

CITY OF WESTLAKE



MINUTES

City Council Special Meeting

Monday, November 02, 2020 at 6:30 PM

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

CITY COUNCIL:

Roger Manning, Mayor
Katrina Long Robinson, Vice Mayor
Patric Paul, Council Member – Seat 1
Kara Crump, Council Member – Seat 2
JohnPaul O'Connor, Council Member – Seat 3

CITY STAFF:

Ken Cassel, City Manager
Pam E. Booker, City Attorney
Zoie P. Burgess, City Clerk

[TENTATIVE: SUBJECT TO REVISION]

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A Special Meeting of the City Council of the City of Westlake was held on Monday, November 2, 2020 at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road, Westlake, Florida 33470.

As a preliminary matter, Ms. Burgess noted that Mayor Manning, Vice Mayor Long-Robinson Councilman Paul, Councilwoman Crump and Councilman O'Connor are present physically. Ms. Burgess noted that City Manager, Kenneth Cassel and City Attorney Booker were present physically and City Clerk, Burgess was attending via communications media technology.

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 that microphones are live. Ms. Burgess further explained that microphones will be muted; audience members have the ability to 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 City Council Special Monday November 2, 2020, to order at 6:31 PM.

ROLL CALL

Present and constituting a quorum:

Mayor Roger Manning

Vice Mayor Katrina Long-Robinson

Councilman JohnPaul O'Connor

Councilman Patric Paul

Councilwoman Kara Crump

Also present:

Kenneth Cassel, City Manager

Pam E. Booker, Esq. City Attorney

Zoie P. Burgess, CMC, City Clerk - Present via communications media technology

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

PUBLIC COMMENTS

This section of the agenda allows for comments from the public to speak on any item not presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please state your name and address for the record.

Ms. Burgess noted there were no public comment cards received prior to the meeting.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

There being no comment, the next item followed.

WORKSHOP AGENDA

A. Review of Charter Officers and Council Direction

Submitted By: Administration

Mayor Manning introduced item.

Mr. Cassel further explained that the purpose of this item was for Council to collectively provide a statement of where they are and the direction they wish the charter officers to proceed.

Mayor Manning noted that he spent much time with both the City Manager and the City Attorney to discuss reviews.

B. Charter Position Review – City Attorney, Pam E. Booker, Esq.

Submitted By: Zoie Burgess, City Clerk

Mayor Manning opened the floor for Council comments.

Council discussion regarding the process and the time spent with each individual and ongoing observation.

Councilman O'Connor noted that there is always room for improvement.

Mayor Manning noted that it was difficult to review a position that he does not know much about and it took much effort to complete. Mayor Manning requested further Council comments.

Councilwoman Crump, based on her observation from the last several meetings, expressed that she hopes this meeting will allow the ability to work through some of the issues.

Vice Mayor Long-Robinson, noted that reviews were long overdue for the amount of time staff has been in place and thanked staff for establishing the process and would like to see it going forward completed prior to the budget season.

Vice Mayor Long-Robinson noted that it was difficult to identify the achievements of both positions.

Vice Mayor Long-Robinson encouraged staff to seek training to build the culture amongst the staff as communication must be improved.

Councilman Paul provided an explanation of his review ratings that identified outstanding.

Mr. Cassel noted that a general direction for each position to improve is needed.

Councilman O'Connor noted that Council should be able to see a common theme in the evaluations and that is the relationship between the two positions that must be worked out.

Councilwoman Crump noted that she would like to see several of the issues brought to Council should be worked out prior to.

Further Council discussion on efforts to move forward and making the best decision to resolve any issues.

Councilman Paul noted that the issues are not with Mr. Cassel or Ms. Booker, but that of outside influences, referencing Seminole Improvement District.

Councilwoman Crump explained that Seminole Improvement District has been present since the beginning and that problems arose within the last year.

Vice Mayor Long Robinson noted that there is a problem between both departments and believes it is bigger than just having conversations, and continued to stress the need to build staff culture and made a recommendation to the City Manager to reach out to a company or individual to assist. Vice Mayor Long Robinson continued to explain that the responsibility is the Council's, which she accepts for not having implemented a review process sooner.

Councilman O'Connor inquired of the Charter Officers what the core issues are and would like to hear from each.

Ms. Booker noted that she and the City Manager do communicate, and did not want Council to have the impression that they do not, but acknowledged and explained further that there are times they disagree and finds there to be a conflict in the dual role the City Manager holds. She further explained her obligation legally to explain matters brought before Council.

Mr. Cassel followed, explaining that he and the City attorney do communicate, however not the best that it could. Mr. Cassel noted that his decisions are not affected by any role he has for the City or Seminole Improvement District. Mr. Cassel explained his goal is to continue moving forward, find solutions and solve the problems. Mr. Cassel continued, explaining a number of issues that the City may be faced with in future development.

Council discussion.

Councilman O'Connor emphasized that the Council is to provide direction.

Mr. Cassel explained his interpretation of receiving direction from the Council and that collectively he is looking for direction to move forward.

Further Council discussion to resolve any differences, issues and the relationship with Seminole Improvement District.

Ms. Booker noted that further discussion of the City and Seminole Improvement District will be discussed at the next Council Meeting, November 9, 2020.

Continued Council discussion.

Mr. Cassel commented on his evaluation, and the areas that were noted for improvement inquiring for further direction on what he needs to know to proceed.

Mr. Cassel noted that the communication measure is difficult between he and the City Attorney, due to the level of experiences and what the proper roles for the City and the charter positions.

Councilman Paul expressed his concern regarding the budget and wanting more detail. Mr. Cassel acknowledged that he noted those comments.

Mayor Manning requested a breakdown of how the City is paying Inframark and how many other responsibilities does the City Manager have beyond Westlake. Mr. Cassel noted that his time is mostly spent with the City and the Seminole Improvement District. Mr. Cassel further noted that services are broken down within the budget through the identified departments.

Councilman O'Connor inquired if a report on department services and status be provided to Council. Mr. Cassel noted each department reports to him and will provide updates to Council.

Council discussion and agreement to provide such reports on a quarterly basis.

Ms. Booker provided a verbal report on how the departments are providing services.

Mr. Cassel expanded how he communicates and operates with the various departments.

Councilman O'Connor noted suggested comments on the Manager's Review:

- Bringing in an alternative internet and cable service provider.

- Reaching out to the post master regarding damaged/wet mail due to the delivery vehicle

Mr. Cassel noted that he has contacted Xfinity and the Postal Service and will follow up.

Councilman O'Connor continued with his comments requesting Mr. Cassel do something with respect to the service of the trash collector. He noted there are many complaints about the handling of bins and trash not being fully disposed of, and is aware of video displaying such. Mr. Cassel will follow up and encouraged that any video of mishandling be sent to him.

Councilman O'Connor requested that research be conducted to have a City-wide WiFi.

Vice Mayor Long Robinson expressed a few of her goals that were outlined in her review for the City Manager:

- Work to meet deadlines in a timely

- Increase the general fund reserves

- Get involved in community more; increasing networking

Vice Mayor Long-Robinson expressed continued, expressing her goals for the City Attorney:

- Build and maintain effective working relationships with management

Council comments and further discussion to increase communications with residents and improve social media presence.

Mr. Cassel noted that he is working with the Public Relations firm to get the Happy Program out as well as the History of Westlake.

Councilman Paul requested an explanation at the next meeting why there is a controversy with Seminole Improvement District. Mr. Cassel noted he will have an explanation at the next meeting.

Mayor Manning called for any additional comments.

Mr. Cassel noted Councilwoman Crump's evaluation for the manager related to navigating issues explained that he is unaware of what the City Attorney is working on identifying that other agencies are provided such detail on a monthly basis and finds that it would be appropriate to provide such a report to Council which would also identify the status of items for him as he often does not know.

Council discussion and inquiry of City Attorney if this may be provided.

Ms. Booker noted that an update is provided at the monthly council meetings during the City Attorney comments, however she noted if Council would like to receive a more formal update can be discussed.

Mr. Cassel explained the reason of requesting a detailed report from the City Attorney due to not knowing particular updates, reports or presentations until he is present at a meeting.

Council discussion and request that a formal monthly report be presented to Council as a part of the Council Agenda.

Mayor Manning inquired of the the status of the Indian Trail Improvement District litigation. Mr. Cassel provided a brief update.

Vice Mayor Long Robinson emphasized her previous request to have someone from Council participate and sit on the Board of the Transportation Planning Agency (TPA). Council discussion and direction to City Manager to determine how Council may participate.

Ms. Booker acknowledged that she is following the litigation and that would be an item she reports on at the next Council meeting.

Mr. Cassel provided an update that during the Seminole Improvement District meeting of same date, the board moved to proceed with Section 27, the dispute resolution section, of the Interlocal Agreement and Council will receive further correspondence from Seminole Improvement District Counsel.

C. Charter Position Review – City Manager, Kenneth Cassel

Submitted By: Zoie Burgess, City Clerk

Item was not introduced as a separate item, but discussed collectively in previous item.

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Item was not introduced as a separate item, but comments were provided in a previous item.

B. Councilwoman Kara Crump

Item was not introduced as a separate item, but comments were provided in a previous item.

C. Councilman Patric Paul

Item was not introduced as a separate item, but comments were provided in a previous item.

D. Vice Mayor Katrina Long Robinson

Item was not introduced as a separate item, but comments were provided in a previous item.

E. Mayor Roger Manning

Item was not introduced as a separate item, but comments were provided in a previous item.

CITY ATTORNEY COMMENTS

Item was not introduced as a separate item, but comments were provided in a previous item.

CITY MANAGER COMMENTS

Item was not introduced as a separate item, but comments were provided in a previous item.

PUBLIC COMMENTS

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Ms. Burgess gave an additional moment for the virtual participants to raise a virtual hand or unmute their devices and provided a reminder to state name and address

There being no further comments, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 8:18 PM

Next Meeting (Subject to Change or be Cancelled): **Regular Council Meeting - November, 9, 2020**

NOTICE: If a person, firm or corporation decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, you will need a record of the proceedings, and you 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. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript). The City of Westlake does not prepare or provide such verbatim record.

In accordance with the Americans with Disabilities Act, persons who need an accommodation in order to attend or participate in this meeting should contact the City Clerk at (561) 530-5880 at least three (3) business days prior to the meeting in order to request such assistance.

AGENDA POSTED: October 27, 2020

Zoie P. Burgess, City Clerk

Roger Manning, Mayor