

today regarding federal aid that is available and we are going through that information to make sure we understand the details. There is a 15-day window before that goes into effect.

Commissioner Ramos asked what the turnaround time would be for the certified vendors to come in and decontaminate if needed. Town Manager Koontz said the vendors should be able to get in within 24-48 hours. Commissioner Ramos asked how long people would have to stay out of the building once decontamination has taken place. Town Manager Koontz said this would be 24 hours. Town Manager Koontz further explained that traffic into our various buildings should be minimal once the operational plan goes into place. Commissioner Ramos clarified that if decontamination was needed that staff could go back into the buildings within 48 hours once the process was complete. Town Manager Koontz said yes, this is correct.

Mayor Stark said that there are going to be some lunches over at the school starting next week. Town Manager Koontz clarified that kitchen staff would be coming back to work next week to make lunch bags for children who might be on free or reduced lunch. Principal Dwyer working to get this information out. Vice Mayor Satterfield asked what we were doing for kids that did not have the technology capabilities at home to do online classes. Town Manager Koontz said that Principal Dwyer sent out a survey last night to see where there might be a gap so we can determine how best to fill that gap.

Commissioner Ramos, what about landlords like the one that owns the Planning & Zoning space. Town Manager Koontz said we are only addressing our staff, not dictating what landlords need to do. We will have reduced open office hours at Planning & Zoning where the office will only be open from 11-1 for permits. We are doing as much of the permit process electronically as possible; the open office hours will be for drop off of documents that can't be sent electronically and for payments and pick-up of finalized permits. We want to still have the building process move forward and not completely shut down.

Commissioner Ramos asked if this process would also be followed for the Fire and Police Departments. Town Manager Koontz said we aren't responsible for the Fire Department however we will definitely follow the process for the Police Department. Mayor Stark said that we will also follow through with the 14-day quarantine period if someone is diagnosed with COVID-19. Town Manager Koontz said yes, this is correct. Human Resources Director Kulscar will sit down with Town Manager Koontz on Monday to go over the list of employees to see who can work from home and who cannot and how those people will get paid in case we need to shelter in place.

Commissioner Ramos asked if we had any businesses in place that are required to be shutdown or have reduced occupancy based on the Governor's orders or do these not apply since we have no pubs or restaurants. Mayor Stark said we do have DG Doughnuts that has inside seating and RaceTrac that has outside seating and has received questions regarding how we are handling those. She said that she expects

them to follow the Governor's and Mayor's orders just like any other business. Mayor Stark said she believes that we should follow the guidelines from those above us (Governor and Orange County), we do not need to go rogue here and enforce anything other than those guidelines. Town Manager stated that yes, we are following Federal, State, and Orange County guidelines and do not plan to do anything above and beyond that.

Mayor Stark said that she thinks it is good that we are doing all we can to protect staff.

The conversation turned to the school and Town Manager Koontz said that there still is a few unknown things in that area. With the online learning we don't know if the total hours for the school year will have to be completely made up or if any of that will be relaxed. Commissioner Ramos asked if they will be tracking attendance and hours with the online classes. Vice Mayor Satterfield stated that he had heard that the schools were going to keep the online learning times regular so that everyone knows what to expect and that the schools were going to be relying on the parents to make sure the kids are doing everything they should be and if the parents feel the kids should be moved forward or not.

Commissioner Ramos asked if right now Public Works staff were working as normal maintaining the parks. Town Manager Koontz stated that right now we do have a couple of people working from home who either have health issues or childcare issues. We are trying to be as flexible as possible and address individual needs as much as possible while having everybody be as productive as they can.

Mayor Stark said that the Orange County Transportation Sales Tax meeting got moved to April 7th; April 21st would be the vote to see if it would be put on the ballot. Town Manager Koontz mentioned that we have not cancelled the Town Commission meetings yet for April. April 14th and 28th would be our normal schedule and he would like to keep one of those dates most likely April 14th for any necessary business. We will not be putting anything on that agenda that would be controversial. Hopefully by that date, the Attorney General's office will provide guidance allowing us to meet electronically. Town Attorney Vose said that we are waiting to hear back any day as the guidance was an opinion by the Attorney General and we are hoping that the Attorney General will back off that opinion. She said Wade Vose is looking into Zoom as a platform and any meetings held that way would be only essential items that we could not wait to deal with. Mayor Stark talked about her experience with Zoom meetings; town staff will look into Zoom to see if it is a feasible platform for electronic meetings, so we are ready to go if provided that direction from the Attorney General's office.

Mayor Stark asked Chief Peek if it is correct that the police officers are utilizing personal protective equipment but not to the extent of the Police Department and Chief Peek said they have procedures in place. Commissioner Ramos asked about the 10 or less people congregating and how that works with our various units. Town Manager Koontz said that we are following that rule. Mayor Stark asked if everyone has access to Lysol wipes

and hand sanitizer. Town Manager Koontz said as much as possible and staff have been very diligent about keeping things sanitized.

MOTION was made by Commissioner Ramos, seconded by Commissioner Polland, to approve Resolution 2020-01.

AYE: McMullen, Polland, Ramos, Satterfield, Stark

NAY: None

ADJOURNMENT

Mayor Stark adjourned the Commission Emergency Session at 4:31 p.m.

TOWN OF OAKLAND:



KATHY STARK, MAYOR

ATTEST:



ELISE HUI, TOWN CLERK

Resolution

DECLARATION (PROCLAMATION) OF EMERGENCY

RESOLUTION NO. 2020-01

A RESOLUTION OF THE TOWN OF OAKLAND, FLORIDA, DECLARING A STATE OF EMERGENCY DUE TO THE THREAT OF COVID-19; MAKING FINDINGS OF FACT; PROVIDING THE TOWN WITH POWERS, INCLUDING, BUT NOT LIMITED TO THOSE PURSUANT TO FLORIDA STATUTES, CHAPTER 252; GRANTING THE TOWN MANAGER CERTAIN POWERS; PROVIDING FOR PENALTIES FOR VIOLATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN EFFECTIVE DATE, A TERMINATION DATE, AND PROCEDURES FOR EXTENSIONS

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and other potential methods, and presents symptoms similar to those of influenza with the elderly and persons with underlying medical issues particularly at risk; and

WHEREAS, in December of 2019, a new and substantial outbreak of COVID-19 emerged in Wuhan, China, and has since spread rapidly to 117 countries and territories throughout the World, including the United States, and more specifically to the State of Florida; and

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared COVID-19 a pandemic; and

WHEREAS, according to the WHO, as of March 14, 2020, there are 142,539 confirmed cases of COVID-19 globally, and 5,393 deaths, with 9,769 new cases and 438 new deaths, and 12 new countries reporting cases of COVID-19, in the preceding 24 hours; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) is predicting that it is likely that widespread transmission of COVID-19 will also occur in the United States; and

WHEREAS, no vaccine or drug is currently available to cure or combat COVID-19; and

WHEREAS, as of March 14, 2020, 109 residents in the State of Florida have tested positive for COVID-19, with 39 new Florida cases reported on March 15, 2020, with an unknown number of persons awaiting testing or awaiting test results; and

WHEREAS, the Town of Oakland is threatened by COVID-19 because of the apparent ability of the virus to spread rapidly among humans, and COVID-19 thereby constitutes a clear and present threat to the health, safety, and welfare of the citizens and visitors of the Town of Oakland; and



WHEREAS, the CDC has issued guidelines for "community mitigation strategies" to limit the spread of COVID-19, including recommendations for social distancing, which has proven to be an effective method for containing COVID-19; and

WHEREAS, on March 9, 2020, Governor Desantis issued Executive Order Number 20-52 regarding COVID-19, declaring a state of emergency in the State of Florida, and authorizing in accordance with Section 252.38, Florida Statutes, each political subdivision within the State to "waive the procedures and formalities otherwise required of the political subdivision by law pertaining to . . . [the] [p]erformance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;" and

WHEREAS, in view of these recent events there is the potential for health risk to the residents of the Town of Oakland, the Town employees and elected officials; and

WHEREAS, the Town of Oakland Town Commission desires to take timely precautions to protect the public and Town employees from the potential effects of COVID-19; and

WHEREAS, this Declaration of Emergency is not pursuant to the provision of Florida Statutes, Section 252.38 (3)(a)(5) since this is not "an emergency affecting only one political subdivision," and therefore is not subject to the state statutory seven day limit of duration; and

NOW, THEREFORE, be it resolved by the Town Commission of the Town of Oakland as follows:

SECTION 1. Findings of Fact.

The Whereas clauses set forth above are hereby adopted as findings of fact and are a part of this Resolution.

SECTION 2. Emergency Declaration

1. The Town Commission of the Town of Oakland, Florida, in accordance with its home rule powers, and the powers vested in it pursuant to Chapter 252, Florida Statutes, does hereby proclaim the existence of a State of Emergency in the Town of Oakland, Florida due to the threat of COVID-19.
2. The Town Manager, or designee in his absence, is authorized to take all actions necessary and appropriate to protect human life and property, including the promulgation of rules and orders as may be necessary subject to the limitations of Florida Statutes and the Oakland Town Code. This resolution further authorizes the Town Manager, or designee in his absence, to utilize all lawful authority granted to the Town of Oakland by Federal, State, County, or City Emergency Management Laws, Rules, Regulations, or Orders.
3. All existing laws, ordinances, and rules inconsistent with any rule or order specifically promulgated under this resolution shall be suspended during this period of time and to the extent that such conflict exists.



4. The Town Manager may suspend, toll or extend the time requirements, notice requirements and deadlines for final action on applications for permits, licenses, rates and other approvals under the Town of Oakland Code of Ordinances, to the extent necessary to accommodate the emergency.
5. Pursuant to Section 252.38(3)(a)(5), Florida Statutes, the Town hereby exercises its authority and waives the procedures and formalities otherwise required of a political subdivision by law, pertaining to:
 - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
 - Entering into contracts;
 - Incurring obligations;
 - Employment of permanent and temporary workers;
 - Utilization of volunteer workers;
 - Rental of equipment;
 - Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and
 - Appropriation and expenditure of public funds
6. If deemed appropriate by the Town Manager, he is authorized during this State of Emergency to:
 - (1) The establishment of curfews, including but not limited to the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated essential services such as fire, police, and hospital services, including the transportation of patients thereto, utility emergency repairs and emergency calls by physicians.
 - (2) The prohibition of the sale or distribution of any alcoholic beverage, with or without the payment or a consideration, therefore.
 - (3) The prohibition of the possession by any person in a public place of any portable container containing any alcoholic beverage.
 - (4) The closing of places of public assembly with designated exceptions, if any.
 - (5) The utilization of all available sources of the Town government as reasonably necessary to cope with the disaster emergency, including emergency expenditures not to exceed \$10,000.00.
 - (6) The declaration of certain areas off limits.
 - (7) The cancellation of town meetings, and the prohibition of non-town meetings in town facilities.
 - (8) The prohibition of gatherings if in accordance with directives of the county, state or federal government.



- (9) The making of provisions for availability and use of temporary emergency housing and emergency warehousing of materials.
- (10) The establishment of emergency operating centers and shelters in addition to or in place of those provided for in the Town's or county's emergency plan.
- (11) The accommodation as needed for non-essential employees to work at home or not work (with pay) if necessary due to the emergency.
- (12) The declaration that during an emergency it shall be unlawful and an offense against the Town for any person operating within the Town to charge more than the normal average retail price for any merchandise, goods or services sold during the emergency. The average retail price is that price at which similar merchandise, goods or services were being sold during the 90 days immediately preceding the emergency or at a markup that is no larger a percentage over wholesale costs prior to the emergency.
- (13) On behalf of the Town, to call on the resources of the state, Federal Emergency Management Agency, or other political subdivisions of the state as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue and traffic control.
- (14) A limitation on the hours business establishments may remain open.
- (15) Close, limit occupancy, or impose restrictions on, any commercial establishment(s), or types of commercial establishment(s), to limit the spread of Covid-19.
- (16) Take any and all actions necessary or appropriate to comply with any and all directives of the federal or state government for the protection of the citizens of and visitors to the Town of Oakland.
- (17) Take any and all additional actions necessary or appropriate for the protection of the citizens of and visitors to the Town of Oakland, and the students, faculty and staff of the Oakland Avenue Charter School, after consideration of federal, state, health department, OCPS, and county directives, and after notification of, and consultation individually with, as much as reasonably possible, the Mayor and City Commissioners of the Town of Oakland.

SECTION 3. **Penalties for Violations.**

Any person violating any rule or order issued pursuant to this Resolution or any person who willfully fails or refuses to comply with the order or orders of any duly authorized law enforcement officer or personnel charged with the responsibility for the enforcement of such orders shall, upon conviction therefore, be punished as provided by Section 1-11 of the Code of the Town of Oakland, and/or be subject to code enforcement actions and enhanced fines as determined by the Town Manager. Each day of continued non-compliance or violation shall constitute a separate offense. In addition, any business in the Town found guilty of violating any provision of this resolution or the emergency measures which may be made effective pursuant to this Resolution may be subject to an action for the suspension or revocation of its right to operate in the Town by the Town Commission. Nothing contained in this section shall prevent the Town from taking such other lawful action in any court of competent jurisdiction as is necessary to prevent or remedy



any refusal to comply with or violation of this article or the emergency measures which may be made effective pursuant to this article. Such other lawful action shall include but shall not be limited to an equitable action for injunctive relief or any action at law for damage.

SECTION 4. Conflicts.

Any and all Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

SECTION 5. Severability.

If any provision or portion of this Resolution or the application is held invalid, the invalidity shall not affect other provisions, portions or applications of the Resolution, which can be given effect without the invalid provision, portion or application, and to this end the provisions, portions, or applications of this Resolution are declared severable.

SECTION 6. Direction to Implement.

The Town Commission directs the Town Manager to implement this Resolution.


SECTION 7. Effective Date.

This Resolution shall become in full force and effect upon adoption, and shall continue for a period of sixty (60) days unless extended by the Town Manager if, in his reasonable discretion, the extension is appropriate considering information obtained from the state and federal government. If extended, a notice of extension will be posted on the Town's website, will be posted on the front door of Town Hall, and will be emailed to any person or entity that has requested in writing such notice.

ADOPTED in Oakland, Orange County, Florida, this 19th day of March, 2020.


KATHY STARK, MAYOR

ATTEST:


ELISE HUI, TOWN CLERK



Town of Oakland announces limited hours and service changes due to COVID-19

On Thursday, March 19, the Town Commission approved a resolution declaring a State of Emergency due to the threat of coronavirus disease (COVID-19.) The resolution is available [online](#).

COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Therefore, in following social distancing guidance from the CDC and Florida Department of Health, the following protocols will go into effect beginning Friday, March 20, 2020 until further notice:

Town Hall

- Town Hall will operate with limited staffing and will be closed to the public for in-person services. This decision was made to protect our residents, especially older persons and those with underlying medical conditions—and our employees.
- Those with questions may continue to call the main number at 407-656-1117 during normal business hours.

Utility Bill Payments

- Residents wishing to pay utility bills are strongly encouraged to call in credit card payments to 407-656-1117 between 8 a.m. and 5 p.m. Monday through Friday, or drop their payments by cash or check in the utility payment box at Town Center or through the mail slot on the side door of Town Hall, located at 230 N. Tubb St.
- In recognition of financial hardships that customers may experience, service disconnections for water customers have been temporarily suspended. This policy may be adjusted as the situation develops.

Planning & Zoning (Building Permits)

- The Town of Oakland Planning & Zoning Department Offices will be limiting its hours for in-person service starting Friday, March 20, 2020.

<https://oaklandfl.gov/638/Right-of-Way-Permits> for the form and instructions.

Oakland Avenue Charter School (OACS)

- On March 17, The Florida Department of Education determined that all public and private K-12 schools must close through April 15 to aid in the containment of COVID-19.
- OACS staff is working to move coursework online until school resumes or for the remainder of the school year. Additional information will be provided to parents as it becomes available.

Police Department

- Oakland Police Department is operating normally with modified nonemergency responses. For more information, call 407-656-9797, ext. 2. For emergencies, call 911.

Fire Department

- Orange County Fire Rescue Station 37 is operating normally providing fire and EMS services.

Business Tax Receipts

- Applications are available online at <https://oaklandfl.gov/DocumentCenter/View/75/Occupational-LicenseLocal-Business-Tax-Receipt-PDF?bidId=>. Once received, the Town Clerk will contact the applicant with the permit fee, which can be dropped off the Town's drop box. The permit will then be issued by mail.

Oakland Nature Preserve

- The Oakland Nature Preserve remains open, but the Museum is closed.
- Visitors are urged to maintain proper social distancing of at least six feet and wash hands thoroughly.

Events and Meetings

- The Town Commission work session and regular meeting, scheduled for March 24, has been canceled.