

# CITY OF WESTLAKE



## MINUTES

### City Council Workshop Meeting Monday, April 26, 2021 at 6:30 PM

This meeting took place at the **Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470** and publicly viewed Via Communications Media Technology.

Members of the public may participate in the meeting through electronic means and may access as follows:

1. Join the Webex meeting from your computer, tablet or smartphone at the following link:

<https://cityofwestlake.my.webex.com/>

Meeting ID: 132 170 8248

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

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

Meeting ID: 132 170 8248

Public Comments will be 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 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

A Workshop meeting of the City Council of the City of Westlake was held on Monday, April 26, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

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

Ms. Burgess noted that City Manager Kenneth Cassel and Interim City Attorney Mike Cirullo, Planning and Zoning Director, Nilsa Zacarias and City Clerk, Zoie Burgess were present physically.

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 participants physically in attendance, when speaking to project their voices and speak clearly for an accurate recording is produced.

### **CALL TO ORDER**

Mayor Manning called the City of Westlake Workshop City Council meeting of April 26, 2021 to order at 6:32 PM.

### **ROLL CALL**

Present and constituting a quorum:

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

Also, present:

Kenneth Cassel, City Manager  
Mike Cherol, Interim City Attorney  
Zoie P. Burgess, CMC, City Clerk  
Nilsa Zacarias, Planning and Zoning Director

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## **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

## **WORKSHOP AGENDA**

### A. Comparison Analysis of Parks and City Halls in Palm Beach County

#### **Submitted By:** Planning & Zoning

Mayor Manning introduced item.

Nilsa Zacarias, Planning and Zoning Director provided a PowerPoint Presentation on the Comparison of Parks and City Halls.

Mayor Manning inquired if Seminole Improvement District (SID) owns land.

Mr. Cassel confirmed and noted that the lakes are SID's Property.

Mayor Manning inquired if the land will be dissolved at the point of turnover.

Mr. Cassel confirmed and explained the governance.

Mayor Manning inquired on the projections of residents and asked how the projection was determined.

Ms. Zacarias advised that it was determined during creation of the Comprehensive Plan that the City is mixed use urban and suburban.

Council discussion and Ms. Zacarias responded to Council inquiries.

Mr. Cassel commented that the Census will provide a track that will allow staff to see the homes to population ratio. He said that staff will use the data to determine the correct number.

Councilwoman Long-Robinson inquired if Council decides to turn over the parks to the City would SID still have long term use for the maintenance of the parks.

Mr. Cassel noted that it would be determined and advised Council to keep SID for as long as the City can in efforts to supplement City services where possible.

Ms. Zacarias continued with the presentation and presented an overview of acres dedicated for open space recreation. She explained the goal of the Recreation and Open Space Element of the Comprehensive Plan and the difference between the neighborhood and community parks. She noted the total number of acres planned for parks.

Councilwoman Long-Robinson inquired on the total number of parks that was mentioned in the status report Council received on August 4, 2020. Referencing Chapter 6 of the Comprehensive Plan, Councilwoman Long-Robinson inquired if constituents would have input or be limited to what Council decides.

Ms. Zacarias explained that the Community Parks will be for the surrounding neighborhoods and the Neighborhood Parks would be for the developments in Westlake.

Mr. Cassel commented that Ms. Zacarias along with staff would identify on what is needed in the area. This information would be brought to Council to service the residents and the surrounding residents that would be participating in that Community Park.

Council discussion and Ms. Zacarias answered Council inquiries.

Ms. Zacarias continued and presented the Recreation and Open Space Entry.

Councilman Paul inquired on the Hammock Neighborhood Park.

Ms. Zacarias advised that photos will be shown for the park and continued with the presentation.

Mayor Manning inquired if the Homeowners Associations (HOA) would make changes to the neighborhood parks to turn it into an active park. He asked if the HOA would need to come before Planning and Zoning.

Ms. Zacarias responded yes. If the HOA is making changes on the development the HOA will need to submit a site plan modification.

Mr. Cassel said that it will be up to the individual HOA's to apply as it depends on the makeup of the community. Since it is an HOA park it would be the HOA's responsibility to care for, maintain and have liability insurance.

Vice Mayor O'Connor inquired on the groundbreaking date for Phase II of the Adventure Park.

Ms. Zacarias explained that Planning and Zoning is waiting on the application and once received it will need to come before Council to approve.

Ms. Zacarias continued with the presentation and presented a summary of all the parks and final remarks.

Mayor Manning noted that the City Manager and Council have been exploring options for City Hall and that he has reached out the John Carter regarding 2.2 acres of land and the soft cost of building a City Hall.

Vice Mayor O'Connor asked Ms. Zacarias if the City is ahead in development and her opinion on the City's state of the union is.

Ms. Zacarias responded that the City is doing well overall, but the City needs to execute the parks. She commented that she is looking forward to the fitness park as this will be the second community park.

Vice Mayor O'Connor inquired if the fitness park will be placed on the May Agenda and how the execution of the parks is going; have applications have been submitted.

Ms. Zacarias responded no. The application will be received the beginning of May.

Mr. Cassel advised that it will be placed on the June Agenda and provided an update on the fitness park.

Mr. Cassel provided an update for City Hall. He advised that he is looking into an interim lease space. He mentioned that some discussions are taking place with the build lease space. He said that he is exploring every avenue that he can.

Further Council discussion.

Tara Duh of Lewis, Longman and Walker on behalf of Minto PBLH, LLC thanked Council for allowing her to provide background information on the parks. She advised that Minto approved the project back in 2014 at a very low density along with a great deal for open space and recreation. She noted the property dedicated to Seminole Improvement District and the total amount of acres. She mentioned the civic dedications.

## B. City Goals & Objectives Annual Workplan Discussion

### **Submitted By:** Administration

Mayor Manning introduced item.

Mr. Cassel advised that Mr. Koncar is attending virtually and said that he will walk Council through the work plan.

Mr. Robert Koncar, General Manager of Inframark advised that he was able to narrow down the goals and objectives to six (6) and explained each.

Councilman Paul inquired on the seven (7) year span of projected revenue for the City.

Mr. Koncar responded that the seven (7) year span can be long and provided an explanation why the seven (7) year span was used. He said that anything beyond three years becomes a tentative projection. He mentioned that it is important to look at the revenue and expenses for what will happen when the developer funds run out and it gives Council an idea of what it looks like right now.

Mayor Manning commented that a lot of this depends on the economy. He said that the developer carries a lot of weight in this and how this moves forward. He commented whatever the City can do to assist; this will help the developer move forward and it will determine if the City reaches the number that it needs.

Mr. Cassel explained what has been done typically in the past.

Councilman Paul inquired if there are any upcoming projects.

Mr. Cassel provided an update on Pod H, Winn-Dixie, employment opportunities and Publix.

Vice Mayor O'Connor directed Ms. Zacarias or Mr. Cassel to look into grants for special needs parks.

Council discussion on grant opportunities.

Mr. Koncar continued explaining the goals and objectives and the purpose of an economic development plan.

Councilwoman Long-Robinson noted that she would like to see more language on transparency and the creation of job opportunities in Westlake and economic development.

Mr. Koncar advised that the plan would include all the items mentioned and will include specific projections.

Councilwoman Long-Robinson asked Mr. Cassel if this will be placed on the City Website. Mr. Cassel responded yes once it has been finalized. He said that it will be included in the budget documents as well.

Councilman Paul asked Mr. Cassel how this is supposed to work if the City does not own any land.

Mr. Cassel advised that the City is in a unique situation that attracts commercial business now and has clear standards, processes plans faster and predictability. He further explained other opportunities that the City has, to encourage business.

Councilman Paul inquired of the City's Public Relations firm. Mr. Cassel provided an update on what the firm is doing. He advised that based on what he has seen thus far Council will be impressed.

Mr. Koncar noted and emphasized that these were the steps that the Council has agreed on tentatively that will help to implement the goals. He said that the Council still has a stake and say on how the City grows. This information helps to put the City in a better partner-relationship with the developer to help accomplish things together.

Mr. Koncar continued presenting the objectives and goals.

Councilwoman Long-Robinson inquired if a reference can be made to the pillars that are already in place for the County as it relates to the economic piece. Mr. Koncar responded yes. He noted that the City already has some existing things that help growth benefit the City. He advised Council to keep in mind to foster and recognize the things that already exist that are helping the City grow.

Mr. Koncar continued and presented the Communication Goal. He advised that some of the objectives are already in place.

Vice Mayor O'Connor mentioned that he would love to see the development of a Westlake app for residents to receive and push out information to the City. He would like to see the cost for development at the very least for the app.

Mr. Cassel advised that Ms. Burgess is reaching out to a few operations to see if an app can be developed. He mentioned that the City website is fully functionable and is available for the phone.

Council discussion on where the Westlake app should fall under.

Mr. Koncar continued and presented Goal Number Three: Develop a Rebranding/Marketing Plan for the City. He suggested to meet with the Public Relations group to discuss developing and targeting a rebrand for the City. He said that it can be unfolded in a workshop.

Mayor Manning advised that he would like to see a joint meeting with the developers as well; to sit down and come up with a plan collectively.

Mr. Cassel commented that he agrees. He advised that once the Back and Beyond is complete the City can roll it out and figure out where the City goes from here.

Mr. Koncar said that a good communication tool can come out of goal number three (3) between the City and the developer. He proceeded and presented Goal Number Four (4): Enhance the Happy Program for the City.

Vice Mayor O'Connor commented that the price of lumber has increased. He mentioned that he is not sure whether Council needs to look to have a workshop or not, but the program needs to be fixed.

Mayor Manning commented that Mr. Cassel is wearing many hats, and this is a concern, inquiring how much help he has.

Mr. Cassel mentioned that an Operations Coordinator will be brought in to help as the City is continuing to grow and he advised that some processes are being revamped.

Mayor Manning inquired on the budget projections for year seven.

Mr. Cassel said that staff has the historical information and can look at the trends. He advised that other options are being reviewed to utilize operations online.

Mayor Manning mentioned that it important to work on specifics. He advised it is important for someone to come in to develop the downtown area for the City.

Mr. Cassel said that every commercial operation has their own matrix and explained the trigger process for operations. He advised that Ms. Zacarias is also looking at the Parking Code.

Ms. Duhay commented that this area is the fastest selling community in the nation. She thanked the staff for being open and flexible and commented on the modern change. She said that if everyone is coordinating, and dialogue continues, development will keep moving.

Council discussion on the area and engaging media.

Mr. Cassel advised that the Chamber is open to the public and if someone wants to attend the meetings in person, they may contact the City Clerk.

Vice Mayor O'Connor inquired if this information can be pushed out to the public.

Mr. Cassel confirmed.

Mr. Koncar continued and presented Goal Five: Develop a Clearing House for Workforce Development with the City.

Mr. Cassel advised that based on the information received, the goals and objectives will continue to be fine-tuned.

### **CITY COUNCIL COMMENTS**

A. Councilwoman Katrina Long Robinson

No Comments.

B. Councilwoman Kara Crump

Absent.

C. Councilman Patric Paul

Councilman Paul inquired if the Interim City Attorney's presence was required for the meeting.

Mr. Cassel advised that it was a judgment call. He said it is not a requirement, but thought it was necessary as the Council is determining the goals and objectives.

Councilman Paul inquired if Council members had access to the gates to allow the officers access.

Mr. Cassel advised that the Deputy's with the Palm Beach Sheriff's Office assigned to this area have the access codes to get in.

D. Vice Mayor JohnPaul O'Connor

Vice Mayor O'Connor thanked Ms. Zacarias, Ms. Duhy and staff.

E. Mayor Roger Manning

Mayor Manning thanked Mr. Cassel and Vice Mayor O'Connor for assisting in the incident that took place. He thanked the Interim City Attorney for attending the meeting. He mentioned that he looks forward to putting the goals and objectives in place and getting the budget balanced. He said that adding a staff member at this point is in order.

Mr. Cassel advised that the Memorandum of Understanding will be placed on the May agenda. He said that he will start looking for an individual to fill the position.

Mayor Manning inquired on the Request for Qualification (RFQ) for a City Attorney.

Mr. Cassel advised that he had a meeting with the Interim City Attorney and Seminole Improvement District's Counsel to make sure that everyone is on the same page with moving forward. He advised that within 60 days the RFQ will be out.

**CITY ATTORNEY COMMENTS**

Mr. Cirullo thanked Council for the welcome.

**CITY MANAGER COMMENTS**

Mr. Cassel thanked the Council for input and engagement.

**PUBLIC COMMENTS**

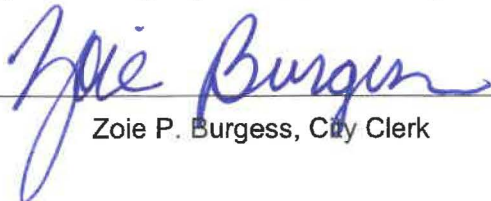
Mayor Manning called for any public comments.

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.

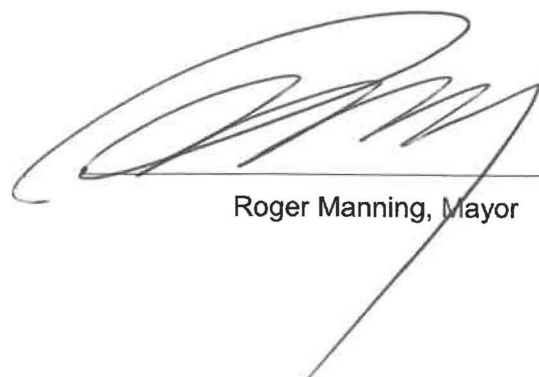
There being no further comments, the next item followed.

**ADJOURNMENT**

Mayor Manning adjourned the meeting at 8:37 PM.



Zoie P. Burgess, City Clerk



Roger Manning, Mayor