THE GENERAL CONTRACTOR OF RECORD.

AFTER DEMOLITION AND BEFORE THE START OF CONSTRUCTION, THE CONTRACTOR IS TO VERIFY ALL DIMENSIONS AND IMMEDIATELY ALERT THE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE PLANS AND EXISTING FIELD CONDITIONS.

UNLESS OTHERWISE NOTED, THE MATERIALS AND WORKMANSHIP REQUIRED IN SUCH REPAIR WORK SHALL CONFORM IN ALL RESPECTS TO THAT OF THE EXISTING SURFACES.

SURFACES, SUCH AS PLASTER, DRYWALL, MASONRY, CONCRETE, ETC., SHALL BE MATCHED WITH SUFFICIENT ACCURACY SO THAT WHEN FINISHES ARE APPLIED, THE JUNCTURE BETWEEN EXISTING AND REPAIRED SURFACES SHALL BE INDISCERNABLE.

FINISHES, INCLUDING PAINTS, CERAMIC TILES, TILE CEILINGS, VINYL WALL FABRICS, VINYL COMPOSITION TILES, CARPETS, ETC., SHALL NOT BE PATCHED UNLESS SUCH AVAILABLE PATCHING MATERIALS ARE TOTALLY INDISTINGUISHABLE FROM THE EXISTING. IF NOT AND UNLESS OTHERWISE NOTED, PROVIDE ALL NEW FINISHES FOR ENTIRE FLOOR IN ALL CEILING, ETC. OR PORTION OF THE SAME, IF A DISTINCT BREAK OR CHANGE OF PLANE OCCURS.

SALVAGED MATERIALS MAY BE USED AS A SOURCE OF MATCHING MATERIALS FOR PATCHING, WHEN APPROVED BY OWNER.

NOTE:

- CONTRACTOR TO REPAIR ALL EXISTNG EGRESS DOOR AS NEEDED. CONTRACTOR TO FIELD VERIFY.
- CONTRACTOR SHALL LOCATE ALL LOAD BEARING WALLS AND COLUMNS OR ANY OTHER STRUCTURAL MEMBERS PRIOR TO COMMNENCEMENT OF WORK AND SHALL PROTECT THOSE MEMBERS.
- CONTRACTOR TO DEMO ALL PLUMBING FIXTURES REUSE AND UP-GRADE EXISTING WATER PIPING AS PER NEW PLUMBING DRAWINGS. SAFE OFF ELECTRICAL, REUSE FOR NEW WORK. DEMO ALL HVAC DUCTWORK, PREPARE FOR NEW INSTALLATION.

No.	Description	Date

BILLIARD'S SPORTS CAFE
5711 WEST HALLANDALE BEACH BOULEVARD,
WEST PARK, FL 33023

DESIGN SOLUTION SFL
Address: 1243 Fairlake Trace #1203, Weston, FL, 33326
Phone: 954-200-2256
e-mail: www.dsflorida.com

Consultant: BUCHANAN ENGINEERING
Address: 6191 W. Atlantic BLVD. Margate, FL 33063
Phone: 954-580-3300
e-mail: BUCHANAN@MEPENGINEERS.COM

AR91287

G2 thegorisgroupcorp.
architecture interiors planning
1840 TAFT STREET, # 1
HOLLYWOOD, FL 33020
PHONE: 954-673-1565

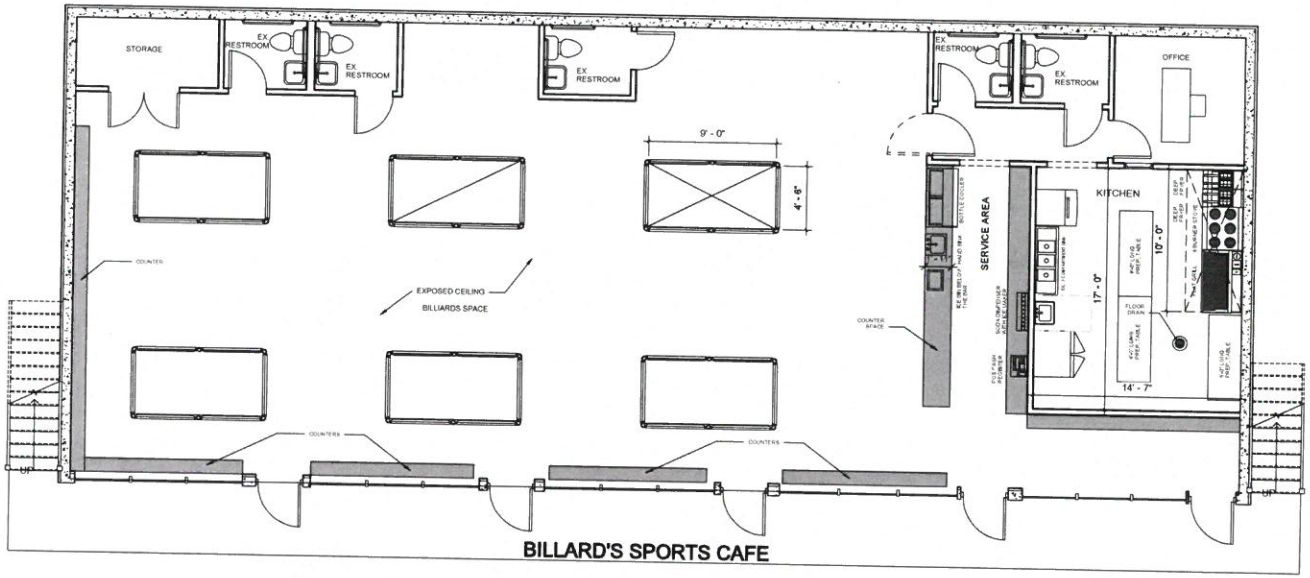
Architect of Record	Designer
Date	--
Drawn by	Author
Checked by	Checker

EXISTING / DEMO FLOOR PLANS

Project Number	15-032

A-01

7/18/2016 12:48:27 AM



1 2nd FLOOR PLAN
1/4" = 1'-0"

OCCUPANCY LOAD: BUSINESS

BUSINESS: 2,839 S.F / 50 = 57

TOTAL: 57 PEOPLE

No.	Description	Date

BILLIARD'S SPORTS CAFE
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e-mail: www.dssflorida.com

Consultant: BUCHANAN ENGINEERING
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HOLLYWOOD, FL 33020
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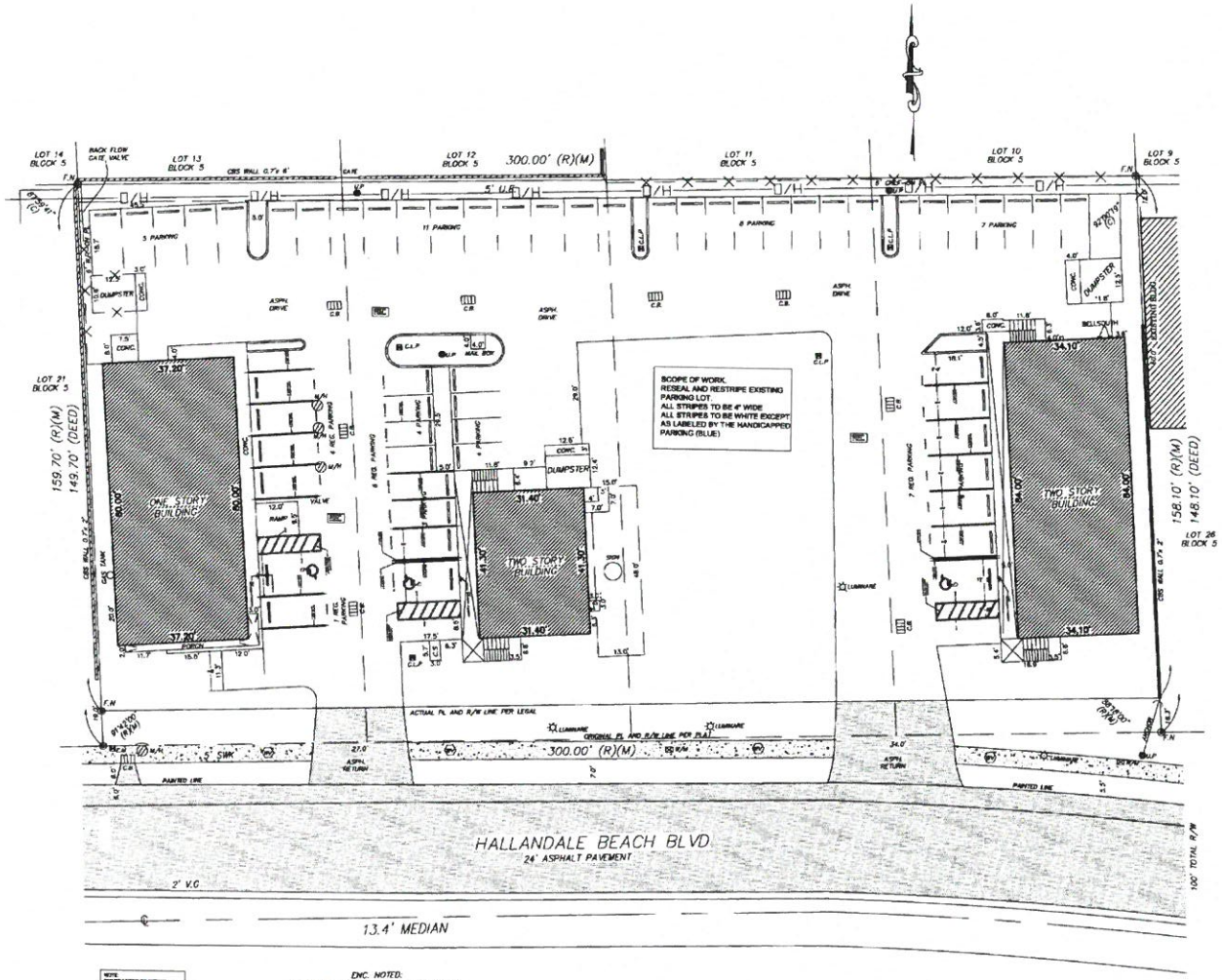
Architect of Record	Designer
Date	–
Drawn by	Author
Checked by	Checker

PROPOSED FLOOR PLANS

Project Number 15-032

A-02

7/15/2019 12:48:35 AM



NOTE:
CONTRACTOR TO REPAIR ALL POTHOLES IN EXISTING PARKING LOT.

NOTE:
ALL PRESENT SERVICES ARE WITE OR YELLOW
(ALESS OTHERWISE NOTED) SEE + DRAWING STE STLDR

ENC. NOTED:
(1) A CHLF ENC. UP TO 5' INTO A 5' UE

No.	Description	Date

BILLIARD'S SPORTS CAFE
5711 WEST HALLANDALE BEACH BOULEVARD,
WEST PARK, FL 33023

DESIGN SOLUTION SFL
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Phone: 954-580-3300
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architecture interiors planning
1840 TAFT STREET, # 1
HOLLYWOOD, FL 33020
PHONE: 954-673-1566

Architect of Record	Designer
Date	--
Drawn by	Author
Checked by	Checker

SITE SURVEYING PLAN

Project Number 15-032

A-02.5

7/18/2018 12:48:45 AM

RESIDENTIAL

RESIDENTIAL

JEHOVAH WITNESS

AREA OF WORK

JAMAICAN RESTAURANT/WAREHOUSE

LIQUOR STORE

TAKEOUT CHINESE
/BUSINESSES

No.	Description	Date

BILLIARD'S SPORTS CAFE
5711 WEST HALLANDALE
BEACH BOULEVARD,
WEST PARK, FL 33023

DESIGN SOLUTION SFL
Address: 1243 Fairlake Trace #1203, Weston, FL 33326
Phone: 954-200-2255
e-mail: www.dsflorida.com

Consultant: BUCHANAN ENGINEERING
Address 6191 W. Atlantic BLVD. Margate, FL 33063
Phone: 954-590-3360
e-mail: BUCHANAN@MEPENGINEERS.COM

AR91287

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architecture interiors planning
1840 TAFT STREET, # 1
HOLLYWOOD, FL 33020
PHONE: 954-673-1565

Architect of Record	Designer
Date	--
Drawn by	Author
Checked by	Checker

DISTANCE MAP

Project Number 15-032

A-02.6

7/16/2019 12:48:50 AM

NOTICE: SPECIAL EXCEPTION HEARING

NEWSPAPER AD

PUBLIC HEARING NOTICE SPECIAL EXCEPTION REQUEST

You are hereby notified of a Public Hearing before the City Commission of the City of West Park on Wednesday, August 17 at 7:00pm or as soon as can be heard thereafter, at West Park City Hall, 1965 S. State Road 7, West Park, FL 33023, to consider a request of petitioner, to wit:

PETITIONER: Billiard Sports Café, LLC

SPECIAL EXCEPTION REQUEST: Permission for billiard hall

SECTION 28-35 of Zoning Code Article II

SUBJECT PROPERTY: MIAMI GARDENS ESTATES 22-2 B LOT 22,23,24 & 25 LESS S 10 THEREOF BLOCK 5 of the Public Records of Broward County, Florida. Located at 5711-5721 West Hallandale Beach Boulevard, West Park, Florida in the B-2 (General Commercial Business) zoning category. All interested persons may be present at this public hearing and be heard regarding the above mentioned matter. All representations made in front of the City Commission in the granting of any permit shall be deemed a condition of said permit. If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, she/he will need a record of the proceedings and for such purpose 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 (anyone desiring a verbatim transcript shall have the responsibility, at his/her own expense, to arrange for the transcript). Any person wishing to appeal a decision of the City Commission of the City of West Park must do so in the Circuit Court in Broward County, Florida within 30 days after rendition of the decision of the City Commission. Any person with a disability requiring auxiliary aids and services for this meeting may call the City Clerk's office at (954) 989-2688 with their request at least two business days prior to the meeting date.

Date of Notice _____August 05_, 2016

08/07/2016

SunSentinel

Affidavit – Affidavit:
Publication: Affidavit
Section: Affidavit
AdSize:
Lines: 0
Run Date(s): Sunday, August 07, 2016
Color: No

UNITED STATES POSTAL SERVICE®

Certificate of Mailing — Firm (Domestic)

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here *Postmark with Date of Receipt.*
Billiards Sports Cafe 5711 Hollandale Beach BLVD West park Fl 33023		6	
	Postmaster, per *(name of receiving employee)*		

USPS® Tracking Number / Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
	St. Patrick Bontanical #A 5716 Hallandale Beach BLVD West park Fl 33023				
	Boss Hair Studio #B 5716 Hallandale Beach BLVD West park Fl 33023				
	Ruby's corner 5721 Hallandale Beach BLVD West park Fl 33023				
	Exclusive vinyl and detailing 5721 Hallandale Beach BLVD West park Fl 33023				
	Current property owner 5712 Hallandale Beach BLVD West park Fl 33023				
	Kingdom of Jehova Witnesses 5632 SW 27st West park Fl 33023				

PS Form **3665**, January 2016 (Page ___ of ___) PSN 7530-17-000-5549

See Reverse for Instructions

UNITED STATES POSTAL SERVICE®

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Billiards Sports Cafe 5711 Hallandale Beach BlVD West park Fl 33023		6	
	Postmaster, per *(name of receiving employee)*		

USPS CAPITOL CITY BRANCH AUG - 2 2016 OPA LOCKA, FL 33055

USPS® Tracking Number / Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
	Current property owner 5704 Hallandale Beach BlVD West park Fl 33023				
	Tree lion Restuarant #C 5705 Hallandale Beach BlVD West PARK Fl 33023				
	95 South 5705 Hallandale Beach BlVD West park Fl 33023				
	Current property owner 5708 Hallandale Beach BlVD West park Fl 33023				
	Current property owner #B 5713 Hallandale Beach BlVD West park Fl 33023				
	Caribbean Gardens Liquor 5713 Hallandale Beach BlVD West park Fl 33023				

POSTAL SERVICE®

Certificate of Mailing — Firm (Domestic)

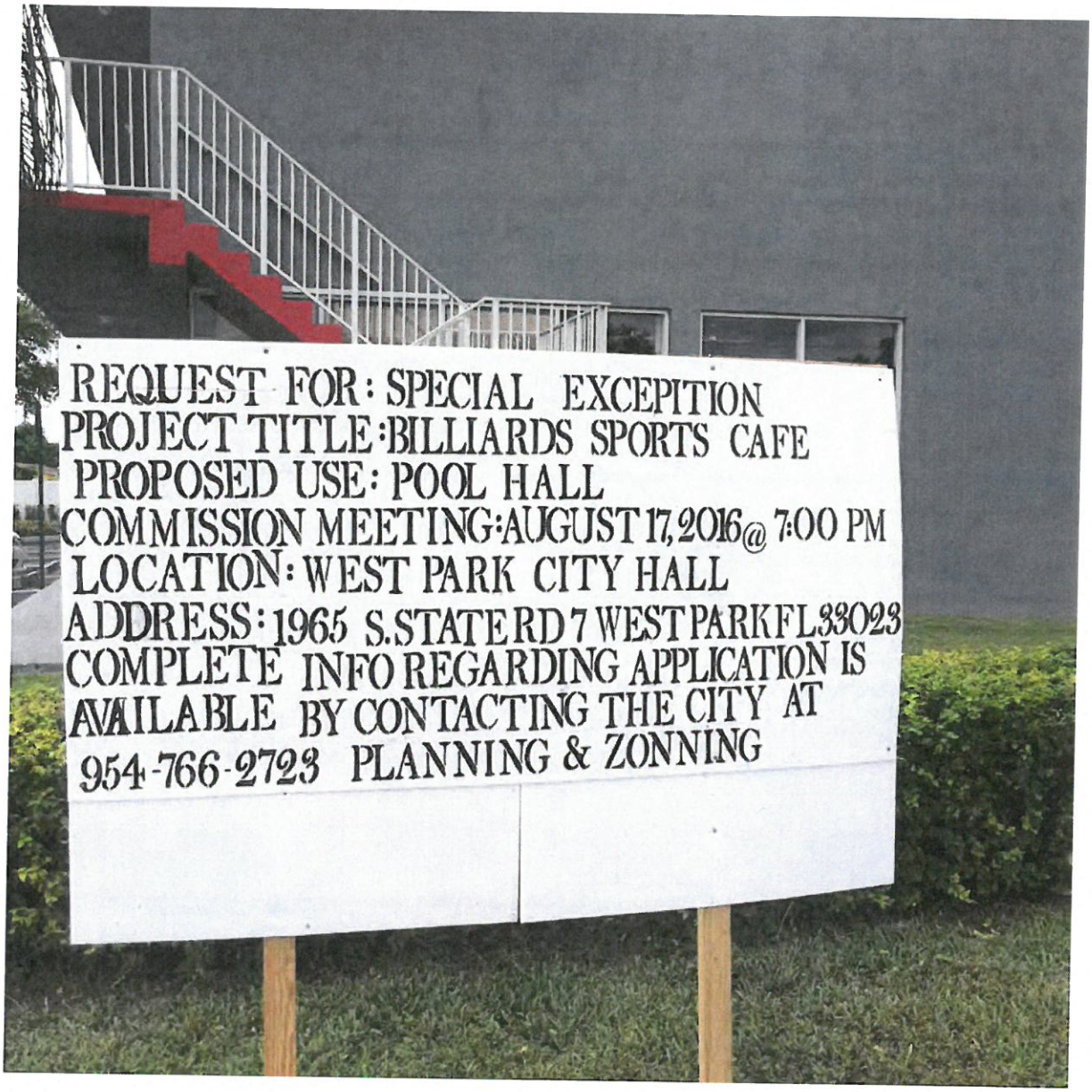
Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here *Postmark with Date of Receipt.*
Billiards Sports CAFE 5711 Hallandale Beach BVD West Park Fl 33023		3	
	Postmaster, per *(name of receiving employee)*		

USPS® Tracking Number / Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	P
1	Current Property owner 5700 SW 27 Street West park Fl 33023				
2	Current property owner 5706 SW 27 street West park Fl 33023				
3	Current property Owner 5718 SW 27 street West park Fl 33023				
4	Current property owner				
5					
6					

PS Form **3665**, January 2016 (Page ___ of ___) PSN 7530-17-000-5549

See Reverse


REQUEST FOR: SPECIAL EXCEPITION
PROJECT TITLE: BILLIARDS SPORTS CAFE
PROPOSED USE: POOL HALL
COMMISSION MEETING: AUGUST 17, 2016 @ 7:00 PM
LOCATION: WEST PARK CITY HALL
ADDRESS: 1965 S. STATE RD 7 WEST PARK FL 33023
COMPLETE INFO REGARDING APPLICATION IS
AVAILABLE BY CONTACTING THE CITY AT
954-766-2723 PLANNING & ZONNING


REQUEST FOR: SPECIAL EXCEPITION
PROJECT TITLE: BILLIARDS SPORTS CAFE
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AVAILABLE BY CONTACTING THE CITY AT
954-766-2723 PLANNING & ZONNING

Memorandum

To: City Commission

Thru: W. Ajibola Balogun, City Manager

From: Richard Cannone, AICP, Principal Planner

CC: Burnadette Norris-Weeks, City Attorney

Date: August 12, 2016

Re: Special Exception Request for Billiard Hall
5711-5721 West Hallandale Beach Boulevard

Sybrena V. Singletary, owner of Billiard Sports Café, LLC and Alma Investments of Hallandale LLC, property owner are requesting a Special Exception approval for a billiard hall use with a restaurant serving food, beer, and wine. The property is located at 5711-5721 West Hallandale Beach Boulevard, West Park.

Request

The zoning on the property is B-2 General Commercial Business. The proposed use is allowed at this location if approved through a special exception review process. If the property is granted special exception approval, the applicant will need to apply for a Certificate of Use and Business Tax Receipt with the City in addition to securing all necessary permits. The sale of food, beer and wine is a permitted use; however the applicant must comply with Section. 42-470, Separation requirements for alcoholic beverage establishments; hours of sale; bottle club restrictions; other prohibited acts.

Standards

Certain uses are listed as special exceptions and are permitted in zoning districts subject to the approval of the City Commission. These uses are considered basically suitable for the district in which they are listed, but the character and nature of the uses are such that they may necessitate controls and safeguards on the manner of establishment and operation that would better serve the interests of the community and the owners of the property in question, as determined by the City Commission at a public hearing. The special exception shall be reviewed by the City Commission based on the following criteria:

(a) The use is compatible with the existing natural environment and other properties within the vicinity.

The use is compatible provided certain conditions (outlined below) are met. The property currently has a restaurant, barber and beauty shops, liquor store, and several office uses. Within the general vicinity of the property there is a restaurant and offices to the south, residential and place of worship to the north, a hardware store to the west, and restaurant to the east.

(b) There will be adequate provision for safe traffic movement, both vehicular and pedestrian, both internal to the use and in the area which will serve the use.

The subject site was developed under Broward County prior to the City of West Park's incorporation so the amount of off-street parking is nonconforming with existing Code standards. The parking movement for this property is typical of most, if not all the properties in this area and is considered adequate.

(c) There will be adequate setbacks, buffering, and general amenities in order to control any adverse effects of noise, light, dust, or other potential nuisances.

The recommended conditions of approval are included to control the adverse effects of noise, light, dust or other nuisance.

(d) The land area is sufficient, appropriate, and adequate for the use as proposed.

The subject site's land area is approximately 1.09 acres and appears to be sufficient, appropriate and adequate for the proposed use.

(e) The proposed special exception use shall disclose the square feet of use sought for approval so that an adequate evaluation can be made of the special exception use in keeping with the standards and criteria of this Ordinance. Should any special exception use seek to expand in size, the extent of expansion shall undergo special exception use review as provided in this Ordinance.

According to the application materials provided, the property is approximately 1.09 acres with three buildings totaling approximately 14,224 square feet of leasable space. The applicant is requesting special exception approval for the entire second floor of one building, which is approximately 2,839 square feet for the billiard hall.

(f) Conditions may be stipulated and made a requirement in granting any application for a special exception when it is found by the City Commission to be necessary to further the purpose of the zoning district or compatibility with other property within the vicinity.

Based on the aforementioned findings, Staff recommends approval subject to the following conditions:

1. *Any signage erected on the building shall be of a size and material which is compatible with existing signage in the shopping center and shall be subject to the issuance of appropriate sign permits.*
2. *The hours of operation shall not exceed 12:00 p.m. to 10:00 p.m. Sunday – Tuesday and 12:00 p.m. to 12:00 a.m. Wednesday – Saturday.*
3. *The maximum number of pool/billiard tables within the use shall not exceed six tables.*
4. *The Property Owner/Petitioners shall satisfy any outstanding code violations and pay any fines prior to issuance of a Certificate of Use and Business Tax Receipt*
5. *Any form of gambling is prohibited. A violation shall result in revocation of this special exception.*

6. *Coordinate with Broward County Sherriff's Department regarding the amount and type of surveillance cameras required for the use and have it installed prior to issuance of a Certificate of Use.*

7. *All interior and exterior areas of the building shall comply with the lighting standards of the Florida Building Code and City fo West Park Code regarding foot-candle illumination.*

8. *Prior to opening, the applicant must obtain a Certificate of Use and the space being leased by the applicant within the existing structure and all improvements shall be permitted and any deficiencies must be corrected.*

9. *Prior to moving any equipment or supplies into the building and before opening for business / services, the applicant and property owner shall secure a Business Tax Receipt from the City of West Park. The violation of this condition shall result in a $250 fine on the property per day until the violation is corrected or the revocation of this special exception approval.*

10. *Any sale of beer and wine shall comply with Section. 42-470, Separation requirements for alcoholic beverage establishments; hours of sale; bottle club restrictions; other prohibited acts.*

11. *No food consumption and/or beverage consumption or loitering shall be allowed outside the building at any time. The violation of this condition shall result in a $250 fine on the property per incident or the revocation of this special exception approval. In addition, the applicant and owner shall install No Loitering Signs as well as the Broward County Sheriff's Protection Sign.*

12. *There shall be no live music or disc jockey performance unless the applicant first obtains a Special Event Permit from the City of West Park.*

13. *Any future change of tenant and/or owner shall require review and approval by the City Commission to ensure that the operations are such that they do not necessitate additional controls and safeguards.*

14. *Applicant agrees to an annual inspection to ensure that all of the conditions of approval are continuing to be met. The annual inspection fee shall set by the City Commission and will not exceed $500.00.*

15. *Banner and pennant signs shall be prohibited.*

16. *Prior to the issuance of a certificate of use, the property owner shall record this adopted list of conditions at the Broward County Records, Taxes and Treasury Division (RTT), such that these Special Exception conditions shall run with the use in perpetuity.*

17. *It is understood that the property owner is responsible for all fines imposed as a result of the violation of any condition listed above.*

These conditions are subject to the City Commission's approval on August 17, 2016.

SIGNED BY OWNER /APPLICANT:

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These conditions are subject to the City Commission's approval on August 17, 2016.

SIGNED BY OWNER /APPLICANT:

Sybrena Singletary — 08/11/16

SIGNATURE OF APPLICANT — DATE

Sybrena Singletary

NAME OF APPLICANT (Please Print) — DATE

SIGNATURE OF OWNER — DATE

Avi Vaknin — 08.11.16

NAME OF OWNER (Please Print) — DATE

AGENDA ITEM 9A(i)

Office of the City Manager

W. Ajibola Balogun
City Manager

August 10, 2016

Ref: Charter Review Committee Workshop and Meeting

Dear Committee Member:

Please be advised that on Wednesday, August 3, 2016 the City Commission adopted Resolution 2016-69 appointing you to serve on the Charter Review Committee. As such, you are requested to attend an Advisory Committee Workshop hosted by the City on **Thursday, September 22, 2016 at 6:00 p.m.** in the Commission Chamber, City Hall, 1965 South State Road 7, West Park, FL 33023. The Workshop will be led by the City Attorney. Topics to be covered include:

- Purpose and Role of City's Advisory Committees
- Rules of Procedure and Protocol
- Sunshine Law and Ethics

In order to assist you with preparing for the workshop, enclosed are the following documents for your review:

- Ordinance 2006-16, establishing the Charter Review Committee
- Resolution 2016-69, appointing Charter Review Committee members
- City of West Park Charter
- Advisory Committee Orientation Handbook

This meeting shall also serve as the Committee's first meeting since re-appointments were made, so please be prepared to discuss future meeting dates and agenda. Kindly RSVP for the workshop via email to: Alexandra Grant (agrant@cityofwestpark.org) or by telephone at 954.989.2688 ext. 205 **no later than Friday, September 16, 2016 by 5 p.m.**

Sincerely,

W. Ajibola Balogun
City Manager

cc: Mayor, Vice Mayor, and Commissioners
City Attorney, Finance Director

ORDINANCE NO. 2006-16

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, ESTABLISHING A CHARTER REVIEW COMMITTEE PURSUANT TO SECTION 6(3) OF THE CITY CHARTER; PROVIDING FOR APPOINTMENT OF MEMBERS; PROVIDING FOR COMPOSITION OF MEMBERS, PROVIDING FOR DUTIES AND RESPONSIBILITIES; PROVIDING FOR TERM; PROVIDING FOR ADVISORY ACTION OF COMMITTEE; PROVIDING FOR REMOVAL OF MEMBERSHIP; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of West Park ("City) was incorporated on March 1, 2005; and

WHEREAS, Section 6(3) of the City Charter provides that recommendations of the Charter Review Committee shall be considered by the Commission at least once every four (4) years and the City desires to establish a Charter review committee within the City of West Park and

WHEREAS, the City Commission of the City of West Park desires to establish a Charter Review Committee pursuant to Section 6(3) of the City Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA:

Section 1. Adoption of Representations.

The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Ordinance.

Section 2. Establishment of Charter Review Committee.

The City Commission of the City of West Park hereby establishes a Charter Review Committee in accordance with Section 6(3) of the City Charter.

Section 3. Appointment of Members; Composition of Committee.

The Committee shall consist of five (5) voting members, without compensation. Each city commissioner shall nominate (1) person to the committee. The Administrator, City Attorney, the Finance Director and one Commissioner shall serve as participating but ex officio (non-voting) members of the committee. The five (5) voting members of the Committee shall all be registered electors who are residents of the City. All nominations for voting members and the City Commissioner appointed member shall be subject to a majority vote of the City Commission.

Section 4. Duties and Responsibilities.

The duties and responsibilities of the Charter Review Committee shall include the review and analysis of the City Charter and providing recommendations to the City Commission of proposed charter amendments, including, without limitation, to issues such as district voting versus citywide elections for commission members.

Section 5. Term.

Voting members of the Charter Review Committee shall serve a maximum of four (4) one year terms, or for the length of his/her nominating Commissioner's term, whichever comes first.

Section 6. Advisory Action of Committee.

All actions and recommendations of the Charter Review Committee shall be advisory in nature and shall not be binding upon either the City or the City Commission. Any and all recommendations of the Committee shall be presented by the Chair of the committee to the City Commission at a duly noticed meeting of the City Commission.

Section 7. Removal from Membership.

Committee members shall be subject to removal from the Committee for missing three (3) consecutive committee meetings or four (4) total meetings during any fiscal year. The voting members and the appointed Commission member shall serve at the pleasure of the City Commission and may be suspended and/or removed at the discretion of the City Commission. Any voting member of the Committee who becomes a candidate for public elective office, or becomes an employee of City, shall automatically forfeit membership. The members of the Charter Review Committee shall be appointed by and serve at the pleasure of the City Commission.

Section 8. Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 9. Inclusion In Code.

It is the intention of the City Commission of the City of West Park that the provisions of this Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of West Park and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

Section 10. Effective Date.

This Ordinance shall become effective immediately upon final passage.

PASSED FIRST READING this seventh (7th) day of June 2006.

PASSED SECOND READING this twenty-first (21st) day of June 2006.

Eric H. Jones, Jr., Mayor

ATTEST:

Esther Coulson, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, Esq.
Interim City Attorney

Moved by: Vice Mayor Thomas Dorsett

Seconded by: Commissioner Sharon Fyffe

VOTE:

Commission Member Brunson	x_____ (Yes)	_____ (No)
Commission Member Dorsett	x_____ (Yes)	_____ (No)
Commission Member Fyffe	x_____ (Yes)	_____ (No)
Commission Member Mack	x_____ (Yes)	_____ (No)
Mayor Jones	x_____ (Yes)	_____ (No)

RESOLUTION NO. 2016-69

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA, APPOINTING FIVE (5) MEMBERS TO THE CHARTER REVIEW COMMITTEE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of West Park ("City Commission") enacted Ordinance 2006-16, establishing a Charter Review Committee; and

WHEREAS, the City Commission adopted Resolution 2006-82, appointing members to the Charter Review Committee in accordance with Ordinance 2006-16 and the City Charter; and

WHEREAS, due to the term expiration of five (5) appointed members of the Charter Review Committee, it is necessary for the City Commission to appoint five (5) members to the Charter Review Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WEST PARK, FLORIDA:

Section 1. Adoption of Representations. The foregoing "Whereas" clauses are hereby true and correct and incorporated by reference.

Section 2. Appointment of Members. The City Commission hereby appoints the following members to the Charter Review Committee:

(1) Janice Minnis (Appointed by Mayor Eric Jones)

(2) Katrina Touchstone (Appointed by Commissioner Brian Johnson)

(3) James Sparks (Reappointed by Vice Mayor Rita Mack)

(4) Carolyn Hardy (Reappointed by Commissioner Kristine Judeikis)

(5) Florence Thomas (Appointed by Commissioner Thomas Dorsett)

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and **ADOPTED** this 3rd day of August 2016.

Eric H. Jones, Jr., Mayor

ATTEST:

Alexandra Grant, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: COMMISSIONER DORSETT

Seconded by: VICE MAYOR MACK

VOTE:

Commissioner Dorsett	✓ (Yes)	_____ (No)
Commissioner Johnson	✓ (Yes)	_____ (No)
Commissioner Judeikis	✓ (Yes)	_____ (No)
Vice-Mayor Mack	✓ (Yes)	_____ (No)
Mayor Jones	✓ (Yes)	_____ (No)

City of West Park Charter

Revised November 8, 2008

TABLE OF CONTENTS

HISTORY

June 17, 2004	Governor Jeb Bush signed a bill to create a charter for the City of West Park.
November 2, 2004	Approximately 3,700 (77.60%) of elected voters of Broward County approved the creation of the City of West Park, Broward County's 31st municipality made up of four unincorporated neighborhoods: Utopia, Miami Gardens, Carver Ranches, and Lake Forest Charter.
March 8, 2005	The City of West Park held its first election, a mayor and four at-large commissioners.
June 21, 2006	The City of West Park Commission established a five-member Charter Review Committee to review and make recommendations to the city commission of the proposed charter amendments including issues such as district voting versus citywide elections for commission members.
June 20, 2007	The City of West Park Commission voted unanimously to submit to referendum an amendment to change the election date to occur in November.
November 4, 2008	Approximately 2,686 of elected voters of Broward County approved amending the charter to change the mayor and commissioner election dates to November in even numbered years by providing a temporary change to a five-year term in 2009 and 2011 respectively, with all terms thereafter reverting to a four-year term and with all current terms extended eight months to effectuate changes in election dates and maintain staggered terms.
November 19, 2008	The City of West Park Commission declared the results of the charter amendment question from the November 4, 2008 general election.
March 4, 2009	Filed in Office Secretary of State

The exhibit shown further in the document shows all the approved changes in the City of West Park Charter which have been approved by voters through November 19, 2008.

CITY COMMISSION MEMBERS
Mayor Eric H. Jones, Jr.
Vice Mayor Thomas Dorsett
Commissioner Felicia M. Brunson
Commissioner Sharon Fyffe
Commissioner Rita "Peaches" Mack

Russell Benford, City Administrator
Burnadette Norris-Weeks, City Attorney

Mailing Address:
City of West Park
PO Box 5710
West Park FL 33083-5710

CHARTER REVIEW COMMITTEE MEMBERS (2006 – 2009)
Wanda Green-Celestine
Carolyn Hardy
Paul LeGrande
Gwendolyn Sears de Lepine
James Sparks
Florence Thomas

DEFINITIONS

For purposes of this Charter, the following terms shall be defined as follows:

Boards.	City Boards authorized to be established pursuant to this Charter.
Charter.	Government established with the broadest exercise of home rule powers permitted under the State Constitution and laws of the state.
Commissioner.	An individual member of the City Commission.
City.	Municipality in Broward County, Florida.
City Administrator.	The City of West Park Administrator.
City Attorney.	The City of West Park Attorney.
City Code.	The Code of Ordinances of the City of West Park as may be amended from time to time.
City Commission.	Four members including the Mayor with legislative powers in the city.
Legislative Branch.	The Mayor and City Commission.
Municipal Corporation.	A City of West Park.
Officer or Official.	Officer or official of the City.
Person.	Any individual, firm, association, joint adventure, partnership, estate, trust, business trust, syndicate, fiduciary, corporation, and all other groups or combinations.
Public.	Citizens, residents, and businesses that reside or transact business in the City of West Park.
Quorum.	Unless stated otherwise, a quorum is a majority of the total membership of the City Commission, Board, Advisory Committee, or Agency.

CHAPTER 2004-454

House Bill No. 1491

An act relating to Broward County; creating the charter of the City of West Park; providing for the corporate name and purpose of the charter; establishing form of government and territorial boundaries of the municipality; providing powers of the municipality and of certain officers; providing for election and terms of office of a city commission, including the mayor and vice mayor, and providing for qualifications, powers, and duties of and restrictions on its membership; establishing circumstances which create vacancies in office and providing for filling vacancies and for forfeiture and recall; providing a procedure for establishing compensation and expense reimbursement for the mayor and city commission; providing for rules of procedure; providing for a city administrator, city clerk, and city attorney and powers and duties of each; providing restrictions on expenditure of city funds; authorizing establishment of city boards and agencies; providing for commission meetings, procedural rules, and recordkeeping and voting at meetings; providing for emergency ordinances; providing for budget requirements, adoption, and amendment and establishing a fiscal year; providing procedures for authentication, recording, and disposition of ordinances, resolutions, and charter amendments; establishing the right to determine, order, levy, assess, and collect taxes; providing for borrowing by the city; providing for an annual independent audit; providing for quasi-judicial procedures; establishing election requirements and guidelines; providing for charter amendments and review; providing for severability; providing for standards of conduct; providing for a personnel system; providing requirements for charitable contributions; providing for transition, including a referendum on incorporation and alternate manners of elections for the city commission, initial election and terms, and date of creation and establishment of the municipality; providing for interim adoption of codes and ordinances and taxes and fees; providing for payment of certain revenues and for transitional ordinances and resolutions; entitling the city to state shared and local option gas tax revenues; providing for the sharing of certain revenues; providing for the city commission to rename the city under certain circumstances; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Corporate existence; form of government; boundary and powers.—

(1) CORPORATE EXISTENCE.—In order to preserve, protect, and enhance the quality of life and residential character of West Park, a municipal corporation known as the City of West Park (the "city") is hereby created pursuant to the Constitution of the State of Florida (the "State"). The corporate existence of the city shall commence upon approval of the electorate and pursuant to the provisions of this charter.

(2) FORM OF GOVERNMENT.—The city shall have a "commission administrator" form of government.

(3) CORPORATE BOUNDARY.—

A portion of Sections 29 and 30, Township 51 South, Range 42 East, Broward County, Florida, described as follows:

Beginning at a point on the South line of said Section 30, said point being

535.00 feet Westerly of the Southeast corner of said Section 30, as measured along said South line;

Thence along the municipal boundary of the Town of Pembroke Park, as established by Chapter 63-1772, Laws of Florida, the following 23 courses and distances;

Thence Northerly a distance of 50 feet to the Southwest corner of Tract "N" of a subdivision known as "LAKE FOREST SECTION 3", as recorded in Plat Book 35, Page 15, of the Public Records of Broward County, Florida;

Thence continue Northerly along the West boundary of said Tract "N" to the Northwest corner of said Tract "N";

Thence continue Northerly a distance of 25 feet to the centerline of Lime Tree Concourse which is a dedicated street of the subdivision of said "LAKE FOREST SECTION 3";

Thence Easterly along the centerline of said Lime Tree Concourse to the point of intersection of the said centerline with the East boundary of the Southeast One-Quarter (SE $^1/_4$) of said Section 30;

Thence continue Easterly along said centerline a distance of 305.10 feet;

Thence Southerly to the Northeasterly corner of Tract "O" of said subdivision of "LAKE FOREST SECTION 3";

Thence continue Southerly on a bearing of South 00°15′07″ East a distance of 100 feet, to a point;

Thence Easterly a distance of 80.64 feet on a bearing of North 82°30′53″ East to the Northwesterly corner of Lot 4, Block 21 of said subdivision of "LAKE FOREST SECTION 3";

Thence Southerly along the Westerly lines of Lots 4, 5, and 6 of said Block 21 a distance of 246 feet to the Northwest corner of Lot 33 of said Block 21;

Thence Southerly along the West line of Lot 33 of said Block 21 a distance of 145 feet to the Southwest corner of said Lot 33;

Thence Easterly along the South boundaries of Blocks 21 and 31 to the Southeast corner of Block 31 of said subdivision of "LAKE FOREST SECTION 3";

Thence continue Easterly along a projection of the South boundary of said Block 31 a distance of 800 feet to a point on the East boundary of the Southwest One-Quarter (SW $^1/_4$) of said Section 29;

Thence run Northerly and along the West boundary of the Southeast One-Quarter (SE $^1/_4$) of said Section 29 to the Northwest corner of said Southeast One-Quarter (SE $^1/_4$) of said Section 29;

Thence continue Northerly along the West boundary of the Northeast One-Quarter (NE $^1/_4$) of said Section 29 to a point 265 feet South of the Northeast corner of the South One-Half (S $^1/_2$) of the Northwest One-Quarter (NW $^1/_4$) of said Section 29;

Thence Westerly along the North boundary of Lot 21, Block 37 of the subdivision of "LAKE FOREST SECTION 4", as recorded in Plat Book 43, Page 45, of the Public Records of Broward County, Florida, to the Northwest corner of said Lot 21;

Thence continue Westerly to the Southeast corner of Tract "R", Block 40 of said subdivision of "LAKE FOREST SECTION 4";

Thence continue Westerly along the South boundaries of said Tract "R" and the South boundary of Tract "RA" of said subdivision of "LAKE FOREST SECTION 4" to the Southwest corner of said

Tract "RA";

Thence Northwesterly along the South boundary of said Tract "RA" to the Southeast corner of Lot 29A of said Block 40;

Thence continue Westerly along the South boundary of said Block 40 and along the South boundary of Block 50 of said subdivision of "LAKE FOREST SECTION 4" to the Southwest corner of Lot 28 of said Block 50;

Thence Southerly to the Southeast corner of Tract "Q" of said subdivision of "LAKE FOREST SECTION 4";

Thence Westerly to the Northwest corner of Lot 36, of said Block 50;

Thence Southerly to the Southwest corner of said Lot 36;

Thence Westerly along the South boundary of said Tract "Q" and the extension thereof for a distance of 171.53 feet to a point on the West boundary of the Northeast One-Quarter (NE $^1/_4$) of said Section 30 said point also being on the municipal boundary of the Town of Pembroke Park, as established by Chapter 70-878, Laws of Florida;

Thence Southerly along said municipal boundary and the East line of the West One-Half (W $^1/_2$) of said Section 30 to the Southwest corner of the Southeast One-Quarter (SE $^1/_4$) of said Section 30;

Thence Easterly along the South line of said Section 30 to the POINT OF BEGINNING.

TOGETHER WITH

Beginning at the Southwest corner of the Southeast quarter of Section 29, Township 51 South, Range 42 East, run Westerly along the South boundary of the Southwest quarter of said Section 29-51-42 to the Southwest corner of Section 29-51-42 which is a common corner of Sections 29 and 30, Township 51 South, Range 42 East and Sections 5 and 6, Township 52 South, Range 42 East; thence continue Westerly along the South boundary of Section 30-51-42 a distance of 535.00 feet; thence Northerly

a distance of 50 feet to the Southwest corner of Tract 'N' of a subdivision known as "LAKE FOREST SECTION 3" as recorded in Plat Book 35, Page 15 of the Public Records of Broward County, Florida; thence continue Northerly along the West boundary of said Tract 'N' to the Northwest corner of said Tract 'N'; thence continue Northerly a distance of 25 feet to the center line of Lime Tree Concourse which is a dedicated street of the subdivision of "LAKE FOREST SECTION 3"; thence Easterly along the center line of said Lime Tree Concourse to a point of intersection of the said center line with the East boundary of the Southeast quarter of Section 30-51-42; thence continue Easterly along said center line a distance of 305.10 feet; thence Southerly to the Northeasterly corner of Tract 'O' of said subdivision of "LAKE FOREST SECTION 3"; thence continue Southerly on a bearing of South 0° 15′ 07″ East a distance of 100 feet to a point; thence Easterly a distance of 80.64 feet on a bearing of North 82° 30′ 53″ East to the northwesterly corner of Lot 4, Block 21 of said subdivision of "LAKE FOREST SECTION 3"; thence Southerly along the Westerly lines of Lots 4 and 5, and 6 of said Block 21 a distance of 246 feet to the Northwest corner of Lot 33 of said Block 21; thence Southerly along the West line of Lot 33 of said Block 21 a distance of 145 feet to the Southwest corner of said Lot 33; thence Easterly along the South boundaries of Blocks 21 and 31 to the Southeast corner of Block 31 of said subdivision of "LAKE FOREST SECTION 3"; thence continue Easterly along a projection of the South boundary of said Block 31 a distance of 800 feet to a point on the East boundary of the Southwest quarter of Section 29-51-42; thence Southerly and along the East boundary of said Southwest quarter of Section 29-51-42 to the point of beginning; said lands situate, lying and being in Broward County, Florida.

TOGETHER WITH

The South 15 feet of the Southwest quarter of Section 30, Township 51 South, Range 42 East. Broward County, Florida.

TOGETHER WITH

A portion of Sections 24 and 25, Township 51 South, Range 41 East, and Sections 19, 29 and 30, Township 51 South, Range 42 East, Broward County, Florida, described as follows:

BEGINNING at the Northeast corner of the South One-Half (S $^1/_2$) of said Section 19, also being a point on the municipal boundary of the City of Hollywood, as established by Chapter 59-1369, Laws of Florida;

Thence Westerly along the North line of said South One-Half (S $^1/_2$) to the East line of the Southwest One-Quarter (SW $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of said Section 19, also being a point on the municipal boundary of the City of Hollywood, as established by Chapter 63-1426, Laws of Florida;

Thence continue Westerly along said North line, along the North line of the Southeast One-Quarter (SE $^1/_4$) of said Section 24 and along said municipal boundary to the West line of the Northeast One-Quarter (NE $^1/_4$) of the Southeast One-Quarter (SE $^1/_4$) of said Section 24;

Thence continue along said municipal boundary to the centerline of right of way of Southwest 17 Street (Pembroke Road);

Thence continue along said municipal boundary and along said center-line to a point on the centerline of State Road No. 7 (U.S. 441) also known as Southwest 60 Avenue, said point also being on the municipal boundary of the City of Miramar, as established by Ordinance No. 72-14 of the City of Miramar;

Thence Southerly along said centerline and said municipal boundary over and across said Sections 24 and 25 to a point of intersection with the South line of said Section 25;

Thence Easterly along said South line to the East line of said Section 25 and a point on the municipal boundary of the Town of Pembroke Park, as established by Chapter 70-878, Laws of Florida;

Thence along said municipal boundary the following 6 courses;

Thence Northerly along said East line to the Southwest corner of the Northwest One-Quarter (NW $^1/_4$) of the Southwest One-Quarter (SW $^1/_4$) of the Southwest One-Quarter (SW $^1/_4$) of said Section 30;

Thence Easterly along said South line to the Southeast corner of the Northwest One-Quarter (NW $^1/_4$) of the Southwest One-Quarter (SW $^1/_4$) of the Southwest One-Quarter (SW $^1/_4$) of said Section 30;

Thence Northerly along the West line of the East Three-Quarters (E $^3/_4$) of the Southwest One-Quarter (SW $^1/_4$) of said Section 30 to the Northeast corner of the South One-Half (S $^1/_2$) of the Southwest One-Quarter (SW $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of the Southwest One-Quarter (SW $^1/_4$) of said Section 30;

Thence Westerly along the North line of said South One-Half (S $^1/_2$) to the West line of said Section 30;

Thence Northerly along the said West line to the Northwest corner of the South One-Half (S $^1/_2$)

of the Northwest One-Quarter (NW $^1/_4$) of said Section 30;

Thence Easterly along the North line of said South One-Half (S $^1/_2$) to the Northeast corner of said South One-Half (S $^1/_2$), said point also being on the municipal boundary of the Town of Pembroke Park, as established by Chapter 63-1772, Laws of Florida;

Thence along said municipal boundary the following 5 courses;

Thence Northerly along the East line of the Northwest One-Quarter (NW $^1/_4$) of said Section 30 to a point of intersection with the North right of way line of Hallandale Beach Road, also known as State Road No. 824 and Hallandale Beach Boulevard;

Thence Easterly along said North right of way line to a point of intersection with the East line of the West One-Half (W $^1/_2$) of the Northwest One-Quarter (NW $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of said Section 29;

Thence Northerly along said East line to the Northeast corner of the Northwest One-Quarter (NW $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of said Section 29;

Thence Westerly along said North line to the Northwest corner of said Section 29, which is a common corner of Sections 19, 20, 29 and 30, Township 51 South, Range 42 East;

Thence Northerly along the East line of the Southeast One-Quarter (SE $^1/_4$) of said Section 19 to the POINT OF BEGINNING.

LESS THEREFROM:

Those lands annexed by the Town of Pembroke Park, as established by Ordinance No. 77-7-3 of the Town of Pembroke Park described as follows:

Lot 1 thru 12 inclusive in Block 4 of "MIAMI GARDENS ESTATES, SECTION 8", according to the plat thereof, as recorded in Plat Book 44, Page 33, of the Public Records of Broward County, Florida;

AND LESS:

Those lands annexed by the Town of Pembroke Park, as established by Ordinance No. 74-9-1 of the Town of Pembroke Park described as follows:

All of "MIAMI GARDENS ESTATES SECTION 9", according to the plat thereof, as recorded in Plat Book 61, Page 16, of the Public Records of Broward County, Florida;

AND LESS:

Those lands annexed by the Town of Pembroke Park, as established by Ordinance No. 77-4-1 of the Town of Pembroke Park described as follows:

The East One-Half (E $^1/_2$) of the East One-Half (E $^1/_2$) of Government Lot 1, LESS the West 43 feet thereof, and the Northeast One-Quarter (NE $^1/_4$) of the Northwest One-Quarter (NW $^1/_4$) of said Section 30, lying North of the North right of way line of Hallandale Beach Boulevard.

(4) POWERS.—The city shall have all available governmental, corporate, and proprietary powers and may exercise them, except when prohibited by law. Through the adoption of this charter, it is the intent of the electors of the city that the municipal government established herein have the broadest exercise of home rule powers permitted under the State Constitution and laws of the state.

(5) CONSTRUCTION.—This charter and the powers of the city shall be construed liberally in favor of the city.

Section 2. Commission; mayor.—

(1) CITY COMMISSION.—There shall be a city commission (the "commission") vested with all legislative powers of the city, consisting of four members ("commission members") and the mayor. Commission members shall occupy seats numbered 1 through 4. References in this charter to commission members shall include the mayor, unless the context dictates otherwise. Unless otherwise stated within this charter, all charter powers shall be exercised by the commission.

(2) MAYOR.—The mayor shall preside at meetings of the commission and be a voting member of the commission. The mayor shall be recognized as the head of city government for all ceremonial purposes, for purposes of military law, and for service of process and execution of duly authorized contracts, deeds, and other documents, and as the city official designated to represent the city when dealing with other governmental entities.

(3) VICE MAYOR.—The vice mayor shall act as mayor in the absence of the mayor. The vice mayor shall be elected from among commission members for a period of 2 years by a majority of the commission at the first meeting of the commission after each election.

(4) ELECTION AND TERMS OF OFFICE.—
(a) Election and term of office.—Each commission member and the mayor shall be elected at large by the electors of the city in the manner provided in section 5. Each commission member and the mayor shall remain in office until his or her successor is elected and assumes the duties of the position.

(b) Designated seats.—The city commission shall be divided into four seats, designated 1, 2, 3, and 4, to be voted on citywide, with each qualified elector entitled to vote for one candidate for each seat.

(c) Commencing with a special election in November 2009, and in all applicable election years thereafter, all general city elections shall be held in November. The Mayor and Commission terms shall be initially extended by up to eight months in order to accommodate elections in November of even-numbered years. Commencing with a special election in November 2009, Commission seats 1 and 2 shall be up for election for a five-year term ending in November 2014. In all years thereafter, Commission seats 1 and 2 shall be up for election for a four-year term. Commencing with a special election in November 2011, the positions of Mayor and Commission member seats 3 and 4 shall be up for election to a five-year term ending in November 2016. In all years thereafter, Mayor and Commission seats 3 and 4 shall be up for election to a four-year term. The extension of the terms for candidates in the 2009 and 2011 elections shall be a one-time occurrence in order to preserve the staggered election process otherwise contained in this Charter.

(5) QUALIFICATIONS.—Candidates for commission member shall qualify for election by the filing of a written notice of candidacy with the clerk of the city at such time and in such manner as may be prescribed by ordinance and payment to the clerk of the sum of $100, plus any fees required by Florida Statutes, as a qualifying fee. A person may not be a candidate for more than one office in the same election. Only electors of the city who have resided continuously in the city for at least 1 year preceding the date of such filing shall be eligible to hold the office of commission member. If at the conclusion of the qualifying period no elector shall have filed for candidacy, the commission seat shall be open for a period of 5 days and any qualified elector who has resided in the city continuously for at least 1 year preceding the date of such filing may file a

written notice of candidacy for said commission seat in accordance with the remaining provisions of this section.

(6) VACANCIES; FORFEITURE OF OFFICE; FILLING OF VACANCIES.—

(a) Vacancies.—The office of a commission member shall become vacant upon his or her death, resignation, or removal from office in any manner authorized by law or by forfeiture of his or her office.

(b) Forfeiture of office.—

1. A commission member shall forfeit his or her office if at any time during his or her term he or she ceases to maintain his or her permanent residence in the city or if he or she otherwise ceases to be a qualified elector of the city.

2. A commission member shall be subject to forfeiture of his or her office, in the discretion of the remaining commission members, if he or she is absent without good cause from any three consecutive regular meetings of the commission during any calendar year or if he or she is absent without good cause from any four regular meetings of the commission within any 12month period.

3. The commission shall be the sole judge of the qualifications of its members and shall hear all questions relating to forfeiture of a commission member's office, including whether or not good cause for absence has been or may be established. The burden of establishing good cause shall be on the commission member in question; however, any commission member may at any time during any duly held meeting move to establish good cause for his or her absence or the absence of any other commission member, from any past, present, or future meeting or meetings, which motion, if carried, shall be conclusive. A commission member whose qualifications are in question or who is otherwise subject to forfeiture of his or her office shall not vote on any such matters. The commission member in question shall be entitled to a public hearing on request regarding an alleged forfeiture of office. If a public hearing is requested, notice thereof shall be published in one or more newspapers of general circulation in the city at least 1 week in advance of the hearing. Any final determination by the commission that a commission member has forfeited his or her office shall be made by resolution. All votes and other acts of the commission member in question prior to the effective date of such resolution shall be valid regardless of the grounds of forfeiture.

(c) Filling of vacancies.—A vacancy on the commission shall be filled as follows:

1. If less than 1 year remains in the unexpired term, the vacancy shall be filled by the commission within 30 days.

2. If 1 year or more remains in the unexpired term, the vacancy shall be filled by a special election to be held not sooner than 30 days or more than 60 days following the occurrence of the vacancy.

3. Persons filling vacancies shall meet the qualifications specified in this section.

4. If no candidate for a vacancy meets the qualifications under this section for that vacancy, the commission shall appoint a person qualified under this section to fill the vacancy.

5. Notwithstanding any quorum requirements established herein, if at any time the full membership of the commission is reduced to less than a quorum, the remaining members may, by majority vote, appoint additional members to the extent otherwise permitted or required

under this subsection.

6. In the event that all the members of the commission are removed by death, disability, recall, forfeiture of office, or resignation, or any combination thereof, the Governor shall appoint interim commission members who shall call a special election within not less than 30 days or more than 60 days after such appointment. Such election shall be held in the same manner as the initial elections under this charter. However, if there are less than 6 months remaining in the unexpired terms, the interim commission appointed by the Governor shall serve out the unexpired terms. Appointees must meet all requirements for candidates provided for in this section.

7. Compensation; reimbursement for expenses.—

(a) The commission members shall be compensated at the rate of $300 per month. The mayor shall be compensated at the rate of $400 per month. The mayor and commission shall receive reimbursement in accordance with applicable law, or as may be otherwise provided by ordinance, for authorized travel and per diem expenses incurred in the performance of their official duties.

(b) An ordinance establishing, increasing, or decreasing compensation of the mayor or commission may be adopted at any time; however, in no event shall any establishment of compensation or any increase in compensation become effective prior to the first day of the first month following the first regular election of the city subsequent to the adoption of such ordinance.

(8) RULES OF PROCEDURE.—The commission shall determine its own rules of procedure.

Section 3. Administrative.—

(1) CITY ADMINISTRATOR.—There shall be a city administrator (the "administrator"), who shall be the chief administrative officer of the city. The administrator shall be responsible to the commission for the administration of all city affairs.

(2) APPOINTMENT; REMOVAL; COMPENSATION.—The commission shall appoint a qualified individual or firm for an indefinite term by an affirmative vote of at least four commission members. The commission may remove the administrator at any time by an affirmative vote of at least four commission members. For voting purposes, the mayor shall be considered as a commission member. The compensation and benefits of the administrator shall be fixed by the commission. Any consideration of the removal of the administrator must be an agenda item with public notice given.

(3) POWERS AND DUTIES OF THE ADMINISTRATOR.—The administrator shall:

(a) Be responsible for the hiring, supervision, and removal of all city employees.

(b) Direct and supervise the administration of all departments and offices, but not city boards or agencies, unless so directed by the commission from time to time.

(c) Attend all commission meetings and have the right to take part in discussion, but not the right to vote.

(d) Ensure that all laws, provisions of this charter, and acts of the commission, subject to enforcement or administration by him or her or by officers subject to his or her direction and supervision, are faithfully executed.

(e) Prepare and submit to the commission a proposed annual budget and capital program.

(f) Submit to the commission and make available to the public an annual report on the finances and administrative activities of the city as of the end of each fiscal year.

(g) Prepare such other reports as the commission may require concerning the operations of city departments, offices, boards, and agencies.

(h) Keep the commission fully advised as to the financial condition and future needs of the city and make such recommendations to the commission concerning the affairs of the city as he or she deems to be in the best interests of the city.

(i) Execute, with the mayor, contracts, deeds, and other documents on behalf of the city, as authorized by the commission.

(j) Implement the purchase code and guidelines adopted by the commission for the acquisition of goods and services for the city.

(k) Perform such other duties as are specified in this charter or as may be required by the commission.

(4) ABSENCE OR DISABILITY OF ADMINISTRATOR.—To perform his or her duties during his or her temporary absence or disability, the administrator may designate, by letter filed with the city clerk, a qualified administrative officer of the city. In the event of failure of the administrator to make such designation, or should the person so designated by the city administrator be unsatisfactory to the commission, the commission may by resolution appoint an officer of the city to perform the duties of the administrator until he or she shall return or his or her disability shall cease.

(5) BOND OF ADMINISTRATOR.—The administrator shall furnish a surety bond to be approved by the commission, and in such amount as the commission may fix, said bond to be conditioned on the faithful performance of his or her duties. The premium of the bond shall be paid by the city.

(6) CITY CLERK.—The administrator shall appoint a city clerk or management firm to serve as city clerk (the "clerk"). The clerk shall give notice of commission meetings to its members and the public, shall keep minutes of its proceedings, and shall perform such other duties as the commission or administrator may prescribe from time to time. The clerk shall report to the administrator.

(7) CITY ATTORNEY.—The commission shall appoint a qualified individual or firm to serve as the city attorney for an indefinite term by an affirmative vote of at least four commission members. The commission members may remove the city attorney at any time by an affirmative vote of at least four commission members. The compensation and benefits of the city attorney shall be fixed by the commission. The city attorney shall report to the commission. The city attorney shall take office immediately on appointment, and the terms and conditions shall subsequently be reduced to a written contract. The commission shall have the authority to engage such additional legal counsel as it deems advisable and necessary.

(8) POWERS AND DUTIES OF THE CITY ATTORNEY.—The city attorney or other attorney, designated and approved by the commission, shall, to the extent required by the commission:

(a) Attend all regular and special meetings of the commission.

(b) Act as the legal advisor to and counselor for the city and its officers in the matters relating to their official duties.

(c) Approve all contracts, bonds, and other instruments in which the city is concerned and shall endorse on each his or her approval of the form and correctness thereof. No contract with the city shall take effect until his or her approval is so endorsed thereon.

(d) When requested to do so by the commission, prosecute and defend on behalf of the city all complaints, suits, and controversies in which the city is a party.

(e) When so requested, furnish the mayor, commission, or administrator his or her opinion on any question of law involving the respective powers and duties of the mayor, commission, or administrator.

(f) Perform such other professional duties as required of him or her by resolution of the commission or as prescribed for municipal attorneys in the general laws of the state which are not inconsistent with this charter.

(9) EXPENDITURE OF CITY FUNDS.—No funds of the city shall be expended except pursuant to duly approved appropriations or for the payment of bonds, notes, or other indebtedness duly authorized by the commission and only from such funds so authorized.

(10) City boards and agencies.—Except as otherwise provided by law, the commission may establish or terminate such boards and agencies as it may deem advisable from time to time. The boards and agencies shall report to the commission. Members of boards and agencies shall be appointed by the commission by resolution.

Section 4. Legislative.—

(1) COMMISSION MEETING PROCEDURE.—

(a) Meetings.—The commission shall hold at least 11 monthly meetings in each fiscal year at such times and places as the commission may prescribe by rule. No meeting shall extend beyond 11 p.m. local time. Notwithstanding the aforesaid, the commission may conclude debate and voting on any agenda item under consideration at 11 p.m. Special meetings may be held upon the call of the mayor or upon the call of three members of the commission, and upon no less than 24 hours' notice to each member and the public, or such shorter time as a majority of the commission shall deem necessary in case of an emergency affecting life, health, property, or the public peace.

(b) Quorum and voting.—Except as otherwise provided in this charter, any three members of the commission shall constitute a quorum. The affirmative vote of three members of the commission shall be required for any legislative action. All voting shall be by roll call.

(2) PROHIBITIONS.—

(a) Appointments and removals.—Neither the commission nor any of its members shall in any manner dictate the appointment or removal of any city administrative officers or employees whom the administrator or any of his or her subordinates is empowered to appoint, but the commission members may express their views and fully and freely discuss with the administrator anything pertaining to appointment and removal of such officers and employees.

(b) Interference with administration.—Except for the purpose of inquiries and investigations made in good faith, the commission or its members shall deal with city officers and employees who are subject to the direction and supervision of the administrator solely through the administrator, and neither the commission nor its members shall give orders to any such officer or employee, either publicly or privately. It is the express intent of this charter that recommendations for improvement in city government operations by individual commission members be made solely to and through the administrator. Commission members may discuss with the administrator any matter of city business; however, no individual commission member shall give orders to the administrator.

(c) Holding other office.—No elected city official shall hold any appointive city office or city employment while in office. No former elected city official shall hold any compensated appointive city office or city employment until 1 year after the expiration of his or her term.

(3) EMERGENCY ORDINANCES.—

(a) Authorization; form.—To meet a public emergency affecting life, health, property, or the public peace, the commission may adopt, in the manner provided by Florida Statutes, one or more emergency ordinances, but such ordinances may not enact or amend a land use plan or rezone private property; levy taxes; grant, renew, or extend any municipal franchise; set service or user charges for any municipal services; or authorize the borrowing of money, except as provided under the emergency appropriations provisions of this charter, if applicable. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated in a preamble as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms.

(b) Procedure.—Upon the affirmative vote of four commission members, an emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced. For voting purposes, the mayor shall be considered as a member of the commission. After its adoption, the ordinance shall be advertised and printed as prescribed for other ordinances.

(c) Effective date.—Emergency ordinances shall become effective upon adoption or at such other date as may be specified in the ordinance.

(d) Repeal.—Every emergency ordinance, except emergency appropriation ordinances, shall automatically be repealed as of the 61st day following its effective date, but this shall not prevent reenactment of the ordinance under regular procedures or, if the emergency still exists, in the manner specified in this section. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

(e) Emergency appropriations.—To meet a public emergency affecting life, health, property, or the public peace, the commission, by resolution, may make emergency appropriations. To the extent that there are no unappropriated revenues to meet such appropriation, the commission may by such emergency resolution authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals in any fiscal year shall be paid not later than the last day of the fiscal year succeeding that in which the emergency appropriations were made.

(4) ANNUAL BUDGET ADOPTION.—

(a) Balanced budget.—Each annual budget adopted by the commission shall not provide for expenditures in an amount greater than the revenues budgeted.

(b) Budget adoption.—The budget shall be adopted in accordance with applicable Florida Statutes and any amendments thereto.

(c) Specific appropriation.—The budget shall be specific as to the nature of each category of appropriations. Reasonable appropriations may be made for contingencies, but only within defined spending categories.

(5) FISCAL YEAR.—The fiscal year of the city government shall begin on the first day of October and shall end on the last day of September of the following calendar year, unless otherwise defined by Florida Statutes. Such fiscal year shall also constitute the annual budget and accounting year.

(6) APPROPRIATION AMENDMENTS DURING THE FISCAL YEAR.—

(a) Supplemental appropriations.—If, during any fiscal year, revenues in excess of those estimated in the annual budget are available for appropriation, the commission may by ordinance make supplemental appropriations for the fiscal year up to the amount of such excess.

(b) Reduction of appropriations.—If, at any time during the fiscal year, it appears probable to the administrator that the revenues available will be insufficient to meet the amounts appropriated, he or she shall report to the commission without delay, indicating the estimated amount of the deficit and his or her recommendations as to the remedial action to be taken. The commission shall then take such action as it deems appropriate to prevent any deficit spending not covered by adequate reserves.

(7) AUTHENTICATION, RECORDING, AND DISPOSITION OF ORDINANCES, RESOLUTIONS, AND CHARTER AMENDMENTS.—

(a) Authentication.—The mayor and the clerk shall authenticate, by their signatures, all ordinances and resolutions adopted by the commission. In addition, when charter amendments have been approved by the electors, the mayor and the clerk shall authenticate, by their signatures, the charter amendment, such authentication to reflect the approval of the charter amendment by the electorate.

(b) Recording.—The clerk shall keep properly indexed books in which shall be recorded, in full, all ordinances and resolutions enacted or passed by the commission. Ordinances shall, at the direction of the commission, be periodically codified. The clerk shall also maintain the charter in current form as to all amendments.

(c) Printing.—The commission shall, by ordinance, establish procedures for making all resolutions, ordinances, technical codes adopted by reference, and this charter available for public inspection and available for purchase at a reasonable price.

(8) BORROWING.—

(a) Subject to the referendum requirements of the State Constitution, if applicable, the city may from time to time borrow money and issue bonds or other obligations or evidence of indebtedness (collectively, "bonds") of any type or character for any of the purposes for which the city is now or hereafter authorized by law to borrow money, including to finance the cost of any capital or other project and to refund any and all previous issues of bonds at or prior to maturity. Such bonds may be issued pursuant to one or more resolutions adopted by a majority of the commission.

(b) The city may assume all outstanding indebtedness related to facilities it acquires from other units of local government and be liable for payment thereon in accordance with its terms.

(9) INDEPENDENT AUDIT.—The commission shall provide for an independent annual audit of all city accounts and may provide for more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the city government or any of its officers.

Section 5. Elections.—
(1) ELECTORS.—Any person who is a resident of the city, has qualified as an elector of the state, and registers to vote in the manner prescribed by law shall be an elector of the city.

(2) NONPARTISAN ELECTIONS.—All elections for the offices of commission member and mayor shall be conducted on a nonpartisan basis.

(3) ELECTION DATES.—Regular elections shall be held in November of even numbered years.

(4) GENERAL ELECTION.—The ballot for the general election shall contain the names of all qualified candidates for mayor if the mayor's term is expiring and for each of the two commission seats which are to be filled at that election as a result of two commission members' terms expiring, and shall instruct electors to cast one vote for mayor, if applicable, and one vote for each commission seat, with a maximum of one vote per candidate. The candidate for mayor receiving the most votes shall be the duly elected mayor. The candidate receiving the most votes in each designated commission seat, respectively, shall be the duly elected commission member for that designated commission seat.

(5) SPECIAL ELECTIONS.—Special elections, when required, shall be scheduled by the commission at such times and in such manner as shall be consistent with this charter and state law.

(6) SINGLE CANDIDATES.—No election for mayor or any commission seat shall be required in any election if there is only one duly qualified candidate for mayor or for any commission seat.

(7) COMMENCEMENT OF TERMS.—The term of office of any elected official shall commence immediately after the election.

(8) OATH.—All elected officers, before entering upon their duties, shall take and subscribe to the following oath of office:

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida, and the charter of the City of West Park; that I am duly qualified to hold office under the Constitution of the State and the charter of the City of West Park; and that I will well and faithfully perform the duties of (Mayor or commission member) upon which I am now about to enter. (So help me God.)

(9) ELECTION LAWS.—The election laws of the state shall apply to all elections.

(10) RECALL.—The registered electors of the city shall have the power to recall and to remove from office any elected official of the city as provided by general law of the state.

Section 6. Charter amendments.—

(1) CHARTER AMENDMENTS.—This charter may be amended in accordance with the provisions of this section.

(2) PROCEDURE TO AMEND.—

(a) Initiation.—This charter may be amended in two ways:

1 By ordinance.—The commission may, by ordinance, propose amendments to this charter and, upon passage of the initiating ordinance, shall submit the proposed amendment to a vote of the electors at the next general election held within the city or at a special election called for such purpose.

2 By petition.—The electors of the city may propose amendments to this charter by petition pursuant to the requirements of chapter 166, Florida Statutes, as amended.

(b) Submission to electors.—Upon certification of the sufficiency of a petition, the commission shall submit the proposed amendment to a vote of the electors at a general election or special election to be held not less than 60 days or more than 120 days from the date on which the petition was certified or at a special election called for such purpose.

(c) Results of election.—If a majority of the qualified electors voting on a proposed amendment votes for its adoption, it shall be considered adopted upon certification of the election results. If conflicting amendments are adopted at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

(3) APPOINTMENT OF CHARTER REVIEW COMMITTEE.—The commission shall appoint a charter review committee, which shall contain at least five registered electors who are residents of the city and whose responsibilities shall include the review and analysis of the charter and recommendations to the commission of proposed charter amendments, including, without limitation, issues such as district voting versus citywide elections for commission members. All recommendations of the charter review committee shall be considered by the commission at least once every 4 years, and the commission may by ordinance propose amendments to this charter upon recommendation of the charter review committee. Upon passage of the initiating ordinance, the commission shall submit the proposed amendment to a vote of the electors of the city at the next general election held within the city or at a special election called for such purpose.

Section 7. General provisions.—

(1) SEVERABILITY.—If any section or part of any section of this charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this charter or the context in which such section or part of a section so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

(2) CONFLICTS OF INTEREST; ETHICAL STANDARDS.—All commission members, officials,

and employees of the city shall be subject to the standards of conduct for public officers and employees set by federal, state, county, or other applicable law.

(3) CITY PERSONNEL SYSTEM.—All new employments, appointments, and promotions of city officers and employees shall be made pursuant to personnel procedures to be established by the administrator from time to time.

(4) CHARITABLE CONTRIBUTIONS.—The city shall not make any charitable contribution to any person or entity unless authorized by the commission.

(5) VARIATION OF PRONOUNS.—All pronouns and any variations thereof used in this charter shall be deemed to refer to masculine, feminine, neutral, singular, or plural as the identity of the person or persons shall require and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this charter.

(6) CALENDAR DAY.—For the purposes of this charter, a day shall mean a calendar day.

Section 8. Transition provisions.—

(1) CREATION AND ESTABLISHMENT OF CITY.—The City of West Park is hereby created and established effective March 1, 2005.

(2) INITIAL ELECTION OF COMMISSION MEMBERS; DATES; QUALIFYING PERIOD; CERTIFICATION OF ELECTION RESULTS; INDUCTION INTO OFFICE.—

(a) Dates.—Following the adoption of this charter by the electorate, a special election for the election of the mayor and four commission members shall be held on March 8, 2005.

(b) Qualifying period.—Any individual wishing to run for mayor or one of the four commission seats who is a qualified elector of the city and has resided continuously within the corporate boundaries described in this act for 1 year shall qualify as a candidate with the Broward County Supervisor of Elections no earlier than noon on the first work day in September nor later than noon on the 14th day following the first work day in September of the calendar year in which the election is to be held, in accordance with the provisions of this charter and general law.

(c) Certification of election results.—For the initial election, a canvassing board shall be appointed by the Board of County Commissioners of Broward County to certify the results of the election. At the first election under this charter, the four candidates for commission member receiving the highest number of votes shall be elected. At such initial election, seats shall not be designated. Of the elected candidates, the two receiving the greatest number of votes shall serve until their successors are elected in November 2009 and assume the duties of the office, and the remaining two shall serve until their successors are elected in March 2007 and assume the duties of the office. The candidate receiving the highest number of votes shall occupy seat 1; the candidate receiving the second highest number shall occupy seat 2; the candidate receiving the third highest number shall occupy seat 3; and the candidate receiving the fourth highest number shall occupy seat 4. The mayoral candidate receiving the highest number of votes shall be elected. The mayor shall be elected at the first election to serve until his or her successor is elected on the second Tuesday in March 2007 and assumes the duties of the office, and for a 4-year term at all subsequent elections.

(d) Induction into office.—Those candidates who are elected on March 8, 2005, shall take office at the initial commission meeting, which shall be held at 7:30 p.m. on March 10, 2005, at a place to be designated by the mayor.

(3) TEMPORARY NATURE OF SUBSECTIONS (4)-(10).—The following subsections of this section are inserted solely for the purpose of effecting the incorporation of the city and the transition to a new municipal government. Subsections (4)-(10) of this section shall automatically, and without further vote or act of the electors of the city, become ineffective and no longer a part of this charter at such time as the implementation of such section has been accomplished.

Approved by the Governor June 17, 2004.

Filed in Office Secretary of State June 17, 2004.

Approved by the Electorate November 4, 2008

Revised November 19, 2008 - City of West Park Commission
Mayor Eric H. Jones, Jr.
Vice Mayor Thomas Dorsett
Commissioner Felica M. Brunson
Commissioner Sharon Fyffe
Commissioner Rita "Peaches" Mack

Filed in the Office Secretary of State March 4, 2009

Signed _____
Mayor Eric H. Jones, Jr., City of West Park

Signed _____
Esther B. Coulson, City Clerk, City of West Park

This is the true and correct copy of the City of West Park Charter as certified on _____ by Esther B. Coulson, City Clerk, City of West Park, Florida

For detailed information on all amendments, please refer to Exhibit "A" which lists all the changes made to the Charter since it went into effect on June 17, 2004.

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EXHIBIT "A"

The City of West Park Charter went into effect on June 17, 2004 and amendments made to it since that time are listed below in chronological order:

November 8, 2008

Subsection 2 (4) (a) was amended to require each commission member and the mayor to be elected at large by the electors of the city in the manner provided in section 5.

Subsection 2 (4) (c) was amended as proposed by the City of West Park Commission to commence with a special election in November 2009, and in all applicable election years thereafter, all general city elections shall be held in November. The Mayor and Commission terms shall be initially extended by up to eight months in order to accommodate elections in November of even-numbered years. Commencing with a special election in November 2009, Commission seats 1 and 2 shall be up for election for a five-year term ending in November 2014. In all years thereafter, Commission seats 1 and 2 shall be up for election for a four-year term. Commencing with a special election in November 2011, the positions of Mayor and Commission member seats 3 and 4 shall be up for election to a five-year term ending in November 2016. In all years thereafter, Mayor and Commission seats 3 and 4 shall be up for election to a four-year term. The extension of the terms for candidates in the 2009 and 2011 elections shall be a one-time occurrence in order to preserve the staggered election process otherwise contained in this Charter.

Subsection 5 (3) was amended as proposed by the City of West Park Commission to hold regular elections in November of even numbered years.

Subsection 8 (2) (b) was amended as proposed by the City of West Park Commission requiring that any individual wishing to run for mayor or one of the four commission seats who is a qualified elector of the city and has resided continuously within the corporate boundaries described in this act for one (1) year shall qualify as a candidate with the Broward County Supervisor of Elections no earlier than noon on the first work day in September nor later than noon on the 14th day following the first work day in September of the calendar year in which the election is to be held, in accordance with the provisions of this charter and general law.

Subsection 8 (2) (c) was amended as proposed by the City of West Park Commission requiring that the two elected candidates receiving the greatest number of votes shall serve until their successors are elected in November 2009 and assume the duties of the office, and the remaining two shall serve until their successors are elected in March 2007 and assume the duties of the office. The candidate receiving the highest number of votes shall occupy seat 1; the candidate receiving the second highest number shall occupy seat 2; the candidate receiving the third highest number shall occupy seat 3; and the candidate receiving the fourth highest number shall occupy seat 4. The mayoral candidate receiving the highest number of votes shall be elected. The mayor shall be elected at the first election to serve until his or her successor is elected on the second Tuesday in March 2007 and assumes the duties of the office, and for a 4-year term at all subsequent elections.

Subsections 8 (4) through (10) are ineffective and are no longer part of this charter.

CITY OF WEST PARK

ADVISORY COMMITTEE ORIENTATION PACKET

Prepared by:

Burnadette Norris Weeks, Esq.
Office of the City Attorney
City of West Park, Florida

Advisory Committee Member Orientation

Congratulations on your appointment to a City of West Park Advisory Committee! We are pleased that you are willing to devote your time and efforts to improving the quality of life in our community.

Advisory Committee members are an integral part of the policy development process in City government. Your role is to research and make recommendations or suggestions to the City Commission on various topics of public concern.

During the orientation, we will cover information that you will need to better understand your responsibilities as an advisory Committee member. We will also discuss issues such as parliamentary procedures, ethics and Florida's Government-in-the-Sunshine Law.

The City of West Park has an exciting future and we want you to be a part of it. Your valuable knowledge and expertise are essential as we prepare for the many challenges ahead.

Again, thank you for serving as an advisory Committee member. We look forward to working with you.

Sincerely,

Burnadette Norris-Weeks

Burnadette Norris-Weeks, Esq., City Attorney
City of West Park

What is Your Role?

What is an Advisory Committee?

An advisory committee is created by ordinance or resolution. It is designed to provide advice and recommendations to the City Commission on various matters of public concern. Advisory Committee members are appointed by the City Commission of the City of West Park.

General Requirements for Committee Members

Generally, Committee members should have:

- The expertise necessary to accomplish the Committee's objectives.
- A reputation for integrity and community service.
- An interest or experience in the Committee's area of service.
- See the specific ordinance or resolution establishing your advisory committee for complete list of all requirements and duties.

Setting Goals

Advisory Committees are encouraged to submit annual status reports to the City Commission indicating their progress in achieving the goals of the Committee. The City Administrator can provide you with a guideline for preparing these reports. Setting goals and preparing an annual report encourages Committees to develop focused work plans and ensures the City Commission is kept informed of Committee activities.

Correspondence

Any use of City government logos or letterhead must be coordinated with your staff liaison to prevent misrepresentation of Committee or City policies. Formal correspondence which states the Committee's position on an issue should always be coordinated with the City Administrator and approved by the City Commission.

Frequently Asked Questions

How often does my Committee meet?

Advisory Committees meet as directed by the resolution or ordinance establishing said Committee. In the absence of specific guidelines, the committee may meet as agreed upon by its members and pursuant to administrative staffing. We encourage you to attend all meetings of your Committee. Committee members who miss three consecutive meetings or four total meetings in a fiscal year will be replaced.

How long will I serve?

Most advisory Committee member terms last for at least one (1) year. Committee members may serve for longer terms, depending on the structure and purpose of that committee. The City Commission has the authority to re-appoint consistent with the resolution or ordinance establishing the Committee.

Who do I call if I have a question about advisory committee procedures or need more information on some aspect of City operations?

The City Administrator's office will assist you in getting the information that you and your Committee need.

What if I can't finish my term?
Submit a letter of resignation to the City Administrator and a copy will be sent to the City Commission.

May I serve another term?
We hope this will be a rewarding experience for you and for City government. You will be contacted by City staff near the end of your term and asked if you would like to be reappointed. Some Committees have term limits. The City Commission has the final say on appointments and reappointments.

Committee members should:
√ Notify staff of any anticipated meeting absence.
√ Speak openly and clearly during meetings.
√ Listen and respond to members of the public who attend the meetings.
√ Vote on all motions (unless you have a conflict of interest - more on that in Meeting Guidelines).
√ Note a conflict of interest and follow the appropriate procedures.

Please remember...
The function of an advisory Committee is to advise, not to make policy. Your recommendations will always be considered. But, keep in mind these recommendations may not always be followed by the City Commission, which frequently must take other factors into consideration before making a policy decision.

Staff's Role

Advisory Committees are successful when its members and City staff understand the Committee's purpose and work together to achieve it. This provides the foundation for a good relationship built on mutual respect and a clear understanding of each other's responsibilities. Simply put, positive Committee - staff relationships are built on the four **C's: Communication, Commitment, Courtesy and Cooperation**.

Staff members:
√ Provide technical and administrative assistance to the Committee.
√ Provide initial orientation and continuing education for Committee members.
√ Supply background information on agenda items to board members sufficiently in advance of meetings.
√ Create the meeting agenda.
√ When requested, may make recommendations on agenda items.
√ Attend Committee meetings in a non-voting capacity.

√ Inform Committee members of City Commission actions concerning routine recommendations and appeals.
√ Record attendance.
√ Take and distribute meeting minutes.

Committee members and staff share these responsibilities:
√ Be on time for meetings.
√ Know and practice parliamentary procedure.
√ Be familiar with the issues: Review background information, the agenda and previous minutes before the meeting.
√ Be courteous to each other and to members of the public.
√ Be open and responsive to questions and concerns.
√ Supply background information on agenda items to Committee members sufficiently in advance of meetings.
√ May make recommendations on agenda items.
√ Inform Committee members of City Commission actions concerning routine recommendations and appeals.
√ Record attendance.
√ Take and distribute meeting minutes.

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City of West Park
Advisory Committee Orientation

Hint: Sunshine Law applies to:

- Any gathering
- Two or more members of same board
- Discussion of a matter which will foreseeably come before the Advisory Committee

Example 1:

Diversity Advisory Board member **A** writes an e-mail to member **B** attaching an article about a program that is taking place with another Diversity committee in a nearby City. Member **B** writes back…"Thank you for sending this to me. We should do this program too and discuss it at our upcoming meeting." Member **A** writes "I agree."

Is this a violation of the Sunshine Law?

_____

_____

Example 2:

A member of the Charter Review Committee has a meeting with a person on the Senior Citizen's Advisory Committee to discuss a proposal relating to seniors that the Charter Review Committee will vote on the following week. Is this a violation of the Sunshine Law?

_____

_____

Example 3:

Advisory members **A** and **B** sit on the same board and are best friends. They have another friend **C** who does not sit on the advisory committee but talks to both of them about the issues that will come before the board for discussion. One day, **A** tells **C** how he plans to vote on an upcoming issue and further asked **C** to find out from **B** how **B** plans to vote. Does this violate the spirit of the Sunshine Law?

_____

_____

Example 4:

Before the start of the Business Advisory Committee, the City Administrator, the Mayor and the a planning staff contractor discuss an ssue that will be discussed on the agenda. Is this a violation of the Sunshine Law?

_____

_____

Example 5:

Before the start of the Twin Lakes Water Control District Advisory Committee, the City Administrator, the Mayor and the Chair of the committee discuss an issue that will be discussed on the agenda. Is this a violation of the Sunshine Law?

_____

_____

Hint: Procedural Requirements of Sunshine Law Meetings

- Open to the public
- Reasonable notice provided
- Minutes promptly recorded and open to public inspection

Example 6:

During an Advisory meeting it is made clear that only the people sitting near the board members can hear the discussion among the members. Is this proper?

_____

_____

Example 7:

Advisory member **A** gets up from his chair during a meeting and walks over to member **B** to whisper something in her ear about an issue to be discussed during the meeting. Is this a violation of the Sunshine Law?

_____

_____

Example 8:

There is no pressing emergency situation but the Chair of your Advisory Committee decides that she would like to hold a meeting tomorrow evening to discuss a particular issue. Would this be an appropriate action?

_____

_____

Example 9:

A member of the public continues to shout out from the audience at various times during an advisory meeting. The Chair of the meeting acknowledges the person by responding that the person will be heard during the public participation portion of the agenda. Is this appropriate?

_____

_____

Example 10:

Advisory member **A** abstains from voting on an issue for which he does not have a conflict of interest. Is this proper?

_____

_____

Public Records

Public records are defined as all materials made or received by agency (including you as a member of an advisory Committee) in connection with official business, which are used to perpetuate, communicate or formalize knowledge.

In addition to written documents, public records can be tapes, e-mails, photographs, films, videos and sound recordings. Florida's public records law sets rules for how long these materials must be retained and when they can be destroyed. Your City staff liaison keeps master copies of Committee agendas, minutes, etc., and you should turn in to the liaison public records you receive directly from outside the agency.

Remember these guidelines regarding public records and the Sunshine Law.

- **Everything** you say, do or write at a meeting is the public's business.

- Follow the Sunshine Law to the letter. Do not converse with your colleagues by phone, letter, e-mail, etc., about any matters related to your Committee.

- All meetings and discussions with two or more elected/appointed officials who serve on the same Committee/commission require public notice.

- It is a good idea to consider everything as public record.

For more information
The Office of the Attorney General maintains a website with Sunshine Law and public records information, including answers to frequently asked questions.

The website address is: http://myfloridalegal.com/pages.nsf/Main/321B47083D80C4CD8525791B006A54E3
If you require additional information, please contact the City Administrator's office staff at (954) 989-2688.

Meeting Guidelines

You'll become very familiar with meetings as an advisory Committee member. And you'll quickly learn to appreciate meetings which run smoothly as opposed to those which drag on. To keep your meetings productive and on track, here are some handy tips:

- Study any background materials beforehand, but don't make up your mind. Additional information may be presented at the meeting, and you'll want to keep an open mind so you can fairly consider all the facts.

- Before the Committee can get down to business, it must have a quorum - a majority of members present. A Committee majority is more than 50 percent of its members.

- The Chair is responsible for moving the meeting along. But members should assist with getting to the heart of an issue so a conclusion can be reached in a reasonable amount of time.

- Solicit public participation. Reasonable time limits can be imposed.

- After the presentation and public participation, Committee members may want to ask questions. This time should be limited to Committee questions only, with discussion for or against an issue held until after a motion has been presented (the motion helps focus the discussion).

- After questions are answered, a Committee member should make a motion. After the motion is seconded, the Chair can open the floor to Committee discussion, making sure each member keeps comments short and to the point.

- The Chair should try to keep members focused and moving to a conclusion. One way is for the Chair to occasionally summarize what is being discussed. When the Chair thinks the debate has been brought to a close, he/she should "call for the question" or ask members if they are ready to vote. Other Committee members can also call for the question.

Voting conflicts

Simply put, you can't vote on an issue which may benefit you or benefit the business that employs you ("special private gain" is the official lingo). Special private gain exists if you or your spouse own something that would be affected by the vote or have an ongoing business relationship with someone whose interests would be affected.

If a voting conflict exists

- Before the issue is discussed, publicly explain the conflict for the record (so the information is entered in the minutes).
- Abstain from voting.
- Within 15 days of the vote, document your conflict in writing (ask the City staff member who attends your meetings for a memorandum of voting conflict). Return the completed form to this person.

You **cannot** participate in the Committee's discussion of the issue (Florida Statute 112.3143).

Parliamentary Procedure

Imagine a meeting where everyone talks at the same time. Not much will get done. That's why there is parliamentary procedure.

These common sense rules allow for the orderly flow of ideas and discussion and are widely used to govern meetings. The City Commission of the City of West Park follows **Robert's Rules of Order**. Don't worry if at first the process seems confusing. You'll learn the lingo in a short time and before you know it, the procedures will become second nature.

A key element of parliamentary procedure is the **motion**. There are seven recognized steps in making a motion, as follows.

1. A member asks to be recognized: "Mr. or Madam Chair."

2. The Chair recognizes the member: "Ms. Smith."

3. The member states the motion: "I move the recommendation be approved."

4. Another member (without waiting to be recognized) seconds the motion: "I second the motion."

5. The Chair repeats the motion and calls for discussion: "It has been moved and seconded that the recommendation be approved. Is there any discussion?"

6. After discussion, the Chair puts the motion to a vote: "If there is nothing new to be added to the discussion, we are ready to vote. All those in favor of the recommendation being approved say 'yes.' Those opposed say 'no.'" The Chair pauses for the vote.

7. The Chair counts the votes and announces the outcome: "The motion passes/fails by a majority."

Here are other motions which are a part of parliamentary procedure.

Main motion: Only one motion before an assembly at a time; cannot be introduced when any other motion is before the group.

Motion to amend: Changes a motion before it comes up for final vote; takes precedence over the motion to which it applies. There is a limit of two amendments.

Substitute motion: Amends by substituting another form, changed or additional wording.

Motion to extend or limit debate: Sets time to be spent on matter before assembly, either by limiting time allowed for each speaker or by indicating a time in which to discontinue further discussion (amendable but not debatable).

Motion to refer: Refers question to a committee (either standing or ad hoc) or to a person for further study/report.

Motion to postpone to a certain time: Puts off consideration to a definite date.

Motion to postpone indefinitely: Puts off consideration to an uncertain time (debatable but not amendable).

Motion to table or motion to lay on the table: Temporarily puts aside the motion being considered. Must be taken from the table at that meeting or the next meeting (not amendable or debatable).

Motion to reconsider: Action taken to bring a question up again after it has been adopted or rejected (debatable but not amendable).

Motion to rescind: Action taken at a later meeting to repeal the previous action (amendable and debatable).

Motion to recess: Indicates a recess for a short period of time during a meeting (amendable but not debatable).

Motion to adjourn: Ends all discussion at this meeting (not amendable or debatable).

Point of privilege: Deals with the rights and comforts of a member and the assembly. For example, requests for persons to speak louder or to turn up the air conditioning (does not require a second). The Chair makes a decision on such minor motions or requests such as point of order, parliamentary inquiry, withdrawal of a motion and or second (none of these require a second).

The following motions must be seconded

1. "I move the report be approved with a recommendation that necessary funding be provided to implement the projects in the report." **(main motion)**

2. "I move to amend that funding be provided on projects 2-10 only." **(amendment)**

3. "I offer a substitute motion to accept the report for further study." **(substitute motion)**

4. "I move to refer the report to the finance subcommittee for an in-depth analysis availability of necessary monies." **(motion to refer)**

5. "I move further consideration be tabled." **(motion to table)**

6. Later in the same meeting, a member on the prevailing side of any of the foregoing motions: "I move to reconsider our previous actions regarding ...." **(motion to reconsider)**

7. At a subsequent meeting, a member on the prevailing side of 1-5: "I move we rescind our action of (date) regarding...." **(motion to rescind)**

Thank you for attending!!!

CITY OF WEST PARK
INTER-OFFICE MEMORANDUM

Agenda #: 9A (ii)

To: City Commission **Date:** August 17, 2016

From: W. Ajibola Balogun, City Manager

Re: **Third Round of "Mom & Pop" Small Business Grant Program**

As discussed during the last Commission meeting, the third advertisement for the 2016 Small Business Grant Program is scheduled to commence on Thursday, August 18, 2016. Starting from that date, interested local small businesses will be able to pick up applications from City Hall or they may download the application from the City website. Applications will be received until 3:00pm on Thursday, September 1, 2016. The following is the review committee's program schedule:

- Wednesday, August 18, 2016 — Application Pickup Commence
- Thursday, September 1, 2016 — Application will be received until 3:00pm
- Friday, September 2, 2016 — Review of Applications Commence
- Tuesday, Sept. 6 & Wednesday, Sept. 7, 2016 — Cure Period for Applicable Applicants
- Wednesday, September 7, 2016 — Cure Period Ends at 3:00pm
- Thursday, September 8, 2016 — Submit Recommendation to City Manager
- Wednesday, September 21, 2016 — Submit Recommendation to City Commission

The Cone of Silence will commence on August 18, 2016 and will end on September 16, 2016. Attached is a copy of the application packet.

Should you have any further questions please do not hesitate to call me.

END OF MEMORANDUM

CITY OF WEST PARK
"MOM AND POP"
SMALL BUSINESS GRANT PROGRAM

The City will receive applications for the Small Business Grant Program until **3:00 pm, Local Time, Thursday, September 1, 2016.** Qualified applicants will receive a maximum $5,000 grant.

Interested applicants may pick up a grant application at **City Hall, 1965 South State Road 7, West Park, FL 33023** or download one from the home page of the City's website at www.cityofwestpark.org.

The following is a brief description of the grant program:

BRIEF DESCRIPTION

The **Mom and Pop Small Business Grant Program** was created to provide financial and technical assistance to qualified small businesses that are approved for funding. This program has allowed small owned and operated businesses the opportunity to interact with local government under favorable conditions, ultimately bridging the gap between the two entities.

- The program provides financial assistance to further the economic viability of recipients.

Eligible uses of Funding:

Inventory/Supplies
Businesses Equipment
Marketing/Advertising
Minor Interior/Exterior Renovations
Security System
Commercial Liability Insurance
Work Vehicle (must be purchased and registered under the business name, with business name and/or logo permanently affixed to the vehicle)

Ineligible uses of funding:

Rent/Lease or Mortgage
Rental Deposits
Late Payment Fees
Salaries
Local or State Licenses
Taxes
Purchases of Alcohol, Tobacco or Medicine
Utility Bills

- Technical assistance is made available to small businesses in order to create a better working and business environment, and to promote economic development opportunities.

The grant package is *only* for the City of West Park.

GUIDELINES

The City of West Park is offering a **"Mom and Pop" Small Business Grant** to qualified businesses located in the City. All businesses ***must*** meet the following criteria in order to qualify:

1. Be in business for the past two fiscal years (2013-2014 and 2014-2015).

2. Provide a **photocopy** of your **active** State of Florida Corporation **and/or** Fictitious Name; a FEIN # must be listed on your State of Florida Sunbiz.org listing in Active status.

3. Cannot have more than seven (7) full-time employees; two (2) part-time employees will count as 1 full-time employee. See EXHIBIT (A)

4. Cannot be a part of a national chain.

5. Have no more than two (2) businesses.

6. Submit **photocopies** for the current year **and** past **TWO** fiscal years (2013-2014 and 2014-2015) of the City of West Park Business Tax License and Broward County Business Tax License at the time of application. The business name on the application must match the name on the license.

7. A physical address is required. A P.O. box as a mailing address is NOT acceptable.

8. All businesses applying must be located within the City of West Park.

9. Home-based businesses may apply (**ONLY** for inventory/supplies, business equipment and marketing/advertising).

10. A business owner can only submit one application per funding cycle.

11. Non-profit agencies are not eligible.

12. The gross income for eligibility must be $250,000.00 or less.

13. Submit income tax returns for past **TWO** fiscal years. (Please remove any and all Social Security Numbers before submitting applications).

14. If businesses relocate out of the City during the application process, award and payment processing of the grant will be disqualified.

15. The business or owner must not have outstanding debt, open permits, or code violations with the City of West Park. Please submit fully executed and notarized Exhibit "B" as property owner's certification sheet.

16. Application must be **typed** or **printed** only. If the application is not legible, it will automatically be disqualified.

17. Describe how the funding requested will provide economic viability to the business. Use sheet provided as Exhibit "C".

18. Applicants must sign and submit all requested documents. Incomplete applications will not be considered and will automatically be disqualified.

19. Must provide picture of business location (building, office, and/or work vehicle).

20. Applications will not be accepted after the deadline.

21. **Cure Period:** For incomplete applications, applicants will be allowed 48 hours from the time notified to submit any document(s) to fully complete the application. Applications submitted after this cure period may deem the application disqualified.

22. Preference Criteria (Bonus Points): As part of application evaluation criteria, bonus points will be awarded to applicant(s) with satisfactory proof of qualifying for the following preference criteria:

    a. City of West Park resident(s) own the business or is/are employed by the business, or
    b. The Business is located along one of the following major transit corridors within the City limits:
        - Pembroke Road
        - State Road 7 (Federal Highway 441)
        - Hallandale Beach Boulevard

SMALL BUSINESS GRANT PROGRAM
APPLICATION

(Please print or type. Illegible and incomplete forms will not be considered.)

A. BUSINESS INFORMATION

_____
Business Name (as it appears on Business Tax License)

_____
Owner(s) Name

_____
Business Address (as it appears on Business Tax License)

_____
Owner(s) Home Address City Zip Code

_____
Business Phone Business Fax Cell Phone

_____
Email Address

_____ $_____
Type of Business You Operate Amount of Funding Requested

B. PROGRAM USAGE

USAGE	DESCRIPTION	ESTIMATES
Inventory/Supplies	_____	$_____
Business Equipment	_____	$_____
Marketing/Advertising	_____	$_____
Commercial Liability Insurance	_____	$_____
Minor Renovations	_____	$_____
Security System	_____	$_____

*Applicants **MUST** fill in the blanks. If any area is incomplete, the application will not be considered.*

Business owners are required to provide the following information:

1. How long have you been in business? Number of years: _____.
2. Copies of my Broward County Business Tax License (2013-2014, 2014-2015 and 2015-2016) are attached to the application. Yes_____No _____
3. Copies of my City of West Park Business Tax License (2013-2014, 2014-2015 and 2015-2016) are attached to the application. Yes_____No _____
4. Photographs of the inside and outside of the business are attached. Yes _____ No _____
5. Are you or any of the shareholders employed by the City West Park? Yes_____No _____
6. If yes, what department? _____ Yes_____No _____
7. Will you be contributing any funding to the project? Yes_____No _____
8. If yes, how much? $_____
9. Do you own the building that your business occupies? Yes_____No _____
10. Are you willing to participate in Business Development Workshops? Yes_____No _____
11. Do you currently market your business? Yes_____No _____
12. If yes, how do you market? Please explain (ex: newspaper ads, internet, coupons):

    _____
13. Do you belong to any networking groups? Yes_____No _____
14. If yes, which groups? _____
15. Number of employees? _____ Full-time:_____ Part-time:_____
16. Number of employees who are City of West Park residents?
    Full time: _____ Part time____ (Please provide proof for each employee)
17. Is/are the business owner (s) City of West Park resident(s)? Yes_____No _____
18. Is your business located along Pembroke Road or State Road 7 or Hallandale Beach Boulevard within the City of West Park? Yes_____No _____

    If yes, specify street name: _____

If approved, please explain how you intend to use the funding? **PLEASE PRINT.**

EXHIBIT (A)

Please provide the following information regarding your current employee(s):

Name	Home Address	City, Zip Code	White/Black/Hispanic/Other
			W B H O
			W B H O
			W B H O
			W B H O
			W B H O
			W B H O
			W B H O

My signature below indicates that I have read this document and fully understand the contents.

The information submitted on this document is true to the best of my knowledge.

_____ _____

Signature **Date**

Application will be considered incomplete unless a copy of County and City Occupational license are attached

EXHIBIT (B)

PROPERTY OWNER'S COMPLIANCE CERTIFICATION FORM

I, _____ (property owner's name) hereby certify that I do not have outstanding debt, open permits or code violations with the City of West Park.

Name:

_____

Property Owner

Signature:

_____

Property Owner

Date: _____

NOTARY for RECIPIENT/OWNER

The foregoing instrument was acknowledged before me this _____ day of

_____, 20____, by _____ on behalf of

_____ ( ) who is personally known to me or ( ) has

produced _____, as identification.

I.D. Type: _____

(Print, Type or Stamp Commissioned Name of Notary Public)

_____

EXHIBIT (C)

Describe how the funding request will provide economic viability to the business: **PLEASE PRINT**

_____

_____

_____

_____

_____

_____

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_____

SMALL BUSINESS GRANT PROGRAM

GRANT AGREEMENT

BETWEEN

City of West Park

and

Business Name: _____

Owner Address: _____

City, State, Zip Code: _____

_____ / _____
(Federal Employer ID Number or Owner's Social Security Number ***(If not incorporated)***

This **GRANT AGREEMENT** is entered into between the City of West Park located at 1965 South State Road 7, West Park, FL 33023, _____,
(Business Name)

_____, _____, _____, _____.
Address City State Zip

"Recipient" and _____, the owner of the Recipient (hereinafter referred to as "Owner").

NOW, THEREFORE, Recipient / Owner agree to grant funds under the following conditions:

1. <u>USE OF GRANT FUNDS</u>

The Recipient / Owner shall use the funds only for:

- The purchase of Inventory and Supplies (excludes alcoholic beverages, cigarettes, tobacco, etc.)
- Business Equipment
- Publicity, Marketing and Advertising (signs, pamphlets, wall plaques, cornerstones, dedications, notices, flyers, brochures, news releases, media packages, promotions, and/or stationary)
- Security Systems
- Commercial Liability Insurance
- Minor Interior/Exterior Renovations
- Purchase of work vehicle (cargo van or pickup truck only), must be purchased and registered under the business name and with the business name and/or logo permanently affixed to the vehicle.
- Professional Services
- Staff Training

The Recipient/Owner must use these funds <u>only for the business listed herein</u>. The funds may be used only for the activities listed; any other use is prohibited. Use of these funds or any purpose other than

those listed herein, shall constitute a breach of this grant agreement and the owner shall be required to repay the entire grant amount immediately. The Recipient/Owner agrees that none of the items purchased with the grant funds will be returned, transferred or sold except in the normal course of businesses.

The Recipient/Owner agrees to adhere and be governed by the entire requirement as stated above.

2. GRANT PERIOD

This Grant Agreement shall be in effect during the period of_____ through _____. All purchases made with grant funds shall be completed by the grant expiration date. The Recipient / Owner shall forfeit any grant funds which have not been expended and/or requested in a form acceptable to the City Manager (original invoice, quote, proposal, or statement) before or on the grant's expiration date. The Recipient/Owner must ensure all documentation is submitted to the City Manager within 30 business days after the grant agreement expiration date.

3. GRANT AMOUNT

The maximum amount of this grant is $ 5,000.00. Any amount not expended or requested in a form acceptable to the City Manager (original invoice, quote, proposal, or statement) before or on expiration date may not be awarded to the Recipient/Owner.

4. METHOD OF DISBURSEMENT

Subject to the availability of grant funds, payments will be made for approved goods and services only according to the terms and conditions contained within this contract in an amount not to exceed the total maximum amount listed in Section 3 of this agreement. These funds will be released either as a single disbursement or multiple disbursements at the discretion of the City Manager contingent on the submission by the Recipient/Owner of all required documentation in a form acceptable to the City Manager (original invoice, quote, proposal, or statement, executed Form W-9 of the authorized vendor, if not currently registered to do business with City of West Park). Only after the Recipient/Owner submits all required documentation shall payment(s) be made payable only in the name of the authorized vendor(s) or applicant.

5. TRANSFER OF OWNERSHIP OR DISCONTINUANCE OF BUSINESS OPERATION

This grant is awarded on the condition that the Owner maintains ownership of or continues to operate the Recipient business for a period of eighteen (18) months from the effective date of this agreement. If the Owner transfers ownership of the Recipient business or discontinues business operations before the expiration of the 18 month period, the total amount awarded under this agreement may be due payable to the City of West Park at the sole and absolute discretion of the City Manager.

6. TERMS AND CONDITIONS

For the purpose of this program, this grant Agreement is a binding contract and the Recipient/Owner shall be and is bound to comply with all legally applicable City of West Park requirements including, but not limited to, maintaining all required businesses and commercial licenses and insurance,

conducting background checks as may be legally required and complying with any and all applicable federal, state and local laws and requirements.

Recipient/Owner is responsible for any insurance or other fringe benefits, e.g., social security, income tax withholdings, retirement or leaves benefits, for the employees of the Recipient. The Recipient/Owner assumes full responsibility for the provision of all insurance and fringe benefits to the employees of the Recipient in order to satisfy this Grant Agreement.

The Recipient/Owner shall maintain all business records in accordance with generally accepted accounting principles, procedures, and practices. The office of the City Manager may perform on-site reviews to ensure compliance with contract terms. The Recipient/Owner shall ensure that the business records are at all times subject to and available for full access and review by the City of West Park and any other personnel duly authorized by the City of West Park.

This includes but is not limited to original receipt for asset(s) and/or inventory purchased under this agreement. The review will also include visual inspection of the asset(s) purchased and/or record to support inventory purchase and sale of inventory cannot be made available at the time of review, the Recipient/Owner may be liable to the City, at the sole and absolute discretion of City Manager for the total cost of the asset(s) and/or inventory purchased with grant funds.

Recipient/Owner agrees to comply with all reporting request from City Manager pursuant to this grant agreement.

7. INDEMNIFICATION

The Recipient/Owner shall indemnify and hold harmless the City of West Park and its officers, employees, agents, and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City of West Park or its officers, employees, agents, or instrumentalities that may occur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of relating to or resulting from the performance of this Agreement by the Recipient/Owner or its employees, agents, servants, partners, principals, or subcontractors. The Recipient/Owner shall pay all claims and loses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City of West Park, where applicable, including appellate proceedings, and shall pay all cost, judgments and attorney's fees which may issue thereon. The Recipient/Owner expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Recipient/Owner shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of West Park and its officers, employees, agents, and instrumentalities as herein provided.

8. TERMINATION

Recipient/Owner agrees to comply with the purpose of this Grant Agreement. Failure to do so by the Recipient/Owner or violation of any terms and conditions of this Grant Agreement by the Recipient/Owner shall warrant termination of this Grant Agreement and the total amount paid under this Grant Agreement may be due and payable to the City of West Park at the sole and absolute discretion of the City Manager.

9. PUBLIC RECORDS

Public Records – Pursuant to Section to 119.0701 of the Florida Statutes, if the Recipient meets the definition of "Contractor" as defined in Section 119.0701(1)(a), the Recipient shall:

(a) Keep and maintain records that ordinarily and necessarily would be required by the public agency in order to perform the service;
(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
(d) Meet all requirements for retaining public records and transfer to the County, at no cost, all public records created, received, maintained and/or directly related to the performance of this Agreement that are in possession of the Recipient upon termination of this Agreement. Upon termination of this Agreement, the Recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology system of the City.

In the event the Recipient does not comply with the public records disclosure requirement set forth in Section 119.0701 of the Florida Statutes, the City may, at the City's sole discretion, avail itself of the remedies set forth under this Agreement and available at law.

NOTICE: This Grant Agreement and all other documentation pertaining to the program is not binding unless Recipient is approved for funding and Grant Agreement is notarized and signed by Recipient/Owner, and executed by the City designated representative.

STATE OF FLORIDA

COUNTY (_____)

In WITNESS THEREOF, the parties hereto have caused the six (6) page Grant Agreement to be executed by their undersigned officials as duly authorized.

RECIPIENT

BY:_____
Business Name

NAME:_____
Print Owner's Name

TITLE:_____

DATE: _____

OWNER

BY: _____
Owner's Signature

GRANTOR

BY: City of West Park
Mayor

NAME:_____
Mayor

DATE: _____

CITY MANAGER: _____

DATE:_____

DATE:_____

NOTARY for RECIPIENT/OWNER

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ on behalf of _____( ) who is personally known to me or ( ) has produced _____, as identification.

I.D. Type: _____

(Print, Type or Stamp Commissioned Name of Notary Public)

_____

SEAL

_____

SMALL BUSINESS GRANT EVALUATION FORM I (If a "NO" response to any item below, the application may be disqualified)			
ITEM	**EVALUATION CRITERIA**	**YES**	**NO**
1	Was in business for at least two year(s).		
2	Provided a photocopy of your active State of Florida Corporation and/or Fictitious Name; a FEIN # must be listed on your State of Florida Sunbiz.org listing in Active status.		
3	Not part of a national chain.		
4	Have no more than two (2) businesses.		
5	The gross income for eligibility must be $250,000.00 or less.		
6	A physical address is required. A P.O. Box as a mailing address is NOT acceptable.		
7	Business applying is located within the City of West Park.		
8	Applicants signed and submitted all requested documents.		
9	Fully Completed Application during cure period.		
10	Application was submitted on time.		

SMALL BUSINESS GRANT EVALUATION FORM II

Applicant name: _____

EVALUATION CRITERIA	Unsatisfactory 0	Marginally Satisfactory 5	Satisfactory 10	Good 15	Excellent 20	**Total**
1.Was the business for at least two years(s)						
2. Provided a photocopy of your active State of Florida Corporation and/or Fictitious Name; a FEIN # must be listed on your State of Florida Sunbiz.org listing in Active status.						
3. Does not have more than seven (7) full-time employees; Two (2) part-time employees will count as 1 full-time employee.						
4. Not part of a national chain.						
5. Have no more than two (2) businesses.						
6. Submitted photocopies for the current year and past TWO fiscal years of the City of West Park Business Tax License and Broward County Business Tax License at the time of application. Business name on application must match the name on license.						

7. A physical address is required. A P.O. Box as a mailing address is NOT acceptable.						
8. Business applying is located within the City of West Park.						

SMALL BUSINESS GRANT EVALUATION FORM II

Applicant name: _____

EVALUATION CRITERIA	Unsatisfactory 0	Marginally Satisfactory 5	Satisfactory 10	Good 15	Excellent 20	**Total**
9. The gross income for eligibility must be $250,000.00 or less.						
10. Submitted income tax returns for past TWO fiscal years. *Please remove any and all Social Security Numbers before submitting applications.						
11. Business or owner did not have outstanding debt, open permits, or code violations with the City of West Park.						
12. Application was typed or printed.						
13. Applicants signed and submitted all requested documents.						
14. Fully Completed Application during cure period.						
15. Provided picture of business location (building, office, and work vehicle).						

16. Application was submitted on time.						
17. Will the requested eligible use provide economic viability to the business?						
					SUB-TOTAL	

PREFERENCE EVALUATION CRITERIA III **(BONUS POINTS)**		
ITEM	**CRITERIA**	**POINTS (5)**
1.	City of West Park resident(s) own the business or are employed by the business.	
2.	The Business is located along one of the major transit corridors within the City limits (Pembroke Road, State Road 7, or Hallandale Beach Blvd).	
	Sub-Total	

SUMMARY	
Scores by Category	**Sub-Total**
Evaluation Form I (If a "NO" response to any item is on this form, the application may be disqualified.)	
Evaluation Form II	

Preference Evaluation Criteria III	
Grand Total	

CITY OF WEST PARK
INTER-OFFICE MEMORANDUM

Agenda #: 9A (iii)

To: City Commission **Date:** August 17, 2016

From: W. Ajibola Balogun, City Manager

Re: **Update Regarding Traffic Intrusion Along SW 40th Avenue per County Line Road Development**

As discussed during the last Commission meeting, I have asked the Chief of Police to continue traffic enforcement along SW 40 Avenue. During the last traffic unit operation, some of the 79 citations issued between 4:30pm & 7:30pm were issued along SW 40th Avenue. Please see the attached chain of emails from Chief Brooks dated June 24, 2016.

To further prevent traffic intrusion along SW 40th Avenue, we hope to commence the complete street and traffic calming improvements along the corridor very soon. The construction design plans are approximately 98% done, with County permit comments being addressed. The construction bidding process is scheduled to commence in September and construction will tentatively start in December or January. The following is the tentative schedule of activities and project timeline:

Date:	Activity:	Status:
April 25, 2016	Started Design Plans Permitting with Broward County Public Works	Still in progress
July 8, 2016	Started Design Plans Permitting with Broward County Water Wastewater	Still in progress
August 30, 2016	Permits and bid documents estimated date of completion	To commence
September 6, 2016	Construction bid starts (Bid documents ready for contractor pick up)	To commence
September 21, 2016	Non-Mandatory Pre-bid conference	To commence
October 7, 2016	Bid documents are due	To commence
December 2016 or January 2017	Estimated Construction Activities Commencement	To commence

Attached is a copy of the draft Notice of Bid invitation.

Should you have any questions or comments, please do not hesitate to call me.

/attch

END OF MEMORANDUM

Balogun, W. Ajibola

Subject: FW: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June. *UPDATED*

From: Brooks, Danzell [mailto:Danzell_Brooks@sheriff.org]
Sent: Friday, June 24, 2016 11:42 AM
To: Balogun, W. Ajibola
Cc: Lavelle Jenrette; Coker, Stephanie
Subject: FW: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June. *UPDATED*

Per your email below. (Sending another email that will break stats down further. These guys did a great job.

From: Coker, Stephanie
Sent: Friday, June 24, 2016 11:28 AM
To: Brooks, Danzell
Subject: FW: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June. *UPDATED*

Good Morning Sir,

Please see the below attached numbers. They have been updated to the more accurate numbers.

From: Coker, Stephanie
Sent: Friday, June 24, 2016 10:21 AM
To: Brooks, Danzell
Subject: RE: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June.

Good Morning Sir,

Below are the breakdown of the times, citations and locations of the motor unit citations in Wes Park.

I. 3 Motor Men worked traffic enforcement
II. Times / Locations / Citations
   a.) 8:00-8:40 am
      - 7 citations issued
      - 5900 Pembroke Park Rd

   b.) 4:30 – 7:30pm
      - 79 citations issued
      - 3200 – 3400 block of SW 40th Ave
      - 3400 – 3500 block of SW 52nd Ave

   c.) 10:30 – 1130pm
      - 5 citations issued
      - 2300 State Rd 7

From: Brooks, Danzell
Sent: Thursday, June 23, 2016 4:27 PM
To: Coker, Stephanie
Subject: Fwd: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June.
Importance: High

Sent from my MetroPCS 4G Android device

-------- Original message --------
From: "Balogun, W. Ajibola" <abalogun@cityofwestpark.org>
Date:06/23/2016 1:40 PM (GMT-05:00)
To: "Brooks, Danzell" <Danzell_Brooks@sheriff.org>
Cc:
Subject: RE: Traffic Violation Enforcement by the Motor and DUI Unit for the month of June.

Balogun, W. Ajibola

From: Balogun, W. Ajibola
Sent: Monday, June 6, 2016 5:35 PM
To: Judeikis, Kristine
Cc: danzell_brooks@sheriff.org
Subject: FW: On going Traffic Enforcement in the South Broward District.

Tracking:

Recipient	Delivery	Read
Judeikis, Kristine	Delivered: 6/6/2016 5:35 PM	Read: 6/6/2016 5:49 PM
danzell_brooks@sheriff.org		

Commissioner Judeikis,

In an attempt to address the complaint that you forwarded to Chief Brooks and I via text message this morning, I spoke with the Chief and he will include SW 40th Avenue on the next Traffic Enforcement schedule. Also, the deputies patrolling the area will be asked to patrol the corridor frequently, in an effort to deter speeding motorists. The Chief also provided the last couple of months' stats regarding their traffic enforcement efforts within the area. Please see that stats below.

Thanks,
Ajibola

From: Brooks, Danzell [mailto:Danzell_Brooks@sheriff.org]
Sent: Monday, June 6, 2016 1:59 PM
To: Balogun, W. Ajibola
Cc: Coker, Stephanie; Johnson, Donna
Subject: On going Traffic Enforcement in the South Broward District.

Mr. Manager, per our conversation regarding the ongoing traffic enforcement within The City of West Park and the entire SouthBroward district. Below are some of the stats from operations conducted by Regional Traffic Enforcement Unit. (Motor Units) The first below operation was conducted around the last couple of weeks in May . 2016

The second operation was conducted during the middle of April 2016. Please see emails below. A speed trailer has also been deployed in the 4400 Block of sw 36th st. for the past two weeks regarding speeders. This deployment was in response from a citizen that complained in City commission a couple of weeks ago. ***We will continue with Traffic Enforcement efforts within the district.***

Over the past couple of weeks R.T.E.U. conducted 7 operations within 7 different contract cities in reference to the BASE Grant Program. During these operations we issued 418 citations and put in 144 hours of time enforcing traffic laws. Additionally, we conducted a D.U.I. Checkpoints. Please find the following breakdown of stats by city:

BASE Grant Stats:
Pembroke Park/West Park - 69 Citations

From: Prichard, Donald
Sent: Friday, April 15, 2016 4:31 PM
To: Poliard, Kypps; Brooks, Danzell; Coker, Stephanie
Subject: RE: Up-dates from the Town of Pembroke Park

The total number of citations were approximately 123. I will have the breakdown for you by next week on type of citations.

v/r,

Sergeant Don Prichard
D.U.I. Task Force & Traffic Homicide Investigations
Regional Traffic Enforcement Unit
Broward Sheriff's Office

954-321-4849 (Office)

<image001.jpg>

From: Poliard, Kypps
Sent: Friday, April 15, 2016 1:40 PM
To: Brooks, Danzell; Coker, Stephanie
Cc: Prichard, Donald
Subject: RE: Up-dates from the Town of Pembroke Park

Captain Sgt. Prichard was kind enough to send us Motor Units to work a ops. They asked were there any areas of concern I asked them to address the SW 40 Ave. They wrote approximately 123 citations along SW 40 Ave. between County Line Road and Hallandale Beach Blvd. and County Line Road. (Throughout the district as well.)

Don, thank you and the motor men very much.

From: Prichard, Donald
Sent: Saturday, April 16, 2016 12:38 AM
To: Brooks, Danzell; Coker, Stephanie
Cc: Fitzgerald, Douglas
Subject: BASE Grant Pembroke Park/West Park - Breakdown

Captain,

Please see the following stats for Pembroke Park/West Park on 4/15/2016:

Final Stats:
Aggressive Drivers Cited: 0
Move Over Law Drivers Cited: 0

CITATIONS BREAKDOWN:
Moving Citations: 2
Non-Moving Citations: 37
Speeding Citations: 48
Uninsured Motorist: 25
Child Restraint: 0
Adult Restraint: 8
Driving while license suspended: 3
Arrest: 0

TOTAL CITATIONS ISSUED: 123

Sergeant Don Prichard
D.U.I. Task Force & Traffic Homicide Investigations
Regional Traffic Enforcement Unit
Broward Sheriff's Office

954-321-4849 (Office)

NOTICE OF BID INVITATION

CITY OF WEST PARK BID NO.: 16-1007

The City of West Park will receive sealed proposals until 3:00 P.M. local time, Friday, October 7, 2016 at the City Clerk's office, City of West Park City Hall, 1965 South State Road 7, West Park, Florida 33023, for the following project:

SW 40th Avenue (Barack Obama Blvd.) From SW 41 Street (County-line Road) to Pembroke Road (SR824))

The project proposes improvements along SW 40th Avenue from SW 41st Street (County-line Road) to Pembroke Road (SR824). Project elements include shoulder widening in order to introduce bike lanes along SW 40th Avenue, As well as, the implementation of several traffic calming features such as speed humps, raised intersections, textured pavement, and a roundabout per the City's master plan. This project also includes the construction of additional French drains, new signs & pavement markings, and the installation of supplementary pedestrian lighting.

Bids will be opened publicly at or shortly after 3:05 P.M. on Friday, October 7, 2016 at the City of West Park City Hall, City Commission Chambers, located at 1965 South State Road 7, West Park, Florida 33023.

Bid documents may be obtained on or after Tuesday, September 6, 2016 from the City's website at www.cityofwestpark.org or from www.demandstar.com Bid documents may also be picked up at City of West Park City Hall, City Clerk's office, located at 1965 South State Road 7, West Park, Florida 33023. A $100.00 non-refundable deposit per set of plans and specifications is required for bid documents picked up at City Hall.

The bid will be awarded to the lowest responsible responsive bidder. If, however, the City Manager deems it to be in the best interest of the City of West Park, the City Administrator reserves the right to reject any and all bids, to waive any informalities or minor defects in any bids, and to increase or decrease the quantities shown in the Bid Form.

Bids, which contain irregularities of any kind, may be rejected as informal.

A mandatory pre-bid conference will be held at City of West Park City Hall, City Commission Chamber, 1965 South State Road 7, West Park, Florida 33023, at 10:00am local time on Wednesday, September 28, 2016. All interested contractors are invited to attend.

The City of West Park is an Equal Opportunity Employer and encourages the participation of certified Black MBE contractors.

Alexandra Grant
City Clerk

CITY OF WEST PARK
INTER-OFFICE MEMORANDUM

Agenda #: 9A (iv)

To: City Commission **Date:** August 17, 2016

Through: W. Ajibola Balogun, City Manager

From: Debon L. Campbell II, Special Projects and Intergovernmental Affairs Coordinator

Re: **Transit Oriented Corridor Development Expansion Workshops**

The Transit Oriented Corridor (TOC) development expansion recognizes the importance of the SR7/US441 transit corridor improvements and the regional importance of Pembroke Road. Both of these roadways provide many untapped opportunities for the City of West Park and will shaping growth or redevelopment along these two important roadways will better serve residents, commuters, and visitors in the future. Implementing the proposed TOC improvements requires amending West Park's comprehensive plan and zoning ordinance to refocus on uses and development patterns that are "transit supportive" and that create an environment of live-work-play-bike, with a lessened dependence on cars as primary transportation.

As part of the City's community outreach initiative and to better educate the residents on this proposal, Staff conducted public workshops from which we collected and compiled questions, comments and recommendations. Below are details on the workshop dates:

- June 15, 2016, Commission Chamber at 6:00 PM
- July 20, 2016, McTyre Park, Main Hall at 6:00 PM
- August 16, 2016, Carver Ranches HOA, Mary Saunders Park at 6:00 PM

To continue the strong effort of community outreach, in addition to having workshops, Staff has done the following:

- Called residents to provide information / discuss concerns
- Held one on one meetings to provide information / discuss concerns
- Organized small group meetings to provide information / discuss concerns

Please see below for a detailed recap of one on one meetings and organized small group meetings:

Tuesday, August 9, 2016

Ms. Moss (5544 Pembroke Rd)

- Seems to be on the fence about the T.O.C expansion.
- Cleared up some concerns as it pertains to City not purchasing any properties.
- Will not be present at next workshop, because she will be on vacation.
- In addition to the business she owns, she also owns a home on 18th Street.

Ms. Montgomery and daughter (5390 18th St)

- A neighbor requested us to meet with Ms. Montgomery and her daughter
- They were very thankful for the meeting as they were under the impression they had to move.

Wednesday, August 10, 2016

Shirley Johnson (5511 SW 18th St) renter, organized a meeting in her front yard with the below residents:

Freddie Doctor	(5416 SW 18th St.)	754.423.4215	Owner
Sheryl Rachel	(5521 SW 18th St.)	954.961.0752	Owner
Vero Rowe	(5541 SW 18th St.)	954.274.4317	Owner
Delores McFathen	(5531 SW 18th St.)	954.349.5766	Owner

- Staff cleared up several false rumors pertaining to eminent domain, government taking property, and just overall misconceptions about the proposed TOC expansion.

Should you have any questions or comments, please do not hesitate to call me.

END OF MEMORANDUM

COMMENTS FROM RESIDENTS
TRANSIT ORIENTED CORRIDOR (TOC) PUBLIC WORKSHOP
JUNE 15, 2016

- A resident commented that the majority of attendees present are from multi-generational families and that this type of proposal seems better geared to cities where people are more inclined to use mass transit, such as Detroit, MI. Residents of West Park currently enjoy the use of their vehicles.

- A resident commented that most residents of West Park drive to jobs in other cities and do not necessarily walk to work; she also said she would feel differently as a business owner if she had the option to beautify the corridor first before being given the option to sell her business. She also said she would have preferred to have input prior to the proposed plan being presented. She added that such proposed development tends to bring new people into the neighborhood, and at the same time creates a situation where many residents cannot continue to remain in their communities. She stressed that most people in the community were not working in the City.

RECOMMENDATIONS FROM RESIDENTS
TRANSIT ORIENTED CORRIDOR (TOC) PUBLIC WORKSHOP
JUNE 15, 2016

- NONE

COMMENTS FROM RESIDENTS
TRANSIT ORIENTED CORRIDOR (TOC) PUBLIC WORKSHOP
JULY 20, 2016

- I'm concerned that meetings are scheduled to go forward yet residents are being told it's not happening; it would be more feasible to get residents input on the October/November meeting.
- I've been in the same location off 18th Street for 55 years. We are already into the planning stage.
- Some residents can't get to the public meetings.
- The people on 18th & 19th Street are working so hard to maintain our houses.
- I'm confused about the zoning.
- You keep saying we want our opinion, but you're putting this in the hands of the Commissioners who live somewhere else; I have to look at a 2-story building and it makes no sense to me.
- It sounds as if the majority here are saying we don't want this. They're saying take the plans somewhere else.
- So if a developer wants to he can buy the lot next to me, and build a 5-story office building where people can look over into my house...I didn't move here for that.
- You're putting families in a predicament; drop the college education and speak straight.
- You're really not answering a lot of questions. You still haven't answered the question about whether or not residents can have a Q & A with the Commissioners.
- We want a Q & A with the Commissioners.
- We want a petition where we can sign to say no more meetings, the residents say no.
- Land use change is one way that our people have lost their homes over the years. If the land use gets changed, there will be some back door developer meetings.
- I don't feel I can trust your group.
- From what I see and hear, this is a done deal. This is all politics; I will have to move.
- The City should have come to the residents first to see what they want for our community. This meeting is an afterthought.

RECOMMENDATIONS FROM RESIDENTS
TRANSIT ORIENTED CORRIDOR (TOC) PUBLIC WORKSHOP
JULY 20, 2016

- Consider offering an option for public voting somewhere so residents can vote yes or no.
- Consider finding another area in the City for this type of proposal.
- Consider zoning only for 2 story buildings.

CITY OF WEST PARK
PROPOSED TRANSIT ORIENTED CORRIDOR (TOC) EXPANSION WORKSHOP
JUNE 15, 2016
FREQUENTLY ASKED QUESTIONS (FAQ)

Q: Have you considered that people here love driving their cars and trucks, and will building like this be affordable for our kids?

A: *<u>About vehicles</u>: We recognize that it is inevitable that our community will be dependent on cars and vehicles, at least for the foreseeable future, until the County implements a viable transit system. For that reason, any development or redevelopment that may occur within the TOC will still have to meet current-day parking standards and requirements. In other large metropolitan areas with good transit systems, development near transit hubs can benefit from a reduction of parking. That is not what we are proposing for West Park's TOC Expansion. Instead, we are looking for ways for the City to plan how that parking is accommodated so that it (a) minimizes visual impact on neighboring properties, (b) minimizes its footprint to reduce large surface parking lots, and (c) to ensure that parking is adequately buffered from residential and public open space uses with landscaping.*

<u>About affordability:</u> This expansion of TOC is intended to make development more affordable because it allows for more volume to be built on a given parcel than what is currently allowed, making it less expensive to build. We are currently investigating ways to incentivize greater affordability in future projects where the developer can pass those savings on to their eventual buyer. This can be done through height bonuses, incentivized density increases, possible reductions in the minimum unit sizes, or ensuring that the proposed plan doesn't become too restrictive that it makes future projects too expensive to build. Most probably the strategy will employ several of these mechanisms at differing degrees.

Q: Do we have three more meetings to decide if this proposed project is actually going to be done?

A: *You have a minimum of 5 public meetings to still provide your input, thoughts and opinions about the plan until the item is considered by the City Commission. The first three of these are strictly public information*

meetings, where the plan in its different levels of development will be presented to the community for feedback and comment. These are scheduled to occur on ***Wednesday, July 20, 2016*** *(6:00pm at the McTyre Park Main Hall),* ***Tuesday, August 16, 2016*** *(6:00pm at the Carver Ranches HOA), and on* ***Monday, September 26, 2016*** *(6:00pm at the Carver Ranches Library). In addition to these workshops, the Commission will hear presentations at regularly scheduled City Commission meetings as the plan goes through the consideration process in two separate instances: First Reading and Second Reading. These last two meetings instances will occur at regularly held, public meetings later in the year once the plan is drafted and only after the public outreach process outlined before has occurred.*

Q: How would this impact our kids several years into the future?

A: One of the major goals of this project is to diversify the City of West Park's tax base. Currently, the vast majority of the City's area is mostly occupied by residential uses with a smaller percentage of commercial properties. This means that the currently residential uses carry a greater burden for paying for City services through their property taxes. This plan seeks to increase the pool of commercial property tax contributions so that the City can continue to provide and increase services and resources, such as investments in parks and recreation, greater security, neighborhood improvements, and infrastructure improvements to street lighting, roadways and drainage. Ultimately, the goals is to utilize the development in the TOC to help increase the City's livability and economic solvency.

Q: What does the City have on the table now to encourage development?

A: The best tool that the City has at its disposal to incentivize and catalyze development is its ability to control its land use and zoning. Currently, the TOC District that exists is not large enough to meet the development goals of the City, because it is limited to very shallow depth that cannot accommodate the types of development the residents expressed interest in having through the Charrette process that was held in 2006-2007. Being able to expand the areas of the TOC will provide the City with viable zoning and land use regulations that it will start to attract development along the major corridors.

Q: Regarding areas shaded on the map from 18th Street to 19th Street, how would these proposed changes impact homes from 40th to 58th Avenue on 18th Street, if this project unfolded?

A: If the City Commission approves an expansion of the TOC and approves zoning changes to those parcels included in the TOC (which includes parcels along 18th Street), then the only thing that will change is the allowance of what is permitted to be built on those properties. From that point on, if a developer is interested in purchasing properties to redevelop, that developer will have to approach each property owner to make them an offer to buy their property. If the current property owner does not want to sell their property, then the developer cannot do anything with that property, as they cannot force anyone to sell a property that they do not want to sell. If a developer is able to buy the properties that they need to create a new development, then the TOC will ensure that that new development provides ample pedestrian experiences, wide sidewalks, landscaping and public space for the benefit of the overall community.

Q: Most residents drive to work and don't necessarily walk. I would feel differently as a business owner if I had the option to beautify the corridor first before being given the option to sell my business. I would have preferred to have input prior to the proposed plan being presented. Proposed development like this tends to bring new people into the neighborhood, and at the same time many residents can't afford to remain.

A: We are definitely seeking an opportunity to get everyone's input and feedback, especially in these early stages of the project. Our goal is to develop a future plan for West Park that is representative of the vision of the community. As such, plans have not been drawn or developed. Preliminary ideas were presented to solicit feedback. As those ideas formalize themselves into a plan over the coming months, residents will have an opportunity to react to and provide feedback on them as they get presented to the community through the public outreach process. This will be a project that will be guided by and informed by the public's comments. The City's planners will then take that public comment and seek to find ways to modify the zoning language so that it incorporates the comments of the public. One of the goals of the proposed TOC expansion is to allow for opportunities for more businesses to build and development in West Park so the number of residents that can work locally within the City can be increased.

Q: As a business owner, I feel this plan could be beneficial; however some people view the area sentimentally. If I decided to sell my property, if enough people went with me, and if the block sold out, it would force others to sell their properties too as surrounding property values would go up.

A: Property owners cannot be forced to sell their properties. If a resident chooses not to sell his/her property, but the surrounding neighbors do, then the remaining property owner, if interested, may be in a better negotiating power at a later date to ask for more money from the developer for the purchase of their property, if he/she later becomes interested in selling and the developer is willing to pay for the asking price.

Q: What happened to the original Charrette plan that residents provided input on in 2006-2007 regarding the development they desired?

A: The original Charrette plan was adopted and formalized into what is currently the Transit Oriented Corridor Zoning District. Unfortunately, the size of the TOC area as it was adopted has proven not to be large enough to accommodate the type of development that was envisioned by the Charrette. This is made even more limited by the widening of SR7/US441. This plan to expand the TOC is seeking to expand the City's opportunities to make the Charrette a reality.

Q: Would residents who don't wish to sell their homes be harassed by developers in the future, if this proposed plan unfolded?

A: Currently, there is no "plan". There are no developers lined up to build anything yet. This is about changing the regulations to expand them so developers can become interested in potentially developing in West Park. When development occurs, developers cannot harass or force residents to sell their property. The only tool they have is to make a purchase offer to a property owner. It is the property owner's prerogative to accept or deny the offer being made to them.

Q: What will occur when the Commission approves the rezoning proposal on August 3, 2016?

A: The Commission is <u>not</u> scheduled to consider the proposed rezoning proposal or TOC expansion on August 3, 2016. The consideration of the zoning change by the city commission will not happen until after the public outreach component is complete. The last public outreach meeting is scheduled for Monday, September 26, 2016 at 6:00pm at the Carver

Ranches Library. After that, the City Commission has to hear the item and take a vote at two separate City Commission meetings, possibly in October or November. Once the zoning change is made, then the only thing that changes is the limitations on the property. It will take time before developers gain interest and start to explore for opportunities to develop along SR7/US441 and Pembroke Road. We do not know how long that process will take, as that is a process that is entirely market driven.

Q: If the plan goes through how far in advance will we know when to leave our homes? How much will a person receive to move?

A: No one will have to leave their homes, unless if they want to sell. But first there has to be a buyer who wants to buy the property. The zoning change only changes the allowance of what is permitted to be constructed on any property. It does not change the ownership of the property, and it does not force anyone to sell. It is a regulation tool, not a transaction of sell. This is not an eminent domain process. If a developer in the future would approach a property owner and express and interest to purchase their property, then the resident will be in the position to determine what they are willing to sell their property for.

Q: Lower level parking or enclosed parking may provide more opportunities for increased crime such as vandalism, robbery, and assault. How will this be minimized?

A: We are looking to require that any parking in future parking garages are created so that they have controlled access, are well lit with security lighting, and are designed consistent with principles of Crime Prevention Through Environmental Design (CPTED) best practices and standards.

CITY OF WEST PARK
PROPOSED TRANSIT ORIENTED CORRIDOR (TOC)
EXPANSION WORKSHOP
WEDNESDAY, JULY 20, 2016

FREQUENTLY ASKED QUESTIONS

Q: Do people get a chance to vote on this at any time in between the scheduled public outreach workshop dates?

A: This process is not done by a vote of residents; comments are being collected, and this process is only to get residents' input. This process is basically trying to find out if the residents want the proposed expansion or not. If the residents do not want the expansion, it's likely that the Commission will not continue with the process. If residents want the expansion, then the involvement of residents needs to continue in deciding how the potential developments should happen.

Q: Who has the bylaws that govern the Carver Ranches HOA?

A: The members of the Carver Ranches HOA may have the bylaws. Please call City Hall at 954.989.2688, Ext. 205 to get contact information to the Chairman of the Carver Ranches HOA.

Q: Where are the meetings on the schedule presented going to be held?

A: The next Public Workshop will be held on August 16, 2016 at Mary Saunders Park, 4750 SW 21st Street, West Park, Florida. The item will be presented during the Carver Ranches HOA meeting. The next presentation will be during the August 17, 2016 City Commission meeting in the Commission Chamber at City Hall, 1965 South State Road 7, West Park. If and when the City Commission decides to proceed with the proposed expansion, a presentation will be scheduled before the Broward County Planning Council, which meets at 115 South Andrews Avenue, Room 422, Fort Lauderdale, and later at a Broward County Commission meeting, also held at 115 South Andrews Avenue, Fort Lauderdale,.

Q: Meetings are scheduled to go forward yet residents are being told this plan may not happen. How do residents collectively get their "No" responses recognized by the Commission?

A: The residents' "No" responses will be presented to the City Commission during a scheduled public meeting. In addition, residents may voice their comments at any City Commission meeting. A public hearing before the City Commission will also be advertised, if the Commission should decide to move forward with the

expansion, and residents can make public comments before the Commission.

Q: What stance does the Commission have collectively on the plan at this time?
A: That will be determined at the public hearing. The Commission does not have a stance for or against the issue at this time. The residents' comments are simply being gathered at this time to present to the Commission, so that they can make an informed decision during their hearing.

Q: How do we get with the Commission to see what their views are?
A: Residents can call each member of the Commission directly.

Q: How will the Hillcrest Country Club project across the street affect this plan, and how much will it affect residences?
A: The Hillcrest development is contained within the country club property and barrier walls, with landscaping proposed to buffer the development from Pembroke Road. The Hillcrest development is also scheduled to have an emergency ingress only onto the property from Pembroke Road and another proposed ingress/egress will be from SW 52nd Avenue, just north of Pembroke Road.

Q: In order for this to go before Broward County, does this mean you have renderings or architectural drawings from developers to present along with the plan?
A: No, we have no architectural development renderings, no development plans, no development designs, and no developers. Broward County reviews all proposed Land Use changes countywide, which is why this item will go before the County, if the City Commission decides to proceed it.

Q: What is the purpose of the meeting with Broward County?
A: The Broward County Charter gives land use authority to the County and the County Land Use Plan must be amended to be consistent with the City's plan, if the City Commission decides to proceed with this item.

Q: Is everything ready to be presented to Broward County?
A: No, the proposed expansion will only be ready to be presented to the County if the City Commission decides to proceed with the expansion.

Q: You're still putting this in the hands of the Commission. Can't we have a public voting process somewhere so residents can vote on this plan?
A: While the State law calls for this type of public outreach (public meetings), the process of proposed Land Use change does not include voting by residents.

Q: Some residents can't get to the meetings so how are we going to reach those people to get their vote and comments?

A: This proposed Transit Oriented Corridor Expansion is featured in the City's monthly *Community Newspaper* and on the City's website at www.cityofwestpark.org. Residents can also call City Hall at 954.989.2688 to request a meeting or telephone conference call to provide comments. Residents will also have several opportunities to address the City Commission during upcoming Commission meetings when the issue is being presented/discussed.

Q: I have three empty lots next to my house. Are you saying it would possibly be okay for someone to put a wash house next to my house? Can't you find another spot in the City for this type of zoning?

A: If the City Commission decides to proceed with this or any Land Use change and if the Land Use Plan change is approved, then changes to the zoning regulations will commence. That is the time when specific uses will be determined, to include not allowing a wash house next to residential property.

Q: It sounds as if the majority are saying we don't want this. If the majority say no, are we still going forward with the meetings?

A: The public workshops with residents are initiated to gather comments and then present these comments to the City Commission during a public meeting. The City Commission will then decide whether to stop the process, or make changes to the plan, or continue. It is part of the legislative process to do a land use process. This is what elected officials are charged to do. You can let your elected officials know your feelings. The legislative process allows for comments to be heard.

Q: Are you zoning for a high rise office?

A: No, this is not a zoning process for high rise offices. The process is seeking Land Use plan changes to expand the existing Transit Oriented Corridor. If the City Commission decides to proceed with the process and if the land use plan change is approved, the process for changes to the zoning regulations will then commence. That is the time when specific criteria such as height will be determined.

Q: What are you zoning for?

A: There are no zoning changes being proposed right now.

Q: If a developer wants to, can the developer buy the lot next to me and build a 5-story building?

A: If the Commission decides to proceed with the process and if the Land Use Plan change is approved, changes to the zoning regulations will commence. That is

the time when specific criteria such as height will be determined.

Q: What will happen to my property taxes – will they go up?
A: The City does not plan to increase property taxes as a result of this proposed Transit Oriented Corridor expansion.

Q: When you made the decision on this, where did the idea come from?
A: In 2004 before the City was incorporated, there was a Charrette drawn up by residents which included people from Miramar, then Carver Ranches, and Miami Gardens, showing how they wanted State Road 7/441 to look. During that Charrette, the plan created required development to provide more depth and to have a pedestrian- friendly corridor and wider sidewalks…this area was later zoned as the Transit Oriented Corridor. The question now is whether to expand the corridor down Pembroke Road.

Q: Can residents have a Q & A session with the Commission about this?
A: Yes, residents may address the Commission during City Commission meetings.

Q: What is the difference with a mixed use project?
A: Mixed Use development allows greater flexibility for redevelopment.

Q: What is Pembroke Road zoned for?
A: The current zoning along Pembroke Road is commercial.

Q: Is this a standard process cities go through?
A: Yes. The State requires this type of process. Land use changes are always required to have public outreach meetings.

Q: We want a petition we can sign to request no more meetings on this. Do we have that right?
A: Residents have the right to start a petition. However, this public outreach process is required by the State, when considering Land Use changes.

Q: What drives whether the first meeting may or may not happen?
A: Staff drives the process and may need more comments from the public to present this on a City Commission agenda.

Q: What is the magic number of comments needed?
A: All comments received from residents will be reported to the City Commission when received.

Q: Is there a Plan B?
A: No, but comments will be taken as recommendations to consider other options.

Q: Is this to generate money?
A: No.

Q: From what I see and hear, this is a done deal, and I will have to move. What kind of compensation will be provided to homeowners?
A: This is not a done deal. This process is only to get residents' input.

Q: Can you come back with a secondary plan to see if the business owners are willing to sell in the future, so you don't need to use 18th or 19th for depth?
A: This comment will be taken into consideration as another option.

Q: What happened all of a sudden why we want to do this?
A: In 2004 before the City was incorporated, there was a Charrette drawn up by residents which included people from Miramar, then Carver Ranches, and Miami Gardens, showing how they wanted State Road 7/441 to look. During that Charrette, the plan created required development to provide more depth and to have a pedestrian- friendly corridor and wider sidewalks…this area was later zoned as the Transit Oriented Corridor. The question now is whether to expand the corridor down Pembroke Road.

Q: Does No mean No?
A: We are charged to collect your comments and present them to the Commission and let them decide. The Commission will then decide whether to stop the process, make changes to the plan, or continue.

Q: So technically, there's no contract anywhere pertaining to any TOC redevelopment?
A: Absolutely not. There is no contract in place with any developer pertaining to the proposed TOC expansion area.

BROWARD BOATING IMPROVEMENT GRANT PROGRAM

MARINE ADVISORY COMMITTEE
Serving the Interests of Over 43,000 Boat Owners
950 NW 38th Street• Oakland Park, Florida 33309
954-357-8133 • FAX 954-357-5991
Established in 1974 by the Broward County Commission

Broward Boating Improvement Program
Requests for Grant Proposals: Fiscal Year 2017/2018 Cycle

The Broward County Marine Advisory Committee (MAC) will accept grant proposals for Broward Boating Improvement Program (BBIP) projects through September 19, 2016 for the 2017-2018 Fiscal Year. Attached to the e-mail are copies of the BBIP Grant Application Submission Requirements, BBIP Grant Application, BBIP Funding Guidelines, BBIP Rules, BBIP Grant Procedures Manual, and the BBIP Competitive Ranking Criteria which explain the BBIP and the types of projects that are eligible for funding.

Preliminary proposals for funding must contain the following information to be eligible for review:

Broward Boating Improvement Program Grant Application
Official Resolution by the applicant's governing board
Location Map
Boundary Map
Site Plan
Proof of Site Control if property is leased

A letter acknowledging receipt and staff review of your proposal for completeness and eligibility for funding, plus notification of a review and presentation date before the MAC will be issued. Projects approved by the MAC will be sent to the Broward County Board of County Commissioners for their review and approval as part of the Fiscal Year 2017-2018 Budget. Funds for approved projects will be available October 1, 2017. Since the Broward County Parks and Recreation Division administered the MAC's programs please submit **one original and 19 copies** of your BBIP proposal no later than **5:00 p.m., September 19, 2016** to:

John R. Fiore, Planner
Broward County Parks and Recreation Division
950 N.W. 38th Street
Oakland Park, Fl. 33309

It is very advisable to discuss the feasibility of your project before submission. If you require additional information, or wish to discuss your project, please call John Fiore, MAC Liaison at 954-357-8133.

c. Broward County Marine Advisory Committee
Dan West, Director, Broward County Parks and Recreation Division

BROWARD BOATING IMPROVEMENT PROGRAM
2017/2018
GRANT APPLICATION PACKAGE

BROWARD COUNTY
MARINE ADVISORY COMMITTEE

BROWARD COUNTY PARKS AND RECREATION DIVISION

BROWARD COUNTY MARINE ADVISORY COMMITTEE
BROWARD BOATING IMPROVEMENT PROGRAM

FY 2017/2018 GRANT APPLICATION

(PLEASE TYPE)

For Office Use
Date & Time Received _____

APPLICANT INFORMATION

Applicant:_____

Project Title:_____

Project Liaison Agent:_____

Title:_____

Address:_____

_____

_____

_____ Zip Code:_____

Telephone:_____

E-mail Address:_____

I hereby certify that the information provided in this application is true and accurate.

Signature:_____ Date:_____

PROJECT INFORMATION

Grant Amount Requested:$_____ Amount of Cash Match:$_____

Funds are Utilized as Match for: FRDAP_____ FIND_____ LWCF_____ Other_____

Site Control (Check One):

Acquiring _____ Leased_____ Owned_____

If Leased, Date of Expiration of Lease:_____

Once completed, will this project be insured? Explain:

_____

_____

PROJECT DESCRIPTION

Is this project a Phase I Grant: _____ or a Phase II Grant: _____

Brief Project Description:_____

_____

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Type and Estimated Cost of Proposed Development by Facility:

Project Elements	Quantity Estimated (Number and /or Footage)	Applicant Cost	BBIP Cost	Total Cost
Total		$	$	$

Total Acreage of Project Site:_____

PROJECT SCORING QUESTIONS

1. **Provide information to show proposed or actual use for the project by recreational boaters.**

   a) How is the public usage of this project clearly identified and quantified?

   b) Discuss the regional and local public benefits and access to be provided by the project.

   c) Estimate the amount of total public use.

   d) Can residents from other cities or visitors from other counties reasonably use the project? Explain.

   e) If this is a Phase I project, what will Phase II provide?

2. **Describe availability of navigable recreational waterways, including the distances North, East, South and West, with water depth at low tide and bridge clearances at high tide.**

   a) Will dredging be required to make this project feasible? If so, how much and where is the dredge disposal material going to be deposited?

3. **State how previously awarded old Florida Boating Improvement Program (FBIP) or Broward Boating Improvement Program (BBIP) funds have been effectively spent by the applicant in the past.**

   a) Have any FBIP or BBIP funds been used for the existing devolvement of the proposed project site? If yes, what were the funds used for, and when were they awarded?

4. **List all available ancillary boating facilities currently at the project site such as; restrooms, adequate paved parking, drinking water, pump-out stations, laundry facilities, etc.**

   a) What ancillary boating facilities is this project proposing?

5. **List the number of similar boating facilities in the area and their distance from the proposed project.**

   a) Is this project meeting an un-met demand?

6. **Describe who the intended users of the proposed facility are, and the number of users the project is anticipated to generate.**

7. **List <u>all</u> permits required to construct the project and the status of each permit.**

a) If this is a Phase I project, how long do you anticipate the design, permitting and engineering process to take?

b) Briefly explain the construction techniques to be utilized for this project.

c) How are the construction techniques utilized appropriate for the project site?

d) Identify any unusual construction techniques that may increase or decrease the costs of the project, or extend the life of the project.

e) Describe current status of the project and present a reasonable and effective timeline for the completion of the project.

f) Briefly explain any unique aspects of this project that could influence the project timeline.

8. **Describe public access and boating access to the proposed project.**

a) What is the current level of public access in terms of the number of boat ramps, boat slips and trailer parking spaces, linear feet of docks, restrooms (etc.)?

b) How many additional ramps, slips, parking spaces or other public access features will be added by the completion of this project?

c) Is there 24 hour public and handicap access to the project site?

9. **Explain user costs such as parking and launching fees, if any, for the proposed project.**

a) If there are fees charged for the use of this project, please list fee schedule.

b) How do these fees compare with fees from similar public & private facilities in the area?

10. Describe the environmental and/or ecological benefits that the proposed project would provide.

a) Does the project provide any unique beneficial aspects to the proposed design that would enhance public usage or access, decrease environmental impacts, improve water quality or reduce costs?

BROWARD COUNTY MARINE ADVISORY COMMITTEE
BROWARD BOATING IMPROVEMENT PROGRAM

GRANT APPLICATION SUBMISSION REQUIREMENTS

To submit a Broward Boating Improvement Program grant, send or deliver one signed original and 19 copies of the grant application to:

John R. Fiore, Planner
Broward County Parks & Recreation Division
950 N. W. 38th Street
Oakland Park, Fl. 33309

To ensure eligibility of the grant application, the following must be included with the grant submission:

Broward Boating Improvement Program Grant Application
Official Resolution (Municipalities)
Letter of Submission Signed by Head of Agency (Agencies)
Location Map
Boundary Map
Site Plan
Proof of Site Control if Project Property is Leased

If there are any questions about the grant program, grant application, or grant submission requirements, please call John R. Fiore at 954-357-8133.

Applications received after the submission deadline are subject to rejection at the discretion of the Broward County Marine Advisory Committee.

BROWARD COUNTY
MARINE ADVISORY COMMITTEE

BROWARD BOATING IMPROVEMENT PROGRAM RULES

The purpose of the Broward Boating Improvement Program (BBIP) is to implement provisions of Florida Statute 328.72(15) which provides that a portion of the funds received from boat license fees and retained by County governments to provide recreational channel marking and other uniform waterway markers, public boat ramps, lifts, and hoists, marine railways, and other public launching facilities, derelict vessel removal, and removal of vessels and floating structures deemed a hazard to public safety and health for failure to comply with Florida Statute 327.53.

DEFINITIONS:

APPLICATION -means the formal request for financial assistance consisting of a complete proposal with required supporting documentation submitted to Broward County.

APPLICANT - means the municipality, government agency, or organization which is responsible for the submission of an application.

COMMITTEE - means the Broward County Marine Advisory Committee.

COUNTY - means the Broward County Board of County Commissioners.

DIVISION - means the Broward County Parks and Recreation Division.

FUND - means the Broward Boating Improvement Program.

GRANT - means funds authorized by the Florida Fish and Wildlife Conservation Commission for Broward County to use for the Broward Boating Improvement Program project.

LIAISON - means the officially designated representative of the Broward County Parks and Recreation Division authorized to act on behalf of the Marine Advisory Committee on all matters related to participation in the program.

POWERBOAT - means any registered vessel used for recreational purposes which is propelled or powered by machinery and which is used or capable of being used as a means of transportation on water.

PROGRAM - means the Broward Boating Improvement Program (BBIP).

PROJECT - means a planned undertaking consisting of eligible Program facilities, improvements or expenses for the public use and benefit of the general recreational boating public.

PROJECT AGREEMENT - means an executed contract between the County and the project applicant setting forth mutual obligations regarding a grant project.

STATE - means the State of Florida.

POLICY:

1. Financial assistance in the form of grants from the Fund shall be made available to Broward County municipalities, and government agency or organization deemed eligible by the Committee for the purpose of providing recreational channel marking and public launching facilities and other public boating-related facilities as permitted by State Statute.

2. Contingent upon the State of Florida permitting vessel fees to be retained by the County, the Division shall send out "Requests for Proposals" to each Broward municipality. The allocation is based on the number of non-commercial power vessels registered in Broward County during the preceding County Fiscal Year (October 1 to September 30).

3. Projects shall be approved by the Committee and recommended to the County Commission for funding in accordance with these rules.

4. The County and municipality, non-county government agency or organization shall enter into a Project Agreement prior to the release of Program funds.

5. Unless otherwise specified in the Project Agreement, a project may not commence until the Project Agreement is fully executed by all parties and a notice to proceed is sent.

6. Program funds may be used as the local cash matching requirement from the Florida Recreation Development Assistance Program, the Florida Inland Navigation District Waterway Assistance Program, Florida Boating Improvement Program or any other eligible grant programs.

7. The site of a proposed land-based development project shall be dedicated for public recreational use. If owned, the project site must be dedicated in perpetuity. The dedication shall extend for a minimum period of 25 years after project completion if control of the site is by lease, permit, management agreement or other similar instrument. The dedication shall be recorded in the public property records.

8. The location of any vessel launching facility and access to the water body it serves shall not pose a threat to other boating or recreational activities on the water body it serves.

APPLICATION REQUIREMENTS

1. The Broward Boating Improvement Program Application Form is hereby incorporated by reference and is available from the Division at 950 N.W. 38th Street, Oakland Park, Florida 33309. One (1) original and nineteen (19) copies of the Grant Application request for funding will be submitted during the application submission period stated in the Request for Proposal. Included with the application should be an official resolution by the applicant's governing body, submission letter, location map, boundary map, site plan, and proof of site control if project site is leased. Emergency requests for funding may be submitted at any time on an official BBIP Application by a municipality or government agency and will be reviewed at the next scheduled Committee meeting. All applications will be reviewed for eligibility and completeness by the liaison. The applicant will be notified if the application is ineligible or is not complete, and will be allowed to correct all deficiencies before recommendations are made to the County Commission. Emergency BBIP applications will be reviewed for the validity of the emergency. All applications will be reviewed, scored, and ranked by the MAC. Funding of BBIP Applications will be determined by the availability of BBIP funds.

2. A Municipality shall approve the submission of an application by official resolution. A copy of that resolution shall be submitted with the application. All other applicants shall submit a letter with the application authorizing the submission of the application.

3. Once the County has approved a project, the County and municipality, non-county government agency, or organization shall enter into a Project Agreement which sets forth the responsibilities and duties of each party regarding the project administration. Special terms and conditions shall be incorporated into the Project Agreement as particular circumstances dictate. County agencies will enter into an inter-divisional letter of understanding.

4. The County may reject applications from municipalities, and all government agencies and organizations which have not met their obligations under the terms of previous Project Agreements.

PROJECT ELIGIBILITY

1. Monies from the Fund shall be used for projects aimed at improving recreational boating for the public. Any project developed with assistance from this Program shall be for the use and benefit of the general boating public.

2. Program funds may be used for projects such as:

   a. Construction, expansion, renovation, or installation of the following for public use on land and waters:

   (1) Recreational powerboat boat ramps, lifts and hoists, marine railways and other public launching facilities

(2) Recreational channel marking and other uniform waterway markers.

(3) Public docking and mooring facilities for recreational powerboats.

(4) Access roads and parking for recreational powerboat public launching facilities.

(5) Dredging which is ancillary to a project which provides access to a publicly owned or maintained marine facility

(6) Recreational boating related support facilities and utilities such as restrooms, lighting, water, sewer, and electrical that are part of a recreational powerboat public launching facility.

(7) Bulkheads, rip-rap, and seawall construction relative to the construction of a recreational powerboat public launching facility.

(8) Removing derelict vessel, debris that specifically impede boat access, not including the dredging of channels, and vessels and floating structures deemed a hazard to public safety and health for failure to comply with Florida Statute 327.53.

(9) Design and engineering costs, and permit fees are permitted to be submitted as a Phase I project the maximum amount to be funded is fifty (50%). Phase II provides for the construction of the project that is designed, engineered and permitted in Phase I. The County will not reimburse Phase I design, engineering and permitting costs until the beginning of construction of Phase II.

3. Project costs which are eligible for funding include only those necessary for the construction and completion of an eligible project.

4. Project construction expenses that are eligible for funding include payments to construction contractors, vendors for purchase of materials, rental of equipment or lump sum labor contracts.

5. Ineligible expenses include project administration, land acquisition, signage, landscaping and irrigation, docks or facilities used for fishing, crabbing or other forms of aquatic harvesting, maintenance or renovation of previously funded Florida Boating Improvement or BBIP projects funded within the past 25 years, tools, equipment, boats, boat motors, office equipment, and materials not used exclusively for the project.

6. Eligible expenses include the maximum of fifty percent (50%) of project design and engineering costs and permit fees.

PROJECT DESIGN CRITERIA

1. All projects shall be designed in accordance with standard engineering practices, and implemented in compliance with state and local building codes and applicable laws.

2. All local, State and Federal permits, leases, easements, management agreements, or other similar required authorizations for the project shall be obtained prior to the commencement of project construction.

3. The Committee shall review and approve all final site plans or construction plans before the commencement of project construction. Construction commencement before plan approval by the Committee will result in non-reimbursement of the project.

GRANT CONDITIONS

1. Facilities funded in whole or in part by Program Funds shall be administered and made available to the general public on a non-exclusive basis without regard to race, color, religion, sex, national origin, age, marital status, political affiliation, disability, sexual orientation, pregnancy, or gender identity or expression (Broward County Code of Ordinances, Chapter 16 ½-3(p), the political jurisdiction in which a person resides, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.

2. The applicant shall not unlawfully discriminate against any person in its operations and activity, in its use or expenditure of Program Funds and shall affirmatively comply with all applicable provisions of the Americans With Disabilities Act (ADA) in the course of providing any facility funded in whole or in part by the County, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines and standards.

3. The municipality, agency or organization must submit to the Division a Project Completion Certificate upon completion of the project, with the Division required close-out documents for reimbursement, available from the Division at 950 NW 38th Street, Oakland Park, Florida 33309.

4. The Applicant shall be responsible to the County for insuring the satisfactory operation and maintenance of sites and facilities funded under this Program for a minimum of 25 years from the date of project completion.

5. Proposed changes to the Project Agreement (i.e., scope of the project, project period, or grant amount) must be submitted to the Division in writing at least six months in advance of the project construction completion date by the Applicant, accompanied by a statement of justification for the proposed changes. Proposed changes will be submitted to the Committee by the Division, at the Committee's next scheduled meeting, for their review and recommendation to the County Commission. Agreed changes shall be evidenced by a formal Amendment to the Project Agreement, or a new agreement. Minor changes in the

scope of the project shall be submitted to the Division in writing. The minor change will be reviewed by the Liaison and submitted to the Committee at their next scheduled meeting for their approval. If a project is constructed and is not consistent with the scope of the project listed in the Project Agreement and the construction plans approved by the Committee, the County shall withhold reimbursement until all items listed in the scope of the project and approved plans are completed.

6. The County shall have the right to terminate a Project Agreement or demand refund of Program Funds for non-compliance with the terms of the Project Agreement or these rules. Failure of an Applicant to comply with the provisions of a Project Agreement or the rules shall result in the County declaring the Applicant ineligible for further participation the Program until such time as the Applicant completes the terms of the Project Agreement or Rules.

7. The Applicant shall be responsible for the erection and maintenance of a permanent BBIP acknowledgment sign or plaque at the project site for the life of the project. Appropriate wordage for the sign or plaque is included in the close-out documents.

8. Facilities funded with BBIP monies shall be used <u>only</u> for recreational power boating purposes and are not to be used for fishing or crabbing or other forms of aquatic harvesting. Fishing lines or crab lines cannot block access to docks or ramps funded with BBIP monies.

9. The BBIP definition of a derelict vessel is a vessel that has been abandoned by the owner and is creating a navigational hazard by blocking or intruding into a navigational channel, or creating an environmental hazard by due to its unique location. Vessels that are behind private property or at a private marina or dock are prohibited being removed with BBIP funds.

ACCOUNTABILITY

The following procedures shall govern the accountability of Program grant funds:

1. Each applicant is responsible for maintaining an accounting system which meets generally accepted accounting principles and for maintaining such financial records for a period of seven years, as necessary to properly account for all Program funds.

2. All required close-out documents, available from the Division at 950 NW 38th Street, Oakland Park, Florida 33309, shall be submitted to the Division prior to reimbursement of Funds.

3. All project Funds are reimbursable only upon full completion of the project.

4. The Liaison or County personnel may inspect completed projects and audit project financial records.

5. If found by any State, County or independent audit that Project Funds have not been used in accordance with the Project Agreement, Rules, or applicable laws, the Applicant shall be responsible for repayment of misused funds with interest from the date the funds were allocated to the Applicant, using the Consumer Price Index for all Urban Consumers for Miami/Fort Lauderdale, to the County for deposit in the Fund, and may result in the County declaring the Applicant ineligible for further participation the Program.

Prepared by: John R. Fiore, Liaison, MAC, August 18, 1998. Revised: Dec. 4, 1998, Oct. 28, 2002, May 14, 2003, July 24, 2006, July 24, 2007, Dec. 30, 2008 July 22, 2009, July 13, 2010, July 23, 2012, July 18, 2014, July 21, 2014

BROWARD COUNTY MARINE ADVISORY COMMITTEE

BROWARD BOATING IMPROVEMENT PROGRAM

FUNDING GUIDELINES

PHASE I REQUESTED GRANT AMOUNT (TOTAL)

(Planning, engineering, permitting and design costs)

MATCH

$1 TO UNLIMITED .....50% MINIMUM

PHASE II REQUESTED GRANT AMOUNT (TOTAL)

(Construction costs)

MATCH

$1 TO $50,000 .....0.....0%

$50,001 TO $100,000 .....25%

$100,001 TO UNLIMITED 50%

All project administration, land acquisition costs, signage, landscaping & irrigation, fishing facilities, maintenance or renovation of FBIP or BBIP projects funded within the past 25 years, tools, equipment, boats, boat motors, office equipment, and materials not used exclusively for the project are ineligible for funding.

funding.bbi

7/98, 7/09, 7/10, 7/12, 7/14,7/16

BROWARD COUNTY
MARINE ADVISORY COMMITTEE

BROWARD BOATING IMPROVEMENT PROGRAM

FISCAL YEAR 2017/2018
GRANT PROCEDURES MANUAL

BROWARD BOATING IMPROVEMENT PROGRAM

PROCEDURES MANUAL

INTRODUCTION

The purpose of this manual is to provide an explanation of the necessary administration of the Broward Boating Improvement Program (BBIP), and to describe the procedures by which municipal governments may apply for the award of BBIP funds for their respective projects.

During its 1974 session, the Florida Legislature enacted certain changes in the regulation of motorboats and provided for an appropriation specifically earmarking funds for recreational boating improvement projects **such as channel marking, public docking and mooring facilities, public boat launching facilities, artificial reefs, channel dredging and other boating related activities as specified in the State FBIP rules**.

Pursuant to Chapter 328.72(15) of the Florida Statutes, a portion of the funds collected from the registration of boats shall remain with the county that collected them to be used for the sole purpose of maintaining or operating ***recreational channel markings and other uniform waterway markers, public boat ramps, lifts, and hoists, marine railways, boat piers, docks and mooring buoys, and other public launching facilities, and removing derelict vessels, debris that specifically impede boat access, not including the dredging of channels, and vessels and floating structures deemed a hazard to public safety and health for failure to comply with Florida Statute 327.53***. It is the option of the counties as to whether the municipalities can access these finds. Allocations are made based on the amount collected by boat registrations in the respective county. The allocations are distributed in the form of grants for the sole purpose of providing for the aforementioned recreational boating improvement projects. Broward County is one of the few counties in Florida which has opted to allow municipalities to access these funds. These funds are distributed under rules of the Broward Boating Improvement Program (BBIP).

BBIP GRANT APPLICATIONS

Applicants in Broward County for the BBIP grants are normally municipalities. The Broward County Parks and Recreation Division, acting as the County Commission's appointed liaison to the Broward County Marine Advisory Committee, sends out requests for proposals for BBIP grants usually in July of every fiscal year to twenty nine (29) cities in Broward County. The notifications along with the BBIP Grant Application and rules are addressed to the mayor or city manager of the municipality. The municipalities are invited to actively participate in the BBIP grant program.

MARINE ADVISORY COMMITTEE BBIP APPLICATION

It is the responsibility of the applicants to recommend proposed projects as soon as possible, but no later than September 18 or the date specified in the requests for proposals sent to the mayors or city managers. The applicant is to submit one original and 19 copies of the Broward County

Marine Advisory Committee BBIP Grant Application to the Broward County Marine Advisory Committee (MAC) through the Broward County Parks & Recreation Division (MAC Liaison Office). The BBIP grant application is reviewed by the MAC liaison for project eligibility and is then scheduled for review by the MAC at their following meetings. The MAC will review each proposed BBIP project and will rank each project on the merits of the submitted BBIP grant application proposal. Projects with the highest score will be funded in full. This will continue down the ranking list until all Broward County BBIP funds are allocated. It is possible for the last application to receive only partial funding, or no funding due to available monies. All projects must have a minimum score of 70 to receive funding.

Projects can be submitted in two phases. Phase I projects will be for design, engineering and permitting (no administrative costs allowed) costs, and Phase II projects will be for solely for construction costs. This allows an applicant to apply just for the costs associated for the design, engineering and permitting of a project. Upon completion of the design, engineering, and permitting, the applicant can then apply for a Phase II grant to cover the cost of the construction of the project. Phase I grant costs **will not** be reimbursed to the applicant until the beginning of construction of Phase II.

Applications will not be accepted if bound in three ring loose leaf binders. All information is to be included in the application; no supplemental pages will be accepted. All attachments shall be 8 ½" X 11", or 8 ½" X 14" folded to 8 ½" X 11".

REQUIRED ATTACHMENTS - SUPPORT DATA

The required support data for each project grant application shall include the following:

Application
Official Resolution (Municipalities)
Location Map
Boundary Map
Site Plan
Proof of Site Control in Project Property is leased

PROJECT AGREEMENT REVIEW AND EXECUTION

The MAC will make its formal recommendation to the Board of County Commissioners for funding of the BBIP grant applications at their December meeting. Afterwards, the Broward County Parks and Recreation Division will submit to the Broward County Office of Management and Budget the recommended projects for inclusion in the next fiscal year Broward County Budget. The projects will be approved by the Broward County Board of County Commissioners during their public hearings to approve the County Budget in September. In July, the County will send applicant three copies of the standard form BBIP Project Agreement to be reviewed and signed as to form by the municipality's attorney, and then be approved by the municipality's council or commission, and executed by the mayor. Upon receipt of the Project Agreement, with the required insurance information, from the municipality, the Agreement is required to be reviewed by County Risk Management for insurance requirements, plus reviewed and signed as to form by the Office of the County Attorney. After the County Commission has approved the County Budget, the Project Agreements will be forwarded to the County Administrator for

execution on behalf of the County Commission. Following the execution of the Agreement by the County, one original Project Agreement, will be returned to the applicant, along with the Project Close-out Document requirements and forms. When the municipality has final site plans or construction drawings, they must meet again with the MAC for final approval. The MAC does not meet during the summer. Therefore, the municipality must plan on bringing their plans for final approval to the MAC at one of their normal meeting dates. After MAC final approval, the municipality will be sent a Notice to Proceed. Anything constructed that is not on the MAC approved plans **will not** be reimbursed.

PROJECT MONITORING

As provided in the Project Agreement, ***the municipal project liaison agent shall forward quarterly written status reports*** on Broward County provided BBIP forms which specify percentages of completion of each element of the project and any problems encountered, to the Broward County Parks & Recreation Division (liaison office). These are to be submitted within 30 days after the end of the quarter. Failure to provide quarterly reports can jeopardize future BBIP funding.

PROJECT COMPLETION

Once the project is completed, it is the responsibility of the municipality to provide all project completion documentation and accounting data on signed Broward County BBIP forms to the County BBIP liaison officer. The liaison and a MAC member will verify the project completion. After verification, a request by the County BBIP liaison to the Broward County Accounting Division is made to reimburse the municipality the actual cost of the project, not to exceed the project's allocation agreed to in the Project Agreement. Items to be included for reimbursement are:

> All required signed BBIP Closeout forms; photographs of the completed project, the required BBIP acknowledgment sign; a signed project completion certificate; a signed as-built site plan; and a signed Notice of Limitation of Use/Site Dedication.

PAYMENT PROCESSING

After review and approval by the Broward County Parks and Recreation Division and the Broward County Accounting Division, a check payable to the municipality will be drafted. The Parks & Recreation Division will forward the check to the municipality, or present the check to the city council or commission at a public meeting if it is desired. Phase I projects will not be reimbursed until the construction begins on Phase II.

Prepared by: John R. Fiore, Liaison, Marine Advisory Committee
July 20, 1995, Revised: August 7, 2001, July 25, 2007, July 23, 2009, July 13, 2010, July 26, 2012, July 18, 2014, July 21, 2014, July 30, 2015

BROWARD COUNTY MARINE ADVISORY COMMITTEE
BROWARD BOATING IMPROVEMENT PROGRAM

PROJECT RANKING FORM

CATEGORY	**POINTS**
Proposed/actual use by boaters (0-40 Points)	_____
Availability of navigable water (0-15 Points)	_____
Effective use of previous FBIP or BBIP monies (0-10 Points)	_____
Ancillary facilities (0-5 Points)	_____
Number of similar facilities in area (0-5 Points)	_____
Project target and quantity of use (0-5 Points)	_____
Permits in hand (0-5 Points) (0 Points if Phase I Project)	_____
24 hour and handicapped access (0-5 Points)	_____
User costs and charges (0-5 Points)	_____
Environmental/ecological benefits (0-5 Points)	_____
TOTAL POINTS	_____

PROJECT NAME:_____

M.A.C. MEMBER NAME:_____

(PROJECTS MUST AVERAGE A MINIMUM OF 70 POINTS TO BE ELIGIBLE FOR FUNDING)

RANKING.BBI
8/00, 7/10

City of West Park

Finance Department

July 2016 Budget Report

MEMORANDUM
FINANCE DEPARTMENT

To: Mayor and City Commission

Through: Ajibola Balogun, City Administrator

Date: Thursday, August 11, 2016

Subject: July 2016 Budget Report

The July budget report includes checks issued in both June and July as the commission did not meet in July.

The July activity does not show City Commission payroll expenses for July because the July payroll was paid on June 30th. June's activity shows two payrolls for the Commission. This is a function of the timing of the payroll calendar. Otherwise, this activity is on track.

We expect to finish the fiscal year in about a break even to slightly positive budget status.

As of the report date, the City had $7,817,260 in cash and investments.

Should you need further information, please feel free to contact me.

City of West Park

July 2016 Budget Report

Budget To Actual

City of West Park
Budget To Actual Report
For the Month Ending July 31, 2016

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
General Fund						
Revenue						
Ad Valorem Taxes	290,466	3,370,618	-	3,302,528	(68,089)	102%
First Local Option Fuel Tax	13,948	111,156	-	149,030	37,874	75%
Second Local Option Fuel Tax	10,024	81,377	-	106,997	25,620	76%
Electric Franchise Fee	-	261,850	-	509,567	247,717	51%
Solid Waste Franchise Fee	-	455,952	-	455,952	-	100%
Solid Waste Commercial Franch Fee	144	42,761	-	55,000	12,239	78%
Electric Utility Tax	62,466	455,222	-	671,298	216,076	68%
Water Utility Tax	15,051	130,978	-	168,000	37,022	78%
Communications Services Tax	22,217	186,995	-	296,558	109,563	63%
Propane Utility Tax	441	6,212	-	9,600	3,388	65%
Local Business Tax	-	120,185	-	100,000	(20,185)	120%
Building Permits	-	10,327	-	20,000	9,673	52%
Other Licenses, Fees & Permits	-	435	-	25,000	24,565	2%
Planning & Zoning Fees	-	49,507	-	15,000	(34,507)	330%
Right Of Way Permit Fees	-	8,057	-	10,000	1,943	81%
CDBG	-	-	-	178,600	178,600	0%
Street Lighting Revenue	-	16,739	-	15,152	(1,587)	110%
FDOT ARRA Grants	-	-	-	-	-	NA
DEP Road Grant	-	-	-	700,000	700,000	0%
CSC Crime Prevention	-	37,374	-	73,806	36,432	51%
State Revenue Sharing	39,681	363,748	-	559,274	195,526	65%
Half Cent Sales Tax	77,029	642,952	-	958,537	315,585	67%
Lobbying Registration Fees	-	200	-	500	300	40%
Byrne Grant	-	-	-	5,434	5,434	0%
SR7 Retention Pond Maintenance	-	-	-	30,401	30,401	0%
Shuttle Bus County Revenue	-	5,070	-	20,280	15,210	25%
County Mctyre Park Operating Costs	-	-	-	12,000	12,000	0%
County Landscape Reimbursement	-	-	-	9,329	9,329	0%
County Occupational Licenses	103	8,163	-	8,000	(163)	102%
County MRF Revenues	-	-	-	191,000	191,000	0%
Lien Searches	1,715	16,220	-	18,000	1,780	90%
Police Services	-	31,520	-	500	(31,020)	6304%
Fire Inspection Fees	19,592	113,655	-	90,000	(23,655)	126%
EMS Transport Revenue	-	141,465	-	275,000	133,535	51%

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Excess Bulk Waste Fees	7,117	37,021	-	50,000	12,979	74%
Solid Waste Vehicle Registration Fee	-	-	-	200	200	0%
Recycling Revenue	-	4,461	-	-	(4,461)	NA
Parks And Recreation	3,395	25,675	-	27,000	1,325	95%
Mctyre Park Revenues	345	7,485	-	18,000	10,515	42%
Football and Cheerleading Revenu	-	-	-	1,500	1,500	0%
Special Events	-	750	-	-	(750)	NA
Judgments And Fines	-	26,244	-	200	(26,044)	13122%
Red Light Camera Revenue	12,650	105,475	-	156,310	50,835	67%
Red Light Camera Fines-UTC from Clerk of Court	-	19,273	-	3,000	(16,273)	642%
Red Light Camera -Magistrate Fees	-	400	-	200	(200)	200%
LETF - Federal - Treasury	-	1,410	-	-	(1,410)	NA
LETF - State	-	3,587	-	103,807	100,220	3%
Code Enforcement Fines	-	24,466	-	25,000	534	98%
Code Fines By Assessment	-	50	-	25,000	24,950	0%
Nuisance Abatement Fees	3,766	29,535	-	45,000	15,465	66%
Code Amnesty Program	-	192,634	-	50,000	(142,634)	385%
Interest	526	11,735	-	12,000	265	98%
Special Assessments	-	34	-	-	(34)	NA
Garbage Assessments	119,179	1,343,000	-	1,297,709	(45,291)	103%
Fire Assessments	149,986	1,998,561	-	2,170,845	172,284	92%
Solid Waste Permit Fees	-	355,000	-	300,000	(55,000)	118%
Sale of Recycling Material	-	-	-	12,000	12,000	0%
Sales Of Other Assets	-	807	-	-	(807)	NA
Other Miscellaneous Revenues	-	11,400	-	1,000	(10,400)	1140%
Insurance Proceeds	-	7,026	-	-	(7,026)	NA
Contributions	-	10,690	-	-	(10,690)	NA
Donations - Holiday Toy Giveaway	-	-	-	2,400	2,400	0%
Other Sources: Fund Balance Carried Forward	30,890	278,006.25	-	370,675	92,669	75%
Other Sources: Fund Balance For Fire Rescue Equipment and Truck Carried Forward	-	284,256	-	309,256	25,000	92%
Total General Fund Revenue	**880,732**	**11,447,716**	**-**	**14,021,445**	**2,573,730**	**82%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
				-		
Summary of All General Fund				-		
Total General Fund Revenue	**880,732**	**11,447,716**	**-**	**14,021,445**	**2,573,730**	**82%**
				-		
City Commission	7,546	103,047	-	127,258	24,211	81%
City Administrator	36,422	375,192	-	470,381	95,189	80%
City Clerk	5,379	59,794	-	75,961	16,167	79%
Finance	16,717	120,395	-	148,864	28,469	81%
City Attorney	-	80,000	-	125,000	45,000	64%
General Services	42,046	346,314	-	494,704	148,391	70%
Police	345,600	3,580,752	-	4,476,659	895,907	80%
Fire Rescue	250,578	2,873,622	-	3,375,697	502,075	85%
Public Works	54,717	1,744,665	-	2,899,189	1,154,524	60%
Mary Saunders Park	27,249	340,291	-	397,874	57,583	86%
Juvenile Crime Prevention	14,851	84,810	-	147,882	63,071	57%
McTyre Park	21,508	254,890	-	296,398	41,508	86%
Senior Program	5,357	48,020	-	77,937	29,917	62%
Non-Departmental	57,393	736,520	-	907,642	171,121	81%
Total General Fund Expenditures	**885,364**	**10,748,313**	**-**	**14,021,445**	**3,273,132**	**77%**
Total General Fund Revenues Less Expenditures	**(4,632)**	**699,402**	**-**	**0**		

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
				-		
City Commission				-		
Regular Salaries	-	14,857	-	19,200	4,343	77%
FICA	-	1,137	-	1,469	332	77%
Retirement	-	3,612	-	6,399	2,787	56%
Life and Health Insurance	6,546	60,125	-	59,493	(632)	101%
Worker's Compensation	-	86	-	97	11	89%
Travel and Per diem	-	1,123	-	4,000	2,877	28%
Mayor's Expense	-	800	-	2,300	1,500	35%
Seat 1 Expense	-	1,517	-	2,300	783	66%
Seat 2 Expense	-	1,198	-	2,300	1,102	52%
Seat 3 Expense	-	773	-	2,300	1,527	34%
Seat 4 Expense	-	140	-	2,300	2,160	6%
Communications and Freight	-	3,441	-	3,200	(241)	108%
Promotional Activities	-	471	-	2,400	1,929	20%
Scholarship	1,000	7,000	-	10,000	3,000	70%
Books, Publications	-	2,244	-	4,500	2,256	50%
Other Operating Expense	-	4,522	-	5,000	478	90%
Total City Commission	**7,546**	**103,047**	**-**	**127,258**	**24,211**	**81%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Office of the City Administrator						
Regular Salaries	19,576	197,382	-	255,211	57,829	77%
Special Pay	125	6,357	-	8,100	1,743	78%
FICA	1,511	13,105	-	19,524	6,419	67%
Retirement	2,284	50,635	-	50,014	(622)	101%
Life and Health Insurance	5,581	47,538	-	57,805	10,267	82%
Worker's Compensation	-	1,109	-	1,249	139	89%
Other Contractual	7,109	28,192	-	40,000	11,808	70%
Travel and Per diem	-	386	-	2,000	1,614	19%
Education and Training	25	1,837	-	3,061	1,224	60%
Communications and Freight	212	3,721	-	6,300	2,579	59%
Rentals and Leases	-	16,883	-	17,368	485	97%
Office Supplies	-	7,836	-	9,500	1,664	82%
Books, Publications	-	-	-	-	-	NA
Other Operating Expenses	-	210	-	250	40	84%
Total City Administrator	**36,422**	**375,192**	**-**	**470,381**	**95,189**	**80%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
City Clerk						
Regular Salaries	4,244	45,146	-	55,167	10,020	82%
FICA	325	3,454	-	4,220	767	82%
Retirement	-	1,912	-	3,834	1,922	50%
Life and Health Insurance	811	7,482	-	8,762	1,280	85%
Worker's Compensation	-	247	-	278	31	89%
City Codification Services	-	1,065	-	2,450	1,385	43%
Travel and Per Diem	-	250	-	250	0	100%
Education and Training	-	163	-	500	337	33%
Other Operating Expenses	-	75	-	500	425	15%
Total City Clerk	**5,379**	**59,794**	**-**	**75,961**	**16,167**	**79%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Finance Department						
Annual Audit	8,500	18,000	-	32,000	14,000	56%
Bank Fees	-	5,251	-	5,100	(151)	103%
Other Contractual	7,671	83,367	-	90,000	6,633	93%
Payroll Processing Service	546	8,118	-	8,719	601	93%
Software Maintenance	-	780	-	5,000	4,220	16%
Property Appraiser Fees	-	4,842	-	8,045	3,203	60%
Other Operating Expenses	-	38	-	-	(38)	NA
Total Finance	**16,717**	**120,395**	**-**	**148,864**	**28,469**	**81%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
City Attorney						
Professional Service	-	80,000	-	120,000	40,000	67%
Other Operating Expense	-	-	-	5,000	5,000	0%
Total City Attorney	**-**	**80,000**	**-**	**125,000**	**45,000**	**64%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
General Services Department						
Regular Salaries And Wages	3,846	40,921	-	50,003	9,082	82%
FICA	294	3,130	-	3,825	695	82%
Retirement	-	2,920	-	3,475	555	84%
Life And Health Insurance	2,543	23,579	-	28,232	4,653	84%
Worker's Compensation	-	218	-	245	27	89%
Planning and Zoning Contract	17,754	142,032	-	210,048	68,016	68%
GIS Services Contract	2,813	22,504	-	31,256	8,752	72%
Cost Recovery Services	1,638	14,974	-	37,500	22,526	40%
Code Enforcement Officer	7,428	59,424	-	75,120	15,696	79%
Special Magistrate	-	4,507	-	7,000	2,493	64%
Comprehensive Planning	-	-	-	2,500	2,500	0%
Code Enforcement Action	50	1,563	-	4,500	2,938	35%
Nuisance Abatement Program	5,680	22,172	-	25,000	2,828	89%
Other Operating Expenses	-	8,370	-	16,000	7,630	52%
Total General Services	**42,046**	**346,314**	**-**	**494,704**	**148,391**	**70%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Police Department						
Regular Salaries And Wages	424	38,455	-	48,600	10,145	79%
FICA	32	2,942	-	3,718	776	79%
Worker's Compensation	-	218	-	245	27	89%
Professional Services	345,104	3,474,091	-	4,187,352	713,261	83%
School Crossing Guards	-	54,936	-	65,000	10,064	85%
Red Light Camera Expense	-	200	-	156,310	156,110	0%
Byrne Grant Expenditures	-	3,970	-	5,434	1,464	73%
LETF Expenditure-Federal-Treasury	40	5,940	-	10,000	4,060	59%
Total Police	**345,600**	**3,580,752**	**-**	**4,476,659**	**895,907**	**80%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Fire Rescue Department						
Professional Services	250,578	2,505,784	-	3,006,941	501,157	83%
Machinery & Equipment	-	284,256	-	284,256	0	100%
Debt Service On EMS Truck	-	83,582	-	84,500	918	99%
Total Fire Rescue	**250,578**	**2,873,622**	**-**	**3,375,697**	**502,075**	**85%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Public Works Department						
Regular Salaries And Wages	15,741	142,660	-	201,407	58,747	71%
Overtime	-	56	-	500	444	11%
FICA	1,202	10,892	-	15,446	4,554	71%
Retirement	-	6,732	-	13,311	6,579	51%
Life And Health Insurance	7,655	65,984	-	62,212	(3,772)	106%
Worker's Compensation	-	8,147	-	9,172	1,025	89%
Emergency Management Services Contract	-	-	-	2,500	2,500	0%
Streets & Median Maintenance	2,784	39,723	-	60,000	20,277	66%
Vacant Lot Mowing	-	650	-	1,055	405	62%
Utilities	9,832	33,666	-	63,628	29,962	53%
Street Lights	10,614	104,794	-	138,485	33,691	76%
Solid Waste Fees	-	943,796	-	1,283,004	339,208	74%
Trash Transfer Station	-	30,344	-	35,965	5,621	84%
Street Repairs	-	4,925	-	5,000	75	99%
Street Light Repairs	213	5,619	-	6,900	1,281	81%
Equipment/Vehicle Maintenance	-	6,688	-	8,337	1,649	80%
Traffic Calming	-	22,213	-	25,000	2,787	89%
Beautification And Landscaping	-	-	-	2,500	2,500	0%
Traffic Calming - CDBG	5,026	7,266	-	30,000	22,734	24%
SR7 Retention Pond Maintenance	1,650	27,837	-	32,000	4,163	87%
Office Supplies	-	57	-	100	43	57%
Fuel	-	4,148	-	7,500	3,352	55%
Other Operating Expenses	-	10,213	-	15,000	4,787	68%
Undcoumented Pcard Transactions	-	179	-	-	(179)	NA
Capital Projects	-	-	-	20,000	20,000	0%
SW 40th Ave Obama CBDG	-	29,272	-	70,867	41,595	41%
SW 40th Ave Obama State Funds	-	187,231	-	500,000	312,769	37%
Capital Improvements CDBG	-	51,575	-	89,300	37,725	58%
SR7 Retenttion Pond imp (State funding)	-	-	-	200,000	200,000	0%
Total Public Works	**54,717**	**1,744,665**	**-**	**2,899,189**	**1,154,524**	**60%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Parks- Mary Saunders						
Regular Salaries And Wages	14,069	135,704	-	180,316	44,611	75%
Overtime	-	-	-	500	500	0%
FICA	1,076	10,399	-	13,832	3,434	75%
Retirement	-	10,491	-	12,532	2,041	84%
Life And Health Insurance	8,790	76,461	-	61,017	(15,444)	125%
Worker's Compensation	-	4,531	-	5,101	570	89%
Education And Training	-	775	-	350	(425)	221%
Communications And Freight	1,143	5,232	-	4,878	(354)	107%
Utilities	1,346	14,997	-	17,000	2,003	88%
Rentals And Leases	60	10,874	-	10,757	(117)	101%
Repairs & Maintenance	645	34,444	-	31,484	(2,960)	109%
Printing And Binding	-	216	-	355	139	61%
Office Supplies	-	895	-	903	8	99%
Operating Supplies	120	1,689	-	3,600	1,911	47%
Vehicle Maintenance	-	5,119	-	5,072	(47)	101%
Fuel	-	311	-	1,575	1,264	20%
Other Operating Expenses	-	300	-	750	450	40%
Uncapitalized Equipment	-	27,852	-	27,852	(0)	100%
CapitalProjects	-	-	-	20,000	20,000	0%
TotaTotal Parks-Mary Saunders	**27,249**	**340,291**	**-**	**397,874**	**57,583**	**86%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Juvenile Crime Prevention						
Regular Salaries	11,742	59,792	-	68,956	9,165	87%
Overtime	-	-	-	500	500	0%
FICA	898	4,574	-	5,313	739	86%
Retirement	-	-	-	2,323	2,323	0%
Life And Health Insurance	-	2,686	-	8,251	5,565	33%
Worker's Compensation	-	3,126	-	3,519	393	89%
Repairs And Maintenance	-	-	-	126	126	0%
Camp Expenses	2,212	14,632	-	58,893	44,261	25%
Total Juvenile Crime Pervention	**14,851**	**84,810**	**-**	**147,882**	**63,071**	**57%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Parks-McTyre Park						
Regular Salaries	7,647	72,763	-	110,374	37,611	66%
Overtime	-	105	-	500	395	21%
FICA	576	5,479	-	8,482	3,003	65%
Retirement	-	2,712	-	6,943	4,230	39%
Life And Health Insurance	7,127	60,628	-	22,430	(38,198)	270%
Worker's Compensation	-	5,003	-	5,632	630	89%
Communications And Freight	1,142	4,404	-	3,390	(1,014)	130%
Utilities	3,100	37,856	-	39,310	1,454	96%
Rentals And Leases	60	10,594	-	10,308	(286)	103%
Repairs And Maintenance	1,838	42,445	-	44,094	1,649	96%
Football and Cheerleading Expenses	-	250	-	20,000	19,750	1%
Special Events-Mothers Day	-	2,458	-	2,500	42	98%
Special Events-Halloween	-	351	-	500	149	70%
Special Events-Holiday Toy Drive	-	3,812	-	3,500	(312)	109%
Special Events-Back To School	-	-	-	750	750	0%
Special Events-Education Advisory/Scholarship	-	-	-	1,500	1,500	0%
Special Events-Fathers Day	-	150	-	885	735	17%
Office Supplies	-	676	-	500	(176)	135%
Operating Supplies	19	5,061	-	10,000	4,939	51%
Vehicle Maintenance	-	43	-	800	757	5%
Other Operating Expenses	-	100	-	4,000	3,900	3%
Parks- McTyre Park	**21,508**	**254,890**	**-**	**296,398**	**41,508**	**86%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Senior Program						
Regular Salaries	2,472	25,279	-	32,136	6,857	79%
FICA	189	1,934	-	2,458	525	79%
Retirement	-	-	-	2,233	2,233	0%
Life and Health Insurance	-	-	-	16,753	16,753	0%
Workers' Compensation	-	1,457	-	1,640	183	89%
Contractual	-	2,193	-	5,000	2,807	44%
Utilities	17	213	-	1,670	1,457	13%
Repairs and Cleanup	304	5,699	-	5,500	(199)	104%
Maintenance	2,374	6,415	-	6,600	185	97%
Supplies	-	551	-	1,000	449	55%
Equipmemt and Materials	-	3,154	-	2,230	(924)	141%
Other Expenses	-	1,125	-	716	(409)	157%
Total Senior Program	**5,357**	**48,020**	**-**	**77,937**	**29,917**	**62%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Non-Departmental						
Unemployment Compensation	-	(51)	-	-	51	NA
Lobbyist	5,000	45,000	-	80,540	35,540	56%
Economic Development	-	14,928	-	30,000	15,072	50%
Credit Card Processing Fees	-	1,177	-	2,300	1,123	51%
Other Contractual	7,593	49,601	-	46,083	(3,518)	108%
Insurance	-	122,084	-	109,600	(12,484)	111%
Shuttle Service	5,948	51,642	-	72,000	20,358	72%
Employee Development	1,929	3,499	-	6,000	2,501	58%
City Official Travel	-	5,234	-	6,000	766	87%
Legal Advertising	-	2,086	-	6,000	3,914	35%
Utilities	3,580	37,077	-	48,000	10,923	77%
Lease For City Hall	12,662	139,282	-	151,944	12,662	92%
Printing And Binding	-	5,370	-	24,168	18,798	22%
Community Newspaper	3,450	34,500	-	41,400	6,900	83%
Special Events - Goombay Festival	3,570	4,095	-	2,016	(2,079)	203%
Special Events-MLK	-	775	-	1,105	330	70%
Special Events-Thanksgiving	-	8,863	-	8,113	(750)	109%
Special Events-Earth Day	-	3,397	-	3,396	(1)	100%
Special Events - Relay For Life	-	-	-	-	-	NA
City's 10th Anniv Planning	-	28,274	-	40,000	11,726	71%
Contingency	10,664	114,959	-	162,228	47,269	71%
Software	2,996	18,585	-	18,800	215	99%
AARDC	-	7,900	-	7,948	48	99%
EquipmentVehicle	-	38,244	-	40,000	1,756	96%
Total Non-Departmental	**57,393**	**736,520**	**-**	**907,641**	**171,121**	**81%**

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Twin Lakes Special Revenue Fund						
Assessments	300	8,213	-	8,680	467	95%
Total Twin Lakes Revenue	**300**	**8,213**	**-**	**8,680**	**467**	**95%**
Utilities	-	-	-	1,120	1,120	0%
Property Appraiser Fees	-	-	-	87	87	0%
Aquatics Maintenance	4,106	29,778	-	6,500	(23,278)	458%
Miscellaneous Expenses	-	175	-	600	425	29%
Contingencies	-	-	-	373	373	0%
Total Twin Lakes Expenditures	**4,106**	**29,953**	**-**	**8,680**	**(21,273)**	**345%**
Total Twin Lakes Revenue Less Expenditures	**(3,806)**	**(21,740)**	**-**	**-**		

Name	july1 Monthly Activity	Activity Yeartodate	Outstanding Encumbrances	2016 Annual Budget	Annual Variance To Budget	Percent of Budget Used
Stormwater Special Revenue Fund						
Stormwater Charges	-	154,500	-	309,000	154,500	50%
Total Stormwater Revenue	-	154,500	-	309,000	154,500	50%
Regular Salaries	5,932	63,104	-	77,111	14,007	82%
Overtime	-	163	-	500	337	33%
FICA	454	4,840	-	5,937	1,097	82%
Retirement	-	4,515	-	5,359	845	84%
Life and Health Insurance	2,601	24,210	-	29,438	5,228	82%
Workers' Compensation	-	1,772	-	1,995	223	89%
Other Contractual	4	14,697	-	99,593	84,896	15%
Repairs and Maintenance	-	7,400	-	82,720	75,320	9%
Equipment	-	-	-	6,347	6,347	0%
Total Stormwater Expenditures	**8,991**	**120,700**	**-**	**309,000**	**188,300**	**39%**
Total Stormwater Revenue Less Expenditures	**(8,991)**	**33,800**	**-**	**(0)**		

Checks Issued Report

June 1, 2016, through July 31, 2016

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14077	6/1/16	Broward County Tax Collector	$118.55
14078	6/3/16	Apex Environmental Solutions	$95.00
14079	6/3/16	Calvin, Giordano & Assoc., I	$28,790.05
14080	6/3/16	Elan Lawn & Landscape Servic	$3,510.00
14081	6/3/16	GE Capital	$1,052.50
14082	6/3/16	Joe Blair Garden Supply, Inc	$289.84
14083	6/3/16	Kemp Group International Cor	$6,720.00
14084	6/3/16	Munilytics	$7,415.98
14085	6/3/16	Office Depot	$661.88
14086	6/3/16	Reyes-Watson and Associates	$1,399.92
14087	6/3/16	RJ Behar	$581.31
14088	6/3/16	Scene Kleen, Inc.	$147.50
14089	6/3/16	S. Davis & Associates, P.A.	$3,500.00
14090	6/3/16	Security 101	$178.21
14091	6/3/16	SenLex Environmental LLC	$1,065.00
14092	6/3/16	Sunshine State Messenger Ser	$46.66
14093	6/3/16	Superior Park Systems	$4,835.00
14094	6/3/16	Superior Printers	$238.50
14095	6/3/16	Tiffany Thompkins	$125.00
14096	6/3/16	Karel Fuller	$125.00
14097	6/3/16	Marilyn Montanez	$75.00
14098	6/3/16	Kerlyne Petithomme	$75.00
14099	6/3/16	Water and Wastewater Service	$54.98
14100	6/10/16	Broward College	$1,000.00
14101	6/10/16	Keiser University	$1,000.00
14102	6/17/16	Void	$0.00
14103	6/17/16	AT&T	$1,347.62
14104	6/17/16	Becker & Poliakoff	$5,000.00
14105	6/17/16	Board of County Commissioner	$10,247.05
14106	6/17/16	Burnadette Norris-Weeks, PA	$20,000.00
14107	6/17/16	C & M Landscaping Inc.	$1,550.00
14108	6/17/16	Comcast	$29.06
14109	6/17/16	Disamerica Consulting Group,	$2,925.00
14110	6/17/16	FPL	$13,276.32

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14111	6/17/16	GE Capital	$1,234.54
14112	6/17/16	Gold Nugget	$164.77
14113	6/17/16	Goren, Cherof, Doody & Ezrol	$930.04
14114	6/17/16	Grau and Associates	$500.00
14115	6/17/16	Information Management Servi	$390.00
14116	6/17/16	Interstate Pembroke LLC	$12,661.98
14117	6/17/16	Joe Blair Garden Supply, Inc	$938.01
14118	6/17/16	Kemp Group International Cor	$2,688.00
14119	6/17/16	M.C. Harry and Associates, I	$28,425.00
14120	6/17/16	Neopost	$254.19
14121	6/17/16	Office Depot	$237.98
14122	6/17/16	Perrin International Service	$1,407.50
14123	6/17/16	Reyes-Watson and Associates	$14,046.98
14124	6/17/16	RJ Behar	$3,484.67
14125	6/17/16	S & S Worldwide, Inc.	$499.97
14126	6/17/16	Scene Kleen, Inc.	$78.75
14127	6/17/16	SFM Services, Inc.	$2,466.67
14128	6/17/16	Sunshine State Messenger Ser	$66.91
14129	6/17/16	Gertrude Lafaille	$75.00
14130	6/17/16	Asheia Whyte	$125.00
14131	6/17/16	DeAundra Cleare	$125.00
14132	6/17/16	The Gallery Collection	$405.35
14133	6/17/16	Truly Nolen Pest Control	$120.00
14134	6/17/16	Waste Pro	$106,156.18
14135	6/17/16	Water and Wastewater Service	$296.83
14136	6/17/16	Westwind Contracting	$18,352.00
14137	6/17/16	Youth Academic Sports League	$250.00
14138	6/17/16	M.C. Harry and Associates, I	$1,157.50
14139	6/20/16	Florida Municipal Insurance	$34,826.75
14140	6/21/16	Schqueena Simillien	$129.29
14141	6/27/16	AT&T	$677.00
14142	6/27/16	Broward Sheriff's Office	$595,682.22
14143	6/27/16	Broward Metropolitan Plannin	$708.00
14144	6/27/16	Ceramics on Wheels	$210.00

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14145	6/27/16	City Fire Equipment	$301.00
14146	6/27/16	Community Newspapers	$3,450.00
14147	6/27/16	Fleet Tire Truck & Auto Cent	$419.95
14148	6/27/16	Florida Power and Light	$7,003.00
14149	6/27/16	FPL	$14,432.74
14150	6/27/16	G&S Custom Screening & Embro	$259.00
14151	6/27/16	G&K Services, Co.	$415.40
14152	6/27/16	Grainger	$262.42
14153	6/27/16	Lion Country Safari	$666.50
14154	6/27/16	Miami Seaquarium	$630.00
14155	6/27/16	Office Depot	$1,597.68
14156	6/27/16	Orvieto's Awards and More	$250.00
14157	6/27/16	Ready Refresh by Nestle	$33.42
14158	6/27/16	Security & Information Manag	$322.50
14159	6/27/16	Superior Printers	$50.00
14160	6/27/16	Diana Karim	$100.00
14161	6/27/16	Water and Wastewater Service	$2,604.90
14162	6/27/16	Windstream Communications	$194.54
14163	6/27/16	Zoo Miami	$437.50
14164	7/7/16	A Better Keyway Locksmith	$645.00
14165	7/7/16	Appetites Inc.	$1,624.00
14166	7/7/16	A Star Air Conditioning	$240.00
14167	7/7/16	Broward County	$824.50
14168	7/7/16	Elan Lawn & Landscape Servic	$3,510.00
14169	7/7/16	Konica Minolta Premier Finan	$5,808.66
14170	7/7/16	International Limousine of S	$5,948.36
14171	7/7/16	Munilytics	$7,437.53
14172	7/7/16	Office Depot	$112.39
14173	7/7/16	O.M. Management Inc.	$35.00
14174	7/7/16	PMA Electric INC	$563.45
14175	7/7/16	Scene Kleen, Inc.	$80.00
14176	7/7/16	Security 101	$120.00
14177	7/7/16	Sunshine State Messenger Ser	$106.44
14178	7/7/16	Sir Stor A Lot	$2,410.00

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14179	7/7/16	Rosalyn McQueen	$75.00
14180	7/7/16	Marie Jean Baptiste	$75.00
14181	7/7/16	Octavie Woodard	$125.00
14182	7/7/16	Water and Wastewater Service	$610.25
14183	7/11/16	Florida Elections Commission	$204.00
14184	7/14/16	ADT Transportation, Inc.	$690.00
14185	7/14/16	A Flag & Flag Pole Co.	$244.50
14186	7/14/16	Appetites Inc.	$1,044.00
14187	7/14/16	Armchem	$330.70
14188	7/14/16	Bahamas Junkanoo Revue of Mi	$1,000.00
14189	7/14/16	Bounce 2 Bounce Party Rental	$475.00
14190	7/14/16	C & M Landscaping Inc.	$1,550.00
14191	7/14/16	Ceramics on Wheels	$210.00
14192	7/14/16	Elite Tent Co.	$485.00
14193	7/14/16	Fleet Tire Truck & Auto Cent	$46.22
14194	7/14/16	FLIPANY	$236.25
14195	7/14/16	FPL	$1,106.36
14196	7/14/16	Friendly John	$60.00
14197	7/14/16	Gradall Bobcat & Landscaping	$425.00
14198	7/14/16	Grainger	$38.00
14199	7/14/16	International Limousine of S	$5,948.36
14200	7/14/16	Void	$0.00
14201	7/14/16	Rosa Moreno	$225.00
14202	7/14/16	Perrin International Service	$860.00
14203	7/14/16	RJ Behar	$5,025.94
14204	7/14/16	Scene Kleen, Inc.	$587.50
14205	7/14/16	SFM Services, Inc.	$2,466.67
14206	7/14/16	S.O.S. Unlimited	$300.00
14207	7/14/16	Southern Weed Control Manage	$3,916.00
14208	7/14/16	Nakesha Tucker	$125.00
14209	7/14/16	Alix Anselme	$75.00
14210	7/14/16	Shaketa Patterson	$75.00
14211	7/14/16	Jeff Mesinor	$125.00
14212	7/14/16	Truly Nolen Pest Control	$120.00

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14213	7/14/16	Waste Pro	$105,046.18
14214	7/18/16	Broward College	$1,000.00
14215	7/18/16	Vernon Brooks	$1,300.00
14216	7/18/16	Broward County City Manager'	$25.00
14217	7/19/16	All American Engraving, Fram	$720.00
14217	7/19/16	Void	$0.00
14218	7/19/16	FIU Metropolitan Center	$1,066.00
14219	7/19/16	Apex Environmental Solutions	$95.00
14220	7/19/16	AT&T	$1,317.78
14221	7/19/16	Broward County	$50.00
14222	7/19/16	Calvin, Giordano & Assoc., I	$36,988.12
14223	7/19/16	Comcast	$14.53
14224	7/19/16	Disamerica Consulting Group,	$1,130.00
14225	7/19/16	FedEx	$105.83
14226	7/19/16	Reyes-Watson and Associates	$3,309.98
14227	7/19/16	RJ Behar	$3,178.61
14228	7/19/16	SenLex Environmental LLC	$1,065.00
14229	7/19/16	Sunshine State Messenger Ser	$211.91
14230	7/21/16	A Better Keyway Locksmith	$1,198.00
14231	7/21/16	ADT Transportation, Inc.	$470.00
14232	7/21/16	Appetites Inc.	$2,220.80
14233	7/21/16	Community Newspapers	$3,450.00
14234	7/21/16	Digital Design Group, Inc.	$1,000.00
14235	7/21/16	FPL	$18,427.40
14236	7/21/16	Gradall Bobcat & Landscaping	$290.00
14237	7/21/16	Grau and Associates	$8,500.00
14238	7/21/16	Guardian Life Insurance	$3,041.04
14239	7/21/16	Interstate Pembroke LLC	$12,661.98
14240	7/21/16	Vernon Brooks	$250.00
14241	7/21/16	Office Depot	$690.07
14242	7/21/16	O.M. Management Inc.	$105.00
14243	7/21/16	Ready Refresh by Nestle	$17.41
14244	7/21/16	Royal Refrigeration & Air Co	$124.50
14245	7/21/16	Superior Printers	$25.00

City of West Park
Checks Issued
June 1, 2016 Through July 31, 2016

Check Number	Check Date	Vendor or Payee	Amount of Check
14246	7/21/16	Void	$0.00
14247	7/21/16	Patrick Brown	$125.00
14248	7/21/16	Latoya Fulton	$75.00
14249	7/21/16	The Original Air Doctor	$400.00
14250	7/21/16	Truly Nolen Pest Control	$240.00
14251	7/28/16	All American Engraving, Fram	$120.00
14252	7/28/16	All Pro Electric	$181.92
14253	7/28/16	Appetites Inc.	$1,276.00
14254	7/28/16	Armchem	$233.70
14255	7/28/16	AT&T	$4,522.16
14256	7/28/16	Broward Metropolitan Plannin	$4,955.00
14257	7/28/16	Copy Source Incorporated	$318.72
14258	7/28/16	FPL	$2,669.81
14259	7/28/16	G&S Custom Screening & Embro	$351.00
14260	7/28/16	G&K Services, Co.	$519.25
14261	7/28/16	Gia Lagana	$23.49
14262	7/28/16	M.C. Harry and Associates, I	$4,252.50
14263	7/28/16	Munilytics	$7,670.90
14264	7/28/16	Office Depot	$1,137.91
14265	7/28/16	One Beat CPR Learning Center	$3,426.00
14266	7/28/16	Reyes-Watson and Associates	$2,476.00
14267	7/28/16	Natacha Saintil	$90.00
14268	7/28/16	Tamisha Baptiste	$125.00
14269	7/28/16	Water and Wastewater Service	$2,687.98
14270	7/28/16	Windstream Communications	$468.54
		Total	**$1,286,464.66**