

# CITY OF WESTLAKE



## MINUTES

**City Council Final Budget Hearing**  
Monday, September 27, 2021, at 6:30 PM

Westlake Council Chambers  
4005 Seminole Pratt Whitney Road  
Westlake, Florida 33470

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID-19 pandemic, we adhered to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There was limited seating available in the Council Chambers. Therefore, preregistration was required for in-person participation.

The instructions for preregistration attendance/participation and viewing of the meeting were outlined below:

### **PREREGISTRATION FOR IN-PERSON ATTENDANCE:**

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at [zburgess@westlakegov.com](mailto:zburgess@westlakegov.com) or by phone at 561-530-5880 no later than one (1) business day prior to the meeting date (e.g. by 4:00 P.M. on a Friday, if the meeting is scheduled for that Monday, etc.)
- In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives, and/or witnesses over all other preregistered parties.

### **COMMUNICATION MEDIA TECHNOLOGY – WEBEX:**

Members of the public participated in the meeting through electronic means and accessed with the following:

1. Joined the Webex meeting from your computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 132 950 4464

Password: hello

2. Participants also dialed in using your phone with the following number:

United States Toll: +1-408-418-9388

Meeting ID: 132 950 4464

For participants attending the meeting via WebEx, public comments were accepted via an electronic comment card, at least 24 hours prior to the public meeting and also acknowledged during the meeting when participants utilize the "raise your hand" feature during the designated time.

Procedures for Public Comment are also provided via the City website:  
<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

### **CITY COUNCIL:**

Roger Manning, Mayor

JohnPaul O'Connor, Vice Mayor

Patric Paul, Council Member – Seat 1

Kara Crump, Council Member – Seat 2

Katrina Long Robinson, Council Member – Seat 4

### **CITY STAFF:**

Ken Cassel, City Manager

Zoie P. Burgess, City Clerk

Donald J. Doody, Esq., Interim City Attorney

A final budget hearing of the City Council of the City of Westlake was held on Monday, September 27, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that a quorum was met Mayor Roger Manning, Vice Mayor JohnPaul O'Connor, Councilman Patric Paul, Councilwoman Kara Crump and Councilwoman Katrina Long-Robinson were present physically.

Ms. Burgess noted that City Manager Kenneth Cassel, City Clerk Zoie Burgess, and Interim City Attorney, Donald Doody, were present and physically in attendance.

Planning & Zoning Director Nilsa Zacarias and Engineering Director Suzanne Dombrowski were present via communications media technology. Ms. Burgess confirmed that Ms. Dombrowski was able to speak and hear.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the mayor and accepted at the appropriate times as indicated in the agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience microphones are live.

Ms. Burgess further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting. Ms. Burgess reminded Council Members physically present to utilize microphones.

**CALL TO ORDER**

Mayor Manning called the City of Westlake Final Budget Hearing of September 27, 2021, to order at 6:32 PM.

**ROLL CALL**

Present and constituting a quorum:

- Councilwoman Katrina Long-Robinson
- Councilwoman Kara Crump
- Councilman Patric Paul
- Vice Mayor JohnPaul O'Connor
- Mayor Roger Manning

Also, present:

- Kenneth Cassel, City Manager
- Jacob Horowitz, Esq., Interim City Attorney
- Zoie P. Burgess, CMC, City Clerk
- Suzanne Dombrowski, City Engineer – Communication Media Technology
- Nilsa Zacarias, Planning & Zoning Director - Communication Media Technology

## **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

Mr. Cassel noted that an item would need to be added to the Agenda regarding a Subordination Agreement for a previous HAPPY Program recipient, Dean and Ashley Medeiros - 5926 Buttonbush Dr. Mr. Cassel continued, explaining that legal has reviewed and requested it come before Council for approval.

Mr. Howrowitz directed Council to amended agenda and to accept the additional item as a part of the agenda.

Motion by Vice Mayor O'Connor to amend agenda with modification, seconded by Councilwoman Long-Robinson.

### **UPON ROLL CALL:**

Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

With all in favor, motion carried without dissent (5-0).

## **BUDGET PRESENTATION**

### A. Fiscal Year 2022 Budget

Mr. Cassel introduced item identifying the first item for approval is the Adoption of the Final Ad Valorem Millage Rate of 5.125.

## **PUBLIC HEARING**

### A. Resolution 2021-32 - Adoption of Final Ad Valorem Millage Rate for Fiscal year 2022

**Submitted By:** Finance

#### **RESOLUTION 2021-32**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL AD VALOREM MILLAGE RATE TO BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Horowitz noted the first item for Public Hearing and is the first resolution part of the TRIM Compliance in accordance with Florida Statute 200.065. Mr. Horowitz read into record Resolution 2021-32, by title only.

For the record, Mr. Horowitz stated the millage rate for the fiscal year 2022 is set at 5.125 mills, being 18.4% higher than the roll-back rate of 4.3296 mills.

Mayor Manning confirmed with Mr. Cassel that there have been no changes and called for any questions from Council. There being no comments, Mayor Manning opened item up for public comments.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Vice Mayor O'Connor to approve Resolution 2021-32, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES

With all in favor, motion carried without dissent (5-0).

B. Resolution 2021-33 – Adoption of Final Budget for Fiscal Year 2022

**Submitted By:** Finance

**RESOLUTION 2021-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Horowitz introduced item and read into record Resolution 2021-33, by title only.

Mayor Manning called for Council discussion. Mr. Paul inquired why the leasing of building line item increased. Mr. Cassel explained it is in anticipation of services needing to be relocated and the possibility of leasing space. Mr. Paul continued, inquiring of what portion of the city lights is the responsibility of the city. Mr. Cassel explained the responsibility and can provide an accurate background.

Mayor Manning called for any additional comments from Council. There being no comments, Mayor Manning opened item up for public comments.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Councilwoman Crump to approve Resolution 2021-33, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilman Paul	NO
Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES

Motion carried (4-1), Councilman Paul dissenting.

**C. SECOND READING** - Ordinance 2021-06: Chapter 8 Parking Regulations, Land Development Regulations (First Reading - September 13, 2021)

**Submitted By:** Engineering

**ORDINANCE NO. 2021-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING REGULATIONS FOR PARKING WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS; PROVIDING FOR RESIDENTIAL AND COMMERCIAL PROPERTY PARKING STANDARDS; ALL OF WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED "PARKING REGULATIONS", PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, noting second reading.

Mr. Horowitz read into record Ordinance 2021-06, by title only.

Mayor Manning noted that there were changes from first reading. Ms. Dombrowski noted the change since the September 13, 2021, first reading, identifying Table 8.6 was revised and clarified.

Mayor Manning called for Council comments. Vice Mayor O'Connor inquired if there were changes to low-speed vehicles. Ms. Dombrowski confirmed there were no changes, and it remains the same as previously presented September 13, 2021.

There being no further council comment, Mayor Manning opened for public comment.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Vice Mayor O'Connor to adopt Ordinance 2021-06, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Vice Mayor O'Connor	YES
Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES

With all in favor, motion carried without dissent (5-0).

**D. SECOND READING** - Ordinance 2021-09: Chapter 7 Mobility Regulations, Land Development Regulations (First Reading - September 13, 2021)

**Submitted By:** Engineering

**ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING MOBILITY PLANS WITHIN THE CITY OF WESTLAKE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING UTILIZATION OF PALM BEACH COUNTY'S TRAFFIC PERFORMANCE STANDARDS FOR MOTORIZED VEHICLES; PROVIDE FOR VEHICULAR LEVEL OF SERVICE STANDARDS; PROVIDES FOR TRAFFIC IMPACT STUDIES AND STATEMENTS; WHICH SHALL BECOME PART OF THE CODE OF ORDINANCES, ENTITLED 'MOBILITY', PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item, noting second reading.

Mr. Horowitz read into record Ordinance 2021-09, by title only.

Ms. Dombrowski noted there were no changes since the first reading at the September 13, 2021, council meeting.

Mayor Manning called for council comments. There being no comments, Mayor Manning called for public comment.

Ms. Burgess noted there were no comment cards received and gave the virtual audience a moment to comment. There being no comments Mayor Manning called for a motion.

Motion by Councilwoman Crump to adopt Ordinance 2021-09, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Mayor Manning	YES
Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES

With all in favor, motion carried without dissent (5-0).

**NEW BUSINESS**

**A. Subordination Agreement - Dean and Ashley Medeiros - 5926 Buttonbush Dr.**

Mr. Cassel introduced the additional item, noting that the requestors are attempting the refinance. Mr. Cassel explained that all of the HAPPY loans are subordinate to the original mortgage loan and to refinance, a re-subordination agreement is necessary and noted it does not change the terms of the original agreement. Mr. Cassel advised council that a motion to enter into a subordination agreement with the Mortgagor is required.

Motion by Vice Mayor O'Connor to enter into a subordination agreement, seconded by Councilwoman Long-Robinson.

**UPON ROLL CALL:**

Councilwoman Long-Robinson	YES
Councilwoman Crump	YES
Councilman Paul	YES
Vice Mayor O'Connor	YES
Mayor Manning	YES

With all in favor, motion carried without dissent (5-0).

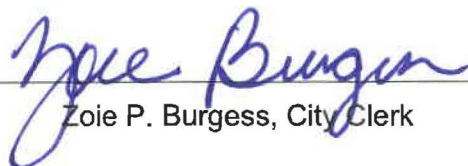
**ADJOURNMENT**

Prior to adjournment, Councilman Paul requested that the appearance of City Hall be improved. Mr. Cassel explained that the building is scheduled to be pressure cleaned. Councilman Paul suggested that something be put in front of building. Mr. Cassel will look into options.

Vice Mayor O'Connor expressed his pleasure with Interim Legal Counsel and his excitement to see the massive decrease in the legal budget.

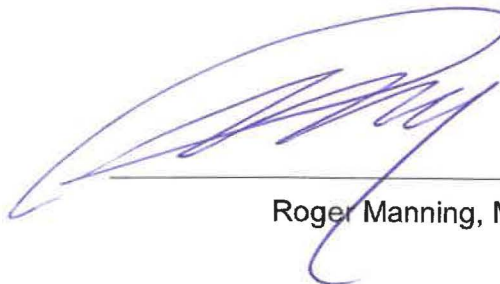
Vice Mayor O'Connor explained prior to running for council, he coined a couple of phrases, "Westlake Strong" and "Westlake Proud" and would like to officially adopt the phrases, as it embodies the sense of community within Westlake. Vice Mayor O'Connor inquired of counsel if it can be trademarked. Mr. Horowitz explained that there are certain indicia that is protected, noting the City Seal. He continued, explaining that social media has not caught up to such use, but noted there is no legal impediment to prevent such use, but suggests some formal action would be appropriate. Mr. Cassel confirmed staff will work with SA Nelson to put into use.

Mayor Manning adjourned meeting at 6:58 PM



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Zoie P. Burgess, City Clerk



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Roger Manning, Mayor