

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting (Immediately following Local Planning Agency Meeting) Monday, September 14, 2020 at 7:30 PM

This meeting shall take 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** in accordance with the Governor's Executive Order 2020-69 and 2020-179. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting will be conducted utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

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: 132 135 3999

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: 132 135 3999

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
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]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)

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.

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

A. Approval of Meeting Minutes

- [1.](#) May 20, 2020 - Workshop City Council Meeting Minutes - DRAFT
- [2.](#) June 8, 2020 - Regular City Council Meeting Minutes - DRAFT
- [3.](#) June 22, 2020 - Workshop City Council Meeting Minutes - DRAFT
- [4.](#) July 2, 2020 - Emergency City Council Meeting Minutes - DRAFT
- [5.](#) July 13, 2020 - Regular Council Meeting Minutes - DRAFT
- [6.](#) July 30, 2020 - Workshop City Council Meeting Minutes - DRAFT
- [7.](#) August 10, 2020 - Regular City Council Meeting Minutes - DRAFT
- [8.](#) August 18, 2020 - Budget Workshop Minutes - DRAFT

B. Approval Finance Statement

- [1.](#) Financial Statement as July 31, 2020

PRESENTATIONS/PROCLAMATIONS

PUBLIC HEARING

- [A.](#) Ordinance 2020-11 - An Ordinance allowing the use of golf carts upon designated Rights-of-Ways, Rural Parkway Easements and Multi-Modal Paths throughout the City. (First Reading)

Submitted By: Engineering

ORDINANCE 2020-11 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ALLOWING THE USE OF GOLF CARTS UPON DESIGNATED CITY ROADS IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR DEFINITIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT OF LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE.

- B. Ordinance 2020-13 - An Ordinance Approving a Natural Gas Franchise Agreement with Florida Public Utilities. (First Reading)

Submitted By: Administration

ORDINANCE 2020-13 - AN ORDINANCE GRANTING TO FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE FOR A PERIOD OF 30 YEARS TO SELL, DISTRIBUTE, TRANSPORT, AND TRANSMIT NATURAL, MANUFACTURED, OR MIXED GAS IN THE CITY OF WESTLAKE, FLORIDA; PRESCRIBING THE TERMS AND CONDITIONS UNDER WHICH SAID FRANCHISE MAY BE EXERCISED; MAKING FINDINGS; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE UPON FINAL PASSAGE.

- C. Resolution 2020-26 - A Resolution for the Final Plat for Estates of Westlake (POD T)

Submitted By: Engineering

RESOLUTION - 2020-26 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR ESTATES OF WESTLAKE (POD T), BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

- D. Ordinance 2020-09 - Amending Ordinance 2016-3 which established the Planning and Zoning Board, by changing the composition of the Board. (Second Reading)

Submitted By: Legal

ORDINANCE 2020-09 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE 2016-3 WHICH ESTABLISHED THE PLANNING AND ZONING BOARD, BY CHANGING THE COMPOSITION OF THE BOARD TO INCLUDE A RESIDENT TO SERVE AS AN ALTERNATE BOARD MEMBER, CLARIFYING THE REQUIREMENTS FOR A QUORUM; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- E. Ordinance 2020-10 - An Ordinance Amending the Composition of the Education and Youth Advisory Board

Submitted By: Legal

ORDINANCE 2020-10 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE COMPOSITION OF THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

- F. Ordinance 2020-12 - Amendments to Chapter 3, to add additional Setback Provisions For Residential Zoning Districts of Residential-1 (R1) and Residential-2 (R2). (First Reading)

Submitted By: Legal

ORDINANCE 2020-12 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER THREE ENTITLED "ZONING DISTRICTS AND STANDARDS", TO INCLUDE ADDITIONAL SETBACK PROVISIONS FOR RESIDENTIAL ZONING DISTRICTS OF RESIDENTIAL-1 (R1) AND RESIDENTIAL-2 (R2), PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

NEW BUSINESS

- A. Advisory Board Consideration for Appointment of five (5) members for a three-year term and one (1) alternate member for a two-year to the Education & Youth Advisory Board

Submitted By: Zoie Burgess, City Clerk

Board Applications & Resumes:

Liriano, Lisa - 15847 Hummingbird Lane

Medvetz, Robin - 15971 Whippoorwill Circle

Logsdon, Wesley - 15918 Hummingbird Lane

Acevedo, Julie - 15840 Hummingbird Lane

Bermudez, Jennifer - 16091 Whippoorwill Circle

Wright, Earle - 15931 Rain Lilly Way

- B. Community Development Block Grant (“CDBG”) programs, Emergency Solutions Grant (“ESG”) program and Home Investment Partnerships (“HOME”)

Submitted By: Legal

- C. Agreement For Services S.A. Nelson & Associates LLC

Submitted By: Kenneth Cassel, City Manager

- D. Consideration and action on engagement letter for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2020.

Submitted By: Kenneth Cassel, City Manager

CITY COUNCIL COMMENTS

- A. Councilman JohnPaul O'Connor
- B. Councilwoman Kara Crump
- C. Councilman Patric Paul
- D. Vice Mayor Katrina Long Robinson
- E. Mayor Roger Manning

REPORT - STAFF

- A. Palm Beach County Sheriff's Office - Monthly Report: July

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

- B. Palm Beach County Sheriff's Office - Monthly Report: July

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

- C. Palm Beach County Fire Rescue - Monthly Report: August

Submitted By: William Rowley, District Chief

For Informational Purposes Only

- D. Palm Beach County Sheriff's Office - Monthly Report: August

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

REPORT - CITY ATTORNEY

REPORT - CITY MANAGER

PUBLIC COMMENTS - AGENDA ITEMS ONLY

This section of the agenda allows for comments from the public to speak on items only 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.

PUBLIC COMMENTS - AGENDA ITEMS ONLY

This section of the agenda allows for comments from the public to speak on items only 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.

Next Meeting (Subject to Change or be Cancelled): October 12, 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: September 7, 2020, REVISED September 11, 2020

DRAFT

CITY OF WESTLAKE



MINUTES

City Council Workshop Meeting

Wednesday, May 20, 2020 at 5:00 PM

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

&

Via Communications Media Technology

This meeting was held in accordance with the Governor's Executive Order 2020-69. Due to COVID-19, and the need to ensure public health, safety and welfare, this meeting was conducted utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

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

Meeting ID: 216 931 557
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: 216 931 557

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

A WORKSHOP meeting of the City Council of the City of Westlake was held on Monday, May 20, 2020 at 5:00 PM., with a quorum of Councilmembers physically present and various staff and the public attending and participating via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

CALL TO ORDER

Mayor Manning called the City of Westlake Workshop City Council meeting of Wednesday, May 20, 2020 to order at 5:01 PM.

ROLL CALL

Present and constituting a quorum physically at: 4005 Seminole Pratt Whitney

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

Also present were:

Kenneth Cassel, City Manager
Pam E. Booker, Esq., City Attorney
Zoie Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

WORKSHOP AGENDA

A. City Hall Planning

Mayor Manning introduced the first item on the agenda. He expressed his appreciation for the current facilities, but noted they are not sufficient for current needs and there has not been any strategic planning and requested a preliminary presentation from the City Manager to outline his idea of moving forward with a City Hall.

Mr. Cassel addressed a previous memo on record provided to Council and confirmed that it is a matter of timing as it is a decision of Council when to proceed. Mr. Cassel explained that in reviewing the requirements needed for City Hall, based upon technology, contracted employees and conversations with other City Managers, he estimates a facility of 15,000 square foot and estimated cost of \$3.5 million for the structure itself. Mr. Cassel estimated site work at approximately \$2.3 million and design costs for a little of \$700,000. Mr. Cassel estimates a full cost of \$7.5 million dollar.

Mr. Cassel explained that he has laid out a preliminary plan that could change, but will take approximately a year for design, a year for outsourcing, and a year for the completion. Mr. Cassel estimated that if the project began this year, the earliest a City Hall could be constructed would be by the end of 2026. Mr. Cassel provided an additional recommendation of starting out with a smaller City Hall of about half the size of 6 - 7,000 square feet, noting there are a myriad of ways to move forward, including temporary structures on the land once it is acquired.

Mr. Cassel seeks feedback from Council in how they wish to proceed.

Mayor Manning explained that he had hoped to have been further ahead and says a plan needs to be in place to move forward and understands that Mr. Carter has a plan for land and inquires if it will be enough.

Mr. Cassel confirmed, and identified that land anywhere from 2 - 3.25 acres would be sufficient.

Mr. Cassel inquired if the budget should be based off the full 15,000 square feet or 8,000 square feet to start and the time frame to have it constructed.

Vice Mayor Long-Robinson, suggested that Mr. Cassel should provide at least two different options, based on different variations and Council may proceed from that.

Councilman O'Connor stated that the most important step is getting the land and as identified in the memo, it is on track and stays on track for September 30th as nothing can continue until the land is secured.

Mr. Cassel acknowledged that there are commitments in the Developer Agreement. There being no further discussion, the next item followed.

B. SID/CITY Relationship Interaction and Authority

Mayor Manning introduced Item B on the Agenda as he requested it be brought forth due to a conflict between the City and Seminole Improvement District.

Mayor Manning acknowledged that Council has authorized the City Attorney to obtain a second opinion of a subject which will be presented. Mayor Manning identified that Seminole Improvement District will present their position also.

Mayor Manning felt it necessary Council hear both positions in an open forum to determine how to move forward in hopes to avoid litigation as it may hold up construction for the developer and the growth of the City.

Mayor Manning called upon the City Attorney for Presentation.

Ms. Booker acknowledged that she has spoken to each individually, however this evening is the first time brought forth publicly. Ms. Booker further explained that the issue came forth as a result of a bond that was submitted with an additional rider adding Seminole Improvement District to the bond, in which she did not accept. Ms Booker noted that the other bonds received for the City, approximately about 17, did not contain that rider language adding Seminole Improvement District and should that rider be removed and that plat could be recorded.

Ms. Booker explained that she has had many conversations with Mr. Diffenderfer, the City Manager and City Council regarding the bond and not being able to come to a consensus if that rider stays in or not. Ms. Booker added that those conversations also pertain to completing the drafting of Chapter 5, which also includes many different provisions where Seminole Improvement District is included in that process for approval.

Ms. Booker identified that members of Council questioned how this is to be resolved and can it be moved forward, and can a different opinion be sought if there is not an agreement. As a result, Ms. Booker noted that was what was done in this case and a presentation is provided by Rick Jarolem, Esq., to explain to Council the different documents that apply to both Seminole Improvement District and the City, and the application of Florida Statutes Chapter 177, the Interlocal Agreement, Seminole Improvement District's enabling legislation and the uniform land development code.

Mr. Rick Jarolem introduced himself as partner with the Law Firm of Traub Liberman and provided a presentation to identify the powers designated and delegated to the City and to the Seminole Improvement District in regards to land development regulations, in particular platting and plat requirements.

Upon conclusion of Mr. Jarolem's presentation Mayor Manning called for any questions from Council.

Vice Mayor Long-Robinson, not having any questions for Mr. Jarolem, inquired if a presentation was going to be presented by Seminole Improvement District.

Mr. Robert Diffenderfer, Esq. of Lewis, Longman & Walker, P.A., the law firm for Seminole Improvement District, identified that he is present to speak on behalf, but did not have a presentation.

Mr. Diffenderfer identified that he presented briefing material to Council that was previously completed at a Council Workshop in December 2018.

Mr. Diffenderfer acknowledged that Seminole Improvement District does not have platting power nor has Seminole Improvement District identified it has land use power as general law does not allow a special district to have. Mr. Diffenderfer continued in explaining that Seminole Improvement District provides a variety of functions and services in which the same functions can be done by the City, and instruments were crafted to ensure both are not doing the same for purposes of efficiency. He further explained that the reason for any disagreement was to identify who is doing what in terms of overseeing construction, managing construction, certifying completion of construction and holding the developer to account to accomplish it.

Mr. Diffenderfer continued in his explanation to Council.

Ms. Booker further addressed Council explaining that holding a bond is an insurance policy as a guarantee for the City to make sure that water and sewer lines, roads, anything bonded gets completed and noted that the problem that is currently in the language of this rider is that Seminole Improvement District would have to make this decision and they could identify no additional money than what is left for the bond if the City does not agree on what is completed, how it is completed and who completes it.

Ms. Booker noted that in discussions, it has always been clear that the City is not attempting to duplicate public works utility services, but the issue is who protects the residents. Additionally, Ms. Booker, noted that further disagreement is Seminole Improvement District having no role until infrastructure improvements are turned over to them and further is an issue of timing; until it is turned over, they do not own the responsibility if it is not done as it would be a financial obligation of the developer, not Seminole Improvement District as it is land use and zoning.

Mr. Diffenderfer explained that the items that are being built are identified in the Water Control Plan and that Seminole Improvement District would have an interest as it is the purpose of their existence and to see a successful completion.

Councilman O'Connor inquired of what harm exists to have the City listed on the bond as it has been on 17 other occasions.

Mr. Jarolem provided his explanation to Council inquiry of what, if any harm exists to have the City listed on the bond as it has been on previous projects.

Vice Mayor Long-Robinson referenced the letter received from Mr. Diffenderfer and inquired to the date that Seminole Improvement District would become a part of the City.

Several unidentified individuals responded 30 years and Mayor Manning further explained that it may be earlier should both parties agree.

Vice Mayor Long-Robinson further inquired that with the current separation of power for Seminole Improvement District and the City, whether the City can engage in land use planning without Seminole Improvement District's participation as it relates to resources and utilities.

Ms. Booker responded that the City does not and that the City must receive approval from Seminole Improvement District to identify that there will be sufficient capacity to serve the development.

Mayor Manning yielded the floor back to Mr. Diffenderfer.

Councilwoman Crump interjected and inquired regarding the bond in question and if Seminole Improvement District wanted to be listed as a designee.

Mr. Diffenderfer noted that it was an oversight and it should have been listed throughout.

Councilman Paul requested clarification as to why Seminole Improvement District must be named on a bond, if the developer must issue a bond.

Mr. Diffenderfer explained that Seminole Improvement District will own it and be responsible for maintenance therefore making sure that what is permitted, conforms to Seminole Improvement Districts specifications when turned over.

Councilman Paul further inquired for more clarification as to why Seminole Improvement District must be named on the bond.

Mr. Diffenderfer and Mr. Jarolem provided further explanation.

Councilman Paul inquired as to how it may be rewritten what is in place to bring Seminole Improvement District in to play because as it stands the City is responsible.

Mr. Diffenderfer noted that such a change would be a discussion of changing the Interlocal Agreement.

Councilman O'Connor inquired if the City were to be on the bond what would be the worst case scenario for the City.

Mr. Jarolem responded that the City would have no input of who does the work, ensure performance, identify the sequence and that once the plat is recorded the only means for the City's security is the bond.

Mr. Diffenderfer explained that Seminole Improvement District is performing that function and the reason the agreement was entered into.

Ms. Tara Duhy, Esq. of Lewis, Longman and Walker, P.A. on behalf of Minto PBLH, LLC informed Council that additional explanation should be provided to understand the technical aspects if the developer does not build what is required and the bond is recalled.

Mr. John Carter, Vice President of Minto, addressed Council and his responsibilities as the developer and the need to know the process of either serving the City or Seminole Improvement District and the worse case scenario of not seeing these financial instruments released.

Ms. Booker explained that early on in the process this was questioned in her request to have the City Engineer involved in the process to avoid the worst case scenario and not waiting 30 years for the Seminole Improvement District items to be turned over to the City and then be reviewed.

Mayor Manning provided comment that if the bond is for the City and Seminole Improvement District is making sure the City receives what it should, completed properly and is certified that he does not see a problem.

Mr. Carter explained that he would like to see that articulated in writing.

Ms. Booker requested direction from Council as Chapter 5 of the Code will identify these items, but it does not discuss the reliance of the engineering certification and if that is the only issue of Seminole Improvement District she will be able to add, noting that certification is a different issue from the bond.

Ms. Booker clarified that direction is needed if Seminole Improvement District be added as an additional obligee.

Councilman O'Connor noted that it would complicate matters and the City should be the only ones on the bonds, but would like to see language added to Chapter 5.

Vice Mayor Long-Robinson commented that Seminole Improvement District should not be added.

Mayor Manning commented that it should be just the City and a process should be determined to accept the City Engineer's approval and the bond becomes the City's bonds to release.

Councilman Paul identified that they should not be added.

Councilwoman Crump commented that they should not be added.

Ms. Booker requested direction regarding Chapter 5 and if she has authorization to move forward so that Seminole Improvement District is not in the land development places where they should not be, noting that there are places where Seminole Improvement District is identified and this would be the place to write Seminole Improvement District in where the engineer certification would be acceptable at the end of the bond process to turn over, but there are other areas that were not in agreement.

Ms. Booker noted that until Chapter 5 and Chapter 7 are completed the Development Agreement cannot move forward, as it locks in the existing Code on the date it is approved.

Ms. Duhay requested clarification that while they do not expect the City to include Seminole Improvement District where it does not have authority, similarly if there is an issue that falls within Seminole Improvement District's jurisdiction, they would not then have to debate it at the City level if already completed.

Ms. Booker to clarify, provided an example that if there were an issue with the roads and they are not up to standards, and Seminole Improvement District finds there is no issue and the City Engineer identifies there is, whether that problem can be raised. Ms. Booker explained that the City Engineer has to have some authority if there is something obviously wrong or incorrect to make a comment.

Ms. Duhay noted that while they are confident in their team, the City and Seminole Improvement District have in the Interlocal Agreement a dispute resolution process to resolve rather than hold up the developer.

Mr. Diffenderfer acknowledged that they would like to see language.

Ms. Booker will be providing updates and comments received from the City Engineer.

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Councilman O'Connor inquired to the time-frame of 5-6 years to build City Hall.

Mr. Cassel confirmed.

Councilman O'Connor addressed getting these issues resolved faster.

Mayor Manning noted that this is the first issue that has been a problem since day one.

B. Councilwoman Kara Crump

Councilwoman Crump agrees with Council and finds these workshops to be very important and should receive not only the City's opinion, but also Seminole Improvement District's side.

C. Councilman Patric Paul

Councilman Paul inquired if it is possible to hold another workshop like the present as they are other issues to address relating to the Park, easements and open spaces, as well as the City Manager's position with the City and Seminole Improvement District.

D. Vice Mayor Katrina Long-Robinson

Vice Mayor Long commented that communication needs to improve regarding staff and seeing more staff meetings increased. She would like to see them more with Council so that they are informed and able to translate to constituents.

E. Mayor Roger Manning

Mayor Manning noted that in the Interlocal Agreement the City committed to at least two meetings a year and this has not been accomplished and it needs to be done. He noted that he does not want to be unaware of any situations such as in the case with the park, where the City was not aware of what was happening and wants to see better communication. He emphasized that the City Manager be responsible for having these meetings.

CITY MANAGER COMMENTS

There being no further comments, the next item followed.

CITY ATTORNEY COMMENTS

Ms. Booker thanked Council for reviewing this matter and will continue to have individual conversations to ensure Council understands what is presented.

There being no further comments, the next item followed.

PUBLIC COMMENTS

Mayor Manning opened the floor and called for any public comments.

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

Ms. Burgess addressed the online audience calling for any public comments.

Audrey Wolf - Director of Facilities Development and Operations for Palm Beach County - Upon listening to the discussion regarding the early planning for the City Hall site and expressed that they would like to be very involved as it is the City's intent for the County to co-locate on the same parcel.

Ms. Burgess again addressed the online audience calling for any additional public comments.

Mr. John Carter - Vice President for Minto Communities - Thanked City Council for their leadership and provided an update on current development and sales seen over the last year to date.

There being no further comments, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 7:32 PM.

Zoie P. Burgess, CMC, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting
Monday, June 08, 2020 at 6:30 PM

VIA COMMUNICATIONS MEDIA TECHNOLOGY

This meeting was held in accordance with the Governor's Executive Order 2020-69. Due to COVID-19, and the need to ensure public health safety and welfare and was conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Members of the public participated in the meeting through electronic means and had the ability to 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: 799 429 470

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: 799 429 470

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

A REGULAR meeting of the City Council of the City of Westlake was held on Monday, June 8, 2020 at 6:30 PM., via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, Ms. Burgess confirmed all Council Members, City Staff and meeting participants were present and able to hear and speak.

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.

CALL TO ORDER

Mayor Manning called the City of Westlake Regular City Council meeting of Monday, June 8, 2020 to order at 6:32 PM.

Mayor Manning explained that this meeting is being held in accordance with the Governor's Executive Order 2020-69. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting may be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

ROLL CALL

Present and constituting a quorum via Communications Media Technology were:

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

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for any additions, deletions or modifications to the Agenda.

Mayor Manning inquired of the City Attorney regarding an item on the Agenda that is to be tabled.

Ms. Booker noted that Item D. RESOLUTION 2020-11 - A Resolution for the Final Plat for Green Lane, was advertised, however the applicant is in agreement to table until the July meeting.

Mayor Manning called for approval of Agenda with tabling of item.

Ms. Booker clarified that at the appropriate time of the Agenda, item D will require a Motion to table.

Ms. Burgess noted that a motion to approve the agenda is necessary.

Motion by Councilwoman Crump to approve Agenda, seconded by Vice Mayor Long- Robinson.

UPON ROLL CALL:

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

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

PUBLIC COMMENTS AND REQUESTS - (OPEN FORUM NON-AGENDA ITEMS)

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 go to the podium, and prior to addressing the Council, state your name and address for the record.

Mayor Manning inquired of any public comments.

Ms. Burgess announced that participants may raise their "virtual hand" to make a comment

There being no public comments, the next item followed.

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

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

A. Approval of Meeting Minutes

1. March 9, 2020 - Regular Council Meeting Minutes
2. March 30, 2020 - Emergency Council Meeting Minutes
3. April 13, 2020 - Workshop Council Meeting Minutes

B. Approval Finance Statement

4. Financial Report – April

Mayor Manning identified the Consent Agenda and called for a motion to approve.

Motion by Vice Mayor Long- Robinson to approve all items on the Consent Agenda, seconded by Councilman Paul.

UPON ROLL CALL:

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

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

PRESENTATIONS/PROCLAMATIONS

There being no presentations or proclamations, the next item followed.

PUBLIC HEARING

E. ORDINANCE 2020-05 - Education and Youth Advisory Board (Second Reading)

Submitted By: Legal

ORDINANCE 2020-05 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, CREATING AN EDUCATION AND YOUTH ADVISORY BOARD; ESTABLISHING THE PURPOSE AND SETTING FORTH THE DUTIES OF BOARD MEMBERS; TO ESTABLISH CRITERIA FOR THE BOARD COMPOSITION AND APPOINTMENT; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning identified the second reading of Ordinance 2020-05 - Education and Youth Advisory Board.

Ms. Burgess read, by title only, Ordinance 2020-05.

Mayor Manning called for any discussion or a motion.

Motion by Vice Mayor Long-Robinson to approve Ordinance 2020-05 - Education and Youth Advisory Board, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

F. ORDINANCE 2020-06 - WESTLAKE CIVIL RIGHTS ORDINANCE ACT (Second Reading)

Submitted By: Legal

ORDINANCE 2020-06 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, TO BE ENTITLED "WESTLAKE CIVIL RIGHTS ORDINANCE ACT"; PROVIDING FOR NON-DISCRIMINATION WITHIN THE CITY AND ALL OTHER ACTIVITIES PROMOTED OR SPONSORED BY THE CITY WESTLAKE; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning identified the second reading of Ordinance 2020-06 - Westlake Civil Rights Ordinance Act

Ms. Burgess read, by title only, Ordinance 2020-06.

Mayor Manning called for any discussion or a motion.

Motion by Councilman O'Connor to approve Ordinance 2020-06 - Westlake Civil Rights Act, seconded by Councilman Paul.

UPON ROLL CALL:

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

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

G. RESOLUTION 2020-10 - A Resolution for the Final Plat For Sky Cove Phase 1 B

Submitted By: Legal

RESOLUTION - 2020-10 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR SKY COVE PHASE 1 B, LOCATED BY METES AND BOUNDS BEING DESCRIBED AS A PARCEL ON LAND LYING IN SECTIONS 1 AND 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-10 - A Resolution for the Final Plat for Sky Cove Phase 1B

Ms. Burgess read, by title only, Resolution 2020-10.

Mayor Manning called for any discussion or a motion.

Motion by Councilman O'Connor to adopt Resolution 2020-10 - A Resolution for the Final Plat for Sky Cove Phase 1B, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

H. RESOLUTION 2020-11 - A Resolution for the Final Plat for Green Lane

Submitted By: Legal

RESOLUTION 2020-11 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR GREEN LANE, BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST AND SECTION 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

Ms. Booker requested City Clerk to read item into record and Council action to table.

Ms. Burgess read, by title only, Resolution 2020-11.

Motion by Councilman O'Connor to adopt Resolution 2020-11 - A Resolution for the Final Plat for Sky Cove Phase 1B, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

I. RESOLUTION 2020-12 - A Resolution for the Final Plat for Groves of Westlake

Submitted By: Legal

RESOLUTION 2020-12 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR GROVES OF WESTLAKE, BEING IN PART A REPLAT OF OPEN SPACE TRACT #4 AND OPEN SPACE TRACT #5, PERSIMMON BOULEVARD EAST - PLAT 2, PLAT BOOK 128, PAGES 16 THROUGH 19, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, AND BEING A PORTION OF SECTION 7, TOWNSHIP 43

SOUTH, RANGE 41 EAST AND SECTION 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-12 - A Resolution for the Final Plat for Groves of Westlake and noted there will be a presentation from the applicant.

Mr. Donadson Hearing - Coteleur & Hearing on behalf of Minto Communities presented a PowerPoint Presentation for Pod "O" Groves of Westlake Phase I Plat.

Councilman Paul inquired if Seminole Improvement District would have access to the lakes.

Mr. Hearing explained that Seminole Improvement District requires multiple access points when lakes are immediately contiguous to a roadway, and if not, there is a requirement to provide a lake maintenance easement. Mr. Hearing identified on the presentation slide a lake maintenance and access tract.

Ms. Zacarias requested that Mr. Hearing explain that many of the easements are a part of the lot.

Mr. Hearing explained further that there are lots that have additional land area that gives extra open space. He note that landscaping and fencing structures may not be placed.

Councilwoman Crump inquired of parking.

Mr. Hearing explained that parking is provided at the mail kiosk and a program has been implemented where guest parking is available at the community recreation center through a permit by notification to the homeowner's association, driveways will accommodate guest parking, parking will be available on the street during the day. Mr. Hearing noted that they have exceeded the minimum Code requirement as it relates to parking and the minimum width of the driveway as outlined in the Code is being adhered to.

Vice Mayor Long-Robinson inquired if the setbacks have changed.

Mr. Hearing noted that the setbacks continue to be the same. Ms. Zacarias clarified that the setbacks are the same as identified in the Hammocks and Meadows.

Mayor Manning called for any additional questions, there being none, Ms. Burgess read, by title only, Resolution 2020-12.

Motion by Councilwoman Crump to adopt Resolution 2020-12 - A Resolution for the Final Plat for Groves of Westlake, seconded by Vice Mayor Katrina Long Robinson.

UPON ROLL CALL:

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

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

J. RESOLUTION- 2020-13 - A Resolution for The Final Plat for Tract PC-5 Tax Collector

Submitted By: Legal

RESOLUTION - 2020-13 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR TRACT PC-5 TAX COLLECTOR, A PARCEL OF LAND BEING A PORTION OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, PALM BEACH COUNTY, FLORIDA, SAID PARCEL ALSO BEING IN PART A REPLAT OF A PORTION OF TRACT O.S.T. 2 AS SHOWN ON THE PLAT OF TOWN CENTER PARKWAY SOUTH - PHASE II PLAT, AS RECORDED IN PLAT BOOK 126, PAGES 114 AND 115, AND A REPLAT OF O.S.T. 1 AS SHOWN ON ILEX WAY-PHASE I PLAT, AS RECORDED IN PLAT BOOK 126, PAGES

116 AND 117, BOTH OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

Item G Presentation for Resolution 2020-14, moved to discuss prior to Item F. - Resolution 2020-13, and allow for staff presentation of Site Plan.

Ms. Zacarias provided staff PowerPoint Presentation for the Tax Collector building Site Plan Review (SP-2020-4). Ms. Zacarias noted the total gross site is 4.63 acres, the application is for a Tax Collector's Office and Department of Motor Vehicle's building of 23,735 square feet and Ms. Zacarias identified the future land use is civic and the zoning is civic/education.

Ms. Zacarias identified the application was reviewed by staff, consisting of Planning and Zoning, Landscaping and Engineering, as well as the Seminole Improvement District, and the Palm Beach County Fire Rescue.

Ms. Zacarias acknowledged that based on review, the planning and Zoning Department recommends approval of SP-2020-04 as the application is in compliance with applicable codes and requirements.

Councilman O'Connor inquired of signage and if the actual sketch was depicted in the presentation. Ms. Zacarias confirmed, and Mr. Hearing will provide more detail.

Mr. Hearing on behalf of applicant, Palm Beach County Tax Collector and Song & Associates, the project architects, provided a PowerPoint Presentation for both the site plan and plat.

Mr. Hearing provided detail for the context site plan, technical site plan, architecture plan, as well as the plat, noting it has been reviewed for legal compliance and has also reviewed by Seminole Improvement District.

Mayor Manning called for any questions.

Councilman O'Connor inquired to seeing reference to electrical vehicles and if there would be designated parking spots. Mr. Hearing confirmed that there will be two double chargers for electric vehicles.

Councilman Paul inquired of tax collector staffing and if employment will be in-house. Mr Hearing is not able to provide a direct explanation on behalf of the Tax Collector's Office.

There being no further discussion, Mayor Manning requested Resolution 2020-13 be read into record.

Ms. Burgess read, by title only, Resolution 2020-13.

Motion by Councilman O'Connor to adopt Resolution 2020-13, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

- K. RESOLUTION 2020-14 - A Resolution for the Site Plan Application from Palm Beach County Tax Collector's office and Department of Motor Vehicle (DMV) for a site plan review to build a one (1) story 23,735 square feet office building and landscaping. The subject application is located on 16440 Town Center Parkway South, Westlake, Florida, 33470. SPR-2020-04.

Submitted By: Legal

RESOLUTION 2020-14 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN FOR THE PALM BEACH COUNTY TAX COLLECTOR AND THE DEPARTMENT OF MOTOR VEHICLES OFFICES, LOCATED AT 16440 TOWN CENTER

PARKWAY SOUTH, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning requested Resolution 2020-14 be read into record.

Ms. Burgess read, by title only, Resolution 2020-14.

Mayor Manning called for any additional discussion, there being none, called for a motion.

Motion by Councilman O'Connor to adopt Resolution 2020-14, seconded by Vice Mayor Long Robinson.

UPON ROLL CALL:

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

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

REGULAR AGENDA

- L. RESOLUTION 2020-15 - A Resolution to Enter into an Agreement with Nova Engineering and Environmental, LLC

Submitted By: Legal

RESOLUTION 2020-15 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NOVA ENGINEERING AND ENVIRONMENTAL, LLC, FOR PROFESSIONAL BUILDING DEPARTMENT AND INSPECTION SERVICES FOR THE CITY OF WESTLAKE, PROVIDING FOR IMPLEMENTATION AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-15 and requested it be read into record.

Ms. Burgess read, by title only, Resolution 2020-15.

Mayor Manning called for discussion.

Councilman Paul requested clarification of item. Mr. Cassel explained the Piggyback Contact with Nova Engineering to provide building department services and it is the staff's recommendation to continue services.

Mayor Manning called for any additional discussion or a motion.

Motion by Councilman Paul to adopt Resolution 2020-15, seconded by Councilwoman Crump

UPON ROLL CALL:

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

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

NEW BUSINESS

None

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Councilman O'Connor addressed concern regarding the use of City Logo and personal comments being presented as coming from the City.

Councilman O'Connor noted that the City Manager e-mailed various policies from other municipalities and would like to direct the City Manager to draft a policy for Westlake's use.

Vice Mayor Long-Robinson acknowledged that she is the only council member that has utilized the Logo and will address this matter in her comments, but noted that in 2016-1, does identify a policy in place.

Councilman O'Connor addressed hurricane season and the need to continue considering the setback issue for those wishing to have home stand-by generators.

B. Councilwoman Kara Crump

No additional comments.

C. Councilman Patric Paul

Reserved comments until after statement made by Vice Mayor.

D. Vice Mayor Katrina Long Robinson

Vice Mayor Long-Robinson addressed her Community Cash Mob as it was based on the weekly Western Communities conference call which recently addressed the economic impact of COVID-19 and the forms of assistance being provided by several municipalities.

Vice Mayor Long-Robinson noted the funds being distributed by the Counties Coronavirus Relief Fund, but due to Westlakes size, did not qualify and she set out to host the Community Cash Mob and noted she did use the logo and later discovered that it was not appropriate and when brought to her attention, it was removed.

Vice Mayor Long-Robinson acknowledged it was wrong and provided her apologies. She noted that she has been sworn in since 2016 and it was just brought to her attention.

Vice Mayor Long-Robinson noted that she wished to have workshops during COVID-19 due to sunshine laws as council members cannot discuss items directly and had requested such meetings.

Vice Mayor Long-Robinson addressed the state of the Country as it relates to people of color losing their lives. She acknowledged a letter that she wrote using her personal letterhead and published on her personal social media. She noted that her letter contained factual information regarding Westlake and as a result a constituent was offended and upon further consideration, her letter was re-written.

Vice Mayor Long-Robinson noted that as she sits on the Board of Directors for Black Elected Officials she read into record a letter that she also presented at the Palm Beach County Commission meeting and further explained her move to action in writing and sharing this letter.

Vice Mayor Long-Robinson explained that she did reach out to the Department of Ethics and nothing was identified to be wrong, however recognizing the sensitivity of recent events, she changed the letter.

Vice Mayor Long-Robinson noted that with 7-Eleven, Tax Collector and other Commercial Properties coming the potential for increased job opportunities, she inquired of the City Manager if contact has been made with Mr. Clint Forbes for transportation services. Mr. Cassel identifies that as of date, staff has not, but will do so.

Vice Mayor Long-Robinson inquired if there has been any consideration for Councilman Paul or Councilman O'Connor to sit on the transportation and planning agency committee. Mr. Cassel noted that it can be reviewed and identified adding them as a alternate possibly as seats are filled.

Councilman Paul provided comment related to the turmoil of the Country and personal comments as it relates to the mistreatment of people, crime and the police.

Councilman O'Connor went on record to express that he and those that contacted him had no issue with the substance of the Vice Mayor's letter, however the issue was that the letter read to be an official City statement. He continued it was an initial inquiry if there were a policy, or a disclaimer that should be added to statements.

E. Mayor Roger Manning

Mayor Manning provided an update of Sheriff Bradshaw's meetings with Mayors to discuss the use of force within the County and that training and review policies are in place to prevent excessive force and further measures to examine police officer conduct.

Mayor Manning explained that he met with Mr. John Carter of Minto PBLH, LLC who has committed to land to build City Hall and willing to acquire some of the soft costs in putting the plan together. He noted that Mr. Carter will be working with City Staff to move forward as soon as possible.

REPORT - STAFF

M. Palm Beach County Sheriff's Office - District 18 Monthly Report: April

Submitted By: Lieutenant Craig Turner

For Information purposes only.

Lieutenant Turner provided an overview of the monthly report, noting that his office had been limiting contact, such as traffic enforcement due to COVID-19, however this has been lifted as he is aware there is an issue with speeding along Seminole Pratt Whitney Road, and it is being addressed.

Lieutenant Turner noted an event that occurred over the weekend and not on the monthly report.

Councilman Paul inquired about speeding in the Hammocks and would like to see the Department involved in the subdivisions. Lieutenant Turner explained that the Department does not have the right to stop individuals inside developments until a traffic agreement is completed with the County. Mayor Manning inquired what was involved in completing a traffic agreement. Lieutenant Turner explained that the City would complete the request and have a survey completed to ensure the stop signs are in compliance with the laws for the length of the roadways and believes Mr. Carter has started the request to have those agreements in place and they are waiting in efforts to enforce those laws inside the communities.

Councilman O'Connor inquired if there were any disadvantages to residents having a traffic agreement in place. Lieutenant Turner explained having the agreement is what gives the Department the ability to enforce the laws; running stop signs and speeding. Councilman O'Connor inquired if each development would need to have an agreement. Lieutenant Turner explained that the agreement would need to cover each, but unsure how many traffic agreements would be needed or if a single agreement for all developments can be included under the master homeowner association.

Councilman Paul inquired if there could be radar speed sign temporarily to make people aware. Lieutenant Turner explained that speed trailers are available that can be requested and placed in safe location and that he will have available a sign board that may be used in the near future.

N. Palm Beach County Fire Rescue - Monthly Report: April

Submitted By: William Rowley, District Chief

For Informational Purposes Only.

REPORT - CITY MANAGER

Mr. Cassel congratulated Vice Mayor on her Appointment to Seagull Services Board of Directors.

Mr. Cassel commented on the County's Executive Order 2020-10 as it is in effect and requires face masks to be used when in County facilities or riding on Palm Tran. Mr Cassel noted that Phase II is being considered for the County, but the increase of cases are being monitored to be ensure the appropriate timing.

Mr. Cassel noted that the Education Committee Application will be available on the website and those interested may complete and submit to the City Clerk and prepared for Council's review and selection.

Mr. Cassel provided an update on Building department services noting that a total of 544 permits have been issued, specifically, from May 2019 to May of 2020, 321 single family permits for homes, 168 auxiliary permits and 46 commercial permits were issued.

Mr. Cassel provided an update and brief overview of the progress of the Geographical Information System (GIS).

Mr. Cassel identified the tentative Workshop meeting scheduled for June 22, 2020 at 5:30 PM, noting that the agenda is being developed and will be published in the next few days.

REPORT - CITY ATTORNEY

Ms. Booker updated Council of recent discussions had with Seminole Improvement District and their Counsel to bring clarity and finality to he rural parkway easements, as well as road rights-of-way.

Ms. Booker also noted that staff has met to review the Development Agreement, as well as a follow-up meeting with Seminole Improvement District's Counsel to address concerns, which will continue to be discussed before addressing with Council.

Ms. Booker acknowledged the concern regarding the use of the City Logo, as well as the letter the Vice Mayor shared and the reference to he City of Westlake and noted that any statements or community organization items that the Vice Mayor has engaged in, has been provided to the her or the City Manager to get authorization to participate and there have not been any objections. Ms. Booker noted that the Ordinance was adopted when the City first started and needed to adopt a City Logo and does require authorization for use. Ms. Booker addressed the concern of the Vice Mayor using her title and acknowledged that there was nothing that she located that would prohibit the Vice Mayor from doing so. Ms. Booker noted that most statements made by elected officials are clarified that such statements are not that of the collective council.

Ms. Booker provided an update that staff continues to work on the Codes and efforts are being made to complete Chapter 5 and make sure it is on the Agenda for July 13th.

PUBLIC COMMENTS - AGENDA ITEMS ONLY

This section of the agenda allows for comments from the public to speak on items only 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.

Ladi Goldwire - 15972 Whippoorwill Circle - Ms. Goldwire provided a statement in support of Vice Mayor Long-Robinson's letter and representation at the Board of County Commissioners. Ms. Goldwire explained that she noticed a lack of representation or a position taken from the City of Westlake with respect to people of color, racism, and efforts made by communities to end police brutality, and she contacted Vice Mayor Long-Robinson

and inquired why she had not made a statement and other residents that had concerns that there was no representation from the City.

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. Ms. Burgess unmuted each call-in attendee allowing the opportunity to make a comment.

Alicia Torres - 5847 Whippoorwill Circle - Ms. Torres addressed the new electrical grid noting that during recent storms, they noticed no outages.

Ms. Torres thanked the City Manager and Vice Mayor for their efforts to be as communicative as possible. Ms. Torres also thanked Councilman Paul's expression of his experience. Ms. Torres appreciates the data received, but notes that there is a personal element missing and would like to hear more from the Mayor and Council Members, possibly in a monthly newsletter, something that would have the City logo.

Ms. Burgess allowed for additional comments. Ms. Burgess noted no further comments received or indication of a comment to be made, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 8:34 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES

City Council Workshop Meeting

Monday, June 22, 2020 at 5:30 PM

This meeting was held at the Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470 for City Council Members only and publicly viewed Via Communications Media Technology in accordance with the Governor's Executive Order 2020-69. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting was conducted utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Members of the public were able to participate in the meeting through electronic means accessed as follows:

1. Join the WebEx meeting from a computer, tablet or smartphone at the following link:
<https://cityofwestlake.my.webex.com/>

Meeting ID: 793 428 227

Password: hello

2. Participants also were able to dial in using phones with any of the following number(s):

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

Meeting ID: 793 428 227

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

A WORKSHOP meeting of the City Council of the City of Westlake was held on Monday, June 22, 2020 at 5:30 PM., via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

CALL TO ORDER

Mayor Manning called the City of Westlake Workshop City Council meeting of Monday, June 22, 2020 to order at 5:32 PM.

Mayor Manning explained that this meeting is being held in accordance with the Governor's Executive Order 2020-69. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting may be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

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; however, audience members have the ability to unmute themselves.

Ms. Burgess provided further instruction regarding public comments, noting that full instructions to provide a comment are also available on the City's Website and comments will be acknowledged 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 reminded participants and Council members to speak clearly for the record.

ROLL CALL

Present and constituting a quorum physically at the Westlake Community Center/City Council Chambers located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 33470:

Roger Manning, Mayor
Katrina Long Robinson, Vice Mayor
Kara Crump, Councilwoman
Patric Paul, Councilman

Present Via Communications Media Technology:

JohnPaul O'Connor, Councilman

Also present were:

Kenneth Cassel, City Manager
Pam E. Booker, Esq., City Attorney
Zoie P. Burgess, CMC, City Clerk - Via Communications Media Technology

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

WORKSHOP AGENDA

A. Presentation of Proclamation - John Stanavitch

Presented By: Mayor Roger Manning

Mayor Manning presented former Council Member John Stanavitch with a plaque and proclamation for serving as a member of the City of Westlake's Inaugural City Council.

B. Presentation of Proclamation - Phillip Everett

Presented By: Mayor Roger Manning

Mayor Manning presented former Council Member Phillip Everett with a plaque and proclamation for serving as a member of the City of Westlake's Inaugural City Council.

C. Generators Discussion

Submitted/Discussion By: Kenneth Cassel, City Manager

Mr. Cassel discussed generators and the challenges of making them fit in side-yard setbacks. Mr. Cassel noted that several codes were researched and reviewed, including the electrical, safety and building codes as there are certain clearance requirements that are needed.

Mr. Cassel explained that a full presentation will be brought back to Council for direction at the July meeting and thereafter a code correction or adjustment will be presented for consideration at the August meeting.

D. 2020/2021 Fiscal Year Budget - Briefing

Submitted/Discussion By: Kenneth Cassel, City Manager

Mr. Cassel explained that he and staff have been working on the 2020/2021 Fiscal Year Budget and as previously reported, they have also reviewed the impacts of COVID-19. Mr. Cassel reminded Council that he froze a number of expenditures when the pandemic arose and have been reviewing the forecast to be self sufficient through 2026.

Mr. Cassel noted that there will be minimal increase or some reduction in various line items.

Mr. Cassel further identified that the COVID impact is approximately \$35,000. He noted that gas tax, sales tax and pro rata shares can be impacted 15-20%. Mr. Cassel explained that currently the City receives approximately \$133,000. Mr. Cassel stated that he is reviewing all of the line items to cut as many as possible and noted that many line items that were in last year's budget did not materialize or to the rate anticipated and will consider decreasing.

Mr. Cassel further explained personnel structure including those contracted and working for the City.

Mr. Cassel stated that the taxable value increased significantly over the last year but will still need to balance the budget with a significant contribution from Minto as a part of their funding agreement, noting that the agreement expires in 2023 and noted that it will be important to keep the workforce as lean as possible to operate effectively.

Mr. Cassel explained that he will recommend maintaining the millage rate at 5.125 in efforts to be in a position to be self-sufficient in 2023. Mr. Cassel noted that last year's assessment value generated approximately \$551,000 of ad valorem taxes and the current year's projected value to generate \$1,086,636, however the developer contribution is still approximately \$1.7 million.

Mr. Cassel noted that the combined budget with building, planning and zoning is about \$4.65 million and \$1.4 million is in the building, planning and zoning departments which are supported by fees and charges.

Mr. Cassel stated that staff will continue to trim as much as possible and will be bringing the budget presentation before Council at the July meeting.

Vice Mayor Long-Robinson followed up on her request to see a couple of budgets to see the variations based on COVID and would like to see the line item information and details. Mr. Cassel confirmed that he will provide.

Vice Mayor Long-Robinson noted that emails have been received regarding budget analysis for attorney's and would like to see a budget analysis on management services in comparison with other municipalities with a population of 25,000 or less. Mr. Cassel confirmed that he will provide.

Vice Mayor Long-Robinson insisted Council consider implementing an evaluation prior to moving forward with budgets. Mr. Cassel inquired if Council had reviewed the evaluation information that was provided as feedback had not been received and upon receipt he can begin putting it together. Mayor Manning stated that based on what he reviewed the process can move forward. Councilwoman Crump stated she would need to review again but felt there were questions on the evaluations that could not be directly answered as she does not work with the City Manager directly. Vice Mayor Long-Robinson requested that the City Manager provide the Town of Lake Clarke Shores and the Village of Wellington's evaluations. Mr. Cassel stated that he would provide again.

Councilman Paul inquired of the Sheriff's Office budget. Mr. Cassel acknowledged that there has been a 1% increase requested.

Councilman Paul inquired to what has changed for them in the City. Mr. Cassel explained that there are some cost increase in overhead.

Vice Mayor Long-Robinson for clarification, stated that \$700 million is received from the County, but does not include the City's contract which is \$700,000. Vice Mayor Long-Robinson further inquired if there is an opportunity to negotiate. Mr. Cassel stated that he will discuss the increase with the Sheriff's Office.

Mayor Manning noted that the Westlake population has not increased.

Councilwoman Crump noted that the neighborhoods cannot be patrolled at this time.

Mayor Manning inquired to the status of getting those agreements for the Sheriff to patrol the neighborhoods.

Mr. John Carter, Vice President - Minto, PBLH, LLC, provided an update to the agreements that are needed with the County to allow for traffic enforcement within the developments.

Mayor Manning called for any additional comments or questions.

Mr. Cassel added that the Sheriff's office has received the all-terrain vehicle which will be stored on-site in Westlake and will be using it to patrol the undeveloped areas of the City. Mayor Manning inquired to the undeveloped areas, being owned by the developer and the City's responsibility of cost to patrol. Mr. Cassel noted that the individual homes or the roads are not owned by the City, but all are within the City boundaries and the City is responsible for the protection of all the land within.

Mayor Manning inquired to the liability on the City to the Sheriff's Office driving the all-terrain vehicles. Mr. Cassel noted that it is a Sheriff vehicle as with any other and it is their responsibility.

Councilman O'Connor requests that an ordinance be crafted to protect the golf carts prior to implementing a traffic enforcement agreement. Mr. Cassel noted that an ordinance has not been crafted

although in the comprehensive master plan, multi-use paths which are wide enough to allow golf carts. Ms. Booker noted that would be a separate ordinance and anticipate August or September before it is before Council.

Mr. Cassel inquired if there are any additional questions, comments or concerns regarding the budget.

There being no further questions or comments, the next item followed.

E. Development Order/Agreement - Progress Update

Submitted/Discussion By: Kenneth Cassel, City Manager

Mr. Cassel noted that several details are still in process of being worked out as it relates to the Development Order and Agreement. Mr. Cassel provided a history of the development of Westlake from the developer purchase in 2013 and the involvement of the special improvement district at that time.

Mr. Cassel further explained the role of the land development regulations which are in process of being completed and the need to bring the City under such regulations through a Development Agreement, noting that there are 136 conditions in the original Development order, which staff is currently reviewing to determine which have been completed, which have not, which need to be completed and which as a City will no longer wish to have.

Mayor Manning addressed the letter Council received from the County to Ms. Duhy and noted that there appears to be an extensive list of comments and inquired if they have been addressed. Mr. Cassel noted that they have not been reviewed internally as the letter was addressed to the developer and it is their responsibility to respond.

Councilman Paul inquired of the open spaces and if it is being addressed as a part of the City or Seminole Improvement District's control. Mr. Cassel noted that multi mobile paths and landscape buffers are addressed in the comprehensive master plan and staff continues to work through the item to ensure the intent of what those landscape corridors were originally for are maintained. Ms. Booker added that upon discussions with Ms Duhy, language will be added in the Development Agreement and will provide consistent language to make sure they stay in place and whether or not Seminole Improvement District or the City owns them.

Mayor Manning inquired if it is customary of the developer to be involved in an agreement that meet the City's requirements. Ms. Booker explained that the development agreement is a request from the developer.

Mayor Manning inquired of a timeline. Ms. Booker noted that there is not an absolute date.

Councilman Paul inquired of the park and if more clarification can be provided as it is part of the development agreement. Mr. Cassel confirmed that he will gather additional information for Council and noted that Council will have full input on programming, style, site plan, etc. Councilman Paul inquired of the time frame the Park would be build and if there is a delay. Mr Cassel explained that the park was never in the plan to built for a while as it was probably another 5-7 years out before it was to be a discussion.

Mayor Manning inquired if additional staff would be needed to move faster on the Development Order/Agreement. Ms. Booker noted and explained that there are a couple of legal issues that need to be addressed and she has considered additional staff. Ms. Booker continued explaining that she has concerns regarding the transportation items, housing obligations from the prior development order and the park conveyance. Ms. Booker added that with the Planning and Zoning Board requests, golf cart ordinance, along with Minto's continued developments on the plats, it would be preferred to have

additional assistance to keep these items moving. Vice Mayor Long-Robinson inquired if additional assistance would mean an additional attorney. Ms. Booker acknowledged that she would prefer to use Mr. Jarolem to assist in providing input, noting that the request was included in the upcoming budget but would not occur until October and if the mentioned items are to be presented before that assistance would be required now.

Vice Mayor Long-Robinson inquired further explanation for the need of an additional attorney and if it is the work load or the complexity of the items. Ms. Booker explained that it is both and provided additional detail.

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Councilman O'Connor apologized for not being able to be physically present but offered his recognition to the former Councilmen Phillip Everett and John Stanavitch.

B. Councilwoman Kara Crump

Councilwoman Crump expressed her appreciation to staff for holding this workshop and encourages more to be held.

C. Councilman Patric Paul

Councilman Paul was pleased to see that after the many days of rain, there have not been any issues with standing water, drainage and the canals.

D. Vice Mayor Katrina Long Robinson

Vice Mayor Long-Robinson noted that based on conversations there is a need to see the budget numbers before decisions are made.

Vice Mayor Long-Robinson addressed and inquired the issue of the alligator complaint received a few months ago and the discussion of having signage placed to prohibit residents from feeding the alligators. Mr. Cassel discussed it with Seminole Improvement District and they are attempting to determine the number of signs needed, as well as presenting a newsletter to address such issues.

Vice Mayor Long-Robinson addressed COVID-19 and a recommendation to specifically review the positive cases for the western communities to determine how it is affecting the City. Mr. Cassel will reach out to Dr. Alonso with the Health Department.

Vice Mayor Long-Robinson noted that she had a meet and greet with the principles in the area regarding the Education Youth and Advisory Board Committee due to correspondence from Dr. Campbell stating his concern for the lack of communication.

E. Mayor Roger Manning

Mayor Manning acknowledged an email that he received June 22, 2020 stating that there may be a sunshine law violation from Mr. Carter. Mayor Manning inquired if it was a legal opinion. Mr. Carter stated that it was his opinion.

Mayor Manning acknowledged that the City Attorney prepared a statement and noted that to determine if there is a violation is to go to the Ethics Commission themselves.

Ms. Booker read her written statement into record in response to Mr. Carter's email.

Vice Mayor Long-Robinson inquired of the method to utilize outside counsel and whether it should have been in writing. Ms. Booker stated that it is not always the process. Mayor Manning stated that he made the request. Ms. Booker continued in explaining the process when it would come before Council.

Vice Mayor Long-Robinson inquired if an invoice had been received. Ms. Booker confirmed that an invoice had been received. Vice Mayor Long-Robinson further inquired if it was identified in the budget previously received. Ms. Booker stated that it was not included. Vice Mayor Long-Robinson inquired of the City Manager if it would be included in the proposed budget coming before Council. Mr. Cassel noted that it would not be in the proposed budget but reflected in the current budget which will require a budget amendment moving money into the legal department's budget.

Mayor Manning requested that the issue be brought before the Ethics Commission reviewed and cleared, noting the seriousness of such a complaint.

Councilman Paul noted that based on the detail of the issues, it is helpful to receive the legal explanation of the items

Councilman O'Connor noted that he does not believe there was a violation and further requested to see how Mr. Jarolem was retained and what the cost of services were.

Councilman Paul inquired of the positions held by Mr. Cassel holds with the City and the Seminole Improvement District and if there is any impact on Sunshine Law. Mayor Manning noted that he has requested a presentation about any conflict and bias be placed on the July agenda.

CITY ATTORNEY COMMENTS

Mayor Manning inquired if any additional comments, there being none, the next item followed.

CITY MANAGER COMMENTS

Mr. Cassel noted the update from the County regarding the mandatory utilization of masks in all public facilities and the request of feedback and input from municipalities. Vice Mayor Long-Robinson and Councilwoman Crump noted that they would be in favor. Councilman Paul stated he would like to hear from the public. Councilman O'Connor stated that he is against making masks mandatory, and educating the public should be priority and it should be left to privately owned businesses if they want to have customers wear masks in their businesses. Mayor Manning noted that he would like to see more education and would rather not see the burden on the businesses, but an individual responsibility.

PUBLIC COMMENTS

Mayor Manning inquired if there were any public comments.

Ms. Burgess acknowledged that no public comment cards were received. 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.

Ms. Alicia Torres - 5847 Whippoorwill Circle - Ms. Torres commented that manufacturer of the generators require 18" distance from the house and the generator itself, not 36".

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.

Ms. Carlene Millen - 15934 Rain Lilly Way - Ms Millen inquired to the meeting being posted, as she inquired and it was explained meetings are to be posted within a reasonable time. Ms. Millen continued that she reviewed the website last week of and did not see a mention or posting of the workshop today and would like to know the timing for posting meetings on the City's website. Ms. Burgess noted that the meeting is published at least a week prior, however the present meeting had been posted longer. Ms. Burgess continued that she can review further for the present meeting and contact her directly. Ms. Burgess further provided instructions on locating the meeting dates on the City website under the event calendar and on the agendas and minutes page.

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

There being no further comment, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 7:35 PM.

Zoie P. Burgess, CMC, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES

Emergency City Council Meeting

Thursday, July 02, 2020 at 5:30 PM

VIA COMMUNICATIONS MEDIA TECHNOLOGY

This meeting was held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Orders 20-121, 20-123 and 20-139, and 20-150). Due to COVID-19, and the need to ensure public health safety and welfare, this meeting conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Members of the public were able to participate in the meeting through electronic means and accessed as follows:

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

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

Meeting ID: 132 123 2962

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: 132 123 2962

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

An EMERGENCY meeting of the City Council of the City of Westlake was held on Monday, July 2, 2020 at 5:30 PM., via Communications Media Technology in accordance with the Governor's Executive Order 2020-159, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, City Clerk Burgess addressed attendees and confirmed Council and Staff were present and able to participate.

The City Clerk advised the virtual audience that when the appropriate time comes to speak, the Mayor will call for such during Public Comment at the end of the meeting, and participants may utilize the virtual hand feature if they wish to comment and when acknowledged, the speaker should state their name and address for the record.

The City Clerk also noted that the meeting is being recorded, both voice and video and to remember, microphones may be open and should there be any feedback or interruption, microphones will be muted; however, participants have the ability to unmute.

CALL TO ORDER

Mayor Manning called the City of Westlake Emergency City Council meeting of July 2, 2020 to order at 5:36 PM.

Mayor Manning, noted for the record that the meeting is being held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Orders 20-121, 20-123, 20-139, and 20-150). Mayor Manning further explained that due to COVID-19, and the need to ensure public health safety and welfare, this meeting is being conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Florida Statutes Section 120.54(5)(b)2.

ROLL CALL

Present and constituting a quorum via communications media technology were:

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

Also present via communications media technology:

Kenneth Cassel, City Manager
Pam E. Booker, Esq. City Attorney
Zoie P. Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

EMERGENCY AGENDA

- A. EMERGENCY ORDINANCE 2020-08 - Electronic Attendance By Elected And Appointed Officials At City Meetings During Periods Of A Declared Public Health Emergency

Submitted By: Legal

EMERGENCY ORDINANCE - 2020-08 - AN EMERGENCY ORDINANCE OF THE CITY OF WESTLAKE, FLORIDA, AUTHORIZING THE CITY MANAGER TO MAKE PROVISIONS FOR ELECTRONIC ATTENDANCE BY ELECTED AND APPOINTED OFFICIALS AT CITY MEETINGS DURING PERIODS OF A DECLARED PUBLIC HEALTH EMERGENCY; PROVIDING FOR PUBLIC PARTICIPATION BY TELEPHONIC OR ELECTRONIC MEANS; PROVIDING FOR AUTOMATIC DELAY OF FINALITY OF OFFICIAL ACTION PENDING PUBLIC COMMENTS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning noted Emergency Ordinance 2020-08 - Electronic Attendance by Elected and Appointed Officials at City Meetings During Periods of a Declared Public Health Emergency

City Clerk Burgess read, by title only, Emergency Ordinance 2020-08.

Motion made by Councilman O'Connor to Adopt Emergency Ordinance 2020-08, seconded by Vice Mayor Long-Robinson.

UPON ROLL CALL:

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

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

PUBLIC COMMENTS

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

City Clerk 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.

ADJOURNMENT

Mayor Manning adjourned the meeting at 5:40 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Regular Meeting
Monday, July 13, 2020 at 6:30 PM

VIA COMMUNICATIONS MEDIA TECHNOLOGY

This meeting shall be held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Orders 20-121, 20-123 and 20-139, and 20-150). Due to COVID-19, and the need to ensure public health safety and welfare, this meeting conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes. 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: 132 633 2111
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: 132 633 2111

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

A REGULAR meeting of the City Council of the City of Westlake was held on Monday, July 13, 2020 at 6:30 PM., via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, Ms. Burgess confirmed all Council Members, City staff and meeting participants were present and able to hear and speak. 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; however, audience members have the ability to unmute themselves.

CALL TO ORDER

Mayor Manning called the City of Westlake Regular City Council meeting of Monday, July 13, 2020 to order at 6:34 PM.

ROLL CALL

Present and constituting a quorum via communications media technology were:

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

Also present via communications media technology:

Kenneth Cassel, City Manager
Pam E. Booker, Esq. City Attorney
Nilsa Zacarias, AICP, Planning & Zoning Director
Zoie P. Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for any additions, deletions, or modifications to the Agenda.

There being none, Mayor Manning called for a motion to accept the Agenda as presented.

Motion by Vice Mayor Long- Robinson to approve Agenda as presented, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)

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 go to the podium, and prior to addressing the Council, state your name and address for the record.

Mayor Manning inquired of the City Clerk of any Public Comments.

At the request of Mayor Ms. Burgess read into record mailed correspondence from resident Nancy Bongiovanni expressing her appreciation to staff.

Ms. Burgess noted that there are no additional comments received prior to the meeting and called for additional comments from present attendees. Ms. Burgess gave a moment for any virtual hands, or identification of individuals who wish to comment.

There being no further comments, the next item followed.

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

A. Approval of Finance Statement

1. Financial Report – May

Mayor Manning noted one item on the Consent Agenda and called for a motion to approve.

Motion by Councilwoman Crump to approve Consent Agenda, seconded by Vice Mayor Long-Robinson.

UPON ROLL CALL:

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

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

PRESENTATIONS/PROCLAMATIONS

There being no presentations or proclamations, the next item followed.

PUBLIC HEARING

- B. RESOLUTION 2020 - 11 - A Resolution for the Final Plat for Green Lane

Submitted By: Legal

RESOLUTION 2020-11- A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR GREEN LANE, BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST AND SECTION 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-11, a Resolution for the Final Plat for Green Lane and called for presentation.

Donaldson Hearing - Cotleur & Hearing - On behalf of Minto provided PowerPoint Presentation of the Final Plat for Green Lane.

Mayor Manning requested the City Clerk read into record.

Ms. Burgess read into record, by title only, Resolution 2020-11.

Motion by Councilman O'Connor to adopt Resolution 2020-11, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

- C. RESOLUTION 2020-16 - A Resolution for the Cresswind Palm Beach Amenity Center Site Plan which includes a one (1) story 13,728 square foot Clubhouse, a 4,000 square foot pool, recreational sports areas, covered porches and a plaza.

Submitted By: Legal

RESOLUTION 2020-16 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE SITE PLAN FOR THE CRESSWIND PALM BEACH AMENITY CENTER INCLUDING A 13,728 SQUARE FOOT CLUBHOUSE BUILDING, A 4,000 SQUARE FOOT POOL, RECREATIONAL SPORTS AREAS, COVERED PORCHES AND A PLAZA, LOCATED AT 15730 CRESSWIND PLACE, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-16, a Resolution for the Cresswind Palm Beach Amenity Center Site Plan which includes a one (1) story 13,728 square foot Clubhouse, a 4,000 square foot pool, recreational sports areas, covered porches and a plaza.

Nilsa Zacarias, Planning & Zoning Director presented PowerPoint Presentation for the Amenity Center Site Plan - Application SP-2019-02. Ms. Zacarias confirmed application has been reviewed by applicable staff, Seminole Improvement District and Palm Beach County Fire Rescue. Ms. Zacarias confirmed, that based upon review the Planning & Zoning Department recommends approval.

Donaldson Hearing - Cotleur & Hearing - On behalf of applicant provided PowerPoint Presentation for Cresswind Palm Beach Amenity Center.

Ms. Burgess read into record, by title only, Resolution 2020-11.

Motion by Councilman Paul to adopt Resolution 2020-16, seconded by Vice Mayor Katrina Long-Robinson.

UPON ROLL CALL:

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

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

NEW BUSINESS

- D. Education & Youth Advisory Board Interviews and Consideration for Board Nomination and Appointment of three (3) Regular Members to serve a three-year term and one (1) Alternate Member to serve a two-year term

Submitted By: Zoie Burgess, City Clerk

Mayor Manning introduced item - Education & Youth Advisory Board Interviews and Consideration for Board Nomination and Appointment of three (3) Regular Members to serve a three-year term and one (1) Alternate Member to serve a two-year term.

Vice Mayor Long-Robinson inquired if the number of board members can be changed to five (5) members and one (1) alternate member given the response. Ms. Booker noted that an amended ordinance can presented to Council for review and consideration.

Councilman Paul proposed additional time to allow for more applicants.

Councilman O'Connor inquired if a workshop can be held to review the applications. Councilwoman Crump concurred.

Ms. Booker clarified that a motion is needed to amend the number of board members and a separate motion to hold a workshop.

Vice Mayor Long-Robinson wanted to bring to the attention of Council that there are two applicants that do not currently live in Westlake.

Motion by Vice Mayor Long-Robinson to table item until a Council Workshop is held to review applications, seconded by Councilman Paul.

UPON ROLL CALL:

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

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

Mr. Cassel reviewed dates and confirmed with Council to hold a Workshop July 30, 2020 at 6:30 PM.

Mayor Manning inquired if a motion is required to change the number of members. Ms. Booker clarified that direction is needed to increase that number and it would formally be brought back to Council August 10, 2020.

Motion by Vice Mayor Long-Robinson to increase the number of persons serving on the Education Youth and Advisory Board to five (5) members and one (1) alternate, seconded by Councilman Paul.

UPON ROLL CALL:

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

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

E. Palm Beach County League of Cities Voting Delegate and Alternates

Submitted By: Zoie Burgess City Clerk

RESOLUTION 2020-20 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING A VOTING DELEGATE AND ALTERNATE VOTING DELEGATES TO THE PALM BEACH COUNTY LEAGUE OF CITIES, INC.; PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-20.

Ms. Burgess provided background on the request to designate Voting Delegate and Alternates.

Councilman O'Connor requested that this item is revisited each year. Mayor Manning agreed. Ms. Booker advised Council that the change would be made in Section 7 to review annually in the month of April when the Vice Mayor is selected.

Mayor Manning called for a Motion.

Motion by Councilman O'Connor, to adopt Resolution 2020-20 with amendment, seconded by Councilman Paul.

UPON ROLL CALL:

Councilman Paul	YES
Councilwoman Crump	YES
Councilman O'Connor	YES

Vice Mayor Long- Robinson YES
Mayor Manning YES

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

F. Federal Emergency Management Agency (FEMA) LOMAR for Hammocks

Submitted By: Kenneth Cassel, City Manager

Mayor Manning identified item.

Mr. Cassel provided the background noting that the Letter of Map Revision for the Hammocks has been received from the Federal Emergency Management Agency after being reviewed for approximately two (2 years). Mr. Cassel explained how it will affect homeowners and noted that it will go into effect July 15, 2020 and no formal action of Council is required.

G. Permanent Standby Generator - Discussion and Presentation

Submitted/Presentation By: Kenneth Cassel, City Manager

Mr. Cassel provided a PowerPoint Presentation to discuss applicable codes used for the review, installation and permitting directive to allow for permanent residential standby generators. Mr. Cassel noted sound levels, spacing, screening from view, clearance, maintenance, and proposed locations are factors under review. Mr. Cassel inquired of Council for direction in determining if they would like to see them on the side of properties, back of properties or to leave at the discretion of the homeowner and installer.

Mr. Berko, the Building Official provided feedback regarding the requirements needed from the manufacturers and the challenges and required specifications of placing generators in the side-yard.

Mr. Cassel acknowledged that staff would create the guidelines, drafting an ordinance to meet required setbacks in the side-yard and bring back to Council.

H. RESOLUTION 2020-17 A Resolution for A Sixth (6th) Time Extension for A Special Permit Application Of A Temporary Gas Utility, Within Pod F Of Westlake TTD

Submitted By: Legal

RESOLUTION 2020-17 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING A SIXTH (6TH) TIME EXTENSION FOR A SPECIAL PERMIT APPLICATION OF A TEMPORARY GAS UTILITY, WITHIN POD F OF WESTLAKE TTD. THE APPLICANT IS REQUESTING A TWELVE (12) MONTH EXTENSION TO JULY 31, 2021, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced Resolution 2020-17 and noted a staff presentation.

Ms. Zacarias presented a PowerPoint presentation for Florida Public Utilities Sixth Time Extension to allow a temporary gas utility. Ms. Zacarias noted that an additional 12 months extension to July 31, 2021 is being requested. Ms. Zacarias further identified the location and site plan also explaining that once the permanent lines are installed, the temporary gas utility will be removed from the property.

Staff is recommending Florida Public Utility submit a written progress report every three (3) months to communicate the status of the project to the City Council.

Mr. Doug Moreland, representative for the applicant, Florida Public Utilities provided additional input noting that they are in the permitting process with several agencies for permanent installation.

Councilman O'Connor requested to see a monthly report on status. Mr. Moreland acknowledged that he would keep in contact with Mr. Cassel. Mr. Cassel stated he will keep Council updated in his reports.

Ms. Burgess read into record, by title only, Resolution 2020-17.

Motion by Councilwoman Crump to adopt Resolution 2020-17, seconded by Councilman O'Connor.

UPON ROLL CALL:

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

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

- I. Resolution 2020-18 - Authorizing a Budget Adjustment: Funds Transfer - Legal Services

Submitted By: Kenneth Cassel, City Manager

RESOLUTION 2020-18 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AUTHORIZING A BUDGET ADJUSTMENT FOR FISCAL YEAR 2019-2020

Mayor Manning identified item.

Mr. Cassel provided the background, noting the need to reallocate funds from the City Council's budget to the legal budget to cover unexpected expenses for services.

Ms. Burgess read into record, by title only, Resolution 2020-18.

Motion by Councilman O'Connor to adopt Resolution 2020-18, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

- J. Approval of Contract with Rick Jarolem, Esquire

Submitted By: Legal

Mayor Manning identified item.

Ms. Booker provided background and identified the items presented to Council, which included the contract and engagement letter with Mr. Rick Jarolem, Esq. and invoice for services. Ms. Booker further noted, included in Council packets, is an opinion letter provided by Mr. Carter from the law firm of

Genovese, Joblove & Battista with claims of a Sunshine Law violation. Ms. Booker stated that she has also included a written opinion back to Council to also address this matter.

Ms. Booker is requesting Council approve Mr. Jarolem's contract and authorize payment of the services provided.

Mr. Cassel requested clarification of the contract total, noting it is currently \$18,795.00; originally \$13,195.00. Mr. Cassel noted that the budget transfer approved would need to be adjusted to \$5,600.00.

Ms. Booker noted that there should be two separate items to amend the budget adjustment and to approve Mr. Jarolem's contract.

Motion by Vice Mayor Long-Robinson to amend Resolution 2020-18 to transfer \$5,600 from the Council's miscellaneous line item to Legal, seconded by Councilman O'Connor.

UPON ROLL CALL:

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

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

Mayor called for motion to approve contract with Mr. Jarolem.

Motion by Councilman Paul for approval of contract with Mr. Jarolem, Esq., seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

K. Presentation of the Audited Financial Statements for the Fiscal Year Ended September 30, 2019

Submitted By: Kenneth Cassel, City Manager

Mayor Manning identified item.

Mr. Cassel provided background and identified the annual Audited Financial Statements for the Fiscal Year Ending September 30, 2019 as provided by auditors Berger, Toombs, Elam, and Gaines.

Staff is recommending the acceptance of Audit as presented.

Motion by Councilman Paul to accept the audit, seconded by Vice Mayor Long Robinson.

UPON ROLL CALL:

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

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

- L. FY 2020-2021 Budget Discussion and setting the preliminary millage rate at 5.125.

Submitted By: Kenneth Cassel, City Manager

Mayor Manning identified item.

Mr. Cassel presented an overview of the proposed budget highlighting the proposed millage rate of 5.125 mills for fiscal year 2020-2021 and the projected ad valorem revenue of \$1,086,636. Mr. Cassel further noted the total budget is \$3,249,200.

Mr. Cassel further presented the revenue breakdown and total percentages expected from developer contributions, licenses, permits and fees. Mr. Cassel also showed and explained the proposed expense breakdown by department.

Vice Mayor Long Robinson inquired of Ms. Booker and the request for additional resources. Ms. Booker noted it is to cover outside counsel services and the anticipated items that are in progress and expected.

Mr. Cassel continued presentation identifying department breakdowns and identifying a budget analysis comparing the city with other municipal agencies within the County.

- M. Resolution 2020-19 - Setting the Tentative Fiscal Year 2020/2021 Millage Rate and Setting the Date of the First Public Hearing of the Fiscal Year 2020/2021 Budget

Submitted By: Kenneth Cassel, City Manager

RESOLUTION 2020-19 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AUTHORIZING THE CITY MANAGER TO SEND A PROPOSED MILLAGE RATE OF 5.125 MILLS TO THE PROPERTY APPRAISER FOR THE FISCAL YEAR 2021 AND SETTING SEPTEMBER 14, 2020 AT 6:30 P.M. AT THE WESTLAKE COUNCIL CHAMBERS, 4005 SEMINOLE PRATT WHITNEY ROAD, WESTLAKE, FLORIDA AS THE DATE, TIME AND PLACE FOR THE FIRST PUBLIC HEARING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Mr. Cassel introduced Resolution 2020-19, noting it is to set the proposed millage rate at 5.125, so that it may be provided to Palm Beach County Property Appraiser for TRIM notices as well as setting the first budget hearing from September 14, 2020.

Vice Mayor Long Robinson requested a workshop to discuss the budget, as well as requesting to review a budget reflective of a pandemic. Councilman O'Connor stressed the need to curb spending and also encourages a Workshop.

Mr. Cassel proposed a Budget Workshop date of Tuesday, August 18, 2020 at 6:30 PM.

Ms. Burgess read into record, by title only, Resolution 2020-19.

Motion by Councilman O'Connor to adopt Resolution 2020-19, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

N. Response to Inquiry regarding Intergovernmental Relationships

Submitted By: Kenneth Cassel, City Manager

Mayor Manning introduced item, noting it was placed on the Agenda at his request to identify any conflicts and the concern of Seminole Improvement District and the City having the same manager and management firm, as well as the Developer and Seminole Improvement District having the same legal counsel.

Mayor Manning continued, noting that legal counsel for the developer and Seminole Improvement District did not respond to the request, however a response was received from Inframark and Mr. Cassel.

Mayor Manning called for any comments.

Councilman Paul expressed his concern for separating the City and Seminole Improvement District.

Mr. Cassel explained his position in serving each Board.

Councilman O'Connor stated there are pros and cons but finds it to be an inappropriate time to make changes during the development phase of the City.

Vice Mayor Long-Robinson finds there is a conflict with the City Manager serving both the City and Seminole Improvement District.

Mr. Cassel acknowledged both entities continue to grow, and a transition plan can be crafted.

Mayor Manning called for any additional questions or comments.

CITY COUNCIL COMMENTS

A. JohnPaul O'Conner – Seat 3

Councilman O'Connor thanked Council and staff.

B. Kara Crump – Seat 2

No additional comments.

C. Patric Paul – Seat 1

Councilman Paul requested resident, Ms. Alicia Torres to post the notice on Facebook for the Education and Youth Advisory Board vacancies. Ms. Torres inquired to the length of time the City will be accepting applications. Councilman O'Connor suggested applications be accepted until the Workshop. Mr. Cassel confirmed that the City Clerk will collect application through July 30, 2020 the date of the workshop.

Councilman Paul requested an update on the local businesses.

Councilman Paul inquired of the cost to have the WebEx meetings, as he would like to see it continue having both in the future. Mr. Cassel would provide that cost to Council.

D. Katrina Long Robinson – Vice Mayor

No additional comments.

E. Roger Manning - Mayor

Mayor Manning inquired if Mr. Carter was available to provide an update on commercial property. There being no response, Mayor Manning had no further comments.

REPORT - STAFF

O. Palm Beach County Fire Rescue - Monthly Reports: May and June

Submitted By: William Rowley, District Chief

For information purposes only. Mayor Manning identified the report included.

P. Palm Beach County Sheriff's Office - District 18 Monthly Report: May

Submitted By: Lieutenant Craig Turner

For information purposes only. Mayor Manning identified the report included.

REPORT - CITY ATTORNEY

Q. Palm Beach County Mortgage Assistance Program

Submitted By: Legal

Ms. Booker updated Council on the housing assistance program, the CARES Act Program being offered by the County.

REPORT - CITY MANAGER

Mr. Cassel updated Council of the kitchen fire that occurred with minimal damage with the fire department responding quickly.

Mr. Cassel informed Council and the public that on Tuesday, July 21, 2020 from 9:00 AM to 4:00 PM at the Amenities Center, there will be COVID-19 Pop up testing site.

Mr. Cassel identified a meeting he is scheduling with the County to discuss facilities and will keep Council updated.

PUBLIC COMMENTS - AGENDA ITEMS ONLY

This section of the agenda allows for comments from the public to speak on items only 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.

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 comments, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 9:27 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Workshop Meeting
Thursday, July 30, 2020 at 6:30 PM

VIA COMMUNICATIONS MEDIA TECHNOLOGY

This meeting shall be held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Orders 20-121, 20-123 and 20-139, and 20-150). Due to COVID-19, and the need to ensure public health safety and welfare, this meeting conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes. 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: 132 044 9529
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: 132 044 9529

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

CALL TO ORDER

Mayor Manning called the Workshop Meeting of the City Council to order at 6:32 PM

ROLL CALL

Present and constituting a quorum via communications media technology were:

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

Also present via communications media technology:

Kenneth Cassel, City Manager
Pam E. Booker, Esq. City Attorney
Zoie P. Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

WORKSHOP AGENDA

A. Education & Youth Advisory Board Nomination and Appointment Discussion

Submitted By: Zoie Burgess, City Clerk

Liriano, Lisa – 15847 Hummingbird Lane

Medvetz, Robin - 15971 Whippoorwill Circle

Williams, Melissa – Future: 15479 Goldfinch Circle

Lexima, Krystal – 5840 Whippoorwill Circle

Keller, Jeffrey – 5897 Quailberry Court

Logsdon, Wesley – 15918 Hummingbird Lane

Lowe-Goode, LaTosha – Future: 15810 Hummingbird Lane

Borios, Julio – 15846 Hummingbird Lane

Acevedo, Julie – 15840 Hummingbird Lane

Bermudez, Jennifer – 16091 Whippoorwill Circle

Meyer, Janett – 10783 Saddlebrook Lane (Future Resident)

Mercado, Sacramento – 5478 Starfish Road

Wright, Earle – 15931 Rain Lilly Way

Council Members each identified their top six (6) candidates to be considered for nomination to the Education & Youth Advisory Board.

Councilman O'Connor identified:

Liriano, Lisa – 15847 Hummingbird Lane
Medvetz, Robin - 15971 Whippoorwill Circle
Lexima, Krystal – 5840 Whippoorwill Circle
Logsdon, Wesley – 15918 Hummingbird Lane
Bermudez, Jennifer – 16091 Whippoorwill Circle
Wright, Earle – 15931 Rain Lilly Way

Councilwoman Crump identified:

Liriano, Lisa – 15847 Hummingbird Lane
Medvetz, Robin - 15971 Whippoorwill Circle
Keller, Jeffrey – 5897 Quailberry Court
Logsdon, Wesley – 15918 Hummingbird Lane
Acevedo, Julie – 15840 Hummingbird Lane
Bermudez, Jennifer – 16091 Whippoorwill Circle

Councilman Paul identified:

Medvetz, Robin - 15971 Whippoorwill Circle
Logsdon, Wesley – 15918 Hummingbird Lane
Borios, Julio – 15846 Hummingbird Lane
Acevedo, Julie – 15840 Hummingbird Lane
Bermudez, Jennifer – 16091 Whippoorwill Circle
Wright, Earle – 15931 Rain Lilly Way

Vice Mayor Long-Robinson identified:

Liriano, Lisa – 15847 Hummingbird Lane
Medvetz, Robin - 15971 Whippoorwill Circle
Keller, Jeffrey – 5897 Quailberry Court
Logsdon, Wesley – 15918 Hummingbird Lane
Borios, Julio – 15846 Hummingbird Lane
Acevedo, Julie – 15840 Hummingbird Lane

Mayor Manning identified:

Liriano, Lisa – 15847 Hummingbird Lane
Medvetz, Robin - 15971 Whippoorwill Circle
Logsdon, Wesley – 15918 Hummingbird Lane
Acevedo, Julie – 15840 Hummingbird Lane
Bermudez, Jennifer – 16091 Whippoorwill Circle
Wright, Earle – 15931 Rain Lilly Way

Ms. Burgess further identified the majority top six (6) candidates to be nominated upon the second reading of the amended order.

Liriano, Lisa – 15847 Hummingbird Lane
Medvetz, Robin - 15971 Whippoorwill Circle
Logsdon, Wesley – 15918 Hummingbird Lane
Acevedo, Julie – 15840 Hummingbird Lane
Bermudez, Jennifer – 16091 Whippoorwill Circle
Wright, Earle – 15931 Rain Lilly Way

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Councilman O'Connor thanked applicants and staff.

B. Councilwoman Kara Crump

Councilwoman Crump thanked applicants.

C. Councilman Patric Paul

Councilman Paul thanked applicants.

D. Vice Mayor Katrina Long Robinson

Vice Mayor thanked staff and those that submitted their resumes.

E. Mayor Roger Manning

Mayor Manning thanked Vice Mayor Long-Robinson for her efforts and the candidates for submitting their resumes and willingness to take on more work.

CITY ATTORNEY COMMENTS

Ms. Booker noted that the amended ordinance for the Education & Youth Advisory Board will be brought before Council at the August meeting.

CITY MANAGER COMMENTS

No additional comments.

PUBLIC COMMENT

Ms. Burgess noted there were no comments received prior to meeting. Ms. Burgess called for public comments from attendees that are present. Ms. Burgess gave a moment for any virtual hands, or identification of individuals who wish to comment.

There being no comments, the next item followed.

ADJOURNMENT

There being no further business, Mayor Manning adjourned the meeting at 7:19 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Regular Meeting

Monday, August 10, 2020 at 6:30 PM

The City Council Regular Meeting was held with a quorum of City Council members physically in attendance at:

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

Remaining City Council Members, City Staff and the Public may participate through COMMUNICATIONS MEDIA TECHNOLOGY consistent with Emergency Ordinance 2020-08.

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: 132 294 2455
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: 132 294 2455

Public Comments will be accepted via an electronic comment card, at least 24 hours prior to the public meeting and 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
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

A REGULAR meeting of the City Council of the City of Westlake was held on Monday, August 10, 2020 at 6:30 PM., at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida 33470 and via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, Ms. Burgess noted that Mayor Manning, Councilman Paul, and Councilman O'Connor are present physically. Ms. Burgess noted that Vice Mayor Long-Robinson is attending via communications media technology and confirmed Vice Mayor Long-Robinson was able to hear and speak.

Ms. Burgess noted Councilwoman Crump was absent, City Manager, Kenneth Cassel and City Attorney were present physically and City Clerk attending via communications media technology.

Ms. Burgess confirmed Planning & Zoning Director, Nilsa Zacarias, attending via communications media technology was able to speak and hear.

Ms. Burgess identified the speakers on the agenda, Mr, Donaldson Hearing and Supervisor of Elections Wendy Sartory-Link were present and capable of speaking and hearing.

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 Regular City Council meeting of August 10, 2020 to order at 6:34 PM.

ROLL CALL

Present and constituting a quorum:

Mayor Roger Manning
Vice Mayor Katrina Long- Robinson - Present via communications media technology
Councilman JohnPaul O'Connor
Councilman Patric Paul

Absent:

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.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Mayor Manning called for any additions, deletions or modifications to the Agenda.

Motion by Councilman O'Connor to approve agenda, seconded by Councilman Paul.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

PUBLIC COMMENTS AND REQUESTS- (OPEN FORUM NON-AGENDA ITEMS)

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 go to the podium, and prior to addressing the Council, 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.

Alicia Torres - 5847 Whippoorwill Circle - Ms. Torres wanted to note that the Budget Workshop scheduled for Tuesday, August 18, 2020 is the same day as the General Primary Election.

Mr. Cassel noted the meeting is at 6:30 PM and there is no conflict with Council.

City Clerk Burgess called for any additional comments and gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

CONSENT AGENDA

This section of the agenda consists of routine or administrative items that require final approval by the City Council and may be approved in its entirety by a single motion. There will be no discussion of these items unless a City Council Member requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.

Mayor Manning identified the items on the Consent Agenda and called for any discussion or a motion

Motion by Councilman Paul to approve consent agenda, seconded by Councilman O'Connor.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- A. Approval of Meeting Minutes
 - 1. May 11, 2020 - Regular City Council Meeting Minutes
- B. Approval Finance Statement
 - 2. Financial Report - June 2020

PRESENTATIONS/PROCLAMATIONS

- C. Presentation - Elections

Presented By: Wendy Sartory Link, Palm Beach County Supervisor of Election

Mayor Manning called for presentation from Supervisor of Elections, Wendy Sartory Link,

Ms. Burgess noted that Supervisor of Elections Sartory Link was not present but would identify her presence when she joins the meeting.

PUBLIC HEARING

- D. Resolution 2020-22 - Final Plat for Groves of Westlake Phase II

Submitted By: Legal

RESOLUTION 2020-22 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR GROVES OF WESTLAKE - PHASE II, A SUBDIVISION IN SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, BEING A REPLAT OF TRACT "O", GROVES OF WESTLAKE - PHASE II, PLAT BOOK 130, PAGES 120 THROUGH 135, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, CITY OF WESTLAKE, FLORIDA, PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item and called for any additional comments.

Ms. Burgess read, by title only, Resolution 2020-22.

Motion by Councilman O'Connor to adopt Resolution 2020-22, seconded by Vice Mayor Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- E. Resolution 2020-23 - Amending the Site Plan for 7-Eleven 1.0

Submitted By: Legal

RESOLUTION 2020-23 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE SITE PLAN FOR 7-ELEVEN 1.0, WHICH INCLUDES A GAS STATION, CAR WASH AND CONVENIENCE STORE, THE AMENDMENT INCLUDES A TACO FOOD SERVICE WITH OUTSIDE DINING AREA, AN UPDATE TO THE BUILDING FAÇADE, AND OTHER SITE PLAN MODIFICATIONS LOCATED AT 4670 SEMINOLE PRATT WHITNEY ROAD, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item.

Ms. Zacarias provided a PowerPoint presentation for the 7-Eleven 1.0 site plan modification noting the proposed modifications include the following:

1. Addition of a Taco Food Service
2. Updates to the Building Facade (color and materials)
3. Addition of an outside covered dining area
4. Expanded dumpster to include a grease trap
5. Minor changes to landscaping

Ms. Zacarias noted that the application was reviewed by staff with conditions as well as Seminole Improvement District. Ms. Zacarias noted that the Engineering Department recommends approval with the condition that the power and photometrics plan be revised to eliminate site conflict and while remaining compliant with the code requirements. Ms. Zacarias further noted that the Planning and Zoning Department recommends approval with the following conditions:

The applicant be required to apply for a Master Sign Plan, that will include all proposed signs including monument sign, wall signs, window signs and other type of signs

Master Sign Plan application will have be heard and approved by City Council.

Mr. Hearing provided a PowerPoint presentation for the 7-Eleven 1.0 site plan modification.

Mr. Cassel noted that a revised photometrics plan had been received and submitted to engineering.

Ms. Booker further noted that all conditions are recognized in the Resolution.

Ms. Burgess read, by title only, Resolution 2020-23.

Motion by Councilman O'Connor to approve Resolution 2020-23, Amending the Site Plan for 7 Eleven 1.0 seconded by Councilman Paul.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

F. Resolution 2020-24 - Amending the Site Plan for A Resolution for 7-Eleven 2.0 Amended Site Plan

Submitted By: Legal

RESOLUTION 2020-24 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE SITE PLAN FOR 7-ELEVEN 2.0 WHICH INCLUDES A GAS STATION, CAR WASH AND A 4500 SQUARE FOOT CONVENIENCE STORE, THE AMENDMENT INCLUDES A TACO FOOD SERVICE, AND OTHER SITE

PLAN MODIFICATIONS LOCATED AT 4965 SEMINOLE PRATT WHITNEY ROAD, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR IMPLEMENTATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning identified that Supervisor of Elections Sartory Link join meeting and welcomed her presentation.

Supervisor of Elections Sartory Link provided an update for the upcoming Primary Election.

At the request of Vice Mayor Long-Robinson, Ms. Link explain the security measures in place for the ballot boxes.

Mayor Manning introduced the next item on the Agenda, noting a staff presentation.

Ms. Zacarias provided a PowerPoint presentation for a 7-Eleven 2.0 site plan amendment. Ms. Zacarias identified the proposed modifications:

1. Addition of a taco food service
2. Expanded dumpster to include grease trap
3. Landscape plan modification to reflect changes in site plan and elated hardscape

Ms. Zacarias noted that Seminole Improvement District and staff have reviewed with Planning and Zoning approves as the application complies with applicable codes and requirements and the Engineering Department has approved with comments:

1. Confirm if grease trap is required and if so, where it will be located on the site
2. Connect car washing plumbing to sanitary sewer system. Per FDEP NPDES program not plumbing connection shall be allowed to enter stormwater system.
3. Revise application number within the site data table new application number, "SPR- 2020-07"
4. Ensure that the area calculations for the sidewalks and plazas are correct

Councilman Paul inquired what the master drainage looks like. Ms. Zacarias encouraged the review of engineering drawings. Mr. Hearing provided further explanation.

Mayor Manning inquired if Mr. Hearing had a presentation. Mr. Hearing noted he had a presentation, but provided an overview instead.

Councilman O'Connor inquired to the elevation. Mr. Hearing displayed the rendering of the elevation, noting there were no changes.

Mayor Manning called for any additional questions.

Ms. Burgess read, by title only, Resolution 2020-24.

Motion by Vice Mayor Long-Robinson to approve Resolution 2020-24, Amending Site Plan for 7-Eleven 2.0, seconded by Councilman Paul.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- G. Resolution 2020-25 - Approving Final Plat for Persimmon Boulevard East - Plat 4

Submitted By: Legal

RESOLUTION 2020-25 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR PERSIMMON BOULEVARD EAST PLAT 4, BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, IN THE CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

Mayor Manning introduced item.

Mr. Hearing provided PowerPoint Presentation, noting request is the extension of Persimmon Boulevard east.

Mayor Manning requested that Council be provided with Seminole Improvement District's approval. Ms. Booker acknowledged that would be included going forward.

Councilman O'Connor inquired if there were any conditions upon approval. Mayor Manning noted that in the packet staff recommends and there were not conditions.

Mayor Manning called for any additional questions.

Ms. Burgess read, by title only, Resolution 2020-25.

Motion by Councilman O'Connor to approve Resolution 2020-25, seconded by Councilman Paul.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- H. Ordinance 2020-09 - Amending Ordinance 2016-03 Which Established The Planning And Zoning Board, By Changing The Composition Of The Board (First Reading)

Submitted By: Legal

ORDINANCE 2020-09 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE 2016-3 WHICH ESTABLISHED THE PLANNING AND ZONING BOARD, BY CHANGING THE COMPOSITION OF THE BOARD TO INCLUDE A RESIDENT TO SERVE AS AN ALTERNATE BOARD MEMBER, CLARIFYING THE REQUIREMENTS FOR A QUORUM; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item, noting first reading and called for any questions comments or concerns.

Ms. Booker further explained item, acknowledging Council's request to add an alternate to the Planning & Zoning Board. Ms. Booker continued explaining the additional edits to the Ordinance.

Council held additional discussion.

Ms. Burgess read, by title only, Ordinance 2020-09 for first reading.

Motion by Councilman Paul to adopt Ordinance 2020-09, seconded by Vice Mayor Long-Robinson.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

- I. Ordinance 2020-10 - An Ordinance Amending The Composition Of The Education And Youth Advisory Board (First Reading)

Submitted By: Legal

ORDINANCE 2020-10 - AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE COMPOSITION OF THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERALIBILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item, noting first reading and requested further discussion of Ordinance edits.

Ms. Booker further explained item, identifying the request of Council to increase the number of board members from three to five.

Ms. Burgess read, by title only, Ordinance 2020-10.

Motion by Vice Mayor Long Robinson to adopt Ordinance 2020-10, amending the composition of the Education and Youth Advisory Board, seconded by Councilman O'Connor.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

NEW BUSINESS

- J. Resolution 2020-21 - Providing Notice of Intent to the Federal Insurance Administrator

Submitted By: Legal

RESOLUTION 2020-21 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA PROVIDING A NOTICE OF INTENT TO THE FEDERAL INSURANCE ADMINISTRATOR THAT THE CITY OF WESTLAKE WILL IMPLEMENT AND ENFORCE PROVISIONS CONSISTENT WITH THE NATIONAL FLOOD INSURANCE PROGRAM REGULATIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor Manning introduced item and called for further explanation.

City Manager Cassel provided an explanation of the item presented.

Council held additional discussion.

Ms. Burgess read, by title only, Resolution 2020-21.

Motion by Councilman O'Connor to approve Resolution 2020-21, seconded by Councilman Paul.

UPON ROLL CALL:

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

With all in favor, motion carried without dissent (4-0).

CITY COUNCIL COMMENTS

A. Councilman JohnPaul O'Connor

Councilman O'Connor inquired to the status of generators.

Mr. Cassel explained that he received a draft from Planning & Zoning and will submit to legal for legal sufficiency and will bring back to Council as soon as possible.

Councilman O'Connor stated that he would like to see the traffic issue addressed in Hammocks but would like to see the an ordinance established protecting the golf carts.

Mr. Cassel noted that he has received a draft ordinance from legal for review.

B. Councilwoman Kara Crump

Absent

C. Councilman Patric Paul

No comments.

D. Vice Mayor Katrina Long Robinson

No comments.

E. Mayor Roger Manning

Mayor Manning provided thanks to staff for moving forward.

REPORT - STAFF

None

REPORT - CITY ATTORNEY

Ms. Booker acknowledged that they hope to have a golf cart ordinance on the next agenda.

REPORT - CITY MANAGER

Mr. Cassel noted that staff will reorganize the format of the approvals of Agenda Item Cover Sheet and the accompanying staff report to provide clarity on the item presented before Council.

Mr. Cassel identified that he had a productive meeting with the County and how to move forward with C-2, fuel station and PC-2 to meet all needs.

Councilman Paul inquired if there was any movement regarding 140th. Mr. Cassel acknowledged that Indian Trail Improvement District responded and Seminole Improvement District is preparing a return response.

Mr. Cassel identified that a pre-applicant meeting for Publix shopping plaza and should see proposal approximately in November. Mr Cassel provided anticipated square footage, and location.

Mr. O'Connor inquired about 7-Eleven 1.0. Mr. Cassel acknowledged that they are performing site work, but he is not aware of the construction schedule and he anticipates a completion date in approximately 6-7 months.

Mr. Cassel identified that Seminole Improvement District is in the process of planning culvert crossing North of Sycamore to cross Seminole Pratt Whitney Road to accommodate water flow.

PUBLIC COMMENTS - AGENDA ITEMS ONLY

This section of the agenda allows for comments from the public to speak on items only 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.

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.

Alicia Torres - 5847 Whipoorwill Circle - Ms. Torres stated that she is disheartened to see the direction of commercial business and would hope they are still able to attract high-quality businesses such as a seafood restaurant, a pub, or a coffee house. She inquired if the City has a vision, what is it and if that vision has changed. Ms. Torres explained that she imagined that there would be a lot of tech and would be an innovative, unique, new city.

Mr. Cassel identified the businesses that are coming in and noted that the business mentioned require an established storefront property, and at this time there are none. However, he expects to see them in the future. Ms. Zacarias explained that the Comprehensive Plan that reflects future growth.

Vice Mayor Long Robinson noted impact of COVID and the hesitation for business owners and investors to take the risk.

Mr. Cassel will reach out to Mr. Carter to provide an update in September on the status of commercial projects.

Mayor Manning explained the importance of having commercial business and he need for the tax revenue.

Mayor Manning called for any additional comments.

Ms. Burgess gave the virtual participants an additional 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 8:22 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Budget Workshop

Tuesday, August 18, 2020 at 6:30 PM

VIA COMMUNICATIONS MEDIA TECHNOLOGY

This meeting shall be held in accordance with the Governor's Executive Order 2020-179. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting will be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

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: 132 781 3384

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: 132 781 3384

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
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

A Budget Workshop of the City Council of the City of Westlake was held on Tuesday, August 18, 2020, at 6:30 PM., via Communications Media Technology in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Order 20-179) and as adopted by the City of Westlake City Council Emergency Ordinance 2020-08, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, Ms. Burgess confirmed all Council Members, City staff and meeting participants were present and able to hear and speak. 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; however, audience members have the ability to unmute themselves.

CALL TO ORDER

Mayor Manning called the City of Westlake City Council Budget Workshop of Tuesday, August 18, 2020, to order at 6:32 PM.

Mayor Manning acknowledged that meeting was being held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Order 20-179) and as Adopted by the City of Westlake City Council in Emergency Ordinance 2020-08.

Mayor Manning also noted that due to COVID-19, and the need to ensure public health safety and welfare, this meeting may be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

ROLL CALL

Present and constituting a quorum via Communications Media Technology were:

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

Also present were:

Kenneth Cassel, City Manager
Pam E. Booker, Esq. City Attorney
Zoie P. Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

WORKSHOP AGENDA

- A. Discussion and finalization of proposed FY 2020-21 budget for Public Hearing in September

Submitted By: City Manager, Kenneth Cassel

Mayor Manning introduced the first item and requested that the budget be discussed line by line.

Mr. Cassel, along with the Mr. Fowler, provided a line item budget overview identifying General Fund Revenues and Expenditures.

Mr. Cassel requested direction on the following expenditures:

Event Expenses

Council Expenses

Mr. Cassel continued with discussion for General Fund Expenditures reviewing each line item for the City Manager, City Clerk, Finance, and Legal Services.

Ms. Booker provided an overview for her overall budget, including a request to bring on an additional attorney and any anticipated outside counsel for professional services.

Council discussion regarding Legal Services budget.

Mr. Cassel continued the General Fund budget discussion for Facility Services, Administrative Services, and Community Services.

Council discussion continued and suggestions made for budget.

Mayor Manning inquired of the building of City Hall and not seeing in the budget. Mr. Cassel acknowledged that it is not included as there would need to be a Bond that the City cannot not afford at this time. Mr. Cassel noted that Seminole Improvement District may need to hold the bond, as they have the bonding capacity that the City does not have. Mr. Cassel added that he has spoken with Mr. Carter, in which he informed the Mr. Cassel that he would assist in the design services.

Mayor Manning would like Council informed at a later date to become aware of the plan for City Hall and what land is being proposed. Mr. Cassel will provide Council with preliminary information.

Mayor Manning is concerned why the Developer Agreement is tied to construction of City Hall. Mr. Cassel noted that it would be best if Council reached out to Mr. Carter for further discussion.

CITY COUNCIL COMMENTS

- A. Councilman JohnPaul O'Connor

No additional comments.

- B. Councilwoman Kara Crump

No additional comments.

- C. Councilman Patric Paul

No additional comments.

- D. Vice Mayor Katrina Long Robinson

No additional comments.

- E. Mayor Roger Manning

No additional comments

CITY ATTORNEY COMMENTS

No additional comments.

CITY MANAGER COMMENTS

B. Management Discussion

Submitted By: City Manager, Kenneth Cassel

Mayor Manning introduced item, noting Mr. Cassel's memo.

Councilwoman Crump acknowledged that after further reading of the Memo, she does not see a need to make any changes and does not see a conflict with Mr. Cassel's roll with the City and with Seminole Improvement District.

Councilman O'Connor does not see a need to make any changes and finds that there may be damage from making any changes at this time.

There being no further comment, the next item followed.

PUBLIC COMMENTS

There being no further comment, the next item followed.

ADJOURNMENT

Mayor Manning adjourned the meeting at 8:38 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor



MEMORANDUM

TO: Members of the City Council, City of Westlake
FROM: Steven Fowler, Accountant; Alan Baldwin, Accounting Manager
CC: Ken Cassel, City Manager
DATE: August 27, 2020
SUBJECT: July Financial Report

Please find attached the July 2020 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of the City's funds is provided below. Should you have any questions or require additional information, please contact me at Steven.Fowler@inframark.com.

General Fund

- Total Revenues through July were approximately 77% of the annual budget. During this time approximately 99% of the FY2020 Ad Valorem Tax had been collected. The annual budget includes revenue from a funding agreement with Minto Community, LLC, actual receipts under which were less than anticipated during this time. This was partially offset by higher than anticipated receipts from Engineering Permits and Building Permits.
- Total Expenditures through July were approximately 81% of the annual budget. During this time actual expenditures for Engineering and Building were higher than anticipated. This was partially offset by lower than anticipated expenditures for Mayor/Council Stipends and County Sheriff Services.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through July were approximately 384% of the annual budget, which is a result of unbudgeted donations on nonresidential permits and a higher than anticipated rate of residential construction. \$1,500 per Single Family Residence building permit is paid into the Housing Assistance Program as a donation. The City received donations for the UHS ER, Christ Fellowship, 7-Eleven and P.B. County Tax Collector sites of \$61,448, \$19,470, \$14,500 and \$6,945, respectively.

City of Westlake

Financial Report

July 31, 2020



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2 - 4
Special Revenue Fund (Housing Assistance Program)	5
 <u>SUPPORTING SCHEDULES</u>	
Cash and Investment Report	6
Bank Reconciliation	7
 <u>CHECK REGISTER</u>	
Check Register	8 - 9

City of Westlake

Financial Statements

July 31, 2020

Balance Sheet
July 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 619,761	\$ -	\$ 619,761
Assessments Receivable	16,632	-	16,632
Due From Other Gov'tl Units	70	-	70
Investments:			
Money Market Account	3,481	1,159,196	1,162,677
Deposits	641	-	641
Mortgages Receivable	-	107,696	107,696
TOTAL ASSETS	\$ 640,585	\$ 1,266,892	\$ 1,907,477
<u>LIABILITIES</u>			
Accounts Payable	\$ 398,820	\$ -	\$ 398,820
Accrued Expenses	36,760	-	36,760
DBPR surcharge	2,168	-	2,168
DCA surcharge	3,230	-	3,230
Due To Other Districts	5,165	-	5,165
Deferred Revenue-Developer Submittals (Minto)	22,888	-	22,888
TOTAL LIABILITIES	469,031	-	469,031
<u>FUND BALANCES</u>			
Nonspendable:			
Deposits	641	-	641
Restricted for:			
Special Revenue	-	1,266,892	1,266,892
Unassigned:			
	170,913	-	170,913
TOTAL FUND BALANCES	\$ 171,554	\$ 1,266,892	\$ 1,438,446
TOTAL LIABILITIES & FUND BALANCES	\$ 640,585	\$ 1,266,892	\$ 1,907,477

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>AMENDED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 30	\$ 30
Ad Valorem Taxes	557,948	557,948	554,887	(3,061)
Ad Valorem Taxes - Discounts	(22,318)	(22,318)	(19,605)	2,713
Local Option Gas Tax	100	100	138	38
FPL Franchise	138,100	115,083	77,549	(37,534)
Electricity	50,000	41,667	109,930	68,263
Water	69,400	18,440	18,440	-
Gas	10,400	8,667	12,946	4,279
Communication Services Taxes	30,000	25,000	12,013	(12,987)
Occupational Licenses	5,300	4,417	3,867	(550)
Building Permits	725,400	604,500	1,211,313	606,813
Reinspection Fees	10,000	8,333	17,950	9,617
Building Permits - Surcharge	1,800	1,500	2,719	1,219
Other Building Permit Fees	15,000	12,500	37,400	24,900
Building Permits - Admin Fee	57,100	47,583	114,340	66,757
Engineering Permits	175,400	146,167	554,306	408,139
Planning & Zoning Permits	241,700	201,417	62,415	(139,002)
Other Licenses, Fees & Permits	4,100	3,417	1,875	(1,542)
Local Govt .05c Sales Tax	2,400	-	-	-
Other Governmental Chrgs/Fees	-	-	594	594
Other Public Safety Chrgs/Fees	-	-	2,100	2,100
Garbage/Solid Waste Revenue	3,800	2,467	2,467	-
Penalties	-	-	13	13
Other Operating Revenues	-	-	3,900	3,900
Judgements and Fines	-	-	1,287	1,287
Interest - Tax Collector	-	-	610	610
Developer Contribution	1,958,270	1,958,270	325,000	(1,633,270)
Lien Search Fee	-	-	1,235	1,235
TOTAL REVENUES	4,033,900	3,735,158	3,109,719	(625,439)

EXPENDITURES

Legislative

Mayor/Council Stipend	204,000	170,000	150,800	19,200
FICA Taxes	15,600	13,000	11,536	1,464
ProfServ-Legislative Expense	24,000	-	-	-
Public Officials Insurance	3,900	3,500	3,500	-
Misc-Election Fee	-	-	560	(560)
Misc-Event Expense	14,400	-	-	-

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Council Expenses	20,000	16,667	7,928	8,739
Total Legislative	281,900	203,167	174,324	28,843
<u>City Manager</u>				
ProfServ-Info Technology	165,600	138,000	141,344	(3,344)
ProfServ-Compliance Service	50,000	-	-	-
ProfServ-Consultants	88,800	8,200	8,200	-
Contracts-Admin. Service	158,700	130,547	130,547	-
Contracts-City Manager	254,600	209,449	209,449	-
Telephone, Cable & Internet Service	23,100	19,250	18,706	544
Lease - Building	500	500	500	-
Insurance (Liab,Auto,Property)	4,000	3,620	3,620	-
Misc-Public Relations	50,000	1,244	1,244	-
General Government	47,900	278	278	-
Office Supplies	17,100	14,250	12,988	1,262
Cleaning Services	38,400	32,000	31,821	179
Dues, Licenses, Subscriptions	5,300	4,417	3,587	830
Cap Outlay - Office Computers	6,000	-	-	-
Total City Manager	910,000	561,755	562,284	(529)
<u>City Clerk</u>				
ProfServ-Web Site Maintenance	18,200	15,167	13,885	1,282
Contracts-City Clerk	125,100	102,914	102,914	-
Postage and Freight	1,400	1,167	788	379
Lease - Copier	36,800	30,667	40,946	(10,279)
Printing	14,300	11,917	6,268	5,649
Legal Advertising	24,100	20,083	22,180	(2,097)
Miscellaneous Services	-	-	988	(988)
Total City Clerk	219,900	181,915	187,969	(6,054)
<u>Finance</u>				
Auditing Services	3,400	3,400	5,250	(1,850)
Contracts-Finance	92,700	76,319	76,319	-
Total Finance	96,100	79,719	81,569	(1,850)
<u>Legal Counsel</u>				
ProfServ-Legal Services	415,600	346,334	345,066	1,268
Outside Legal Services	25,600	20,000	23,970	(3,970)
Miscellaneous Services	-	-	199	(199)
Total Legal Counsel	441,200	366,334	369,235	(2,901)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Comprehensive Planning</u>				
ProfServ-Engineering	175,400	146,167	260,772	(114,605)
ProfServ-Planning/Zoning Board	241,700	201,417	192,465	8,952
ProfServ-Building Permits	725,400	604,500	808,279	(203,779)
Total Comprehensive Planning	1,142,500	952,084	1,261,516	(309,432)
<u>Community Services</u>				
Contracts-Sheriff	677,000	564,167	542,117	22,050
R&M-Parks	50,000	-	-	-
R&M-Community Maintenance	26,700	22,250	22,250	-
Operating Supplies	15,000	12,500	6,121	6,379
Total Community Services	768,700	598,917	570,488	28,429
<u>Road and Street Facilities</u>				
Electricity - General	45,000	37,500	39,462	(1,962)
Total Road and Street Facilities	45,000	37,500	39,462	(1,962)
<u>Other Fees and Charges</u>				
Misc-Contingency	28,600	3,240	3,240	-
Total Other Fees and Charges	28,600	3,240	3,240	-
<u>Debt Service</u>				
Principal-Capital Lease	-	-	5,655	(5,655)
Interest-Capital Lease	-	-	2,857	(2,857)
Total Debt Service	-	-	8,512	(8,512)
<u>Reserves</u>				
Reserve - Buildings	100,000	-	-	-
Total Reserves	100,000	-	-	-
TOTAL EXPENDITURES & RESERVES	4,033,900	2,984,631	3,258,599	(273,968)
Excess (deficiency) of revenues				
Over (under) expenditures	-	750,527	(148,880)	(899,407)
Net change in fund balance	\$ -	\$ 750,527	\$ (148,880)	\$ (899,407)
FUND BALANCE, BEGINNING (OCT 1, 2019)	320,434	320,434	320,434	
FUND BALANCE, ENDING	\$ 320,434	\$ 1,070,961	\$ 171,554	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2020

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 6,157	\$ 6,157
Donations	150,000	125,000	570,363	445,363
TOTAL REVENUES	150,000	125,000	576,520	451,520
<u>EXPENDITURES</u>				
<u>Public Assistance</u>				
Misc-Admin Fee (%)	11,300	-	-	-
Assistance Program	138,700	-	-	-
Total Public Assistance	150,000	-	-	-
TOTAL EXPENDITURES	150,000	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	125,000	576,520	451,520
Net change in fund balance	\$ -	\$ 125,000	\$ 576,520	\$ 451,520
FUND BALANCE, BEGINNING (OCT 1, 2019)	690,372	690,372	690,372	
FUND BALANCE, ENDING	\$ 690,372	\$ 815,372	\$ 1,266,892	

City of Westlake

Supporting Schedules

July 31, 2020

Cash and Investment Report

July 31, 2020

GENERAL FUND

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	n/a	\$619,761
Money Market	BankUnited	MMA	n/a	0.25%	\$3,481
				Subtotal	<u>\$623,243</u>

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	n/a	0.25%	\$1,159,196
				Subtotal	<u>\$1,159,196</u>
				Total	<u><u>\$1,782,439</u></u>

City of Westlake

Bank Reconciliation

Bank Account No. 0300 Bank United GF
 Statement No. 0720
 Statement Date 7/31/2020

G/L Balance (LCY)	619,761.41	Statement Balance	694,986.49
G/L Balance	619,761.41	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	619,761.41	Subtotal	694,986.49
Negative Adjustments	0.00	Outstanding Checks	75,225.08
	<hr/>	Differences	0.00
Ending G/L Balance	619,761.41	Ending Balance	619,761.41
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/26/2020	Payment	8199	FLORIDA ELECTIONS COMMISSION	360.00	0.00	360.00
4/2/2020	Payment	8205	CENTRAL PALM BEACH COUNTY	1,000.00	0.00	1,000.00
7/2/2020	Payment	8314	ROBERT FARSI	50.00	0.00	50.00
7/16/2020	Payment	8330	SKY COVE, LLC	300.00	0.00	300.00
7/22/2020	Payment	8341	ANNE M. GANNON-TAX COLLECTOR	22,276.22	0.00	22,276.22
7/22/2020	Payment	8343	MILNER INC LEASE	1,151.86	0.00	1,151.86
7/22/2020	Payment	8346	AT&T MOBILTY	94.00	0.00	94.00
7/30/2020	Payment	8348	CHEN MOORE & ASSOCIATES, INC.	49,993.00	0.00	49,993.00
Total Outstanding Checks.....				75,225.08		75,225.08

City of Westlake

Check Register

July 1-31, 2020

Payment Register by Fund
For the Period from 7/1/2020 to 7/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	8308	07/02/20	LAW OFFICES OF PAM E. BOOKER, ESQ	2020-7	7/2020 LEGAL SERVICE	ProfServ-Legal Services	531023-51401	\$34,506.62
001	8309	07/02/20	PBC SHERIFF'S OFFICE	65201	7/2020 LAW ENFORCEMENT SERVICES	Contracts-Sheriff	534100-52902	\$54,166.67
001	8310	07/02/20	AVATARA PARTNERS LLC	9311	COMPLETE CLOUD SERVICE 7/1/2020	ProServ-Info Technology	531020-51306	\$5,073.75
001	8310	07/02/20	AVATARA PARTNERS LLC	9311	COMPLETE CLOUD SERVICE 7/1/2020	Due from Other Districts	133500	\$1,691.25
001	8311	07/02/20	HARRIS COMPUTER SYSTEMS	MN00131129	BLUEPRINCE SUPPORT/MAINT 9/1-8/31/2020	ProServ-Info Technology	531020-51306	\$6,375.00
001	8311	07/02/20	HARRIS COMPUTER SYSTEMS	MN00131129	BLUEPRINCE SUPPORT/MAINT 9/1-8/31/2020	Due from Other Districts	133500	\$2,125.00
001	8312	07/02/20	NETONE TECHNOLOGIES, INC	8395	7/2020 PPD BLOCK OF TIME	ProServ-Info Technology	531020-51306	\$1,125.00
001	8313	07/02/20	GATEHOUSE WEST PALM BCH	35857-052820	NOTICE OF 6/8 PUBLIC HEARING	Legal Advertising	548002-51307	\$309.60
001	8313	07/02/20	GATEHOUSE WEST PALM BCH	100573772-05272020	NOTICE OF 6/8 PUBLIC HEARING	Legal Advertising	548002-51307	\$306.16
001	8314	07/02/20	ROBERT FARSI	062220	TRASH BIN REFUND-15945 WHIPPOORWILL	Garbage/Solid Waste Revenue	343400	\$50.00
001	8315	07/09/20	T-MOBILE USA, INC.	63851-062120	ACCT# 955763851 5/21-6/2020	Telephone, Cable and Internet Services	541016-51306	\$227.86
001	8316	07/09/20	CHEN MOORE & ASSOCIATES, INC.	0000138521	PROFESSIONAL SERVICE 5/1-5/13/2020	ProfServ-Engineering	531013-51501	\$17,390.00
001	8317	07/09/20	NOVA ENGINEERING AND	0225279	PROFESSIONAL SERVICE FOR 5/24-6/2020	ProfServ-Building Permits	531091-51501	\$86,628.75
001	8318	07/09/20	OFFICE DEPOT	10158261101	OFFICE SUPPLIES	Office Supplies	551002-51306	\$15.31
001	8319	07/09/20	FLORIDA VENDORS ASSOCIATION	1319	BACK OFFICE/CHAMBERS CLEANING 6/5-6/26/2020	Cleaning Services	551008-51306	\$1,755.00
001	8319	07/09/20	FLORIDA VENDORS ASSOCIATION	1332	MISC CLEANING SUPPLIES	Cleaning Services	551008-51306	\$115.93
001	8319	07/09/20	FLORIDA VENDORS ASSOCIATION	1320	MAIN OFFICE CLEANING 6/5-6/26/2020	Cleaning Services	551008-51306	\$600.00
001	8320	07/09/20	A&J BUSINESS SOLUTIONS INC	061720	OVERPAYMENT OF APPLICATION FEE LOT 248R MEADOWS DE	Other Building Permit Fees	322111	\$1,000.00
001	8321	07/09/20	JOSE OVIES	06252020	TRASH CAN REFUND	Garbage/Solid Waste Revenue	343400	\$50.00
001	8322	07/16/20	NZ CONSULTANTS, INC.	WES-44	PROFESSIONAL PLANNING & ZONING 5/2020	ProfServ-Planning/Zoning Board	531032-51501	\$21,998.75
001	8323	07/16/20	GATE HOUSE WEST PALM BCH-ADV	35857-052920	NOTICE OF PUBLIC HEARING 5/28/2020	Legal Advertising	548002-51307	\$700.00
001	8324	07/16/20	OFFICE DEPOT	101649273002	TOILET TISSUE	Office Supplies	551002-51306	\$16.79
001	8325	07/16/20	PBC FINANCE DEPARTMENT	063020	IMPACT FEES 6/2020	Other Current Liabilities	229000	\$227,966.43
001	8326	07/16/20	MARK L. DUBOIS	18282	PROFESSIONAL SERVICE 6/22-7/22/2020	ProfServ-Consultants	531075-51306	\$500.00
001	8327	07/16/20	FLORIDA TECHNICAL CONSULTANTS	958	12-WA12 GIS SUPPORT 5/21-6/26	ProServ-Info Technology	531020-51306	\$9,866.50
001	8327	07/16/20	FLORIDA TECHNICAL CONSULTANTS	958	12-WA12 GIS SUPPORT 5/21-6/26	Due from Other Districts	133500-51301	\$4,228.50
001	8328	07/16/20	MILNER INC LEASE	68479742	SFTWARE LEASE 6/15-7/14/2020	Principal-Capital Lease Payments	571040-51740	\$583.39
001	8328	07/16/20	MILNER INC LEASE	68479742	SFTWARE LEASE 6/15-7/14/2020	Due to Other Districts	206500	\$212.80
001	8328	07/16/20	MILNER INC LEASE	68479742	SFTWARE LEASE 6/15-7/14/2020	Interest-Capital Lease Payments	572040-51740	\$267.81
001	8329	07/16/20	LAKE WORTH FIRE EQUIPMENT INC	59654	FIRE EXT SVC.CALL AND RECHARGE	Misc-Contingency	549900-58050	\$87.25
001	8330	07/16/20	SKY COVE, LLC	062620	LOT 73 SKY COVE TUG FEE HOUSE NOT YET READY FOR TU	Other Building Permit Fees	322111	\$150.00
001	8330	07/16/20	SKY COVE, LLC	062620-72	LOT 72 SKY COVE TUG FEE HOUSE NOT YET READY FOR TU	Other Building Permit Fees	322111	\$150.00
001	8331	07/16/20	ADVANCED DISPOSAL	AD06302020	ADVANCED DISPOSAL FEES FOR 6/2020	Garbage/Solid Waste Revenue	343400	\$3,595.58
001	8332	07/22/20	LAW OFFICES OF PAM E. BOOKER, ESQ	2020-6.5	6/2020 SERVICE-RICK JALOREM	Outside Legal Services	534350-51401	\$13,195.00
001	8332	07/22/20	LAW OFFICES OF PAM E. BOOKER, ESQ	2020-7.5	7/2020 SUPPLEMENTAL LEGAL	Outside Legal Services	534350-51401	\$5,600.00
001	8333	07/22/20	DAKIM, INC	119306	PANEL/METER CAUTION LABELS	Printing	547006-51307	\$511.40
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	Contracts-Admin Service	534375-51306	\$13,225.00
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	Postage and Freight	541006-51307	\$15.00
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	ProfServ-Web Site Maintenance	531094-51307	\$377.67
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	Contracts-City Manager	534381-51306	\$21,216.67
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	Contracts-City Clerk	534379-51307	\$10,425.00
001	8334	07/22/20	INFRAMARK, LLC	53179	7/2020 MANAGEMENT FEES	Contracts-Finance	534376-51308	\$7,725.00
001	8335	07/22/20	NZ CONSULTANTS, INC.	WES-45	PROFESSIONAL PLANNING & ZONING 6/2020	ProfServ-Planning/Zoning Board	531032-51501	\$23,146.25
001	8336	07/22/20	OFFICE DEPOT	104799327001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$72.30
001	8336	07/22/20	OFFICE DEPOT	505684826001	CUPS	Office Supplies	551002-51302	\$17.38
001	8336	07/22/20	OFFICE DEPOT	496032628001	NAPKIN HOLDER	Office Supplies	551002-51306	\$16.99

Payment Register by Fund
For the Period from 7/1/2020 to 7/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	8336	07/22/20	OFFICE DEPOT	505684825001	VERTICAL FILE	Office Supplies	551002-51306	\$11.89
001	8336	07/22/20	OFFICE DEPOT	497995823001	FILE CABINET	Office Supplies	551002-51306	\$474.98
001	8336	07/22/20	OFFICE DEPOT	105489031001	OFFICE SUPPLIES	Office Supplies	551002-51301	\$53.94
001	8337	07/22/20	MARK L. DUBOIS	18285	PROFESSIONAL SERVICE 7/7-7/16	ProfServ-Consultants	531075-51306	\$350.00
001	8338	07/22/20	BERGER, TOOMBS, ELAM, GAINES & FRANK	350178	AUDIT FY 9/30/19	Auditing Services	532002-51308	\$5,250.00
001	8339	07/22/20	MUNICIPAL CODE CORPORATION	00346072	ENHANCEMENT-MOVE TAGLINE AND ADD ROTATOR	ProfServ-Web Site Maintenance	531094-51307	\$1,800.00
001	8340	07/22/20	FED EX	7-065-25107	OVERNIGHT TO AUDITOR GEN'L. 7/2/2020	Postage and Freight	541006-51307	\$55.49
001	8341	07/22/20	ANNE M. GANNON-TAX COLLECTOR	TLAKE-061220	NET PAYMENT CANCELLATIONS (DIST. 7)	Due to Other Gov'tl Units	208000	\$22,276.22
001	8342	07/22/20	GREATAMERICA FINANCIAL SERVICES CORP	27417990	KONICA LEASE 7/2020	Lease-Copier	544008-51307	\$315.13
001	8343	07/22/20	MILNER INC LEASE	68669488	COPIER LEASE 7/1-7/31/2020 W/FIN.CHG. & PENALTY	Lease-Copier	544008-51307	\$855.20
001	8343	07/22/20	MILNER INC LEASE	68669488	COPIER LEASE 7/1-7/31/2020 W/FIN.CHG. & PENALTY	Due to Other Districts	206500	\$213.80
001	8343	07/22/20	MILNER INC LEASE	68669488	COPIER LEASE 7/1-7/31/2020 W/FIN.CHG. & PENALTY	Miscellaneous Services	549001-51307	\$82.86
001	8344	07/22/20	MILNER INC SERVICE	96439A	TONER FOR COPIER	Printing	547006-51307	\$15.50
001	8345	07/22/20	A&J BUSINESS SOLUTIONS INC	TLAKE-070820	DEP01160 7/8/2020 LOT 261 MEADOWS & LOT 269 MEADOW	Other Building Permit Fees	322111	\$300.00
001	8346	07/22/20	AT&T MOBILTY	87298217522X07092020	ACCT# 287298217522 (IPADS BLDG) 7/2-8/1/2020	Telephone, Cable and Internet Services	541016-51306	\$94.00
001	8347	07/22/20	LEROY WRIGHT PHOTOGRAPHY LLC	00001748	HEADSHOTS AND CITY COUNCIL MEETING PHOTOS 6/22/202	Council Expenses	549170-51101	\$900.00
001	8348	07/30/20	CHEN MOORE & ASSOCIATES, INC.	0000138627	PROFESSIONAL SERVICE 5/13-6/22/2020	ProfServ-Engineering	531013-51501	\$49,993.00
001	DD424	07/04/20	CARD SERVICES CENTER ACH	0968-061620	PURCHASES FOR 5/14-5/30/2020	amazon	551002-51306	\$27.57
001	DD424	07/04/20	CARD SERVICES CENTER ACH	0968-061620	PURCHASES FOR 5/14-5/30/2020	bb prime	554020-51306	\$79.00
001	DD424	07/04/20	CARD SERVICES CENTER ACH	0968-061620	PURCHASES FOR 5/14-5/30/2020	amazon	551002-51306	\$99.40
001	DD424	07/04/20	CARD SERVICES CENTER ACH	0968-061620	PURCHASES FOR 5/14-5/30/2020	palm beach post	554020-51306	\$67.93
001	DD424	07/04/20	CARD SERVICES CENTER ACH	0968-061620	PURCHASES FOR 5/14-5/30/2020	efax services	554020-51306	\$16.95
001	DD425	07/04/20	CARD SERVICES CENTER ACH	1040-060920	WEBEX SUBSCRIPTION(CLERK)	DRI CISCO WEBEX	554020-51306	\$39.90
001	DD432	07/17/20	COMCAST	06262020-4961 ACH	ACCT# 8535 11 407 0674961 6/30-7/29/2020	Telephone, Cable and Internet Services	541016-51306	\$404.04
001	DD433	07/17/20	COMCAST	06262020-4953 ACH	ACCT# 8535 11 407 0674953 6/30-7/29/2020	Telephone, Cable and Internet Services	541016-51306	\$249.83
001	DD434	07/01/20	FPL	06192020-00227 ACH	ACCT# 78436-00227 5/20-6/19/2020	Electricity-General	543006-54101	\$75.41
001	DD437	07/19/20	FPL	07082020-99121 ACH	ACCT# 09796-99121 6/8-7/8/2020	Electricity-General	543006-54101	\$76.29
001	DD438	07/19/20	FPL	07082020-89127 ACH	ACCT# 61367-89127 6/8-7/8/2020	Electricity-General	543006-54101	\$73.43
001	DD439	07/24/20	FLORIDA DEPARTMENT OF STATE	07242020 ACH	Q4 FY2020 ENDING 6/30/2020	DCA Surcharge	202117	\$5,169.42
001	DD439	07/24/20	FLORIDA DEPARTMENT OF STATE	07242020 ACH	Q4 FY2020 ENDING 6/30/2020	DBPR Surcharge	202115	\$3,490.42
001	DD442	07/16/20	COMCAST	06222020-73484B ACH	ACCT# 8535 11 407 0673484 6/26-7/25/2020	Telephone, Cable and Internet Services	541016-51306	\$504.99
001	DD444	07/27/20	COMCAST	07142020-6842 ACH	ACCT# 8535 11 407 0676842 7/11-8/9/2020	Telephone, Cable and Internet Services	541016-51306	\$12.42
001	DD447	07/07/20	FPL	06222020-02039 ACH	ACCT# 51575-0239 5/21-6/22/2020	Electricity-General	543006-54101	\$138.43
001	DD426	07/13/20	KARA S. CRUMP	PAYROLL	July 13, 2020 Payroll Posting			\$2,786.36
001	DD427	07/13/20	KATRINA L. LONG	PAYROLL	July 13, 2020 Payroll Posting			\$2,786.36
001	DD428	07/13/20	ROGER B MANNING	PAYROLL	July 13, 2020 Payroll Posting			\$2,829.36
001	DD429	07/13/20	JOHNPAUL O'CONNOR	PAYROLL	July 13, 2020 Payroll Posting			\$923.50
001	DD430	07/13/20	PATRIC S. PAUL	PAYROLL	July 13, 2020 Payroll Posting			\$923.50
Fund Total								\$683,195.88

Total Checks Paid	\$683,195.88
--------------------------	---------------------



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Engineering	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		An Ordinance allowing the use of golf carts upon designated Rights-of-Ways, Rural Parkway Easements and Multi-Modal Paths throughout the City.		
STAFF RECOMMENDATION: (MOTION READY)		Recommendation from Staff to approve Ordinance 2020-11 on first reading		
SUMMARY and/or JUSTIFICATION:		<p>The City of Westlake has been marketed as a golf cart friendly community. Many of the residents utilize golf carts on a regular basis. Section 316.212(1), Florida Statutes, permits golf carts to be operated on street(s) that have been designated by a municipality provided the municipality first determines that they may safely travel on or cross such public roads upon considering the speed, volume, and character of motor vehicle traffic using those roads or streets.</p> <p>The ordinance has been reviewed by the Engineering division for determinations of safety. The ordinance has been reviewed and approved by legal as to form and sufficiency. The City Manager recommends approval of the ordinance.</p>		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Agenda Item Cover Sheet Engineering Staff Memo Ordinance Map of Permitted Travel locations and Prohibited Travel locations			
SELECT, if applicable	RESOLUTION:		ORDINANCE:	X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>	AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ALLOWING THE USE OF GOLF CARTS UPON DESIGNATED CITY ROADS IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR DEFINITIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT OF LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):				\$



CITY OF WESTLAKE

Engineering Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880

www.westlakegov.com

STAFF MEMORANDUM

DATE: 8/27/2020

DESCRIPTION: GOLF CARTS ORDINANCE 2020-11

Final Recommendation

The Office of the City Engineer has reviewed the draft document “GOLF CARTS ORDINANCE 2020-11” and based on a comparison of applicable criteria and codes recommends approval by the Council. It is also recommended that an acceptance of the ordinance includes a request that appropriate City staff prepare necessary guidance documents to assist with the implementation of the ordinance.

Discussion

The City of Westlake is being developed with a sustainable framework that encourages multimodal transportation. New infrastructure will provide consideration to multiple transportation modes such as walking, bicycling, vehicles, and golf carts and will encourage various types of movements. Effectively integrating multiple modes of transportation can help advance various environmental, health, and congestion-mitigating benefits for communities.

In October of 2019 an ordinance was accepted by the City Council allowing the use of paved facilities by pedestrians, bicyclists, and/or other users that has separation from vehicular traffic. Golf carts may be used on these multi-modal paths in certain areas, under certain circumstances. The proposed ordinance clarifies this usage and some of the implementation of the golf cart use within the City boundaries.

Ordinance Criteria

Florida State Statute 316.212 “Operation of golf carts on certain roadways”, addresses acceptable usages and necessary restrictions of the activity. Counties or municipalities shall designate which roads golf carts are to be allowed to operate on. Traffic control and safety devices shall be considered for this use. It requires that when the entity makes a determination of the roads to allow golf carts on, speed, traffic volume, and character of motor vehicular traffic on the road should be considered. Golf carts within the right-of-way of the road should not impede the safe and efficient flow of motor vehicular traffic. Guidance with respect to acceptable speed limits for golf carts can be found by looking at the limits placed on streets that the state operates and allows golf carts on. This limit is 35 miles per hour or less. Also, golf carts may be operated only during the hours between sunrise and sunset, unless the responsible governmental entity has determined that a golf cart may be operated during the hours between sunset and sunrise and the golf cart is equipped with headlights, brake lights, turn signals, and a windshield. Additionally, golf carts must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear, including horns

or other warning devices. There should be a minimum age not less than 14 years for drivers. and when golf carts share paths with other potential modes of transportation such as pedestrians and bicyclists the path should be no less than 8-feet in width and the speed limit on the path should be 15 mph.

Other Applicable Code Review

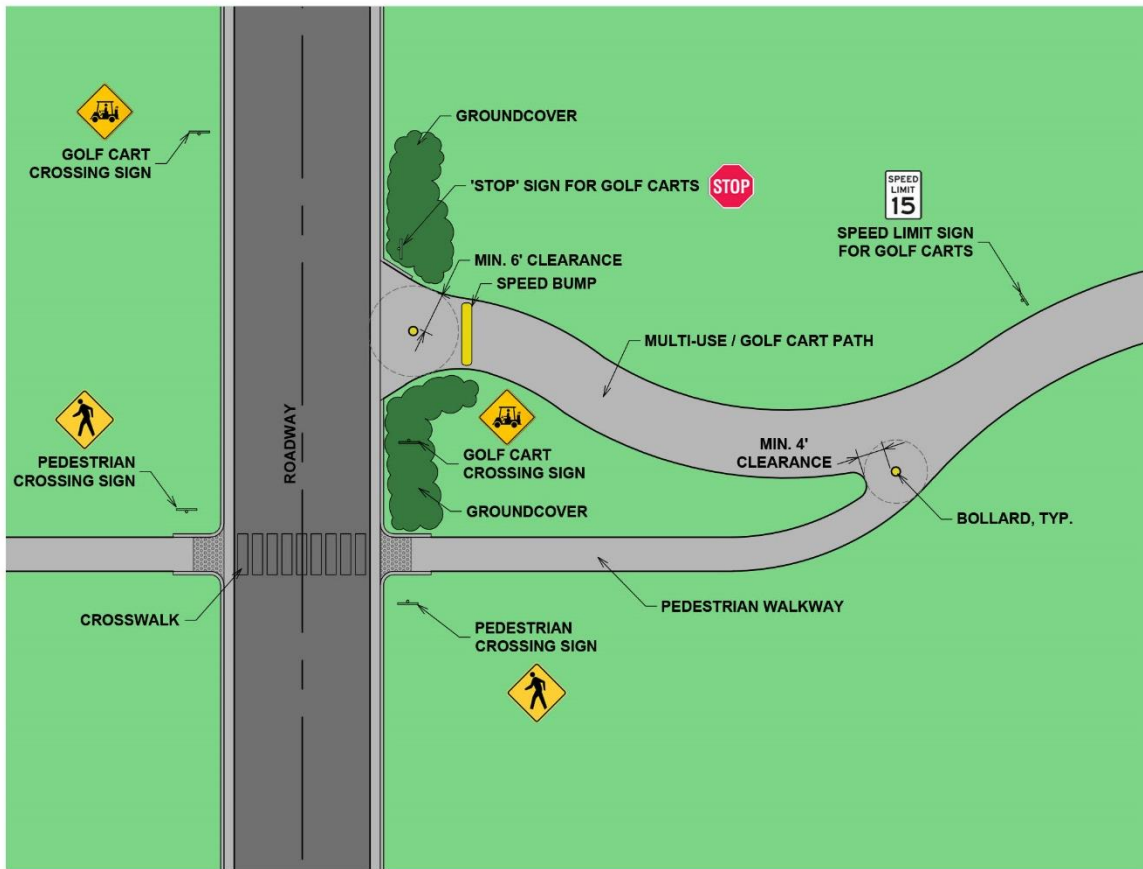
In addition to reviewing the state statute the Engineering Department reviewed ordinances and guidelines that other municipalities have adopted in Florida. It was found in this review that most municipalities adopted the requirements outlined in the state statute in a similar way that the ordinance was developed. It is our opinion that the ordinance meets the intent of the state statute and is similar to other codes and ordinances that have been adopted. The City staff is reaching out to the Florida Department of Transportation parallel to this report and will report if the Department has any comments on the proposed ordinance.

Use of Golf Carts within the City of Westlake

The City reviewed the Right-of-Ways within the City for speed, volume, and character of motor vehicular traffic. It was found that the design speed limit of roads in the City varies between 15 to 45 mph. Roads that have a speed limit of 35 mph and greater include Town Center Parkway West of the roundabout of the intersection of Town Center Parkway and Town Center Parkway South, Persimmon Boulevard west of Ilex Way and all of Seminole Pratt Whitney Road. For the most part, these roads are being designed with a multimodal path that will allow residence via this ordinance to move between private roads and points of interest, unless an existing facility conflicts with this pathway. These roads are not safe for the golf carts to travel on the vehicular roadway.

Traffic control devices (signs and pavement markings) shall be utilized for guidance and protection of the various types of users of the roadways, sidewalks and multi-modal pathways. Some examples of traffic safety devices are show in Exhibit A.

EXHIBIT A – EXAMPLE TRAFFIC & SAFETY DEVICES



Conclusion

The Engineering Department recommends that golf carts be permitted on City roads with a posted speed limit of 35 mph or less. Golf carts shall also be permitted on multi-modal pathways that are 8-feet in width or greater and shall operate at a speed of 15 mph on these pathways. Further coordination should occur with the Florida Department of Transportation for review of the implementation. Also, coordination with Palm Beach County should occur for crossings of County Roads.

ORDINANCE 2020-11

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ALLOWING THE USE OF GOLF CARTS UPON DESIGNATED CITY ROADS IN THE CITY OF WESTLAKE, FLORIDA; PROVIDING FOR DEFINITIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT OF LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 316.212(1), Florida Statutes, permits golf carts to be operated on a street(s) that has been designated by a municipality, provided the municipality first determines that they may safely travel on or cross such public roads upon considering the speed, volume, and character of motor vehicle traffic using those roads or streets; and

WHEREAS, Section 316.212(5), Florida Statutes, states that golf carts may only operate on such public roads during the hours between sunrise and sunset, unless the governmental agency specifically determines that such golf carts may also safely operate during the hours between sunset and sunrise and the golf carts possess headlights, brake lights, turn signals and windshields; and

WHEREAS, Section 316.212(8), Florida Statutes, allows a local government to enact restrictions and regulations regarding golf cart operations that are more restrictive than those contained in Section 316.212 on unlicensed golf cart operators; and

WHEREAS, the City of Westlake City Engineer is responsible for conducting studies to determine whether golf carts may safely travel on or cross public roads located within the City of Westlake, after considering the following factors: speed, volume, and the character of motor vehicle traffic using the relevant roads; and

WHEREAS, the City of Westlake City Engineer has determined that golf carts may safely be operated in a limited manner on certain roads within its geographical boundaries; and

WHEREAS, the City of Westlake City Engineer desires to provide additional regulations for the operation of golf carts on designated roads within its geographical boundaries; and

WHEREAS, the Seminole Improvement District is the owner of the streets/roads, the Rural Parkway Easements and the multi-modal paths located within the jurisdictional boundaries for the City; and

WHEREAS, the Seminole Improvement District and the City have entered into an Interlocal Agreement which recognizes it is the City's responsibility to regulate traffic laws and traffic safety within their mutual boundary; and

WHEREAS, the City of Westlake City Council believes that regulations proposed in this Ordinance promote and enhance the health, safety and welfare of its citizens; and

WHEREAS, Seminole Improvement District consents and agrees with said street/roads, Rural Parkway Easements and multi-modal paths being utilized for the operation of golf carts.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:

SECTION 1: INCORPORATION: The above recitals are confirmed, adopted and are incorporated herein by reference.

SECTION 2: DEFINITIONS

As used in this ordinance, the following words and terms shall have the meaning ascribed thereto:

Designated roads means all streets and roads within the City, except for prohibited streets and roads.

Golf cart means a motor vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour as defined in Florida Statutes 316.003(27) and 320.01(22).

Hybrid golf cart is a golf cart, which shares its electric motive power with another source, such as a gasoline engine.

Low speed vehicle is any four-wheeled electric vehicle whose top speed is greater than twenty (20) miles per hour but not greater than twenty-five (25) miles per hour, including neighborhood electric vehicles.

Shared Use Path is a paved facility for use by pedestrians, bicyclists, and/or other users that is separated from vehicular traffic.

Neighborhood electric vehicle (NEV) is an electrically driven vehicle designed for speeds of twenty (20) to twenty-five (25) miles per hour. A NEV is considered a low speed vehicle.

Speed modified golf cart is a golf cart originally manufactured for at speeds up to twenty (20) miles per hour that has been modified after initial manufacture to travel at speeds over twenty (20) miles per hour.

Permit Owner means an official authorization designating that the golf cart to which the authorization is affixed meets the requirements of state law and the City of Westlake Code of Ordinances.

Prohibited streets mean Seminole Pratt Whitney Road, 60th Street, portions of Town Center Parkway East, Persimmon Boulevard East of Ilex Way and Sycamore Drive West.

Roads/Streets means the entire width between the boundary lines of every way or place of whatever nature when any part thereof is open to the use of the public for purposes of vehicular traffic as defined in Florida State Statutes 320.01(16).

Slow moving vehicles means any vehicle designed for use and speeds less than 25 miles per hour.

Unlicensed driver means a driver who does not hold and possess a valid state-issued driver's license.

Homeowners' Association shall mean a Florida corporation responsible for the operation of a community or a mobile home subdivision in which the voting membership is made up of parcel owners or their agents, or a combination thereof, and in which membership is a mandatory condition of parcel ownership, and which is authorized to impose assessments that, if unpaid, may become a lien on the parcel. The term "homeowners' association" does not include a community development district or other similar special taxing district created pursuant to statute.

SECTION 3: USE OF GOLF CARTS UPON DESIGNATED ROADS IN THE CITY OF WESTLAKE

A. ROADS and STREETS

1. Golf carts may be operated on those streets and roads or portions thereof as designated by the City of Westlake Planning and Zoning Board based upon recommendations of the City Engineer. These designations shall be in accordance with Florida Statute, Section 316.212 and shall be made in accordance with City of Westlake Code of Ordinances.

2. The city council may, by resolution designate and approve certain city streets and roads as streets and roads authorized for golf cart use. The city council may at any time revoke the designation and approval for golf cart use of any designated street or road. Upon designating any streets or roads as authorized for use by golf carts, the city shall ensure that proper signage to identify the designate the streets and roads for golf cart utilization.

3. Golf carts may be utilized on the Rural Parkway Easements and the multi-modal paths that are eight (8') feet or greater in width at a reduced speed of fifteen (15) miles per hour within the jurisdictional boundaries of the City.

4. In addition to the requirements of Florida Statutes, Section 316.212, which is applicable to the operation of golf carts on the aforementioned designated streets and roads, the following restrictions shall also apply:

- (a) No golf carts shall be operated upon those streets or roads that the City has identified as arterial or collector roads unless otherwise authorized by the enabling ordinance.
- (b) No persons shall operate golf carts on designated street or roads or shared use path without a valid driver's license issued in his or her home state.
- (c) It shall be unlawful for an unlicensed driver, defined as a driver who does not hold and possess a valid state-issued driver's license, to operate a golf cart upon streets and roads or shared use paths within the jurisdictional boundaries of the City.
- (d) Golf carts may not operate on a public road or street by anyone under the age of fourteen (14).
- (e) All golf carts operated under this Ordinance shall be restricted to a maximum attainable speed of twenty (20) miles per hour.
- (f) Golf carts and utility vehicles may cross a portion of a county road if the county has reviewed and approved the location and design of the crossing and any traffic control devices needed for safety purposes.
- (g) All golf carts operating subject to this Ordinance must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear at all times while operated on the designated streets or roads.
- (h) Golf carts may only be operated on the designated streets or roads during the hours between sunrise and sunset, unless otherwise designated by the City of Westlake City Engineer.
- (i) Golf carts equipped with headlights, brake lights, turn signals, and windshields may operate at night, if nighttime operation is designated by the City of Westlake City Engineer.
- (j) In accordance with the provisions of Florida Statute 322.16, a person who holds a driver's license and who is under 17 years of age, when operating a golf cart after 11:00 p.m. and before 6:00 a.m., must be accompanied by a driver who holds a valid license to operate the type of vehicle being operated and is at least 21 years of age, unless that person is driving directly to or from work.

(k) In accordance with the provisions of Florida Statute 322.16, a person who holds a driver's license who is 17 years of age, when operating a golf cart after 1:00 a.m. and before 5:00 a.m., must be accompanied by a driver who holds a valid license to operate the type of vehicle being operated, and is at least 21 years of age, unless that person is driving directly to or from work.

B. The City of Westlake shall ensure the posting of signs along the designated streets or roads and shared use paths where golf cart operation is allowed advising motorists of the possible presence of golf cart traffic and alerting the public that the operation of such golf carts is subject to the various requirements of this Ordinance.

C. The individual Homeowner's Associations or the Master Homeowner's Association shall be responsible for the posting of signs along the designated streets and roads where golf cart operation is allowed behind the gates in each respective community advising motorist of the possible presence of golf cart traffic alerting the public that the operation of such golf carts is subject to the various requirements of this Ordinance.

SECTION 4: MINIMUM REQUIRED EQUIPMENT

- (a) All golf carts operated on designated streets and roads pursuant to this ordinance shall at a minimum be equipped with the following:
- (1) Properly functioning brakes.
 - (2) Two (2) properly functioning brake lights.
 - (3) Properly functioning steering apparatus.
 - (4) Safe tires.
 - (5) A rearview mirror.
 - (6) Florida Department of Transportation approved lap safety belts for the driver and all passengers.
 - (7) Reflectorized warning devices in the front and the rear of the golf cart.
- (b) All golf carts operated on designated city streets or roads in fog, smoke and rain and/or operated earlier than thirty (30) minutes after sunrise or later than thirty (30) minutes before sunset shall at a minimum be equipped with the following:
- (1) Two (2) properly functioning headlights.
 - (2) A properly functioning horn.
 - (3) Two (2) properly functioning brake lights.
 - (4) Properly functioning left and right turn signals.
 - (5) An approved windshield.
 - (6) Reflective devices or reflective tape on both sides of the of the golf cart.

SECTION 5: RESTRICTIONS

- (a) Only electric or power golf carts are authorized by this ordinance for use upon designated streets or roads.
- (b) "Speed-modified golf carts", "hybrid golf carts", and "neighborhood electric vehicles" (NEV) or other "low speed vehicles" are not authorized by this ordinance for use upon designated streets or roads.

(c) Owners and operators of all golf carts shall comply with applicable state laws pertaining to insurance requirements.

SECTION 6: GOLF CART REGISTRATION

(a) Each golf cart owner shall present an affidavit to the City demonstrating that the golf cart meets all City and state law requirements prior to operating on a designated street and road.

(b) The owner of any golf cart to be operated on designated streets and roads pursuant to this section shall first register said golf cart with the City of Westlake. The owner registering the golf cart must be at least eighteen (18) years of age. The City shall charge an initial registration fee of \$40.00.

(c) All owners of properly registered golf cart shall be issued a registration sticker which sticker shall be placed and maintained on the left front quarter panel. The City of Westlake shall maintain a list of all golf cart registrations.

(d) Golf carts shall not carry more passengers than those for which the golf cart was designed.

(e) Golf cart operators shall not obstruct or interfere with traffic flow.

(f) Each golf cart owner shall provide an affidavit to the City demonstrating that the golf cart meets all City and state law requirements prior to operating on a designated street or roads.

(g) Upon submitting a completed permit application, affidavit, proof of insurance and the payment of a \$40.00 application fee, the City shall issue a permit to operate a golf cart.

SECTION 7: INDEMNIFICATION AND INSURANCE

(a) **Hold Harmless.** Any person operating a golf cart on any designated streets, roads, rural parkway easements or multi-modal paths does so at his/her own risk and must operate such vehicle with due regard for the safety and convenience of other motor vehicles, bicyclists, and pedestrians. The City in designating certain city streets, roads, rural parkway easements or multi-modal paths for the operation of golf carts, extends such operating privileges on the express condition that the operators of any golf carts under this ordinance undertakes such operation at their own risk and assumes sole liability for operating the vehicle on the designated streets, roads, rural parkways or multi-modal paths and by such operation agrees to defend, release, indemnify, and hold harmless the City, its officials and employees for and regarding any and all claims, demands, or damages of any nature whatsoever arising from such operation by any person.

(b) **Liability insurance required.** Any operator of a golf cart on the designated streets, roads, rural parkway easements or multi-modal paths shall be covered by motor vehicle or other liability insurance that includes operation of the golf cart insuring the owner and/or operator against loss from liability for bodily injury, death, and property damage arising out of the ownership, maintenance, or use of a motor vehicle of not less than the limits described in Section 324.021(7), Florida Statutes, as may be amended.

SECTION 8: ENFORCEMENT

(a) Violations of this section shall constitute a non-criminal infraction enforceable by all duly authorized law enforcement officers pursuant to the provisions of Florida Statutes, Sections 316.212(9) and 318.14.

(b) The City shall have the authority to enforce the provisions set forth herein and applicable traffic laws, provided however, that the enforcement of rules and regulations created and established by home owners associations shall be the sole responsibility of those communities.

(c) City of Westlake may enforce the provisions of this ordinance through any legal means including prosecuting violations of this ordinance pursuant to Florida Statute 162, or the procedures for civil citations contained in the City of Westlake Code Compliance Ordinance.

(d) The operation of an unregistered golf cart, the operation of a golf cart which has been modified so as to no longer comply with the provisions of this ordinance, the operation of a golf cart without minimum required equipment for the conditions, and the operation of any golf cart on non-designated city streets presents an immediate threat to the health, safety and welfare. Accordingly, anyone adjudged by a court of competent jurisdiction, a code compliance board, a code compliance special magistrate or the city council, sitting in a quasi-judicial capacity, shall be subject to revocation of golf cart registration.

SECTION 9: CODIFICATION AND SCRIVENER'S ERRORS

The City of Westlake intends that this Ordinance will be made part of the City of Westlake Code of Ordinances; and that sections of this Ordinance can be renumbered or re-lettered and the word "Ordinance" can be changed to "Section," "Article" or some other appropriate word or phrase to accomplish codification, and regardless of whether this Ordinance is ever codified, the Ordinance can be renumbered or re-lettered and typographical errors and clarification of ambiguous wording that do not affect the intent can be corrected with the authorization of the City Manager and City Attorney without the need for public hearing.

SECTION 10: CONFLICT OF LAW

In the event this Ordinance conflicts with any other Ordinance of the City of Westlake or other applicable law, the more restrictive shall apply. If any phrase or portion of the Ordinance is 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 portion.

SECTION 10: SEVERABILITY

The provisions of this Ordinance are severable and it is the legislative intention to confer upon the whole or any part of the Ordinance the powers herein provided for. If any provision of this Ordinance shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any remaining provisions of the Ordinance. It is hereby declared to be the legislative intent that this Ordinance would have been adopted had such unconstitutional provision not been included herein.

SECTION 11: EFFECTIVE DATE. This ordinance shall be effective upon adoption on second reading.

PASSED this 14th day September, 2020, on first reading.

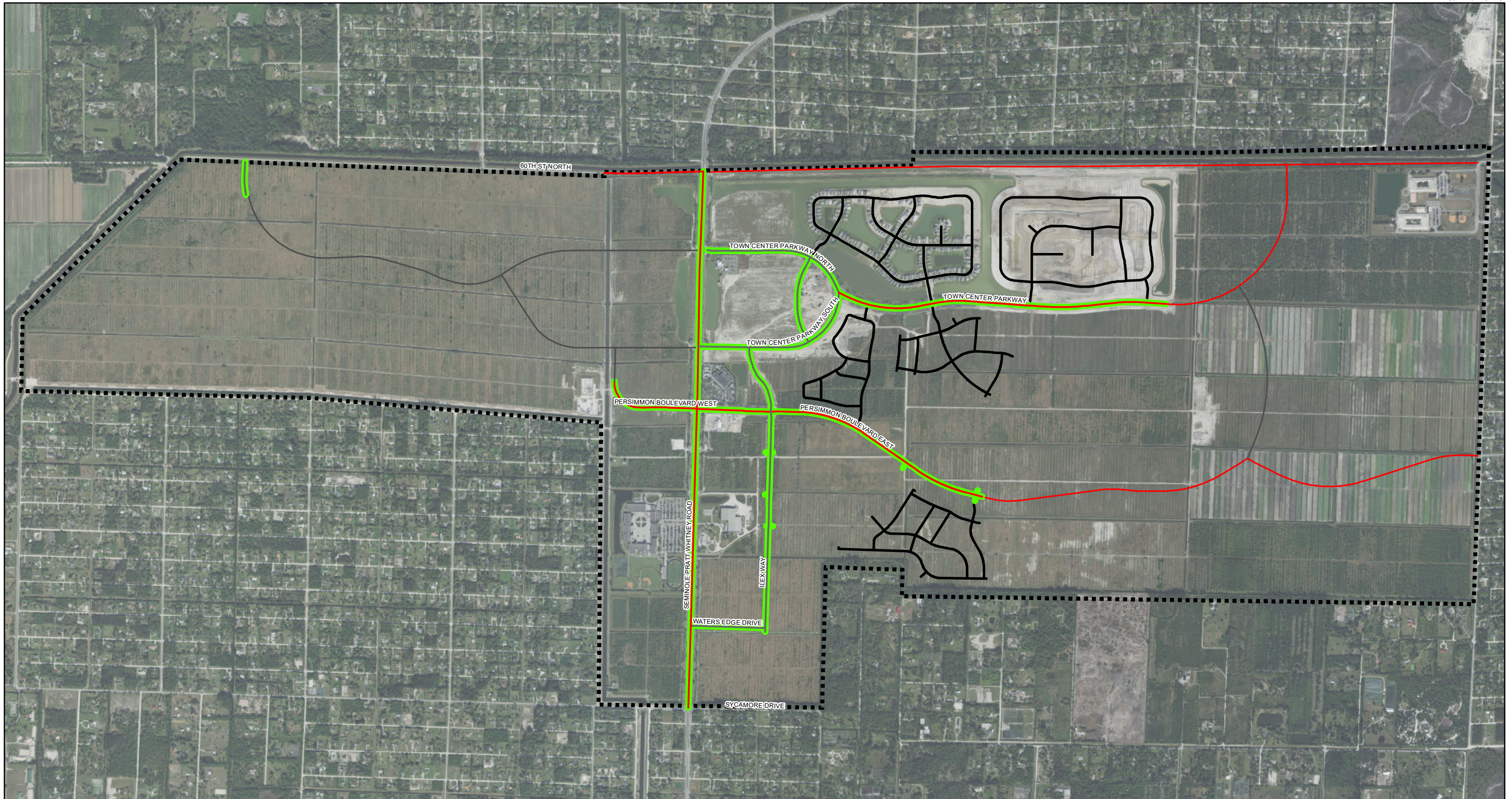
PUBLISHED on this ____ day of _____, 2020 in the Palm Beach Post.

PASSED AND ADOPTED this 12th day October, 2020, on second reading.

City of Westlake
Roger Manning, Mayor

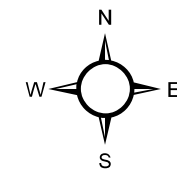
Zoie Burgess, City Clerk

Approved as to Form and Sufficiency
Pam E. Booker, City Attorney



Legend

- Major Collector Roadways
- Multi Modal Path Golf Carts Allowed
- Westlake City Boundary
- Golf Carts Prohibited on Roadway
- Private Community Roads



Golf Cart
Access Map





Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		An Ordinance Approving a Natural Gas Franchise Agreement with Florida Public Utilities. First Reading		
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve Ordinance 2020-13 on first reading granting a franchise agreement with Florida Public Utilities.		
SUMMARY and/or JUSTIFICATION:		<p>Florida Public Utilities has committed to extending a natural gas pipeline the City of Westlake. Florida Public Utilities has requested a non-exclusive Franchise Agreement to utilize our public right-of-way to install a natural gas system to save our residents and businesses money.</p> <p>The Local Planning Agency (LPA), had the opportunity to review the proposed supplemental regulations at a public hearing, and to make a recommendation to the City Council. Having considered the recommendations of the Local Planning Agency (LPA), the City Council for the City of Westlake has found and determined that the adoption of the land development supplemental regulations will preserve the public health, safety and welfare, enhance the value and character of the community and is consistent with the Comprehensive plan.</p>		
SELECT, if applicable		AGREEMENT:		BUDGET:
		STAFF REPORT:		PROCLAMATION:
		EXHIBIT(S):		OTHER: X
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Cover Sheet City Managers Memo Ordinance		
SELECT, if applicable		RESOLUTION:		ORDINANCE: X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>		AN ORDINANCE GRANTING TO FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE FOR A PERIOD OF 30 YEARS TO SELL, DISTRIBUTE, TRANSPORT, AND TRANSMIT NATURAL, MANUFACTURED, OR MIXED GAS IN THE CITY OF WESTLAKE, FLORIDA; PRESCRIBING THE TERMS AND CONDITIONS UNDER WHICH SAID FRANCHISE MAY BE EXERCISED; MAKING FINDINGS; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE UPON FINAL PASSAGE.		
FISCAL IMPACT (if any):				\$



MEMO

TO: Mayor and Council

FROM: Ken Cassel, City Manager

DATE: August 25, 2020

RE: Florida Public Utilities Franchise Agreement

The approval of the franchise agreement between the City of Westlake and Florida Public Utilities is recommended for first reading with the condition that final language be worked out between the City, SID and the Franchisee prior to second reading.

The franchise agreement between The City and Florida Public Utilities has been delayed due to the complexity of the issues with the franchise area, utility and access to various locations within the City. Now is the time to finalize this agreement as we have a significant amount of individual properties served by Florida Public Utilities, which will begin to provide an additional revenue source for the City. The franchise agreement provides for payment to the City on a quarterly basis based upon gross revenues.

The franchise agreement is written to provide a non-exclusive franchise over the entirety of the City limits and requires the franchisee to be located within the utility easements owned by Seminole Improvement District by permit. This allows access within the individual PODs as Seminole Improvement District has dedicated utility easements within the PODs, as well as a blanket easement for facilities over the roads within the individual PODs of development. Additionally, this allows the franchisee the ability to cross the rights-of-way outside the PODs owned in fee simple by Seminole Improvement District. This format also ensures that all the infrastructure, whether public or private, is under one governmental entity for oversight.

Please contact me if you have any questions or wish to discuss further.

ORDINANCE NO. 2020-13

AN ORDINANCE GRANTING TO FLORIDA PUBLIC UTILITIES COMPANY, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE FOR A PERIOD OF 30 YEARS TO SELL, DISTRIBUTE, TRANSPORT, AND TRANSMIT NATURAL, MANUFACTURED, OR MIXED GAS IN THE CITY OF WESTLAKE, FLORIDA; PRESCRIBING THE TERMS AND CONDITIONS UNDER WHICH SAID FRANCHISE MAY BE EXERCISED; MAKING FINDINGS; PROVIDING SEVERABILITY; PROVIDING AN EFFECTIVE DATE UPON FINAL PASSAGE.

WHEREAS, Florida Public Utilities has requested permission from the City to erect, construct, operate, and maintain a gas system; to import, transport, sell and distribute Gas (as defined herein) within the City; and for these purposes to establish the used or useful facilities and equipment and to lay and maintain gas mains, service pipes, and any other appurtenances, as are used or useful in the sale, transportation and distribution of Gas within the City limits; and

WHEREAS, the City and Florida Public Utilities acknowledge that the Rights of Way and utility easements within the City are under the jurisdiction of Seminole Improvement District and Florida Public Utilities will obtain permits from Seminole Improvement District to construct, operate and occupy a portion of the utility easement with its facilities.; and

WHEREAS, the utility easements owned by Seminole Improvement District to be used by Florida Public Utilities are properties acquired and maintained by the Seminole Improvement District at expense to the property owners within the City limits, and the right to use Seminole Improvement District's utility easements is a property right without which Florida Public Utilities would be required to invest capital and incur property acquisition costs; and

WHEREAS, the City desires to ensure that the utility easements used by Florida Public Utilities are promptly restored to a safe and secure condition to protect the health, safety, and welfare of the citizens and residents of the City; and

WHEREAS, state statutes and City ordinances authorize the City to grant a franchise for the purposes set forth herein; and

WHEREAS, the City finds that it is in the public interest of its citizens to enter into this Franchise Agreement as defined herein, with Florida Public Utilities.

NOW, THEREFORE, BE IT ENACTED BY CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA:

1. **Definitions.** For the purposes of this Franchise Agreement as defined herein, the following terms, phrases, words, and their derivatives shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural.

- A. **"Business Day"** means a day other than a Saturday or Sunday or a day which is observed as a Federal holiday.

- B. “City” shall mean the City of Westlake, Florida, a municipal corporation organized under the laws of the State of Florida.
- C. “City Clerk” means the Person appointed, hired or otherwise designated or charged by the City to accept, organize, maintain and/or keep records of the City.
- D. “City Limits” shall mean the incorporated limits of the City, including any such territory as may be hereafter added or annexed to, or consolidated with, the City.
- E. “City Engineer” means the Person appointed, hired or otherwise designated or charged by the City to perform professional and technical engineering duties for the City which may include, by example, performing supervisory and administrative duties in planning and coordinating the operation of engineering services on behalf of the City.
- F. “City Manager” means the Person appointed, hired or otherwise designated or charged by the City to implement municipal policy and/or otherwise serve as the administrator for the City in connection with day-to-day functions, or, in the absence of such individual, the local governing body.
- G. “Rights-of-way” shall mean all rights-of-way, streets, alleys, highways, waterways, bridges, sidewalks, easements and other ways or places of whatever nature, publicly held or dedicated for public use and presently opened or to be opened to public use for vehicular or pedestrian movement, to include the space at, or below the right-of-way places located within the City Limits.
- H. “Commission” shall mean the Florida Public Service Commission.
- I. “Company” shall mean Florida Public Utilities Company, a Florida corporation, its successors, and assigns.
- J. “Customer” shall mean any Person supplied with Gas service by the Company within the City Limits.
- K. “Distribution System” shall mean any and all transmission pipe lines, main pipe lines, and service pipe lines, together with all necessary and desirable appurtenances, including, but not limited to, all tubes, traps, vents, vaults, manholes, meters, gauges, regulators, valves, conduits, attachments, structures, as are used or useful in the sale, importation, distribution, transportation, and transmission of Gas within the City Limits.
- L. “Effective Date” shall mean the date this Franchise Agreement becomes effective as described in Section 3 below.
- M. “Expenses” means court costs, including taxed and untaxed costs, and reasonable attorneys’ fees, whether suit be brought or not, and includes, without limitation, expenses incurred in any appellate or bankruptcy proceeding (including reasonable legal and investigative expenses).

- N. “Franchise” or “Franchise Agreement” shall mean this ordinance as adopted by the City and accepted by the Company.
- O. “Franchise Fee” shall mean an amount equal to six percent (6%) of the Company’s Gross Revenues.
- P. “Gas” shall mean natural gas and/or manufactured gas and/or a mixture of gases that are distributed in pipes and measured by meter on the Customer’s premise. It shall not mean propane gas or liquefied petroleum gas (commonly referred to as “bottled gas”).
- Q. “Gross Revenues” shall mean all revenues received by the Company from any Customer, excluding deposits, prepayments, turn on/off charges, meter installation charges, and any other revenue not generated directly and solely from the sale, distribution, transportation, and transmission of Gas. Gross Revenues shall also exclude revenues from those Customer’s designated by Company as “interruptible,” “industrial,” and “other”, until and unless a franchise or utility tax is imposed on such Customers by City, either independently or collectively, of all other competing utility services in the City Limits, including, without limitation, the imposition of franchise or utility taxes on all grades of fuel oils or gases used for such Customers at a relatively equal basis on the Franchise Fee plus utility taxes as levied on Gas pursuant to statute and/or rule.
- R. “Person” shall mean any individual, firm, partnership, estate, corporation, company or other entity, including, but not limited to, any government entity.
- S. “Seminole Improvement District” or “SID” shall mean the independent improvement district created and existing pursuant to Chapter 2000-431, Laws of Florida which geographical boundaries that are co-terminus with the City’s boundaries.
2. **Grant of Authority.** City hereby grants to the Company the non-exclusive franchise for the provision of natural gas service within the City limits. The City grants the non-exclusive right, privilege, and franchise to erect, construct, operate, and maintain a distribution system in, on or under any rights-of-ways as they now exist or maybe hereafter constructed, opened, laid out or extended within the City limits. In the event the rights-of-ways are closed, vacated or otherwise abandoned, the Company shall be provided with an easement for the Distribution System in such form and content as is reasonably acceptable to the Company. The Company shall obtain all required permits, approvals, licenses or consents from Seminole Improvement District prior to constructing or operating any facilities within the City.
3. **Term.** This Franchise Agreement shall take effect and be in force from and after the first day of the month following the final passage of this Franchise Agreement, as required by applicable law, and upon filing of the acceptance by the Company with the City Clerk (the “Effective Date”). Except as provided in Section 4 herein, the Franchise hereby granted by the City to the Company shall be thirty (30) years from the Effective Date (the “Initial Term”). Unless either party provides notice in writing in compliance with Section 19 hereof to the other party at least thirty (30) days prior to the expiration of the Initial Term, upon expiration

of the Initial Term, this Franchise Agreement shall continue on the same terms then in effect at the expiration of the Initial Term on a month-to-month basis.

4. **Termination by the City.** In the event that the Company commits a material breach of any of the material covenants, terms, and conditions of this Franchise Agreement, the City may terminate this Franchise Agreement; if the City shall have served the Company with a written notice pursuant to Section 19 herein, setting forth in reasonable detail all matters pertinent to such material violation or default, and the Company shall have failed within sixty (60) days after service of such notice or such longer period of time as may be reasonably necessary to present a plan to the City to effect such cure pursuant to such plan within a reasonable period of time after the City's approval of the plan. Approval of the plan by the City shall not be unreasonably withheld, conditioned or delayed.
5. **Non-exclusive Franchise.** The right to use and occupy the rights-of-ways for the purposes set forth herein shall not be exclusive, and the City reserves the right to grant a similar use to any other Person at any time during the period of this Franchise, so long as such grant shall not interfere with the Company's rights granted hereunder. This Franchise shall grant the privilege of carrying on the business in all of the City or in part of the City, with no promise that there will be no competition. In the event the City grants a franchise to the competitor of the company, the grant shall not interfere with the Company's rights granted hereunder, including the physical location of improvements, except as to matters that occur as a result of competition.
6. **Competition.** As further consideration of this Franchise Agreement the City hereby agrees that during the term of this Franchise it shall not engage in the business of selling, importing, distributing, transporting, transmitting Gas or otherwise compete with the Company within the City Limits.
7. **Assignment.** This Franchise hereby granted shall not be sold, leased, assigned or otherwise alienated or disposed of (each a "Transfer"; provided, however, in no event shall any transfer by operation of law be considered a "Transfer" under this Franchise, including, without limitation, by way of the merger of the Company with or into any other Person) except with the prior written consent of the City Manager, which shall not be unreasonably withheld or conditioned or unduly delayed (the "Consent"). In the event that the City neither grants nor denies the Consent forty-five (45) days after the Company's written request for Consent delivered pursuant to Section 19 below, then the Consent shall be deemed to have been granted by the City to the Company. No Transfer shall be effective until the Person to whom the Franchise is Transferred files a duly executed instrument reciting the fact of the Transfer, accepting the terms of the Franchise, and agreeing to perform all the conditions thereof in the office of the City Clerk whereupon the transferor shall be released of any further obligations under this Franchise Agreement without the necessity of any further action by any Person. Notwithstanding the foregoing, the Company may in its sole and absolute discretion, without consent, Transfer the Franchise in connection with: (i) the lease or sale of all or substantially all of the Distribution System, whether to a subsidiary or affiliate or unrelated Person; or (ii) the pledge or mortgage of this Franchise in connection with the physical property owned and used by the Company in the construction, maintenance, and operation of the Distribution System for the purpose of securing payment of monies borrowed by the Company.

- 8. Compliance with Applicable Laws.** To the extent consistent with Florida law, the Company shall be subject to all lawful exercises of the City's police power and shall abide by all such reasonable rules, regulations, and ordinances which the City has passed or might pass in the future, which shall not conflict or be inconsistent with the Promulgated Safety Rules and Regulations of the Commission and the Federal and/or Florida Departments of Transportation. Notwithstanding the foregoing, the City shall not pass any ordinance, regulation, rule or take any other similar action or exercise its police power or take any other action that results in a material change in or materially affects the rights or obligations of the Company under this Franchise Agreement.
- A. In the event the Company or any aspect of the Gas trade, as contemplated hereunder, is deregulated, the Company shall maintain and operate its Distribution System and render efficient service in accordance with the rules and regulations as are, or may be, promulgated by the City.
 - B. In the event the City has not promulgated rules and regulations at the time of deregulation, then, the Company shall maintain and operate its Distribution System in compliance with the rules and regulations by which they were governed prior to deregulation until such time as the City has had an opportunity to promulgate rules and regulations or pass an ordinance governing those items regulated by the Commission, governing service standards, safety standards, and quality controls.
 - C. In the event of deregulation, the City shall not regulate rates for the sale, distribution, transportation, or transmission of Gas.
- 9. Distribution System.** The Distribution System shall be erected, placed, laid, and maintained in a manner consistent with the following:
- A. The City, through its City Manager or other designee, shall have the authority, but shall not be required, to supervise all construction, location, restoration, relocation and installation work.
 - B. The Company shall provide reasonable egress from and ingress to abutting property.
 - C. While allowing the functioning of the Distribution System, the Distribution System shall be located in the Seminole Improvement District's Utility easements by permit so as not to unreasonably obstruct, disturb or interfere, on a permanent basis, with any traffic, water flow, water pipes, sewers, drains, catch basins, pavement, sidewalk, driveways, or any other structures installed or any other function of said structures of the delivery of municipal services by the Seminole Improvement District or the City.
 - D. In the event drain, sewer, catch basins, water pipes, pavements or other like improvements or the function of said improvements are materially damaged by erecting, placing, laying or maintaining the Distribution System, the Company shall repair the damage at its sole cost and expense to substantially the condition that existed prior to said damage. In this regard, the City shall give written notice

to the Company pursuant to Section 19 herein, of deficiencies that need to be cured by the Company. Said notice shall set forth a reasonable period of time, under the circumstances, in which the Company shall affect such repair.

E. Notice of construction, location, restoration or relocation of the Distribution System shall be given to the Seminole Improvement District Engineer or his designee by delivery of a letter accompanied by plan drawings showing the proposed work. As soon as practical, but no more than fifteen (15) Business Days after completion of the work, the Company shall submit as-built drawings to the District Engineer or his designee, which shall complete the notice and approval requirement for said work.

F. In the event at any time during the period of this Franchise the Seminole Improvement District or City shall lawfully elect to alter, or change the grade of the Rights-of-way, the Company, upon reasonable notice from the SID or the City, shall remove, relay, and relocate any portion of the Distribution System as is necessary at the Company's own cost and expense.

10. Right to Inspect. During the term of this Franchise Agreement, the City or SID, through its designated agent, shall have the authority to inspect the Distribution System at a reasonable time and upon reasonable prior notice to insure compliance with governing law and the Commission's regulations at the City or SID's own cost and expense.

11. Franchise Fee. The Company shall pay the Franchise Fee to the City quarterly on January 1, April 1, July 1, and October 1 of each year during the term of this Franchise unless otherwise agreed. In the event that the Franchise Fee is more than twenty (20) days delinquent, the delinquent amount shall accrue interest at the highest rate allowable by law. In the event the Company makes any Franchise Fee payment in excess of the Franchise Fee due and owing to the City under this Franchise Agreement or if the City is otherwise indebted to the Company, the Company shall have the right to offset such overpayment and/or indebtedness against future payments of the Franchise Fee.

12. Other Fees and Taxes. Except as otherwise provided for herein, the Company shall pay to the City all legally authorized fees, taxes, assessments, and costs levied, imposed or validly adopted by the City during the term of this Franchise Agreement, which shall include, but are not limited to public service taxes, ad valorem taxes (intangible, personal, real), occupational taxes, licensing fees, permitting fees, development review fees, and inspection fees. The Company shall pay the rates promulgated by SID for review.

13. Franchise Parity. If, during the term of this Franchise Agreement, the City, by franchise agreement or ordinance, allows other Persons who sell, import, distribute, transport, and transmit Gas (the "Alternate Gas Providers") the right, privilege or franchise to erect, construct, operate, and maintain in, on or under any of the Rights-of-way within the City, as they now exist or may be hereafter constructed, opened, laid out or extended within the City Limits, a Distribution System for the purpose of selling, importing, distributing, transporting, and transmitting Gas to Persons in the City Limits or receiving such Gas from Persons other than the Company with the City Limits, and imposes a franchise compensation obligation or equivalent on such Alternate Gas Provider for any Person that is less than the Franchise Fee

imposed with respect to the same Customer under this Franchise Agreement, the Franchise Fee under this Franchise Agreement shall be automatically reduced so that the Franchise Fee is no greater than the franchise compensation obligation or equivalent when compared on a dollars-per-term basis. In the event that the City does not impose a franchise compensation obligation or equivalent on said Alternate Gas Providers, the Company's obligation to pay the Franchise Fee under this Franchise Agreement shall terminate.

14. Reciprocal Indemnification.

- A. The Company shall indemnify and save the City, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and Expenses, which may be brought against or suffered, sustained, paid or incurred by the City, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
 - i. any breach by the Company of any of the provisions of this Franchise Agreement; or
 - ii. the gross negligence or willful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the City Limits.

- B. The City shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and Expenses, which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
 - i. any breach by the City of any of the provisions of this Franchise Agreement; or
 - ii. the gross negligence or willful misconduct of the City, or any of its servants, agents, employees, licensees, contractors or invitees, in carrying on the business of the City.

- C. Notwithstanding anything to the contrary herein contained, in no event shall the City or the Company be liable under this Franchise Agreement, in any way, for any reason, for any indirect, special or consequential damages (including damages for pure economic loss, loss of profits, loss of earnings or loss of contract), howsoever caused or contributed to.

- D. Indemnification is conditioned upon the indemnified party providing notice to the indemnifying pursuant to Section 19 herein, within thirty (30) days after the indemnified party knew or should have known of the claim.

- E. Nothing herein is intended to act as a waiver of the City's rights, privileges, and immunities under the doctrine of sovereign immunity and/or limits of liability set forth in Section 768.28 of the Florida Statutes.
- F. The provisions of this Section 14 shall survive this Franchise Agreement for a period of one year.

15. Records. The Company shall maintain accounts and records in a manner consistent with Section 368.108 of the Florida Statutes and Chapter 25-7 of the Florida Administrative Code and that the Gross Revenues within the City Limits are able to be calculated. Upon a good faith request, the Company shall provide to the City any accounts and records relevant to this Franchise Agreement pursuant to a duly executed confidentiality agreement within a commercially reasonable amount of time after said request.

16. Governing Law; Venue; JURY WAIVER. This Franchise Agreement is made pursuant to and shall be governed by and construed in accordance with the laws of the State of Florida, without regard to the conflict of laws principles thereof. The parties hereby irrevocably submit to the exclusive jurisdiction of the courts in the State of Florida (state or federal), with venue in the county in which the City is located, over any dispute arising out of this Franchise Agreement and agree that all claims in respect of such dispute or proceeding shall be heard and determined in such courts. The parties hereby irrevocably waive, to the fullest extent permitted by applicable law, any objection that they may have to the venue of such dispute brought in such court or any defense of inconvenient forum for the maintenance of such dispute. THE PARTIES HEREBY KNOWINGLY, VOLUNTARILY AND INTENTIONALLY, AFTER CAREFUL CONSIDERATION AND AN OPPORTUNITY TO SEEK LEGAL ADVICE, WAIVE THEIR RIGHT TO HAVE A TRIAL BY JURY IN RESPECT OF ANY LITIGATION ARISING OUT OF OR IN ANY WAY CONNECTED WITH ANY OF THE PROVISIONS OF OR MATTERS RELATED TO THIS FRANCHISE.

17. Entire Agreement. This Franchise Agreement, and the schedules and exhibits hereto, contain the entire understanding and agreement of the parties hereto relating to the subject matter of this Franchise Agreement and all prior agreements relative hereto which are not contained herein.

18. Attorney's Fees and Expenses. In the event either party initiates action to enforce its rights hereunder, the substantially prevailing party shall recover from the substantially non-prevailing party its Expenses. All such Expenses shall bear interest at the highest rate allowable under the laws of the State of Florida from the date the substantially prevailing party pays such Expenses until the date the substantially non-prevailing party repays such Expenses. Expenses incurred in enforcing this Section shall be covered by this Section. For this purpose, the court is requested by the parties to award actual costs and attorneys' fees incurred by the substantially prevailing party, it being the intention of the parties that the substantially prevailing party be completely reimbursed for all such costs and fees. The parties request that inquiry by the court as to the fees and costs shall be limited to a review of whether the fees charged and hourly rates for such fees are consistent with the fees and hourly rates routinely charged by the attorneys for the substantially prevailing party.

19. Notices. All notices and other communications under this Franchise shall be in writing and shall be deemed given when (a) delivered personally to that party, (b) sent by facsimile transmission (with electronic confirmation) to that party at the facsimile number for that party set forth below, (c) on the fifth (5th) Business Day after being mailed by certified mail (postage prepaid and return receipt requested) to that party at the address for that party set forth below, or (d) on the day delivered by Federal Express or any similar express delivery service for delivery to that party at that address. All notices shall be addressed as follows:

If to Company: Florida Public Utilities Company
105 6th Street NW
Winter Haven, Florida 33881
Attention: Director, Natural Gas Operations
Facsimile: _____

with a copy to: Florida Public Utilities Company
1641 Worthington Road, Suite 220
West Palm Beach, Florida 33409
Attn: Director of Regulatory Affairs
Facsimile: (561) 366-1525

with a copy to: Baker & Hostetler LLP
200 S. Orange Avenue, Suite 2300
Orlando, Florida 32801
Attention: Jeffrey E. Decker
Facsimile: (407) 841-0168

If to City: City of Westlake
4001 Seminole Pratt Whitney Road
Westlake, FL 33470
Attention: Kenneth G. Cassel, City Manager
Facsimile: (561)790-5466

with a copy to: City of Westlake
4001 Seminole Pratt Whitney Road
Westlake, FL 33470
Attention: Pam Booker, City Attorney
Facsimile: (561)790-5466

Any party may change its facsimile number or address for notices under this Franchise at any time by giving the other parties notice of such change delivered in conformity with this Section 19.

20. Force Majeure. Any prevention, delay or stoppage of work or other obligations to be performed by either party that are due to strikes, labor disputes, inability to obtain labor, materials, equipment or reasonable substitutes, acts of nature, governmental restrictions,

regulations or controls, judicial orders, enemy or hostile government actions, civil commotion, fire or other casualty or other causes beyond the reasonable control of the party shall excuse performance and other obligations by the party for a period equal to the duration of that prevention, delay or stoppage. In no event shall any material default by Company due to any of the foregoing constitute a grounds for termination of this Franchise.

- 21. **Non-waiver**. The failure of any party to insist in any one or more instances upon the strict performance of any one or more of the terms or provisions of this Franchise Agreement shall not be construed as a waiver or relinquishment for future of any such term or provision, and the same shall continue in full force and effect. No waiver or relinquishment shall be deemed to have been made by either party unless said waiver or relinquishment is in writing and signed by both parties.
- 22. **Severability**. If any provision of this Franchise Agreement or application to any party or circumstances shall be determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Franchise Agreement or the application of such provision to such Person or circumstances, other than as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision shall be valid and shall be enforced to the fullest extent permitted by law.
- 23. **Scrivener's Error**. Sections of this Franchise Agreement may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his designee, without need for a public hearing by filing a corrected or recodified copy of same with the City Clerk.
- 24. **Ordinances Repealed**. All ordinances and parts of ordinances in conflict or inconsistent with the provisions of this Franchise Agreement are hereby repealed as of the Effective Date.

INTRODUCED on first reading this _____ day of September, 2020.

PASSED on second reading this _____ day of October, 2020.

CITY OF WESTLAKE FLORIDA

ROGER MANNING, MAYOR

ATTEST:

ZOIE BURGESS, CITY CLERK

APPROVED AS TO FORM:

PAM E. BOOKER, CITY ATTORNEY

UNCONDITIONAL ACCEPTANCE BY THE COMPANY

I, the undersigned official of Florida Public Utilities Company, am authorized to bind the Company and to unconditionally accept the terms and conditions of the foregoing Franchise (Ordinance No. _____), which are hereby accepted by the Company this _____ day of October, 2020

Florida Public Utilities Company

By: _____

Name: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public in and for the State of Florida

My commission expires _____

Received on behalf of the City this _____ day of _____, 2020.

Name: _____ Title: _____



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Engineering	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		A Resolution for the Final Plat for Estates of Westlake (POD T)		
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve Resolution 2020-26 approving final plat for Estates of Westlake (POD T)		
SUMMARY and/or JUSTIFICATION:		<p>The City of Westlake has the exclusive jurisdiction to approve the plat pursuant to Florida Statutes, §177.071. The application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirement under Florida Statutes, Chapter 177. The plat includes 76 single family residential lots. The plat has been reviewed and approved by the City Engineer, SID, and the City Attorney.</p>		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Agenda Item Cover Sheet Engineering Approval Letter Engineering Staff Memo Boundary Survey Plat Resolution			
SELECT, if applicable	RESOLUTION:	X	ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>	A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR ESTATES OF WESTLAKE (POD T), BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):				\$



CITY OF WESTLAKE

Engineering Department

4001 Seminole Pratt Whitney Road

Westlake, Florida 33470

Phone: (561) 530-5880

www.westlakegov.com

-
- | | |
|----------------------------|-----------------------------|
| 1. DATE: | 7/27/2020 |
| 2. PETITION NUMBER: | ENG-2020-15 |
| 3. DESCRIPTION: | Pod T / Estates - Plat |
| APPLICANT: | Cotleur-Hearing |
| OWNER: | Minto PBLH, LLC |
| REQUEST: | Plat Review |
| LOCATION: | Westlake, Florida |
| 4. STAFF REVIEW: | RECOMMENDED APPROVAL |

This is the fifth review of this plat. This review is done for compliance with Chapters 177, 5J-17, Florida Statutes, the City of Westlake's codes and ordinances and miscellaneous minor changes. All previous comments have been adequately addressed. The plat is now in compliance with Chapters 177, Florida Statutes, and the City of Westlake's codes and ordinances. We therefore recommend that the plat be approved for recording following the addressing of the matter below.

Note: The plat of Persimmon Boulevard East Phase 4 needs to be recorded prior to finalizing this plat for mylar. The recording information for Persimmon needs to be added to the fill-in blanks in several places on this plat prior to mylar.

This letter has been prepared by the following individual, in association with their consultants and subconsultants:

Suzanne Dombrowski, P.E.
Chen Moore and Associates
Tel: 561.746.6900 x 1035
Email: sdombrowski@chenmoore.com



CITY OF WESTLAKE
Engineering Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880
www.westlakegov.com

STAFF MEMORANDUM

DATE: 8/27/2020

DESCRIPTION: Review of Plat of Pod T ENG-2020-15

APPLICANT: Minto PBLH, LLC

OWNER: Minto PBLH, LLC

REQUEST: The Applicant (Minto PBLH, LLC) is requesting approval of Plat for POD T

Final Recommendation

The Office of the City Engineer has reviewed the documents associated the application and recommends approval by the Council. The Seminole Improvement District's Engineering Department and Board of Supervisors approved Pod T on July 23, 2020 and August 3, 2020, respectively.

Discussion

Pod T is located east of Seminole Pratt Whitney Road along the southern boundary of the City as shown in graphic below.

Location Map



WESTLAKE[®]



POD T LOCATION EXHIBIT



Pod T will consist of 76 estate homes that will include a variety of single-family products. The Applicant is proposing 75' wide lots with a lot depth of 150'. The Pod T Plat Area for this Plat contains 51.477 acres. The Legal Description of the Plat can be found in Exhibit A, and replications of the plat topographical survey and plat can be found in Exhibits B and C.

Review Criteria

Plats shall be prepared in accordance with the provisions of Chapter 177 F.S., as amended, and the City of Westlake Land Development Regulations. The plat was reviewed for clarity, legibility, and conformance with this statute and City requirements. The plat provides a graphic depiction of the legal description through geometric data. The data includes but is not limited to parcel, block, tract, right-of-way, street and associated names, easement, permanent reference monuments and permanent control points, and interior excepted parcels. Other requirements such as paper size, line work, layout of sheet and required content including the subdivision name, title, legal description, key map, vicinity map, north arrow, scale and legend are verified in the Engineering Department review.

Conclusion

Five (5) reviews of the plat occurred, which resulted in an acceptable plat. The review was done for compliance with Chapters 177, 5J-17, Florida Statutes and the City of Westlake's codes and ordinances. All comments have been adequately addressed and the plat is now in compliance. We therefore recommend that the plat be approved.

It should be noted that the plat of Persimmon Boulevard East Phase 4 needs to be recorded prior to recordation of the Pod T plat. The recording information for Persimmon Boulevard East Phase 4 shall be added to the fill-in blanks in several places on the Pod T plat.

Exhibit 'A'
ESTATES OF WESTLAKE
LEGAL DESCRIPTION

COMMENCE AT THE NORTHEAST CORNER OF SECTION 1, TOWNSHIP 43 SOUTH, RANGE 40 EAST, THENCE S.89°48'53"E. ALONG THE NORTH BOUNDARY LINE OF SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, A DISTANCE OF 5270.23 FEET TO THE NORTHEAST CORNER OF SAID SECTION 6; THENCE S.01°57'47"W., ALONG THE EAST LINE OF SAID SECTION 6, A DISTANCE OF 5424.34 FEET TO THE SOUTHEAST CORNER OF SAID SECTION 6, ALSO THE NORTHEAST CORNER OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST; THENCE N.89°12'26"W., ALONG THE SOUTH LINE OF SAID SECTION 6 AND THE NORTH LINE OF SAID SECTION 7, A DISTANCE OF 951.57 FEET; THENCE S.00°47'34"W., A DISTANCE OF 896.48 FEET TO A POINT OF A NON-TANGENT INTERSECTION WITH A CURVE CONCAVE TO THE SOUTHWEST, WITH A RADIUS OF 140.00 FEET AND A RADIAL BEARING OF S.45°43'26"W., AT SAID INTERSECTION, SAID POINT ALSO BEING THE POINT OF BEGINNING; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 62°16'57", A DISTANCE OF 152.18 FEET TO A POINT OF REVERSE CURVATURE OF A CURVE CONCAVE TO THE SOUTHEAST, WITH A RADIUS OF 1200.00 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 17°12'00", A DISTANCE OF 360.24 FEET TO A POINT OF TANGENCY; THENCE S.00°48'23"W., A DISTANCE OF 1385.00 FEET TO A POINT ON THE SOUTH BOUNDARY OF THE NORTH 1/2 OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, AS FOUND MONUMENTED AND OCCUPIED, ALSO BEING CALLED OUT AS THE EAST-WEST QUARTER SECTION LINE OF SAID SECTION 7 PER FINAL JUDGMENT (CASE NO.: 73 1016 CA (L) 01 MACMILLAN), RECORDED IN OFFICIAL RECORDS BOOK 2330, PAGE 1076, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA; THENCE N.89°11'37"W., ALONG SAID SOUTH BOUNDARY OF THE NORTH 1/2 OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, AS FOUND MONUMENTED AND OCCUPIED, ALSO BEING CALLED OUT AS THE EAST-WEST QUARTER SECTION LINE OF SAID SECTION 7 PER SAID FINAL JUDGMENT (CASE NO.: 73 1016 CA (L) 01 MACMILLAN), A DISTANCE OF 1185.00 FEET TO THE SOUTHEAST CORNER OF THE PLAT OF GROVES OF WESTLAKE - PHASE I, AS RECORDED IN PLAT BOOK 130, PAGES 120 THROUGH 135, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA; THENCE N.00°48'23"E., ALONG THE EASTERLY LINE OF SAID PLAT OF GROVES OF WESTLAKE, A DISTANCE OF 1817.52 FEET TO THE NORTHEAST CORNER OF SAID PLAT OF GROVES OF WESTLAKE AND A POINT ON THE SOUTH BOUNDARY LINE OF PERSIMMON BOULEVARD EAST - PLAT 3, AS RECORDED IN PLAT BOOK __, PAGES __-__, INCLUSIVE, OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, THENCE N.82°36'13"E., ALONG SAID SOUTH BOUNDARY LINE, A DISTANCE OF 497.03 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE TO THE SOUTH, WITH A RADIUS OF 1993.50 FEET; THENCE EASTERLY ALONG THE ARC OF SAID CURVE THROUGH A CENTRAL ANGLE OF 14°18'36", A DISTANCE OF 497.89 FEET TO A POINT OF TANGENCY: THENCE S.83°05'11"E., A DISTANCE OF 59.23 FEET TO A POINT OF CURVATURE OF A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 2094.50 FEET; THENCE EASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 04°17'26", A DISTANCE OF 156.84 FEET TO THE POINT OF BEGINNING. CONTAINING: 2,241,013 SQUARE FEET OR 51.477 ACRES, MORE OR LESS.

Exhibit 'B'
ESTATES OF WESTLAKE
TOPOGRAPHICAL SURVEY

THIS PAGE WAS LEFT BLANK ON PURPOSE

Exhibit 'C'
ESTATES OF WESTLAKE
PLAT

THIS PAGE WAS LEFT BLANK ON PURPOSE



0 500 1000
SCALE: 1" = 200'

NORTHEAST CORNER FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

COORDINATES SHOWN HEREON ARE DATUM = NAD83 2007 ADJUSTMENT ZONE = FLORIDA EAS COORDINATE SYSTEM FEET PROJECTION = TRANSVERSE MERCATOR SCALE FACTOR = 1.000 GROUND DISTANCE X SCALE FACTOR = GRID DISTANCE ALL TIES TO SECTION CORNER AND NO NOTATION ARE CONSIDERED FROM MEASURED VALUES

POINT OF BEGINNING (P.O.B.) OFFICIAL RECORD BOOK (O.R.) PAGES (P.) WATER MANAGEMENT TRACT (W.M.T.) PALM BEACH COUNTY (P.B.C.) SECTION-TOWNSHIP-RANGE (S-T-R) ARCH LENGTH (L) POINT OF CURVATURE (P.C.) POINT OF TANGENCY (P.T.) NORTH AMERICAN DATUM 1983 (NAD83) TYPICAL (TYP) ELECTRIC FEDESTAL (E.F.) IRRIGATION BUTTERFLY VALVE (B.V.) SET 5/8" IRON ROD (S.I.R.) FOUND PERMANENT REFERENCE MONUMENT (F.P.R.) ELECTRIC FEDESTAL (E.F.) MONITORING WELL (M.W.) WATER GATE VALVE (W.G.V.) WATER BUTTERFLY VALVE (W.B.V.) TOP OF BANK (T.O.B.) EDGE OF WATER (E.O.W.)

LEGEND

P.O.B. --- POINT OF BEGINNING
O.R. --- OFFICIAL RECORD BOOK
P.G. --- PAGES
W.M.T. --- WATER MANAGEMENT TRACT
P.B.C. --- PALM BEACH COUNTY
S-T-R --- SECTION-TOWNSHIP-RANGE
L --- ARCH LENGTH
P.C. --- POINT OF CURVATURE
P.T. --- POINT OF TANGENCY
NAD83 --- NORTH AMERICAN DATUM 1983
TYP --- TYPICAL
E.F. --- ELECTRIC FEDESTAL
B.V. --- IRRIGATION BUTTERFLY VALVE
S.I.R. --- SET 5/8" IRON ROD (S.I.R.)
F.P.R. --- FOUND PERMANENT REFERENCE MONUMENT
E.F. --- ELECTRIC FEDESTAL
M.W. --- MONITORING WELL
W.G.V. --- WATER GATE VALVE
W.B.V. --- WATER BUTTERFLY VALVE
T.O.B. --- TOP OF BANK
E.O.W. --- EDGE OF WATER

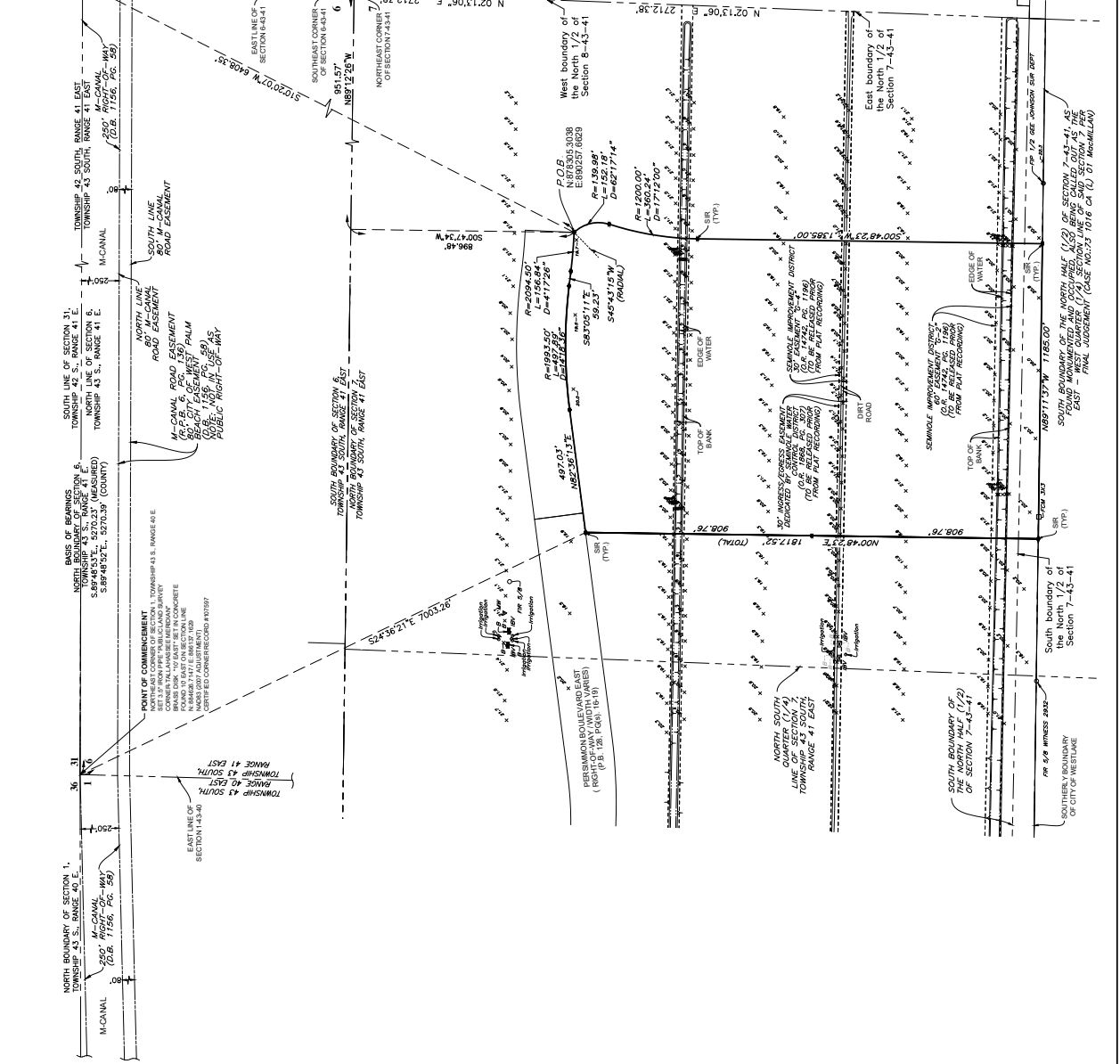
**ESTATES OF WESTLAKE
BOUNDARY SURVEY**

Prepared For: ANITO COMMUNITIES LLC
Last Date of Field Survey: 12/17/17

REASONS	Date	Description

Sheet No. 2 of 2 Sheets

412 E. Blue Haven Blvd.
Riviera Beach, FL 33404
Phone: (888) 444-2726
Fax: (888) 444-2727
Date: 12/17/17
Drawn By: J. B. ...
Checked By: J. B. ...
Approved By: J. B. ...
License No.: 1584601616
Survey No.: 1584601616



16. 31 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

17. 32 NORTH BOUNDARY OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

18. 33 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

19. 34 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

20. 35 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

21. 36 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

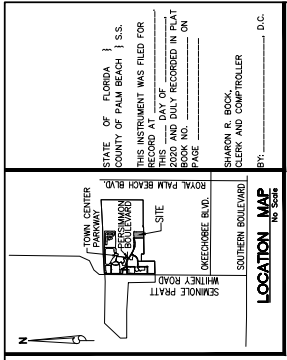
22. 37 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

23. 38 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

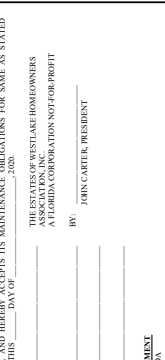
24. 39 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

25. 40 SOUTH LINE OF SECTION 1, TOWNSHIP 35 S., RANGE 40 E. FOUND BRASS DISK IN 1584601616 IN E 1/4 407 3638 NAD83 (2007 ADJUSTMENT) RECORD 8 197991

ESTATES OF WESTLAKE
BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST,
COUNTY OF PALM BEACH COUNTY, FLORIDA.



STATE OF FLORIDA | COUNTY OF PALM BEACH | S.S.
THIS INSTRUMENT WAS FILED FOR RECORD ON _____ DAY OF _____ 2020 AND DULY RECORDED IN PLAT NO. _____ ON PAGE _____ OF BOOK _____ OF THE PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA.
BY: SHARON R. BUCK, CLERK AND COMPTROLLER



IN WITNESS WHEREOF, MINTO PRAIL LLC, A FLORIDA LIMITED LIABILITY COMPANY HAS CAUSED THESE INSTRUMENTS TO BE SIGNED AND SEALED AND DATED THIS _____ DAY OF _____, 2020.
WITH THE AUTHORITY OF ITS MEMBERS THIS _____ DAY OF _____, 2020.
WITNESSES: MINTO PRAIL LLC, AT FLORIDA LIMITED LIABILITY COMPANY
BY: JOHN F. CARTER, PRESIDENT
PRINT NAME: _____ SIGNATURE: _____
WITNESS: JOHN F. CARTER, PRESIDENT (PRINT NAME) - NOTARY PUBLIC

ACCEPTANCE OF DEDICATION
COUNTY OF PALM BEACH
STATE OF FLORIDA
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2020. BY JOHN CARTER, PRESIDENT FOR THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC., AN INDEPENDENT SPECIAL DISTRICT, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.
WITNESSES: _____
MY COMMISSION EXPIRES: _____
PRINT NAME: _____ SIGNATURE: _____
WITNESS: _____ (PRINT NAME) - NOTARY PUBLIC

ACKNOWLEDGMENT
COUNTY OF PALM BEACH
STATE OF FLORIDA
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2020. BY JOHN CARTER, PRESIDENT FOR THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC., AN INDEPENDENT SPECIAL DISTRICT, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.
WITNESSES: _____
MY COMMISSION EXPIRES: _____
PRINT NAME: _____ SIGNATURE: _____
WITNESS: _____ (PRINT NAME) - NOTARY PUBLIC

ACCEPTANCE OF DEDICATION
COUNTY OF PALM BEACH
STATE OF FLORIDA
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2020. BY JOHN CARTER, PRESIDENT FOR THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC., AN INDEPENDENT SPECIAL DISTRICT, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.
WITNESSES: _____
MY COMMISSION EXPIRES: _____
PRINT NAME: _____ SIGNATURE: _____
WITNESS: _____ (PRINT NAME) - NOTARY PUBLIC

ACKNOWLEDGMENT
COUNTY OF PALM BEACH
STATE OF FLORIDA
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION, THIS _____ DAY OF _____, 2020. BY JOHN CARTER, PRESIDENT FOR THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC., AN INDEPENDENT SPECIAL DISTRICT, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.
WITNESSES: _____
MY COMMISSION EXPIRES: _____
PRINT NAME: _____ SIGNATURE: _____
WITNESS: _____ (PRINT NAME) - NOTARY PUBLIC

OPEN SPACE TRACTS
MINTO PRAIL, INC. AS SHOWN HEREBY, ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

OPEN SPACE TRACTS TO MAINTAINANCE TRACT 1
THE OPEN SPACE TRACTS TO MAINTAINANCE TRACT 1 ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

WATER MANAGEMENT TRACTS
THE WATER MANAGEMENT TRACTS ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

UTILITIES TRACTS
ALL UTILITIES FASMENTS DESCRIBED ON THE PLAT ARE HEREBY DEDICATED IN PERPETUITY TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

LAKE MAINTENANCE ACCESS EASEMENTS
THE LAKE MAINTENANCE ACCESS EASEMENTS ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

LIFF STATION FACILITY
THE LIFF STATION FACILITY IS HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

DRAINAGE EASEMENTS
THE DRAINAGE EASEMENTS ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

LAKE MAINTENANCE ACCESS EASEMENTS
THE LAKE MAINTENANCE ACCESS EASEMENTS ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

LIFF STATION FACILITY
THE LIFF STATION FACILITY IS HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

DEDICATION AND RESERVATIONS
KNOW ALL MEN BY THESE PRESENTS THAT MINTO PRAIL LLC, A FLORIDA LIMITED LIABILITY COMPANY, HAS CAUSED THESE INSTRUMENTS TO BE SIGNED AND SEALED AND DATED THIS _____ DAY OF _____, 2020. BY JOHN CARTER, PRESIDENT FOR THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC., AN INDEPENDENT SPECIAL DISTRICT, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

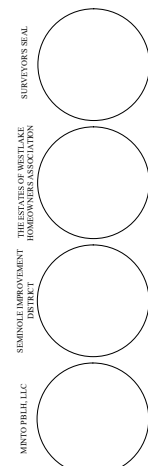
RESERVATIONS
THE RESERVATIONS ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

ROAD RIGHT OF WAY
THE ROAD RIGHT OF WAY ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

PERPETUAL MAINTENANCE OBLIGATION
THE PERPETUAL MAINTENANCE OBLIGATION ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

PERPETUAL MAINTENANCE OBLIGATION
THE PERPETUAL MAINTENANCE OBLIGATION ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.

PERPETUAL MAINTENANCE OBLIGATION
THE PERPETUAL MAINTENANCE OBLIGATION ARE HEREBY DEDICATED TO THE ESTATES OF WESTLAKE HOMEOWNERS ASSOCIATION, INC. AND TO THE CITY OF WESTLAKE, FLORIDA, AND SHALL BE THE PERPETUAL MAINTENANCE OBLIGATION OF SAID ASSOCIATION, ITS SUCCESSORS AND ASSIGNS, WITHOUT RECOURSE TO THE CITY OF WESTLAKE.



ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 4E SOUTH, RANGE 4H EAST,
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.

CITY OF WESTLAKE'S APPROVAL

THIS CERTIFIES THAT THIS PLAN HAS BEEN ACCEPTED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE BY A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, AND HAS BEEN FORWARDED BY A PROFESSIONAL SURVEYOR & MAPPER EMPLOYED BY THE CITY OF WESTLAKE IN ACCORDANCE WITH S.C. 177.08(1), F.S.

ATTEST: _____ BY: _____
CITY MANAGER, KEN GOSSEL CITY MAYOR, BOBBER MANNING

TITLE CURATIVE NOTES

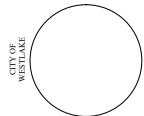
WE, FOUNDERS TITLE, A TITLE INSURANCE COMPANY, AS DULY AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA DO HEREBY CERTIFY THAT THE CURRENT TAXES HAVE BEEN PAID, AND THAT ALL PALM BEACH COUNTY SPECIAL ASSESSMENT TAXES AND ALL OTHER TAXES HELD AGAINST SAID LAND HAVE BEEN SATISFIED, THAT ALL MORTGAGES NOT SATISFIED OR RECORDED BUT THOSE ENCUMBRANCES DO NOT PROHIBIT THE CREATION OF THE SUBDIVISION DEPICTED BY THIS PLAN.

DATED: _____ HARRY BRINNE, PRESIDENT, FOUNDERS TITLE

AREA LABELATION (IN ACRES)	AREA
SINGLE FAMILY LOTS (76 LOTS)	24.666
ROADWAY TRACT (TRACT #1)	5.692
OPEN SPACE TRACT #1	0.661
OPEN SPACE TRACT #2	0.239
OPEN SPACE TRACT #3	0.445
WATER MANAGEMENT TRACT #1	14.987
WATER MANAGEMENT TRACT #2	6.154
TOTAL ACRES, MORE OR LESS	51.447

SURVEY NOTES

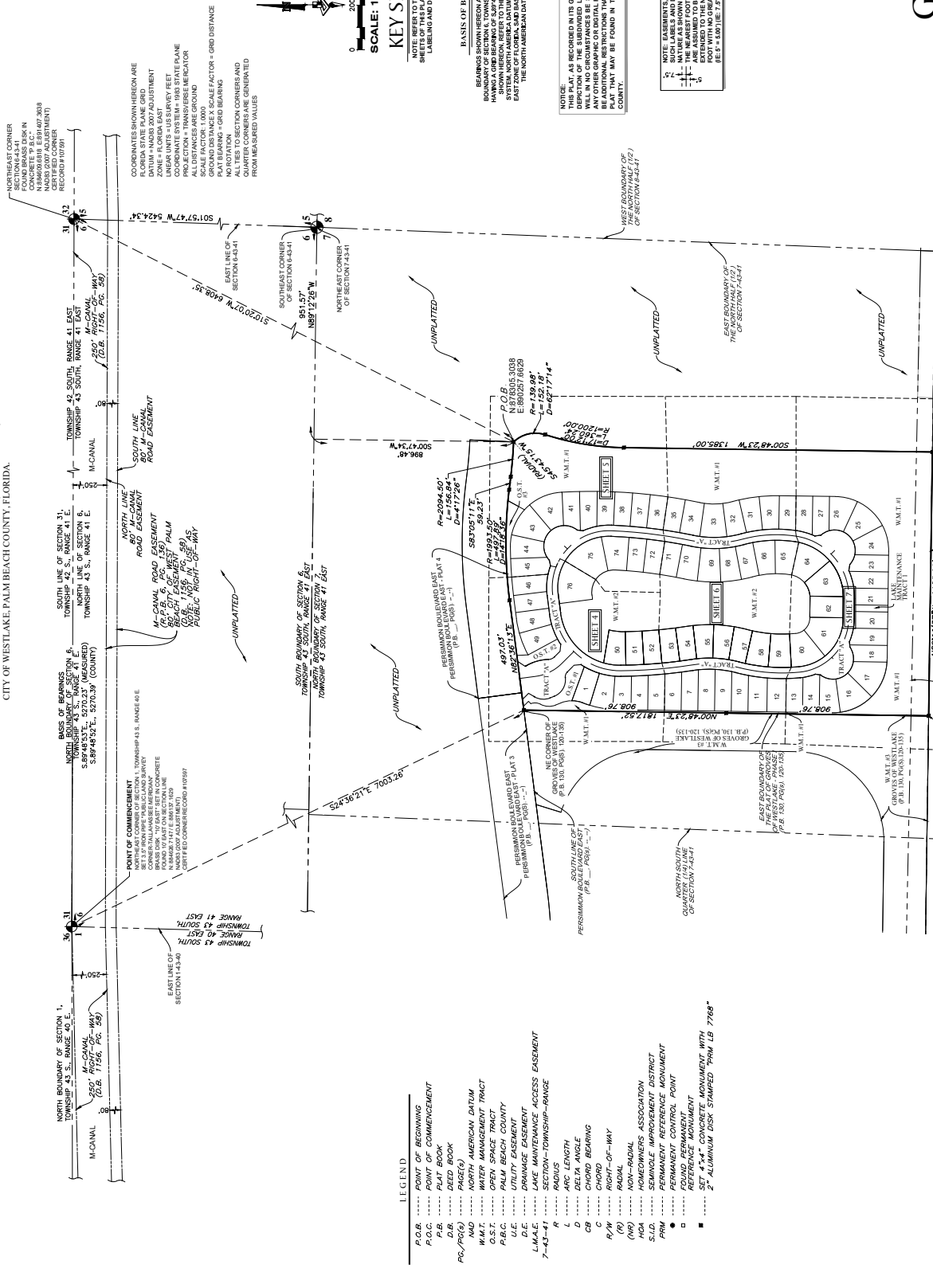
- PERMANENT REFERENCE MONUMENTS ARE SHOWN THIS: ■ = 1" x 1 1/2" BRASS PERMANENT CONTROL POINTS ARE SHOWN AS THIS: ● = A MAGNETIC NAIL
- BOUNDARIES SHOWN HEREON ARE BASED ON THE NORTH BOUNDARY OF SECTION 6, TOWNSHIP 4 J SOUTH, RANGE 4 H EAST, HAVING A GRID BEARING OF 108° 54' 00" (NAD 83) AND THE WEST BOUNDARY OF SECTION 7, TOWNSHIP 4 E SOUTH, RANGE 4 H EAST, HAVING A GRID BEARING OF 108° 54' 00" (NAD 83) FOR THE COORDINATE SYSTEM, NORTH AMERICAN DATUM OF 1983 (NAD 83) FOR THE AMERICAN DATUM OF 1983 (NAD 83).
- NO BUILDING OR ANY KIND OF CONSTRUCTION OR TREES OR SHRUBS SHALL BE PLACED ON THE LANDS SHOWN HEREON WITHOUT THE WRITTEN CONSENT OF THE ENCUMBRANTS THERE. THERE WILL BE NO ABOVE GROUND ENCUMBRMENTS WHERE LAKE MAINTENANCE EASEMENTS AND UTILITY EASEMENTS OVERLAP.
- ZONING REGULATIONS, AS SHALL BE AS REQUIRED BY THE CITY OF WESTLAKE, SHALL APPLY TO THESE LANDS.
- NOTICE IS GIVEN THAT SUBDIVISIONS OF THIS CHARACTER IS NOT PERMITTED UNDER ANY CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR INSTRUMENT RECORDING ON THIS LAND THAT MAY BE FOUND IN THE PUBLIC RECORDS.
- IN THOSE CASES WHERE EASEMENTS OF DIFFERENT TYPES CROSS OR OTHERWISE CONCURE, DRAINAGE EASEMENTS SHALL HAVE FIRST PRIORITY, SHALL HAVE THIRD PRIORITY, AND ALL OTHER EASEMENTS SHALL BE SUBORDINATE TO THESE WITH THEIR PRIORITY BEING DETERMINED BY USE RIGHTS GRANTED.
- ALL LINES INTERSECTING CURVILAR CURVES ARE RADIAL UNLESS OTHERWISE NOTED.
- COORDINATES SHOWN HEREON ARE FLORIDA STATE PLANE GRID DATUM - NAD 83 2009 ADJUSTMENT
- LINEAR UNITS - US SURVEY FEET
- COORDINATE SYSTEM - 1983 STATE PLANE
- SCALE FACTOR - 1.0000
- ALL DISTANCES ARE GRADING
- SCALE FACTOR - 1.0000
- PLAT BEARING - GRID BEARING - GRID DISTANCE
- NO ROTATION - SECTION CORNERS AND QUARTER CORNERS ARE GENERATED FROM MEASURED VALUES



CITY OF WESTLAKE

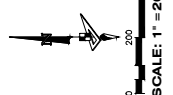
ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



FOUND BRASS DISK IN SECTION 4-3-41, TOWNSHIP 43 SOUTH, RANGE 41 EAST, PALM BEACH COUNTY, FLORIDA.
 FOUND BRASS DISK IN SECTION 7-43-41, TOWNSHIP 43 SOUTH, RANGE 41 EAST, PALM BEACH COUNTY, FLORIDA.
 FOUND BRASS DISK IN SECTION 13-43-41, TOWNSHIP 43 SOUTH, RANGE 41 EAST, PALM BEACH COUNTY, FLORIDA.
 FOUND BRASS DISK IN SECTION 19-43-41, TOWNSHIP 43 SOUTH, RANGE 41 EAST, PALM BEACH COUNTY, FLORIDA.

COORDINATES SHOWN HEREON ARE FLORIDA STATE PLANE GRID DATUM - NAD83 2011 ADJUSTMENT. ALL DISTANCES ARE GIVEN IN LINEAR UNITS - US SURVEY FEET. COORDINATE SYSTEM - 1983 STATE PLANE. CURVATURE CORRECTION APPLICABLE TO ALL DISTANCES ARE GIVEN. SCALE FACTOR - 1.0000. ALL DISTANCES ARE GIVEN IN QUARTER CORNERS ARE GENERATED FROM MEASURED VALUES.



SCALE: 1" = 200'
 KEY SHEET

NOTE: REFER TO THE FOLLOWING SHEETS OF THIS PLAT FOR DETAILED LABELING AND DIMENSIONING.

BASIS OF BEARINGS

BEARINGS SHOWN HEREON ARE GIVEN ON THE NORTH BOUNDARY OF SECTION 6, TOWNSHIP 43 SOUTH, RANGE 41 EAST, PALM BEACH COUNTY, FLORIDA. HAVA HAVEN REFERS TO THE STATE PLANE COORDINATE SYSTEM, NORTH AMERICA DATUM OF 1983 (NAD83-2011) FOR THE EAST HALF AND NORTH AMERICAN DATUM OF 1983 (NAD83-80) FOR THE WEST HALF.

NOTE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL RECORD OF THE SURVEY AND SHALL BE CONSIDERED VALID AND CORRECT UNLESS IT IS PROVEN TO BE DEFECTIVE. IT WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR ORIGINAL COPY OF THE PLAT, THERE MAY BE DIFFERENCES BETWEEN THIS PLAT AND THE ORIGINAL RECORD PLAT THAT MAY BE FOUND IN THE PUBLIC RECORD OF THIS COUNTY.

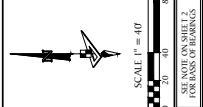
NOTE: EASEMENTS, BUFFERS AND OTHER UNDESIRABLE FEATURES ARE SHOWN TO THE NEAREST FOOT (E. 5' UTILITY EASEMENT) AND EXPANDED TO THE NEAREST HUNDRETH OF A FOOT. UNLESS NOTED OTHERWISE.

- LEGEND**
- P.O.B. POINT OF BEGINNING
 - P.O.C. POINT OF COMMENCEMENT
 - P.C. DEED BOOK
 - P.C./P.O.C. PAGES
 - NAD NORTH AMERICAN DATUM
 - W.M.T. WATER MANAGEMENT TRACT
 - G.S.T. GREEN SPACE TRACT
 - P.S. PUBLIC SPACE
 - U.E. UTILITY EASEMENT
 - D.E. DRAINAGE EASEMENT
 - L.M.A.E. LAKE MAINTENANCE ACCESS EASEMENT
 - 7-43-41 SECTION-TOWNSHIP-RANGE
 - R RADIUS
 - Δ DELTA ANGLE
 - GB CHORD BEARING
 - C CHORD
 - R/W RIGHT-OF-WAY
 - (R) RADIAL
 - (D) DRAINAGE
 - H.O.A. HOMEOWNERS ASSOCIATION
 - S.I.D. SINGLE IMPROVEMENT DISTRICT
 - PERMANENT REFERENCE MONUMENT
 - REFERENCE MONUMENT
 - SET 4"x4" CONCRETE MONUMENT WITH LB 7/16"

GeoPoint
 Surveying, Inc.
 4133 W. Biscayne Blvd.
 Suite 306, Ft. Lauderdale, FL 33309
 Phone: (561) 444-7229
 Fax: (561) 444-7299
 www.geopoint-surveying.com

ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST,
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

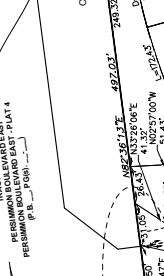
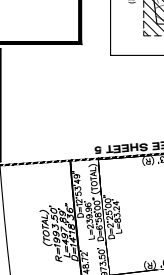
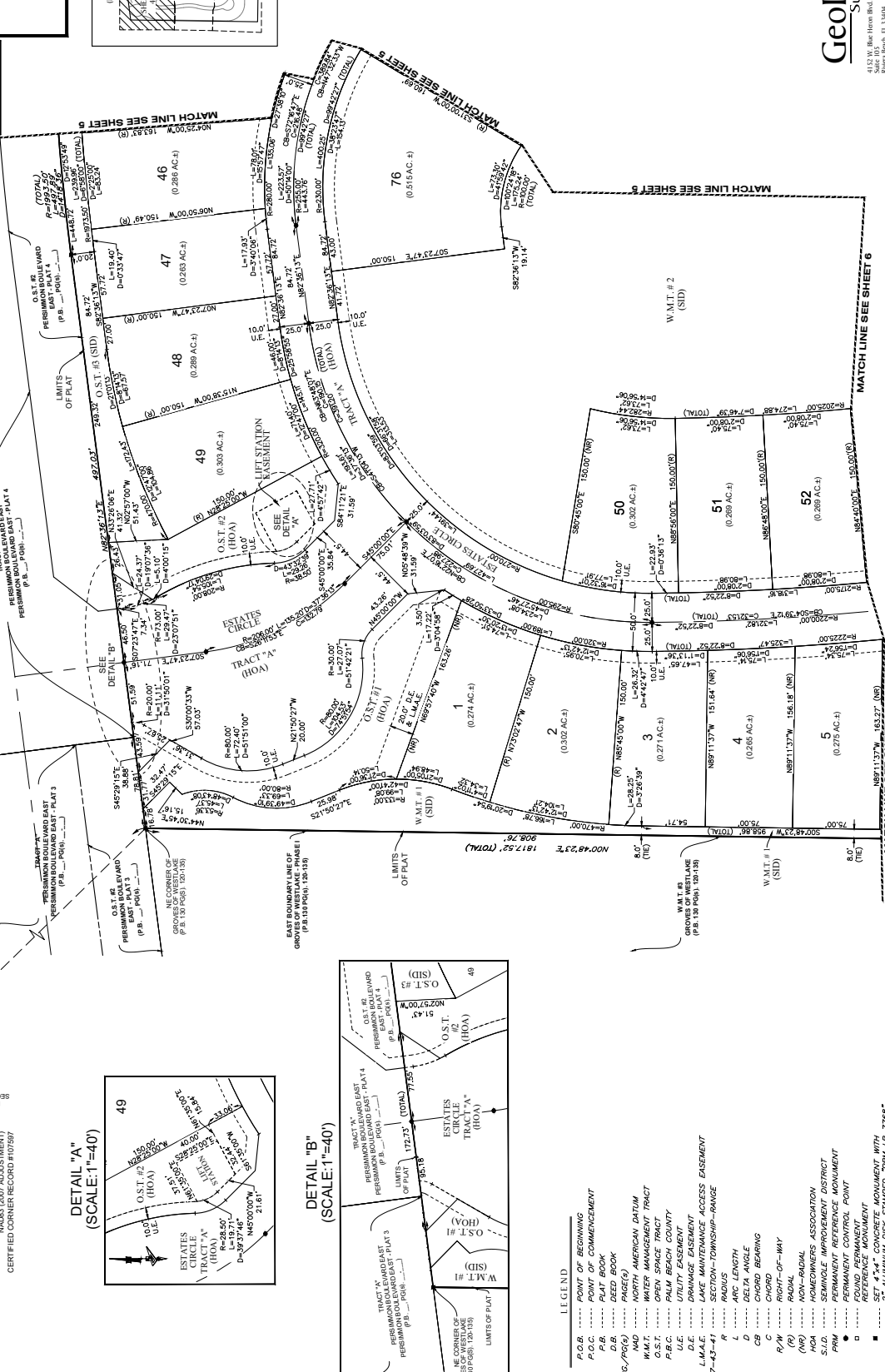
POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'

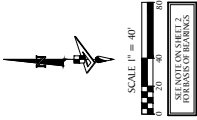
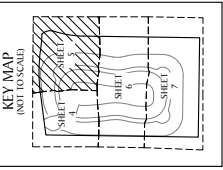
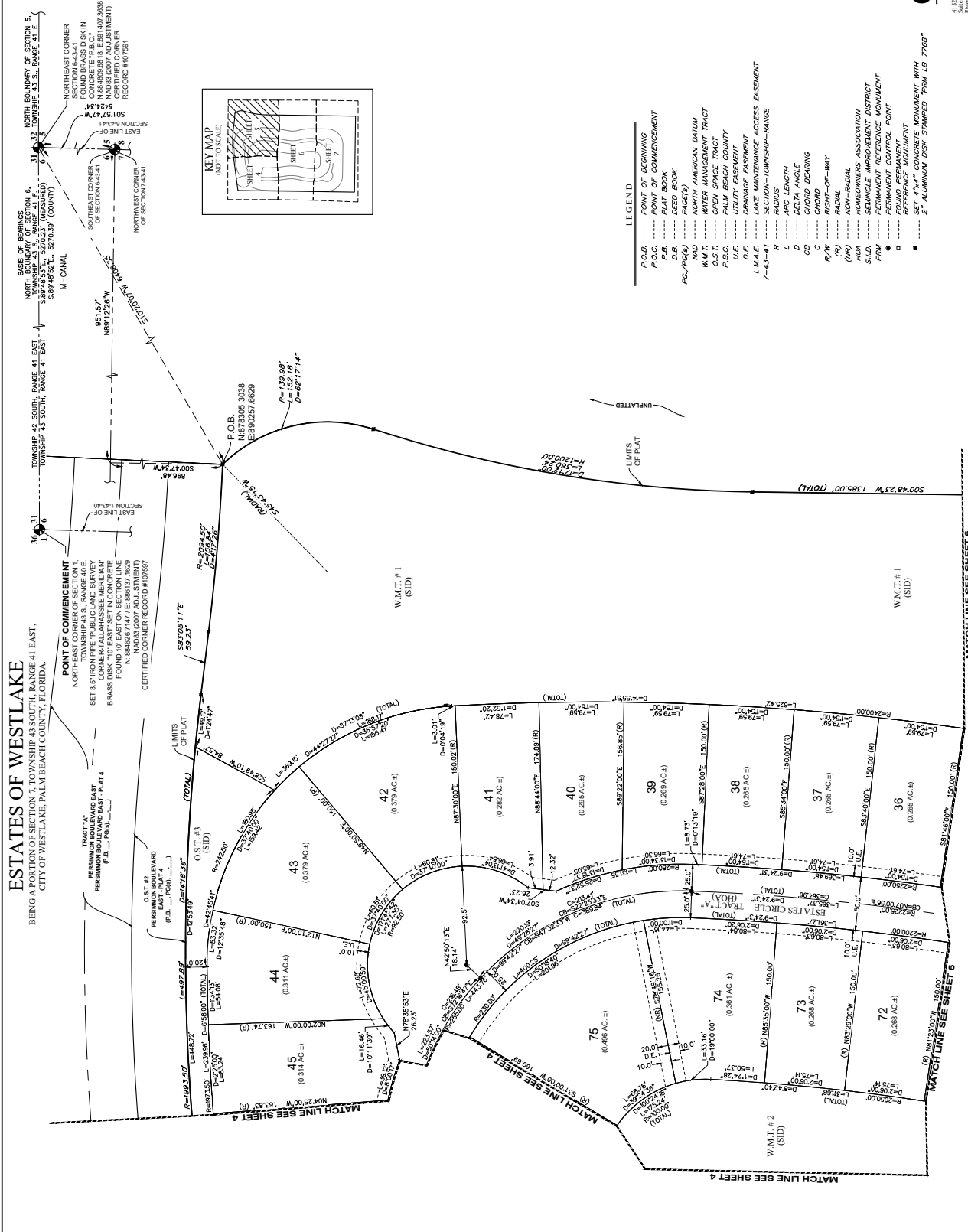
POINT OF COMMENCEMENT
NORTHEAST CORNER OF SECTION 1,
TOWNSHIP 43 S., RANGE 40 E.,
SECTION 14-40
EAST LINE OF
M-CANAL
32° 38' 17" 709.32'



- LEGEND**
- P.O.B. POINT OF BEGINNING
 - P.O.C. POINT OF COMMENCEMENT
 - P.B. PLAT BOOK
 - D.B. DEED BOOK
 - FG./P.O.G. PARCELS
 - W.M. WATER MANAGEMENT TRACT
 - O.S.T. OPEN SPACE TRACT
 - P.B.C. PALM BEACH COUNTY
 - U.E. UTILITY EASEMENT
 - D.E. DRAINAGE EASEMENT
 - A.M. ACCESS EASEMENT
 - 7-43-41 SECTION-TOWNSHIP-RANGE
 - L ARC LENGTH
 - D DELTA ANGLE
 - CB CHORD BEARING
 - R/W RIGHT-OF-WAY
 - (R) RADIAL
 - (NR) NON-RADIAL
 - HOA HOMEOWNERS ASSOCIATION
 - S.I.D. SINGLE IMPROVEMENT DISTRICT
 - PM PLAT MONUMENT
 - PERMANENT CONTROL POINT
 - FOUND PERMANENT MONUMENT
 - REFERENCE MONUMENT
 - 2" ALUMINUM DISK, STAMPED FROM LB 7768*

ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST,
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



LEGEND

- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- P.P. PLAT
- D.B. DEED BOOK
- PAGE(S) PAGE(S)
- NAD NORTH AMERICAN DATUM
- W.M.T. WATER MANAGEMENT TRACT
- O.S.T. OPEN SPACE TRACT
- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- L.M.A.E. LAKE MAINTENANCE ACCESS EASEMENT
- 7-43-41 SECTION-TOWNSHIP-RANGE
- R RADIUS
- C.B. CHORD BEARING
- C.L. CHORD LENGTH
- D.A. DELTA ANGLE
- R.O.W. RIGHT-OF-WAY
- RADIAL RADIAL
- H.O.A. HOMEOWNERS ASSOCIATION
- S.I.D. SEMICIRCLE IMPROVEMENT DISTRICT
- PERMANENT REFERENCE MONUMENT
- PERMANENT CONTROL POINT
- REFERENCE MONUMENT
- SET 4.5" CONCRETE MONUMENT WITH 2" ALUMINUM DISK STAMPED TRIM LB 7769"

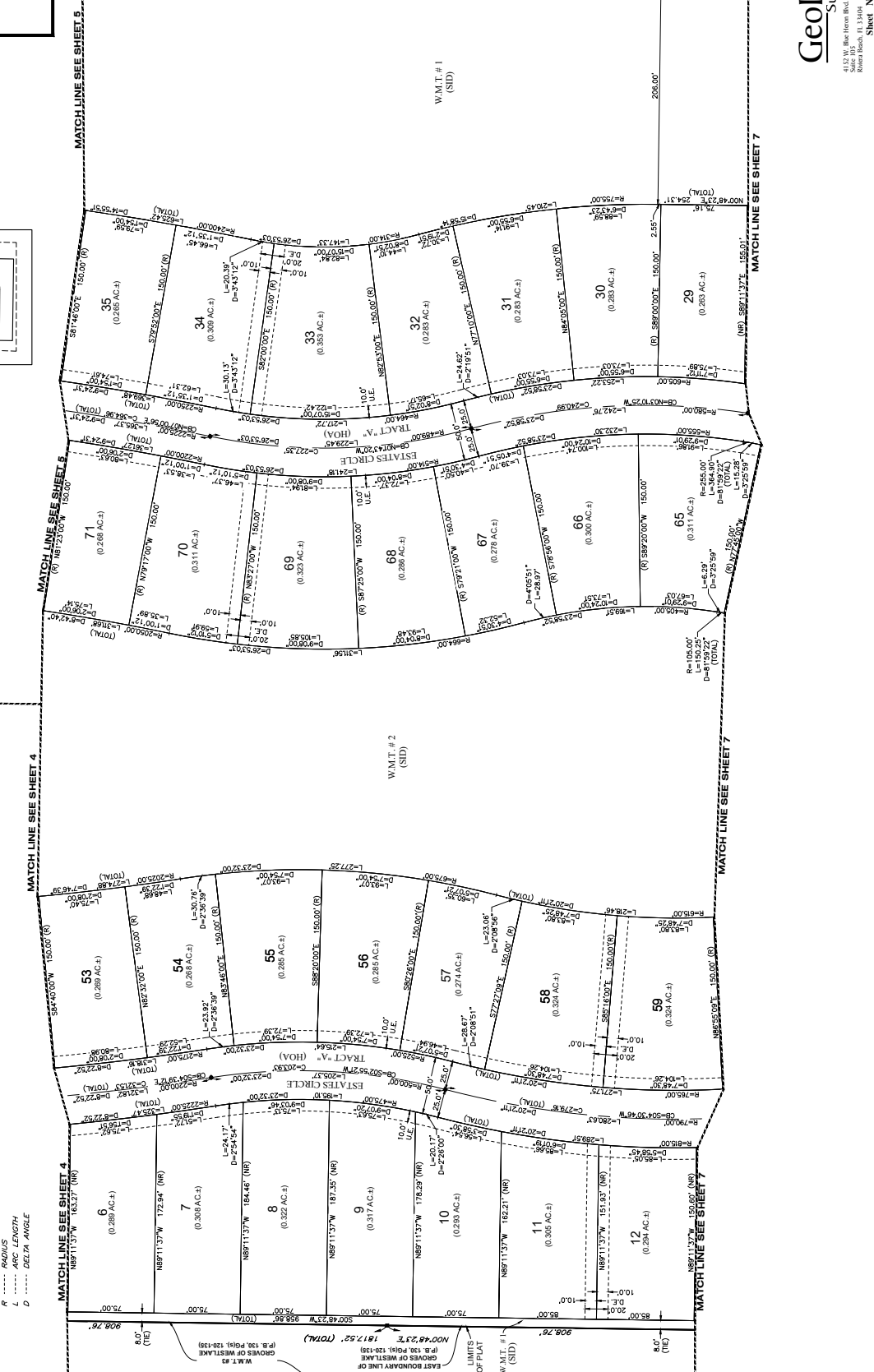
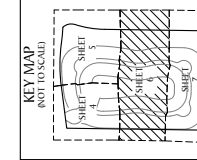
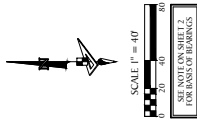
GeoPoint
Surveying, Inc.

4132 W. Blue Haven Blvd.
West Palm Beach, FL 33408
Phone: (561) 444-2720
www.geopointsurveying.com

Sheet No. 5 of 7 Sheets

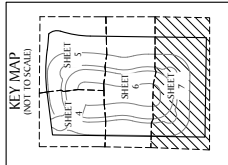
ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST,
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



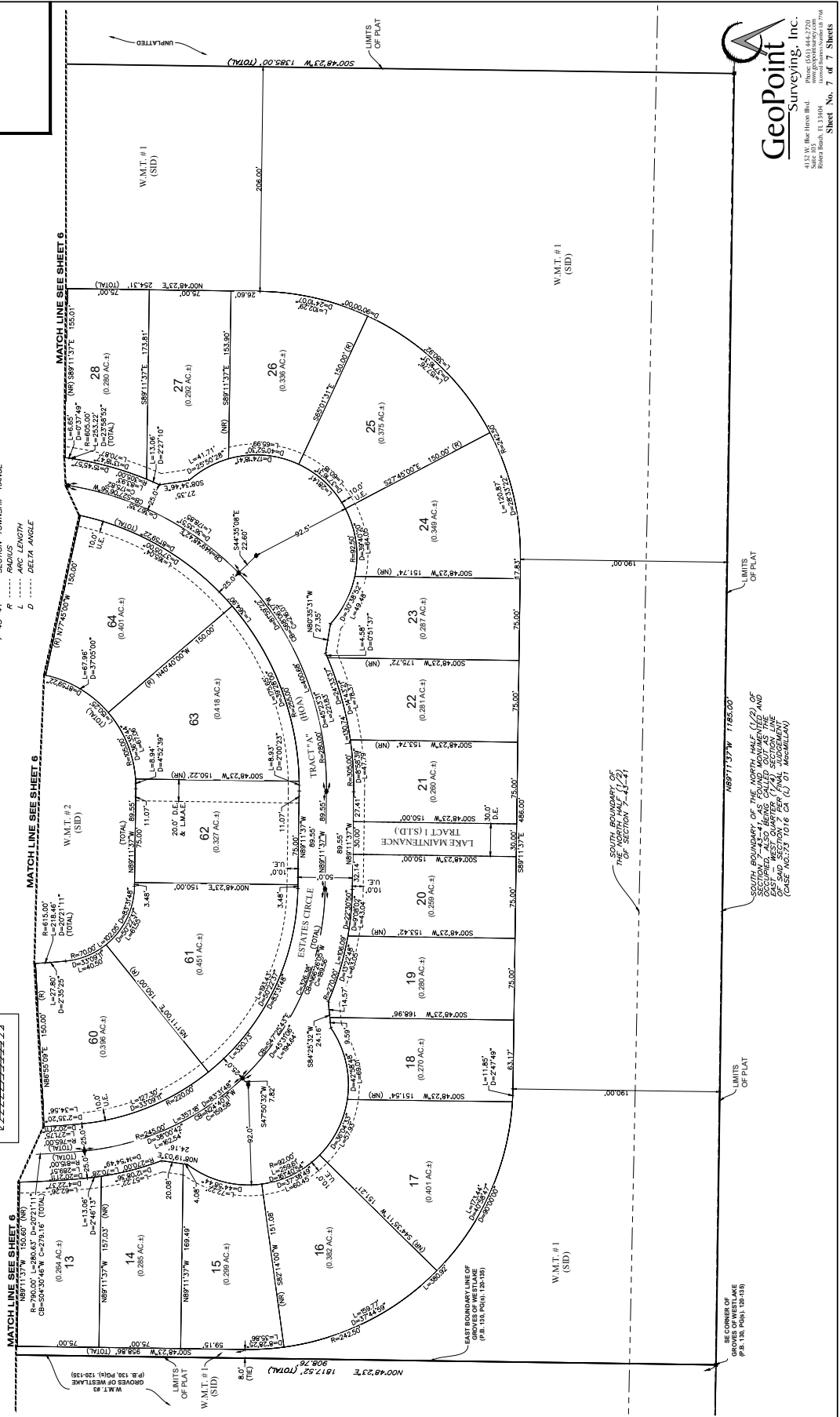
ESTATES OF WESTLAKE

BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST,
CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA.



SCALE 1" = 40'
SEE NOTE ON SHEET 7
FOR LIST OF BEARINGS

- LEGEND**
- A.C.B. CHORD BEARING
 - A.O.C. POINT OF COMMENCEMENT
 - P.O. POINT OF BEGINNING
 - R.O. CHORD OF WAY
 - R.B. BEED BOOK
 - D.B. DEED BOOK
 - P.G./P.O.G. PAGE(S)
 - N.A. NORTH AMERICAN DATUM
 - H.M.T. WATER MANAGEMENT TRACT
 - S.I.D. SEMI-CIRCLE IMPROVEMENT DISTRICT
 - P.M. PERMANENT REFERENCE MONUMENT
 - P.C. POINT OF CURVATURE
 - P.O. POINT OF BEGINNING
 - U.E. UTILITY EASEMENT
 - D.E. DRAINAGE EASEMENT
 - L.M.A.E. LAKE MAINTENANCE ACCESS EASEMENT
 - 7-43-41 SECTION-TOWNSHIP-RANGE
 - R. RADIUS
 - D. DELTA ANGLE
 - CB CHORD BEARING
 - POC POINT OF COMMENCEMENT
 - POB POINT OF BEGINNING
 - ROB RADIAL BEED BOOK
 - NRB NON-RADIAL BEED BOOK
 - NMA NORTH AMERICAN DATUM
 - WMT WATER MANAGEMENT TRACT
 - SEM SEMI-CIRCLE IMPROVEMENT DISTRICT
 - PERM PERMANENT REFERENCE MONUMENT
 - PC POINT OF CURVATURE
 - POB POINT OF BEGINNING
 - UE UTILITY EASEMENT
 - DE DRAINAGE EASEMENT
 - LMAE LAKE MAINTENANCE ACCESS EASEMENT
 - 7-43-41 SECTION-TOWNSHIP-RANGE
 - R RADIUS
 - D DELTA ANGLE



RESOLUTION 2020-26

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE FINAL PLAT FOR ESTATES OF WESTLAKE (POD T), BEING A PORTION OF SECTION 7, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, PROVIDING FOR RECORDATION, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Minto PBLH, LLC, a Florida Limited Liability Company, as the Applicant has requested approval for Estates of Westlake (POD T) plat and boundary survey, being a portion of Section 7, Township 43 South, Range 41 East, City of Westlake, Palm Beach County, containing approximately 51.477 acres as described in the composite Exhibit "A", attached hereto; and

WHEREAS, the City of Westlake has the exclusive jurisdiction to approve the plat pursuant to Florida Statutes, §177.071; and

WHEREAS, the application has been reviewed and approved by a Professional Surveyor and Mapper for the City of Westlake, and said Surveyor and Mapper has found the application to be consistent with the requirements under Florida Statutes, Chapter 177; and

WHEREAS, the Building staff, Engineering staff and Planning staff for the City of Westlake have reviewed the application, the final plat and the boundary survey, and the collective staff has recommended approval; and

WHEREAS, after careful review and consideration, the collective staff has determined that this application has complied with the Palm Beach County Unified Land Development Codes, the City of Westlake Codes and Florida law.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, THAT:

- Section 1:** The above recitals are true and correct and are incorporated herein by this reference.
- Section 2:** The City Council for the City of Westlake hereby approves the final plat and boundary survey for the Estates of Westlake (POD T), as described in the attached composite Exhibit "A", containing approximately 51.477 acres, which is located in the City of Westlake, and in Palm Beach County, Florida.
- Section 3.** The applicant shall provide a certified copy of the recorded plat and the applicant shall cover the costs of recording the plat in the public records in and for Palm Beach County Florida.

Section 4: This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by City Council for the City of Westlake, on this 14th day of September 2020.

PUBLISHED on this ____ day of _____, 2020 in the Palm Beach Post.

City of Westlake
Roger Manning, Mayor

Zoie Burgess, City Clerk

Approved as to Form and Sufficiency
Pam E. Booker, City Attorney



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Legal	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Second Reading: Ordinance Amending Ordinance 2016-3 which established the Planning And Zoning Board, by changing the composition of the Board.		
STAFF RECOMMENDATION: (MOTION READY)		Option 1) Approve Option 2) Deny Option 3) Approve With Conditions		
SUMMARY and/or JUSTIFICATION:		<p>In accordance with the Growth Policy Act under the Florida Statutes, Chapter 163, the City has the responsibility of planning for the future growth and development of the City of Westlake. The City Council requested the addition of an alternate member to be added to the Board composition. The alternate member will be a resident of the City.</p> <p>The ordinance has been reviewed and approved as to form and sufficiency by legal. The City Manager recommends approval of the Ordinance.</p>		
SELECT, if applicable		AGREEMENT:		BUDGET:
		STAFF REPORT:		PROCLAMATION:
		EXHIBIT(S):		X OTHER:
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Coversheet Ordinance		
SELECT, if applicable		RESOLUTION:		ORDINANCE: X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>		AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE 2016-3 WHICH ESTABLISHED THE PLANNING AND ZONING BOARD, BY CHANGING THE COMPOSITION OF THE BOARD TO INCLUDE A RESIDENT TO SERVE AS AN ALTERNATE BOARD MEMBER, CLARIFYING THE REQUIREMENTS FOR A QUORUM; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.		
FISCAL IMPACT (if any):				\$

ORDINANCE 2020-09

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE 2016-3 WHICH ESTABLISHED THE PLANNING AND ZONING BOARD, BY CHANGING THE COMPOSITION OF THE BOARD TO INCLUDE A RESIDENT TO SERVE AS AN ALTERNATE BOARD MEMBER, CLARIFYING THE REQUIREMENTS FOR A QUORUM; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the Growth Policy Act under the Florida Statutes, Chapter 163, the City has the responsibility of planning for the future growth and development of the City of Westlake; and

WHEREAS, the responsibilities of the local planning agency include but are not limited to establishment of a comprehensive plan, comprehensive plan amendments, review of zoning and rezoning applications, review of land development regulations, land development codes, or any amendments thereto, and to perform any other functions, duties or responsibilities as assigned by the City Council; and

WHEREAS, the Planning and Zoning Board provides the City Council with recommendations as an advisory board on planning and zoning related matters, including without limitation, recommendations on development applications; and

WHEREAS, the City Council finds that it is in the best interest of the City of Westlake to designate a resident from the City as an alternate board member to serve in the absence of a board member; and

WHEREAS, the City Council serves as the local planning agency with the addition of a non-voting member of the school board as permitted by Florida Statute, Section 163.3174; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:

Section 1. Recitals: The foregoing recital are confirmed, adopted and incorporated herein and made a part hereof by this reference.

Section 2. Code Reference: The City Council hereby amends the City's code of ordinances, entitled "Planning and Zoning Board" which shall read as follows:

Composition and Term of Office:

- (1) The Planning and Zoning Board shall be composed of the five ~~transitional~~ members of the City Council for the City of Westlake, and an alternate member selected by the City Council. The City Council shall select a resident of the City of Westlake to serve as an alternate in the event a board member is unable to attend the Planning and Zoning Board meeting. There shall be one nonvoting member from the School Board of Palm Beach County.
- (2) The transitional council members shall serve as members of the Planning and Zoning Board until November of 2020, at which time the City Council may re-evaluate the composition of Planning and Zoning Board.
- (3) Future members of the Planning and Zoning Board shall serve for a term of four (4) years. Future members of the Board shall be knowledgeable as to the functions of municipal government, planning and zoning matters and municipal development and may include professions associated with development including architects, planners, attorney, engineers and contractors.
- (4) The alternate member shall be allowed to participate and vote on matters which are before the board when any regular member of the Board is unable to attend a scheduled meeting.
- (5) Three members of the Planning and Zoning Board who are in attendance shall constitute a quorum for purpose of convening a meeting and conducting business for the City. A meeting of the Planning and Zoning Board shall not be called to order without a quorum consisting of at least three members, which may include the alternate as well as the City Attorney being present. When a quorum does not exist, the members present may convene for the purposes of continuing a public hearing, holding a workshop, or scheduling a special meeting.
- (6) The members of the Planning and Zoning Board shall serve without compensation but shall be reimbursed for any expenses authorized by the City of Westlake, which may be incurred in the performance of their duties.
- (7) During the initial meeting of the Planning and Zoning Board, the Board shall select a chair and a vice-chair to serve for the orderly conduct of the meeting. The chair and the vice chair shall serve for a one (1) year term. The chair and the vice-chair shall be selected at the first meeting in April of each year.

Business Meetings and Procedures:

- (1) The meetings shall be scheduled once per month at the direction of the City Manager. The City Manager may cancel the monthly meeting if there are no business matters pending for the meeting as scheduled. The City Manager may call a special meeting if necessary in the discretion of the City Manager to facilitate the growth and development that is in the best interest of the City. The Board may schedule additional meetings as deemed necessary to conduct the business of the City, training or workshop matters.
- (2) The meetings shall be held on the second Monday of each month, commencing at six (6) o'clock (6:00pm) and duly noticed by the City Clerk. The meetings shall be held at

the Westlake Community Center, located at 4005 Seminole Pratt Whitney Road, or other locations as designated by the City Manager.

- (3) The meetings of the Planning and Zoning Board shall be public meetings, open to the public. The public is encouraged to participate and attend the meetings. There shall be an official agenda for each of the regular meetings of the Planning and Zoning Board. The City Manager shall prepare the agenda for each board meeting.
- (4) Decisions of the Board shall be by motion and a roll call vote of the members present. Minutes of the proceedings of all meetings shall be kept by the City Clerk.

Administrative Assistance:

- (1) The City Manager shall attend the Planning and Zoning Board meetings. The City Manager shall provide staff and clerical assistance for the Planning and Zoning Board members as may be required for the reasonable performance of their duties. This shall include a recording secretary to keep records of all proceedings.
- (2) The City Planner shall advise and assist the Planning and Zoning Board in all of its presentations, hearings, and deliberations on items which appear before the board for consideration.
- (3) The Board may request from the City Manager, the City Attorney or other City consultant(s) additional information for the proper evaluation of items which appear before the Board which will assist in the decision-making process.
- (4) The City Attorney shall provide legal representation to the Planning and Zoning Board at all meetings of the Board.

Local Planning Agency:

The Planning and Zoning Board shall serve as the local planning agency (“LPA”) for the City of Westlake in accordance with the provisions as set forth in the Growth Policy Act, under Florida Statutes, Chapter 163, and more specifically, §163.3174. The Board shall make recommendations to the City Council regarding the adoption of the comprehensive plan and any amendments thereto.

Powers and Duties:

- (1) The Planning and Zoning Board shall hear and consider items which come before the Board and make recommendations to the City Council as to findings of fact on applications for the following items:
 - (a) Zoning applications
 - (b) Re-Zoning applications
 - (c) Zoning ordinance amendments
 - (d) Site Plans
 - (e) Conditions Uses
 - (f) Special Exception Uses
 - (g) Variances
 - (h) Administrative Appeals
 - (i) Special Permits and Nonconforming Uses
 - (j) Any other planning or zoning related matter referred to it by the City Council.
- (2) The Board shall make a motion to recommend approval of an item, denial of the item or approval with conditions, restrictions or other limitations as deemed necessary and consistent with applicable law.

(3) The decisions of the Planning and Zoning Board shall not be binding and final on the City Council, but shall be advisory recommendations only.

Section 3. Conflicts: All ordinances or parts of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

Section 4. Severability: Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 5. Effective Date: This ordinance shall be effective upon adoption on second reading.

PASSED this 10th day of August, 2020, on first reading.

PUBLISHED on this 23rd day of July, 2020 in the Palm Beach Post.

PASSED AND ADOPTED this 14th day of September, 2020, on second reading.

City of Westlake
Roger Manning, Mayor

Zoie Burgess, City Clerk

Pam E. Booker, City Attorney



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Legal	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Second Reading: An Ordinance Amending The Composition Of The Education And Youth Advisory Board		
STAFF RECOMMENDATION: (MOTION READY)		Approve, Deny or Approve with Conditions		
SUMMARY and/or JUSTIFICATION:		Changing the composition to increase membership on the board.		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Agenda Coversheet Ordinance			
SELECT, if applicable	RESOLUTION:		ORDINANCE:	X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is not a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>	AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE COMPOSITION OF THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERALIBILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):				\$

ORDINANCE 2020-10

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE COMPOSITION OF THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR A CONFLICTS CLAUSE; PROVIDING FOR SEVERALIBILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westlake deems it in the best interest of the City to establish an Education and Youth Advisory Board; and

WHEREAS, the City of Westlake received multiple applications for positions on the Education and Youth Advisory Board; and

WHEREAS, the City of Westlake believes that increasing the number of members on the Education and Youth Advisory Board will best serve the interest of the residents and students within the City and facilitate greater diversity on the board; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:

Section 1: Section two, entitled "*Composition: Appointment: Term and Vacancy*" shall be amended as set forth below. All other provisions of the Education and Youth Advisory Board ordinance shall remain in full force and affect.

Section 2. **Composition: Appointments; Term and Vacancy.** The Education and Youth Advisory Board shall consist of five (5) regular members, and one (1) alternate member. Initially, each member shall be appointed for a period of three (3) years, and one (1) alternate member shall be appointed for a period of two (2) years. Thereafter, all appointments shall be for a two (2) year period. The City Council shall make appointments at the first regular meeting in April each year after initial appointments are made. All members shall serve without compensation, and at the pleasure of the City Council. The City Council retains the right to remove Board Members for any reason including, but not limited to, Board Members becoming ineligible to serve due to failure to maintain all necessary qualifications as set forth in Section 3 below.

One (1) Councilmember shall serve as liaison, but shall have no voting power. Additionally, a student from Seminole Ridge High School may serve as liaison, but shall have no voting power. The liaisons are not members of the Board and shall not be counted in determining if a quorum is present.

Vacancies on the board shall be filled by the City Council in the same manner as original appointments. Vacancies shall occur on account of a Board Member's death, resignation, removal, disability, or failure to maintain qualifications as set forth in Section 3 below. Any member appointed to serve in lieu of any member on account of a vacancy shall serve

only for the unexpired term of such member, but shall thereafter be eligible for reappointment.

(3) **Quorum and Voting.** A quorum shall consist of three (3) regular members present for the transaction of business. The Board may not conduct business other than to adjourn absent a quorum. Each voting member shall have one (1) vote on every issue submitted to a vote of the Board. The decision of a majority of the voting members present at a meeting at which a quorum is present shall constitute the official action of the Board.

Section 3. Severability: Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 4. Codification: It is the intention of the City Council, to amend the *“Education and Youth Advisory Board”* to increase the composition of the board, said amendment shall become and be made a part of the Code of Ordinances for the City of Westlake, Florida and the sections of this ordinance may be re-numbered or re-lettered to accomplish such intentions, and the word “ordinance” shall be changed to “section” or other appropriate word.

Section 8. Effective Date: This Resolution shall take effect immediately upon its adoption.

PASSED this 10th day of August, 2020, on first reading.

PUBLISHED the 23rd day of July, 2020, in the Palm Beach Post.

PASSED AND ADOPTED this 14th day of September, 2020 on second reading.

City of Westlake
Roger Manning, Mayor

Zoie Burgess, City Clerk

Approved as to Form and Sufficiency
Pam E. Booker, City Attorney

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER THREE ENTITLED “ZONING DISTRICTS AND STANDARDS”, TO INCLUDE ADDITIONAL SETBACK PROVISIONS FOR RESIDENTIAL ZONING DISTRICTS OF RESIDENTIAL-1 (R1) AND RESIDENTIAL-2 (R2), PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westlake deems it in the best interest of the City to establish amend Chapter 3, Article 3.3, of the existing City code to establish additional regulations for setback exceptions applicable to residential developments within the City; and

WHEREAS, the City of Westlake amended the Interim Unified Land Development Code in 2017, which allowed pool equipment, screen enclosures, pumps heating units and other associated structures in the side yard setbacks; and

WHEREAS, the City of Westlake has adopted Chapter 3, entitled Zoning Districts and Uses, which provides for setback criteria in multiple Zoning Districts and the prior provisions in the Interim Unified Land Development Code from Palm Beach County will no longer be applicable; and

WHEREAS, the City of Westlake believes additional guidelines will assist property owners with the maximum utilization of their property and allow for adequate safety and security measures to be implemented with the installation of generators; and

WHEREAS, the City of Westlake has evaluated the various options for placement of generators on single family residential properties within the Residential Zoning Districts of R-1 and R-2, and based upon that evaluation, the City Council finds that allowing the generators to be installed in the side yard setbacks is in the best interest of the residents; and

WHEREAS, pursuant to Florida Statutes, Section 163.3174(4)(C), the Planning and Zoning Board, sitting as the Local Planning Agency (LPA), has the authority to review proposed land development regulations, land development codes and amendments thereto; and

WHEREAS, the City of Westlake’s Planning and Zoning Board, sitting as the Local Planning Agency (LPA), had the opportunity to review the proposed amendment to Chapter 3, Article 3.3(C), regulations at a public hearing, and to make a recommendation to the City Council for the City of Westlake; and

WHEREAS, having considered the recommendations of the Planning and Zoning Board, the City Council for the City of Westlake has found and determined that the adoption of the amendment to Chapter 3, Article 3.3(C) will preserve the public health, safety and welfare, enhance the value and character of the community and is consistent with the Comprehensive Plan.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:

Section 1: Purpose and Applicability. The City of Westlake hereby adopts this Amendment to Chapter 3, Article 3.3, to add a section (C) which creates exceptions for structures and improvement which are allowable in the setbacks. The exceptions are applicable to single family residential properties located in the single family residential Zoning Districts designated R-1 and R-2.

Section 2. Article 3.3 (C) Setback Exception(s) for Residential-1 (R-1) and Residential-2 (R-2) Zoning Districts.

(1) The following structures, projections and improvements may be allowed within the required setbacks for single family residential properties located in the residential zoning districts designated Residential-1 (R-1) and Residential-2 (R-2).

1. Arbors and trellises less than ten(10) feet in height, subject to a minimum three(3) feet setback in the rear yard.
2. Balconies projecting a maximum of three(3) feet into the rear yard setback.
3. Permanent or retractable awnings, canopies or Bahama shutters projecting a maximum of three feet into a setback, and having no support other than provided by the wall or structure to which it is attached.
4. Bay windows projecting a maximum of three feet into a rear yard setback, measured at the point at which the face of the building or structure touches the ground.
5. Chimneys projecting a maximum of three feet into a rear yard setback.
6. Clothes poles or clothes lines in rear yard setbacks.
7. Fountains, subject to a minimum three (3) feet setback in the rear yard.
8. Heating, ventilation and air conditioning units, including compressors and condensers in the side yard setback.
9. Pool equipment, pumps, heating units and related mechanical equipment in the side yard setback. Visual screening from the right-of-way shall be provided.
10. Permanent standby generators consistent with the building, electrical and manufacturer's installation and maintenance requirements in the side yard setback. Visual screening from the right-of-way shall be provided.
11. Open terraces and patios, including walkways and ground level decks, subject to a minimum three (3) feet setback in the rear and side yard.
12. Recreational equipment and structures in the rear yard setback, subject to a minimum three (3) feet setback in the rear yard.
13. Sculptures and other similar objects of art in the rear yard, subject to a three (3) feet minimum.
14. Landscape planted in the ground or in planters in the rear and side yard.
15. Basketball goals provided there is a minimum of three foot setback from the rear and side property lines, and a minimum of ten (10) foot setback from the front and side street property lines.
16. Impact shutters projecting a maximum of eighteen (18) inches into the setback.
17. Decorative architectural treatment such as lintels, stone veneer or stucco banding, projecting a maximum of six inches into a setback.
18. Roof overhangs projecting into the required setbacks a maximum of two and a half (2' 6") feet.
19. Utility, Electric and Gas transmission lines, distribution lines, meters and associated structures.

(2) Roof overhangs shall be the only front yard setback encroachment permitted a maximum of two and a half (2' 6") feet.

Section 3. Severability: Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 4. Codification: It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance entitled Amendment to Chapter 3, Article 3.3, shall become and be made a part of the Code of Ordinances for the City of Westlake, Florida and the sections of this ordinance may be re-numbered or re-lettered to accomplish such intentions, and the word "ordinance" shall be changed to "section" or other appropriate word.

Section 5. Effective Date: This ordinance shall become effective upon second reading.

PASSED AND APPROVED on First Reading on _____ of September, 2020.

PASSED AND APPROVED by City Council for the City of Westlake, on this _____ day of October, 2020.

City of Westlake
Roger Manning, Mayor

Zoie Burges, City Clerk

Approved as to Form and Sufficiency
Pam E. Booker, City Attorney



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Legal		
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Amendments to Chapter 3, to add additional Setback Provisions For Residential Zoning Districts of Residential-1 (R1) and Residential-2 (R2).			
STAFF RECOMMENDATION: (MOTION READY)		Option 1) Approve, Option 2) Deny Option 3) Approve with Conditions			
SUMMARY and/or JUSTIFICATION:		<p>Pursuant to Florida Statutes, Section 163.3174(4)(C), the Westlake City Council, sitting as the Local Planning Agency (LPA), has the authority to review proposed land development regulations, land development codes and amendments thereto. In response to request for generator placement in the side yard setbacks and discussions with City Council, changes are proposed to address the generators and other permitted items within the setbacks.</p> <p>This item has been reviewed and approved by the Planning and Zoning department. This item has been reviewed and approved by the City Attorney. The City Manager recommends approval of the ordinance.</p>			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):	X	OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Cover Sheet Staff Report Ordinance			
SELECT, if applicable		RESOLUTION:		ORDINANCE:	X
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>		AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER THREE ENTITLED "ZONING DISTRICTS AND STANDARDS", TO INCLUDE ADDITIONAL SETBACK PROVISIONS FOR RESIDENTIAL ZONING DISTRICTS OF RESIDENTIAL-1 (R1) AND RESIDENTIAL-2 (R2), PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):				\$	



Meeting Agenda Item Coversheet

MEETING DATE:		09/14/2020	Submitted By: Zoie Burgess, City Clerk	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Advisory Board Consideration to Appointment five (5) members for a three-year term and one (1) alternate member for a two-year to the Education & Youth Advisory Board		
STAFF RECOMMENDATION: (MOTION READY)		Motion to appointment [IDENTIFY EACH MEMBER] as a regular member or alternate member to the Education & Youth Advisory Board.		
SUMMARY and/or JUSTIFICATION:		<p>At the July 30, 2020 Workshop, Council narrowed down six (6) potential candidates to appoint to the Education & Youth Advisory Board upon second reading of Ordinance 2020-10 Amending the Composition of the Education and Youth Advisory Board. The following members were identified to be qualified for the Board: Upon the second reading, there will be vacancies for five board members and one alternate member.</p> <p>Liriano, Lisa – 4 Council Members Selected Medvetz, Robin – 5 Council Members Selected Logsdon, Wesley – 5 Council Members Selected Acevedo, Julie – 4 Council Members Selected Bermudez, Jennifer – 4 Council Members Selected Wright, Earle – 3 Council Members Selected</p>		
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):		OTHER:	X
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Board Applications & Resumes: Liriano, Lisa - 15847 Hummingbird Lane Medvetz, Robin - 15971 Whippoorwill Circle Logsdon, Wesley - 15918 Hummingbird Lane Acevedo, Julie - 15840 Hummingbird Lane Bermudez, Jennifer - 16091 Whippoorwill Circle Wright, Earle - 15931 Rain Lilly Way			
SELECT, if applicable	RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>				
FISCAL IMPACT (if any):				\$

Education Youth Advisory Board List

	Mayor Manning	Vice Mayor Long-Robinson	Councilman Paul	Councilwoman Crump	Councilman O'Connor
Liriano, Lisa	x	x		x	x
Medvetz, Robin*	x	x	x	x	x
Williams, Melissa					
Lexima, Krystal					x
Keller, Jeffrey		x		x	
Logsdon, Wesley	x	x	x	x	x
Lowe-Goode, LaTosha					
Borios, Julio		x	x		
Acevedo, Julie	x	x	x	x	
Bermudez, Jennifer	x		x	x	x
Meyer, Janett					
Mercado, Sacramento					
Wright, Earle*	x		x		x

LISA K. LIRIANO

15847 Hummingbird Lane, Westlake, FL 33470

(561)951-1066 Lisa.liriano@palmbeachschools.org

Objective: To obtain a leadership position for the School District of Palm Beach County, working with students, staff, and community to improve student achievement and effectively promote lifelong learning where all students reach their fullest potential.

Certifications:

- Educational Leadership (All Levels)
- Exceptional Student Education (Grades K-12)
- English for Speakers of Other Languages (ESOL) Endorsement
- Gifted Endorsement
- Reading Endorsement (Grades K-12)
- Elementary Education (Grades K-6)
- Readers and Writers Workshop trained, Columbia University
- School District of Palm Beach County Aspiring Leaders Program
- Lean Six Sigma Yellow Belt Certified by the School District of Palm Beach County
- Preparing Future Principals' Program, Cohort 1 –SDPBC in affiliation with NYCLA

Education:

- Lynn University, Master of Education, Educational Leadership (2016)
- Barry University, Master of Science Degree in Reading (2010)
- Broward Virtual University, Gifted Endorsement (2010)
- Florida Atlantic University, Bachelor of Science in Elementary Education/Grades K-6 (2006)

Professional Experience:

School District of Palm Beach County – Manager, Curriculum Development and School Improvement, North Region, 2016-Present

- Manage all aspects of a multimillion-dollar grant aimed at improving literacy instruction in the following four elementary schools: Washington Elementary, West Riviera Elementary, Lincoln Elementary, and Dr. Mary McLeod Bethune Elementary.
- Oversee a team of four Instructional Specialists who provide literacy support in four elementary schools.
- Provide extensive training to over sixty teachers on an ongoing basis.

- Maintain both financial and program fidelity by working collaboratively with The School District of Palm Beach County and The Lost Tree Village Charitable Foundation.
- Oversee the Riviera Beach Family Literacy Center located on the campus of John F. Kennedy Middle School.
- Assisted West Riviera Elementary in raising their 2019 Third Grade ELA FSA score by ten percentage points from the previous year.
- Assisted Dr. Mary McLeod Bethune Elementary in raising their 2019 Third Grade ELA FSA score by ten percentage points from the previous year.

School District of Palm Beach County – Area 4 Instructional Specialist, 2014 –2016

- Readers and Writers Workshop Summer Institute participant, Columbia University – August 2014
- Readers and Writers Workshop Advanced Summer Institute Participant, Columbia University – July 2015
- Affiliate of Teachers College Reading and Writing Project out of Columbia University
- Maintained the fidelity of the Lost Tree Village Educational Foundation Reading Grant by working closely with all stakeholders both within the school district and Lost Tree Village
- Organized, trained, and monitored the Lost Tree Village Reading Volunteer Program
- Supported Kindergarten through Third Grade teachers using the full coaching cycle.
- Achieved 90% reading proficiency in Kindergarten
- Achieved 78% reading proficiency in First Grade
- Regular plan and deliver professional development focusing on balanced literacy components.
- Facilitate common planning weekly for all teachers using current data to drive instructional decisions
- Collaborate both with curriculum and school sites to provide support that is focused and consistent
- Communicate progress regularly with the Lost Tree Educational Foundation to ensure an open relationship between the school district and grant funders

Northmore Elementary School, 2013- 2014

- **Literacy Coach, Kindergarten – Fifth Grade**
 - Developed and implemented lesson plans, completed full coaching cycles, provided professional development, built capacity and used multiple data sources to inform instruction
 - Worked closely with area and state transformation teams
 - Facilitate Learning Team Meetings and Common Planning Meetings daily

Department of Single School Culture©

- **Learning Team Facilitator, 2012-2013**

- As an LTF, I gained valuable knowledge of Test Item Specifications as well as leadership skills. During this assignment, I traveled to various elementary, middle, and high schools to assist in the setup of LTM's. I also served as Northmore Elementary LTF as a .5 position.

South Olive Elementary School, West Palm Beach, FL, 2006-2012

- Fourth Grade Teacher of the Gifted, 2011-2012
- Second Grade ESE Inclusion Teacher, 2006-2008
- First Grade Teacher of the Gifted, 2009-2011
- Grade-level Chairperson, 2008-2011
- Grades K-2 Literacy Contact, 2008-2011
- Reading Leadership Team Member, 2008 – 2012
- School Advisory Council Voting Member, 2008-2012
- School Improvement Plan Committee Member, 2008- 2012

Professional and personal references are available upon request.



Advisory Board/Committee Application

DATE:	6/19/20	NAME:	Lisa Liriano
ADDRESS:	15847 Hummingbird Lane, Westlake, FL 33470		
PHONE:	(561) 951-1066	E-MAIL:	lisa.liriano@palmbeachschools.org
What is the Board/Committee of your choice?		Education and Youth Advisory Board	
How long have you lived in the City of Westlake?		6 Months	
Are you a full-time resident? If not, how many months do you reside in City?			Full-time
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		PBC School District, Curriculum Manager	
Do you currently hold public office? If so, what is the office?			No
Please list any business, volunteer, community activities you have been involved in:			
None as of yet. We moved to Westlake on 12/31.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
No			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I have been an educator for thirteen years. I started my career as a teacher and then moved into administration. I am very familiar with the Palm Beach County School District and my primary passion is advocating for all students. I also have experience managing programs, which will assist the work of the board.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

Robin Medvetz
15971 Whippoorwill Circle
City of Westlake, Florida 33470
Phone: 561-512-7966
Email: robinmedvetz@gmail.com
Work Email: robin.medvetz@palmbeachschools.org

Resume

Objective

To bring my dedication, expertise, and knowledge to the City of Westlake's Education and Youth Advisory Board.

Experience

August 2007 to present [Seminole Ridge Community High School, Palm Beach County Schools]
Social Science Educator and Coach -

- During my career, I have been responsible for driving all phases of medium to large projects/programs to successful completion. As an educator, day-to-day leadership, management and coordination of all activities pertaining to project direction, planning, assignments, project health and reporting, problem resolution and collaboration is my daily routine.

Part of my responsibilities includes heavy use of technology to improve learning outcomes and project/curriculum requirements. Performing detailed analytics, as well as implementation and evaluation of digital tools, is a requirement I have fine-tuned over my twelve-year career. I manage people, specifically teenagers, to reach their full potential. I will do the same in this position by managing the IT and outside professionals responsible for developing and maintaining transactional digital initiatives.

- Teacher of the Year for 2019 and Classroom Comedian Award 2020. I currently teach six sections of AICE (AP) International History. I am a dedicated civil servant and my reputation precedes.

Expertise

Utilize strong project management skills to provide support in developing and executing plans and initiatives to support (develop and execute against project plans) curriculum objectives.

I have superior skills in communication. I can communicate mission objectives effectively, both orally and in writing, and provide metrics to track performance and progress.

Education

Aug 2003 to May 2007 [Florida Atlantic University, Boca Raton, Florida]

- Bachelors of Arts in Social Studies Education

Florida teaching certificate number is 1051331

Please feel free to contact Principal James Campbell for a reference at (561) 422-2600



Advisory Board/Committee Application

DATE:	6/19/2020	NAME:	Robin Medvetz
ADDRESS:	15971 Whippoorwill Circle, Westlake 33470		
PHONE:	561-512-7966	E-MAIL:	robinmedvetz@gmail.com
What is the Board/Committee of your choice?		Education & Youth	
How long have you lived in the City of Westlake?		1 year & 6 months	
Are you a full-time resident? If not, how many months do you reside in City?			Yes
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Teacher at Seminole Ridge	
Do you currently hold public office? If so, what is the office?			No
Please list any business, volunteer, community activities you have been involved in:			
As a teacher at SRHS, I am constantly volunteering and contributing to community activities in relation to ^{the} school.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
Yes, as a teacher in our local school, my community school will benefit. I do not see this as a conflict of ^{community} interest.			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
Please see resume → my expertise is extensive.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.



Advisory Board/Committee Application

DATE:	6.24.2020	NAME:	WESLEY LOGSDON
ADDRESS:	15918 HUMMINGBIRD LANE, WESTLAKE, FL. 33470		
PHONE:	561.632.8639	E-MAIL:	LOGSDON.WESLEY@GMAIL.COM
What is the Board/Committee of your choice?		EDUCATION & YOUTH ADVISORY BOARD	
How long have you lived in the City of Westlake?		8 MONTHS	
Are you a full-time resident? If not, how many months do you reside in City?			YES
Are you a registered voter?		YES	
Current occupation and employer, if retired, please list previous occupation and employer:		VICE PRINCIPAL - CARDINAL NEWMAN HIGH SCHOOL	
Do you currently hold public office? If so, what is the office?			NO
Please list any business, volunteer, community activities you have been involved in:			
BOARD MEMBER FOR THE AARON STRONG FOUNDATION BEAARONSTRONG.ORG			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
NO			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
NO			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
PLEASE SEE ATTACHED RESUME.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburger@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

WESLEY R. LOGSDON

Administrator



PERSONAL SUMMARY

I am an administrator, mentor, integrator, and coach who inspires passion in education. I want to help a school reach its fullest potential. I enjoy impacting students and families lives and building character and a love of learning while working with faculty and students. I am also a family man priding myself on being a husband and father to my beautiful wife and three amazing little girls.

CORE COMPETENCIES

Leadership	Innovation
Creation	Curriculum
Social Media Strategies	Integration
Team Building	Coaching
Law	Technology
Management	Marketing

EXPERIENCE

CARDINAL NEWMAN HIGH SCHOOL

Administrator - Vice Principal

- Leader of Student Character And Concerns As Well As Attendance
- Leader of Student Safety And Crisis Response
- Charged With The Creation of An Advisory Program
- Designer And Creator of Robotics Room
- Leader Within Capital Campaign And School Redesign

THE BENJAMIN SCHOOL

Innovation & Technology Integration, Teacher, & Coach | Aug 2010-2018 | thebenjaminschool.org

- Education of Social Sciences: World History, Law, Government, and Psychology
- Key Figure of Strategic Planning Action Step Committee for Technology
- Leader of Innovation & Technology Integration
- Leader of Social Media Committee
- Key Contributor To Instructional Handbook
- Interim Head of Honor Council
- Member of Athletic Awards Committee
- Head Coach of Several Sports

SCHOOL OF LEADERSHIP, INNOVATION, CREATIVITY & ENTREPRENEURSHIP

Co-Founder, Director, Mentor | Aug 2014 - Present | sliceonline.org

- Curriculum Planning
- Oversight of Program
- Funding Acquisition
- Recruitment, Social Media Marketing, & Program Participation

EAST RIDGE HIGH SCHOOL

Teacher and Coach | Aug 2008 - 2010 | <https://www.lake.k12.fl.us/Domain/2848>

- Education of Social Sciences: Economics, Government, Law Studies, & Political Science
- Assistant Varsity Baseball Coach

CONTACT

✉ logsdon.wesley@gmail.com
wes.logsdon@cardinalnewman.com

☎ 561.632.8639

🏠 15918 Hummingbird Lane
Westlake, FL. 33470

EDUCATION

JURIS DOCTOR

2006

Florida Coastal School of Law Jacksonville, FL

MASTERS OF SCIENCE ADMINISTRATION

2016

Nova Southeastern Ft. Lauderdale, FL

BACHELOR OF ARTS: BUSINESS ADMINISTRATION

2002

Piedmont College Demorest, GA

PROJECT ZERO CERTIFICATION

2013

Harvard Graduate School of Education
Cambridge, MA

SOCIAL



@EduWes13y

Wesley R. Logsdon, J.D. MS.

15918 Hummingbird Lane
Westlake, Florida 33470
(561) 632-8639
logsdon.wesley@gmail.com
wes.logsdon@cardinalnewman.com

GRADUATE EDUCATION:

Florida Coastal School of Law, Jacksonville, Florida December 2006
Juris Doctor
Sports Law Certified

Nova Southeastern University August 2016
Master of Science, Administration

UNDERGRADUATE EDUCATION:

Piedmont College, Demorest, Georgia May 2002
Bachelor of Arts in Business Administration

CERTIFICATE PROGRAMS:

Harvard Graduate School of Education July 2013
Project Zero

Google Education October 2014
Certified Teacher

PROFESSIONAL EXPERIENCE:

Cardinal Newman High School, West Palm Beach, Florida August 2018 – Present
Vice Principal
Cardinal Newman is dedicated to educating the whole person: spirit, mind, and body, and to help all students develop their God-given talents according to the gospel values of Jesus Christ.

As a leader among the administration I was primarily responsible for the discipline and attendance issues that may arise as the Dean of Students.. These issues include but are not limited to: honor code violations, tardiness, student handbook infractions, and more. I have constant and consistent parent interaction where I provide clear communication to all, in order to better facilitate the student's, parent's and school's needs and desires. Now, as the Vice Principal, I am responsible for the workings of the schools from faculty to students, and more.

I have been charged with giving updates at parent advisory board meetings as well as faculty council meetings and leadership advisory board meetings. I am a leader in designing the future of the school during its renovation process and have a pivotal role in the school's capital campaign.

With my legal background as well as my experience in and out of the classroom I have been asked to advise the school on various aspects of growth. Additionally, with my innovative ideas and high energy I have been sought out by faculty members and other members of the school for help regarding issues where the opinion of a school leader or a fresh idea is needed.

The Benjamin School, Palm Beach Gardens, Florida

August 2010 – 2018

Innovation & Technology Integration Specialist, Teacher & Head Varsity Coach

The Benjamin School is a PK3 – 12 independent school located in Palm Beach Gardens, FL. The school has over 1,100 total students with just over 440 in the upper school. Benjamin prides itself on high academics and forward-thinking education.

Thebenjaminschool.org

As a leader among the faculty, in the classroom, and on the field, I have provided excellent guidance to many while here at the school. Teaching world history, government and law, I have shaped much of the curriculum over the past seven years through innovative practices, such as applying my knowledge from my time spent at the Harvard Graduate School of Education to extensive collaboration with the Academic Dean. My position as a teacher has been coupled with being a leader in technology integration; providing teachers, students, and other opportunities to learn new practices and grow in the learning process. Additionally, I have played an integral leadership role on the Strategic Planning Committee, shaping how the school applies the use of technology and which technology it chooses to use. As an example, I currently play a central role in implementation of Blackbaud's "On" products. Along with numerous other leadership positions within the school, I have been a head coach for multiple varsity sports, allowing me to facilitate purchasing, enhance communication among parents and other school constituents, manage multiple personalities, and develop vast organizational skills.

In addition to my roles above at the school, I have served as an asset to the athletic department. I have coached multiple sports, most notably of them all are baseball and golf. As the baseball coach, I maintain consistent communication throughout the year, as well as constant statistics on our team as well as our opponents, and ensure organization. I emphasized the importance of the team concept and did everything for the student athletes, so they became better young men from their experiences, not just better baseball players. Now, at the end of a two-year span, we won our District Championship two years in a row. The first District Championship we won was something that hadn't been accomplished at our school in twenty-two years.

As the head coach of the girl's golf team I have helped continue their winning tradition, but in an even greater way than in the past. The team most recently won their tenth consecutive district championship, and while under my tenure we have placed seventh, fifth, and third in the state, each year improving upon the last. Furthermore, the team won the school's first-ever regional championship in 2016, and have had several girls named to All-Area Teams.

School of Leadership, Innovation, Creativity & Entrepreneurship,

West Palm Beach, Florida

August 2014 – Present

Co-Founder, Director & Mentor

Our school unites entrepreneurial professionals from around the world and immerses students in the practical applications of education, with a focus on innovation, creativity, and entrepreneurship. Sliceonline.org

In addition to my position at The Benjamin School, I am also a co-creator/founder, director and mentor for the School of Leadership, Innovation, Creativity & Entrepreneurship otherwise known as S.L.I.C.E. Students and mentors complete real-world projects with the potential to reshape the local landscape while developing the tools

and networks to build their own businesses. Since we currently are offering summer programs, I drive the application process, help secure funding, find unique spaces to house our programs and develop curriculum for what is best needed for our students to attain the best experience possible. In addition to administrative functionalities, I mentor the students and participate as much as possible in all of the projects.

East Ridge High School, Clermont, Florida

August 2007 – 2010

Teacher & Coach

East Ridge High School is a large public school located in Clermont, Fl. just outside of Orlando. It currently serves just over 2,000 students however it served over 3,000 before a new school opening after my departure. A very diverse school, East Ridge was a powerhouse in the Lake County community. <https://www.lake.k12.fl.us/Domain/2848>

East Ridge is where I fell in love with teaching. The school provided me with an opportunity to teach Government, Civics, and Law. I honed my skills as a classroom teacher managing over thirty children in the classroom for my electives. My students and their parents came from many different walks of life and working with them gave me the opportunity to apply new strategies daily to develop my students. Furthermore, I was appointed to work with the booster club for several fundraising campaigns during my tenure as a coach, as well as manage and lead athletes on and off the field.

East Ridge High School is not only where I began my teaching career, but where I started coaching on a consistent basis. I was given a variety of responsibilities as the lead assistant coach of the large school program. It was not uncommon to have over eighty students come tryout for our team each year. I would have to evaluate players and develop them throughout the year under the guise of the head coach. I was responsible for several organization aspects, from workouts and meal plans, to trip planning and fundraising. I was also asked to work directly with the booster club for financial budgeting of the program.

Piedmont College, Demorest Georgia

August 2000 – 2002

Intern

While at Piedmont I spearheaded a team of aspiring marketing professionals to develop new and updated promotions, while never losing sight of the brand or demographic, for the longest running festival in northeast Georgia. This same group was also charged with the task of developing business plans for local small businesses and helping guide the marketing efforts towards greater success.

LEGAL EXPERIENCE:

LexisNexis, Jacksonville, Florida

July 2004 – December 2006

Law School Associate

My experience as the lead associate provided me with an opportunity to manage recruiting, hiring, training and retention of LexisNexis associates. I was responsible for students new to the program and ensuring they were able to perform effective and efficient research either through one-on-one training or accomplished through group training. Furthermore, I worked collaboratively with the library personnel to enhance research techniques of each student.

Law Offices of Peterson, Bernard, West Palm Beach, Florida

January 2003 – August 2003

Clerk

As the law clerk for the foundation office in Palm Beach County, I performed extensive legal research in the practice of mold litigation and insurance defense. I was tasked with creating compelling presentations for lectures

and cases, as well as filing cases for each attorney. I used new and innovative practices to bring updated technology practices to the firm and helped push the boundaries of new online research.

ORGANIZATIONS:

Over the course of the past several years, I have been involved in several different organizations taking on leadership roles in each of them. While in law school I was the Sports Law Society Vice President, which allowed me to chair several community events. I was also a leader of the Student Bar Association, giving me opportunities to fundraise, organize and lead others. Additionally, I have been a member of Fellowship of Christian Athletes, letting me spread my beliefs of hard work, grit, and the power of perseverance to student athletes.

COMMUNITY INVOLVEMENT:

While living in Jacksonville, I was afforded many volunteer opportunities. The Shriners of North America allowed me to work several events, including Super Bowl XXXIX. I also chaired several golf tournaments for fundraising purposes and organized softball events for schools. All of which helped me broaden my understanding of giving back, and expand upon my skill set.

AWARDS:

I was named the 2016 Sun-Sentinel Coach of The Year and the High School Baseball Network Coach of The Year for baseball. For golf, I was named the 2013 Sun Sentinel Girls Golf Coach of The Year as well the 2016 Palm Beach Post Girls Golf Coach of The Year.

PERSONAL:

I have been married to my wonderful wife Sara, also a teacher, for ten years and we have three beautiful little girls. Their names are Ava (8), Olivia (7), and Evelyn (3). We love spending time together, whether it be a family vacation or time at the zoo, seeing my girls have amazing experiences makes my wife and me extremely happy.

Julie Acevedo

15840 Hummingbird Lane

Westlake, Fl. 33470

203-300-1896 (cell)

juliedanbury@yahoo.com

Experience

District School Counselor

2019- Present

Palm Beach County District Office

- Develop Parent University Schedule
- Supervise Florida Atlantic University graduate School Counselor students at school sites
- Support Multicultural School Counselor at school sites
- Work and develop professional development for school counselors
- Assist with foreign transcripts
- Assist foreign families with community agencies
- Provide support to families with new registration

Internship

2015-2016: Palm Beach Lakes HS administrative team

- Work with teachers in curriculum building
- Prepared classroom and testing materials for teachers and students
- Administer state wide testing
- Assist in school budget
- Coordinate testing schedule for teachers and students
- Facilitate workshops on testing guidelines and proper testing procedures
- Provide ideas and activities for teachers while unpacking standards in core curriculum
- Assist in building Master Board schedule
- Oversaw PERT testing afterschool
- Schedule teachers and work on payroll for afterschool PERT

ELL School Counselor

2014- 2019- Palm Beach Lakes H.S.

- Enroll new students into classes and ELL program
- Administer and Proctor testing
- Work with families and students in the registration process
- Monitor students' progress and prepare for high school graduation
- Make sure students are adequately prepared and college ready
- Home visit and attendance monitoring
- Provide and assist in parent university
- Individual counseling sessions with all grade level
- Advocate for students and families
- Work with student and families in crisis
- Interpret transcripts

- Counsel students

ELL School Counselor

2011- 2014- Danbury High School, Danbury, CT.

- Translate to parents and students all school procedures and regulations
- Interpret Transcripts
- Make weekly Robo Calls
- Work with student and student families in crisis
- Counsel student: sophomores, juniors and senior
- Prepare seniors for college
- Prepare and direct senior night- parent meetings
- Work in college prep through advisories
- Worked in small advisories with sophomore
- Individual sessions with Juniors and Seniors

School Counselor

2009-2011, Danbury High School, Danbury, Ct.

- Counsel student: sophomores, junior and senior
- Prepare seniors for college
- Prepare and direct senior night- parent meetings
- Work in college prep through advisories
- Worked in small advisories with sophomore
- Individual sessions with Juniors and Seniors

Spanish Teacher

2000-2009, Danbury High School, Danbury, Ct.

- Teach Spanish students from Spanish Levels 1-4
- Lesson plan development, grading, instructing
- Team building and team planning
- Collaborating with colleagues

Summer Program Spanish Instructor

2000- 2011, Western Connecticut State University, Danbury, Ct.

- Instruct students during summer Conn/cap Upward Bound Program
- Lesson Plan development, grading and instructing
- Counsel, lead activities, enhance summer fun activities and learning experience

Aspira Club Advisor

2000-2013 Danbury High School

- Direct club meetings

- Facilitate club activities
- Work with community service projects involving students
- Work with at risk minority students
- Counsel and encourage students through diverse activities to remain in school

Step Team Advisor

2008-2009, Danbury High School

- Direct and monitor Step team
- Schedule and assist in performances

Third Grade Teacher

1999-2000, Bella Vista Academia, Mayaguez, P.R.

- Lesson Plan Development, grading and instructing
- Monitor students and integrate Whole Language Activities

Multi- Grade Teacher

1997-1999, Greater New York Conference SDA, Queens New York

- Teach, lesson plan development, grading and instructing
- Teach Pre-K, follow curriculum to motivate healthy, safe and guided practices
- Teach, lesson plan development, grading and instructing for grades 5-8, multi-grade classroom

Extracurricular

- **Church Youth Leader**
- **Latino Scholarship Fund Board**
 1. **Attend Monthly Meeting**
 2. **Work in recruitment of funds for Latino college bound students**
 3. **Help increase graduation rate by working with students in preparation of alternative mathematics testing**
 4. **Work in small groups with students new to the USA for acculturation process.**
 5. **Teach youth from ages 15-17 in pathfinder club**

Education

2015-2017

Walden University, Minneapolis, MS

- **Completed all courses for Masters Degree in Educational Leadership**

2004-2008

Western Connecticut State University, Danbury, Ct.

- **Masters Degree: School Counseling (certification in School Counseling)**

1992-1996

Universidad Adventista de las Antillas, Mayaguez, P.R.

- Bachelors of Arts: Education Studies (Provisional Certification in Elementary Education)

Languages

- Fluent in English
- Fluent in Spanish

Certifications

- Certification in Teaching K-8
- Certification in Teaching 9-12 Spanish
- Certification in School Counselor K-12

References

1. Elena Villani, Principal, Highland Elementary School 561-640-0635
2. Mr. David Alfonso, School Principal, Palm Beach Lakes High School 561-640-5001
3. Mrs. Wanda Thomas, Guidance Coordinator, Palm Beach lakes High School 561-5016
4. Ruth Lindor-Jean, ESOL School Counselor, Palm Beach Lakes High School 561-640-5307
5. Pat Villela, MA, Language Instructor- French, Spanish, Italian, Danbury High School 203-797-4806
6. Yessica Mathias, MA, Math Instructor, Danbury High School 917-860-2775
7. Gary Boccacio, School Principal, Danbury High School 203-797-4803



Advisory Board/Committee Application

DATE:	July 8, 2020	NAME:	Julie Acevedo-Mompoint
ADDRESS:	15840 Hummingbird Lane, Westlake, FL 33470		
PHONE:	203.300.1896	E-MAIL:	juliedanbury@yahoo.com
What is the Board/Committee of your choice?			
How long have you lived in the City of Westlake?		6 months	
Are you a full-time resident? If not, how many months do you reside in City?			Full-time
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Distric School Counselor	
Do you currently hold public office? If so, what is the office?			No
Please list any business, volunteer, community activities you have been involved in:			
Food pantry, Feeding the homeless, Back pack program for students, Directed parent university (for migrant/immigrant community), Christmas toy drive; Accademic youth outreach program.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
No			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I hold a bachelor ' s degree in Education, a master ' s degree in School Counseling, and second master ' s degree in Educational Leadership. Throughout my tenor as an educator for over twenty two years, I have had the privilege of serving a wide demographic of individuals and families. It is my passion to not only educate, but to also advocate for those in our community			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

JENNIFER A. BERMUDEZ

Jennifer.abreu7@gmail.com - personal
Jennifer.a.bermudez@palmbeachschools.org - work
 (561) 351-9878

SKILLS	<p>I currently work at an elementary school in Palm Beach County as an ESE Coordinator. It is by far the most rewarding job I've had. I have been at my current school since the Spring of 2012 and have grown in my profession since. I have learned to teach students to love learning regardless of how they learn, or the learning obstacles they may face. I advocate for the rights of children with disabilities and ensure that they have their individual needs met. I do this for the love of educating children and plan on doing this for many years to come.</p> <p>I graduated from Florida Atlantic University with a Bachelor's degree in Education with ESOL endorsement. Prior to student teaching, I had the opportunity to gain an abundant amount of experience while working as a Parent Liaison and Volunteer Coordinator at a Title 1 Elementary school in Martin County. This job has gave me the opportunity to work on new skills and responsibilities. I was able to lead meetings, translate, answer phone calls throughout the day, make daily calls to parents, register students in school, make house visits, work with students & children of all ages, better my computer skills and do my best at making the relationships between teachers and parents easy and comfortable. This job many years ago was a turning point for me and ultimately led me to become a teacher and then an ESE coordinator.</p> <p>My primary language is English but I speak fluent Spanish. I have also served as a Spanish translator in the previous jobs that I have had and have been able to effectively communicate with people this way. I am a people person and my friendliness has become one of my most rewarding assets. I am also a very motivated person and am certain that this will benefit me best in my future endeavors.</p>
EXPERIENCE	<p>November 2016-Present PBCSD - Acreage Pines Elementary Loxahatchee, FL <i>ESE Coordinator/ESE Teacher</i> (<i>Biomedical & Pre-veterinary Technology Academy</i>) I am in charge of the ESE department and 504's. I hold meetings frequently to discuss student's needs with parents, teachers, and school staff. I develop Individual Education Plans (IEP's) and 504's to best meet the individual needs of students. I assist in school based team meetings in order to identify students that may need extra support. I collaborate with many teachers and staff in order to effectively help students with needs as well as providing teachers the support and guidance they may need.</p> <p>February 2012-2016 PBCSD - Acreage Pines Elementary Loxahatchee, FL <i>4th Grade Teacher</i> (<i>Biomedical & Pre-veterinary Technology Academy</i>) I was able to work with students that have different needs. (ESE, ESOL, & Gifted) I accommodated my lesson plans based on the different needs of my students.</p>

	<p>I incorporated biomedical and pre-veterinary information to various lesson plans that link with the choice program at the school.</p> <p>I used technology to enhance learning.</p> <p>I used innovative ways of teaching to capture and maintain the attention of my students.</p> <p>I ran the Drama Club at the school and taught students memorization, acting, & social skills through this program.</p> <p>August 2009 – January 2011 MCSD - Port Salerno Elementary Stuart, FL Parent Liaison/Volunteer Coordinator</p> <p>I worked in the front office of a busy Title 1 elementary school.</p> <p>I was the Employee of the year for 2010-2011.</p> <p>I translated for <i>Spanish</i> speaking parents in meetings, conferences, and phone calls.</p> <p>I translate fliers for teachers when needed.</p> <p>I made phone calls regarding concerns of teachers on particular students.</p> <p>I organized and coordinated the Volunteer program at the school.</p> <p>I assisted with enrolling students.</p> <p>I assisted with student needs.</p> <p>I was a member of the School Advisory Council.</p> <p>I organized and led meetings that pertained to my position.</p> <p>I was the clinic assistant back-up and am AED, CPR, First Aid, & Diabetic trained.</p> <p>I worked with students of all ages.</p> <p>I also worked as a Para-Professional for the Martin County School District Autistic program which was held in the Summer of 2010.</p>
EDUCATION	
	<p>May 2008 Indian River State College Stuart, FL Associate in Arts Degree(A.A.)</p>
	<p>December 2011 Florida Atlantic University Port St. Lucie/Jupiter, FL Bachelor's Degree in Elementary Education with ESOL Endorsement</p> <p>In April 2018, I obtained my Exceptional Student Education (ESE) certification.</p>
REFERENCES	<ul style="list-style-type: none"> • Darline Karbowski- School Principal (954)6325517 • Christine Abreu- Previous colleague, Relative, and School Counselor for elementary students (561)906-7860 • Shelby Balke- Colleague (561)389-7050



Advisory Board/Committee Application

DATE:	7/15/2020	NAME:	Jennifer A. Bermudez
ADDRESS:	16091 Whipoorwill Circle		
PHONE:	561-351-9878	E-MAIL:	jennifer.a.bermudez@palmbeachschools.org
What is the Board/Committee of your choice?		Education & Youth Advisory Board	
How long have you lived in the City of Westlake?		1 year	
Are you a full-time resident? If not, how many months do you reside in City?			Yes
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		ESE Coordinator-PBCSD	
Do you currently hold public office? If so, what is the office?			N/A
Please list any business, volunteer, community activities you have been involved in:			
I volunteer my time after hours to continue to help and guide parents with educational concerns, especially with the ESE population. I have also participated in back to school drives.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
Yes, all can benefit. Communication is key and can lead to bettering area schools. Decisions and recommendations made can be pieces of collaboration that can be bridges to gaps.			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I was a home/school liason for a title 1 county school in Martin County for 2 years prior to earning my Bachelors Degree in Elementary Education. I went on to become a 4th grade Elementary school teacher for 6 years, presented at a Learning Sciences Int. conference, ESE Teacher for 2 years, and currently an ESE Coordinator at an elementary school. I believe that my experience in education has continued to drive my passion to make a change.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburger@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

Earle N. Wright

15931 Rain Lilly Way Westlake, FL 33470

(561) 596-9485

earlewright@bellsouth.net

Education **B.S., Telecommunications**, University of Florida, 1996

Relevant Experience & Accomplishments

- Workshops/Training**
- Trained in VITAL strategies for Crisis Intervention on Campus (2005-present)
 - Learned creative educational strategies at CRISS training (Summer 2006)
 - Selected for District Curriculum Writing Team (2003 – 2011)
 - Selected for District Textbook Adoption Committee (2005, 2014)
 - Attended 3 Day Apple Final Cut Pro Training Class (Summer 2010)
 - Adobe Premiere Pro Training Class (Fall 2015)
 - Certified in Adobe Premiere Pro CS6 (Fall 2012) & Creative Cloud (2015)
-

- Employment**
- Television Production Teacher**, *Seminole Ridge High School*, Loxahatchee, FL *2005-present*
- Courses taught: TV Production I, II, III, IV, & V
 - Extracurricular involvement: Varsity Boys Soccer Coach (2005-2013), TV Club Sponsor, Literacy Committee
- Television Production Teacher**, *W.T. Dwyer High School, PB Gardens*, FL *2001-2005*
- Courses taught: TV Production I, II, III, IV, & V, and Drama
 - Extracurricular involvement: Junior Varsity Boys Soccer Coach, TV Club Sponsor, In- School Suspension Supervisor
- Owner/Producer**, *Wright Productions* *2002-2009*
- Specialized in event coverage (weddings, band & dance performances, etc.) but also produced corporate videos and commercials
 - Finished product mastered on digital tape or DVD
- Producer**, *WPEC NEWS 12, CBS Affiliate West Palm Beach* *1997-2001*
- Story selection, management, and writing for all newscasts
 - Developed the new FOX 29 Morning News newscast
- Producer**, *WRBL-TV, CBS Affiliate Columbus, GA* *1996-1997*
- Produced Morning, Noon, and 5 P.M. Newscasts
 - Responsible for developing 5 P.M. newscast and for overseeing the expansion of the morning show from a ½ hour program to 1 ½ hour program
- Associate Producer/Video Editor/Intern**, *WCJB-TV, ABC Gainesville, FL* *1995-1996*
- Started as intern then was hired as Associate Producer/Editor for Morning News Program.
 - Duties included writing stories, shooting video for breaking news in morning, editing tape, and operating studio cameras and teleprompter.
- Reporter/Photographer/Sports Editor**, *WUFT-TV, PBS Affiliate Gainesville, FL* *1995-1996*
- Reported on-air, shot for other reporters, and edited video tape for sportscast on student run PBS station which has daily Noon and 5:30 newscasts
- Anchor/Reporter/Disc Jockey**, *WRUF-AM850 & WRUF-FM ROCK104* *1993-1996*
- News Anchor & Reporter for noon and 5pm newscasts on AM850
 - News anchor and disc jockey for commercial rock music station ROCK104

**Community
Involvement**

Relay for Life, Team Captain (2006-2009)

Community of Hope, Vacation Bible School Tech Director (Summer 2012 - 2014)

Acreage AYSO Soccer, Coach & Division Coordinator (2006 – 2017)

PBC Substance Awareness Coalition Youth Summit, Presenter on PSA creation (May 2013)

Honors & Awards

Western Conference Soccer Coach of the Year (2012)

W.T. Dwyer Award Finalist in Career Education (2009, 2010, 2012 & 2013, 2017)



Advisory Board/Committee Application

DATE:	July 18, 2020	NAME:	Earle Wright
ADDRESS:	15931 Rain Lilly Way Westlake, FL 33470		
PHONE:	(561)596-9485	E-MAIL:	earlewright@bellsouth.net
What is the Board/Committee of your choice?		Education Advisory Board	
How long have you lived in the City of Westlake?		December 2018	
Are you a full-time resident? If not, how many months do you reside in City?			Yes
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Teacher, PBCSD	
Do you currently hold public office? If so, what is the office?			No
Please list any business, volunteer, community activities you have been involved in:			
Community of Hope, AYSO Soccer, Florida Scholastic Press Association, Student Television Network, Florida Association for Media in Education			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
No			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I have served as a teacher, coach and club sponsor since 2000. I am a former television news producer that left industry to work with students and share my love of journalism and film production. I am a Palm Beach County native and graduate of our public school system. I have lived in Loxahatchee since 2000 before moving to Westlake in 2018. I began teaching at Seminole Ridge High School in 2005 and started our award-winning TV Production Academy.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.



Meeting Agenda Item Coversheet

MEETING DATE:		September 14, 2020	Submitted By: Legal	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Community Development Block Grant (“CDBG”) programs, Emergency Solutions Grant (“ESG”) program and Home Investment Partnerships (“HOME”)		
STAFF RECOMMENDATION: (MOTION READY)		The City Manager recommends approval of the Interlocal Agreement.		
SUMMARY and/or JUSTIFICATION:		<p>The proposed Interlocal Agreement with Palm Beach County and the City of Westlake would allow the county to receive funding from the state and federal level for Community Block Grant (“CDBG”) programs, Emergency Solutions Grant (“ESG”) program and Home Investment Partnerships (“HOME”). Florida Statutes Section 163.01, allows governmental agencies to make the most efficient use of their powers by allowing cooperation with certain services. The County has several established housing programs to assist residents through-out Palm Beach County.</p> <p>This item was approved by the City Council on May 11, 2020, with paragraph 13 being deleted as the City of Westlake did not have a policy affirming the statements contained in paragraph 13. The Palm Beach County Sheriff’s office has subsequently provided documentation of the policy being in place and applicable to the City of Westlake. The Department of Housing and Urban Development has requirements that all interlocal agreement include the statements previously omitted within paragraph 13. Therefore, the interlocal agreement is before you for approval with the inclusion of paragraph 13. The agreement has been reviewed and approved as to form and sufficiency by the City Attorney.</p>		
SELECT, if applicable		AGREEMENT:		BUDGET:
		STAFF REPORT:		PROCLAMATION:
		EXHIBIT(S):		OTHER:
			X	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		PBC Interlocal Agreement CDBG PBSO Use of Force General Order PBSO Code of Ethics		
SELECT, if applicable		RESOLUTION:		ORDINANCE:

**IDENTIFY FULL
RESOLUTION OR
ORDINANCE TITLE**

*(if Item is **not** a
Resolution or Ordinance,
please erase all default
text from this field's
textbox and leave blank)*

FISCAL IMPACT *(if any):*

\$

INTERLOCAL COOPERATION AGREEMENT
BETWEEN PALM BEACH COUNTY
AND
CITY OF WESTLAKE

THIS AGREEMENT made and entered into on _____, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as the "County", and City of Westlake, a municipality duly organized and existing by virtue of the laws of the State of Florida, hereinafter referred to as the "Municipality".

WHEREAS, the parties hereto have the common power to perform Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program and Home Investment Partnerships (HOME) Program activities within their jurisdictions, said common powers being pursuant to Section 125.01, Florida Statutes, and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, mandates that a county must enter into interlocal cooperation agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

WHEREAS, such interlocal cooperation agreements are also required to implement the HOME Program under Title II of the National Affordable Housing Act of 1990, as amended, and the ESG Program under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act); and

WHEREAS, the County desires to join with the Municipality in order to carry out the planning and professional services necessary to implement the CDBG, ESG and HOME Programs during Federal Fiscal Years 2015, 2016 and 2017, and during subsequent Federal Fiscal Years; and

WHEREAS, the County and the Municipality agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities; and

WHEREAS, the County and Municipality wish to cooperate in the implementation of the goals and objectives of the County's Consolidated Plan, as approved by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Municipality desires to cooperate with the County for the purpose of implementing the CDBG, ESG and HOME Programs; and

WHEREAS, the governing bodies of the County and the Municipality have each authorized this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. This Agreement covers the CDBG, ESG and HOME Programs and pertains to funds that the County is qualified to receive from HUD under said Programs for Federal Fiscal Years 2021, 2022 and 2023 which cover the three-year urban county qualification period beginning on October 1, 2021, and ending on September 30, 2024 (hereinafter the "Qualification Period"). This Agreement shall remain in effect until the CDBG, ESG and HOME funds and program income

received (with respect to activities carried out during the Qualification Period and during any subsequent three-year qualification periods covered by any renewal of this Agreement) are expended and the funded activities are completed. Neither the Municipality nor the County may terminate, or withdraw from, this Agreement while it remains in effect.

2. This Agreement shall be automatically renewed for a three-year qualification period at the end of the Qualification Period and at the end of each subsequent qualification period unless either party provides the other party a written notice in which it elects not to participate in a new qualification period. If such notice be given, the party electing not to participate shall also send a copy of the written notice to the HUD field office with jurisdiction over the County.

The County shall, by the date specified in HUD's Urban County Qualification Notice for the next qualification period, notify the Municipality in writing of its right not to participate, and the County shall provide a copy of such written notice to the HUD field office with jurisdiction over the County by the date specified in the Urban County Qualification Notice.

3. While this Agreement is in full force and effect, during the Qualification Period and during any subsequent three-year qualification periods covered by any renewal of this Agreement, the County and the Municipality agree to amend this Agreement to incorporate any changes necessary to meet the requirements for cooperation agreements as set forth by HUD in its Urban County Qualification Notices applicable to all subsequent three-year qualification periods, and to provide HUD such amendments as provided in the Urban County Qualification Notices. Failure to comply with the aforesaid shall void the automatic renewal of this Agreement.

4. The Municipality, by executing this Agreement, understands that:

- (a) It may not apply for any grants from appropriations under the State of Florida CDBG Program for fiscal years during the period in which it participates in the County's CDBG Program.
- (b) It may receive a formula allocation under the HOME Program only through the County. Even if the County does not receive a HOME formula allocation, the Municipality understands that it may not receive HOME Program funds from a HOME consortium with other local governments. This, however, does not preclude the County or the Municipality from applying to the State of Florida for HOME Program funds if the State of Florida so allows.
- (c) It may receive a formula allocation under the ESG Program only through the County. This, however, does not preclude the County or the Municipality from applying to the State of Florida for ESG Program funds if the State of Florida so allows.

5. This Agreement is contingent upon the County's qualification as an "urban county" under the CDBG Program as determined by HUD, as well as HUD's award of funds under the CDBG, ESG and HOME Programs.

6. The County and the Municipality agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities. The County and the Municipality also agree to cooperate to enable the County to expend CDBG, ESG and HOME Program funds on eligible activities within the Municipality's jurisdiction during the Qualification Period and during any subsequent qualification periods covered by the renewal of this Agreement.

7. The Municipality shall assist and cooperate with the County in the preparation of the HUD required Consolidated Plan for the use of CDBG, ESG, and HOME Program funds. The County shall prepare the Consolidated Plan application and other necessary documents, and shall take full responsibility and assume all obligations as the applicant. The County and the Municipality agree to comply with said Consolidated Plan and implement activities as outlined in the Action Plan approved by HUD for the use of CDBG, ESG, and HOME Program funds. The

County and the Municipality agree that the County is hereby permitted to undertake or assist in undertaking essential community development and housing assistance activities within the Municipality's jurisdiction.

8. The County, through its Department of Housing and Economic Sustainability, shall assist the Municipality in undertaking all professional and administrative services necessary for the purposes of implementing activities of the CDBG, ESG and HOME Programs, including preparation of all applications and other necessary documents, planning and other administrative activities, as required.
9. Pursuant to 24 CFR 570.501(b), the Municipality is subject to the same requirements applicable to subrecipients, including the requirements of a written agreement as described in 24 CFR 570.503.
10. The Municipality may not sell, trade, or otherwise transfer all or any portion of CDBG Program funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG Program funds in exchange for any other funds, credits or non-Federal considerations, but must use such CDBG Program funds for activities under Title I of the Housing and Community Development Act of 1974, as amended.
11. The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 3 of the Housing and Urban Development Act of 1968, and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification.
12. The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the Municipality warrants and represents that throughout the term of the Agreement, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into this Agreement, the Municipality represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the Municipality shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the Municipality retaliate against any person for reporting instances of such discrimination. The Municipality shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The Municipality understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the

benefit of, and creates no obligation to, any third party. Municipality shall include this language in its subcontracts.

13. The Municipality has adopted, and is enforcing, a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and the Municipality has adopted, and is enforcing, a policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

13. Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Agency, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 to 2440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.
14. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the Municipality.
15. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the state, county or municipal officers.
16. A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.
17. Any prior agreements or contracts regarding the duties and obligations of the parties enumerated herein are hereby declared to be null and void.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

(MUNICIPAL SEAL BELOW)

CITY OF WESTLAKE, a
municipality duly organized and existing by
virtue of the laws of the State of Florida

ATTEST:

By: _____
Roger Manning, Mayor

By: _____
Zoie Burgess, City Clerk

By: _____
Kenneth Cassell, City Manager

Approved as to Form and
Legal Sufficiency

By: _____
Pam Booker, City Attorney

(COUNTY SEAL BELOW)

PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS

ATTEST: SHARON R. BOCK,
Clerk & Comptroller

By: _____
Dave Kerner, Mayor

By: _____
Deputy Clerk

Document No.: _____

Approved as to Form and
Legal Sufficiency

Approved as to Terms and Conditions
Dept. of Housing and Economic Sustainability

By: _____
Howard J. Falcon, III,
Chief Assistant County Attorney

By: _____
Sherry Howard
Deputy Director

LEGAL CERTIFICATION BY PALM BEACH COUNTY

As Legal Counsel for Palm Beach County, Florida, I hereby state that the terms and provisions of this Agreement entered into on _____ by and between Palm Beach County and City of Westlake are fully authorized under State and local law, and that the Agreement provides full legal authority for Palm Beach County to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.

Howard J. Falcon, III, Chief Assistant County Attorney
Palm Beach County, Florida

SUBJECT: USE OF FORCE			
DATE EFFECTIVE	SUPERSEDES	REVISION NUMBER	PAGE
060320	052920	20-08	1 of 7
RESCINDS			

CONTENTS:

This General Order consists of the following numbered sections:

- I. [USE OF FORCE](#)
- II. [REPORTING USE OF FORCE/DISCHARGING OF FIREARMS](#)
- III. [EMPLOYEE'S RESPONSIBILITIES](#)
- IV. [SUPERVISOR'S RESPONSIBILITIES](#)
- V. [INTERNAL AFFAIRS' RESPONSIBILITIES](#)
- VI. [ADMINISTRATIVE LEAVE \(NON-DISCIPLINARY\)](#)
- VII. [TRAINING DIVISION'S RESPONSIBILITIES](#)

DISCUSSION:

The purpose of this order is to define appropriate employee conduct and establish guidelines for the use of force when encountering resistance to lawful commands, detainment and/or arrest, and to establish guidelines in reporting requirements for the use of force by PBSO employees.

The most important purpose of law enforcement is the protection of human life. In order to be consistent with that purpose, the use of force must be limited to situations involving resistance to arrest, defense against physical assault, or force necessary to perform official duties and/or self-defense or in the defense of others. Sworn employees are prohibited, while exercising law enforcement authority, from carrying weapons with which they have not proven proficiency.

Any deputy present and observing another deputy using force that is clearly beyond what is objectively reasonable under the circumstances, or suspects that another employee is about to use unnecessary force, shall safely intervene to prevent the use of such excessive force.

This order will apply to all PBSO employees.

DEFINITION:

DEADLY FORCE – Force which is likely to cause death or great bodily harm.

GREAT BODILY HARM - Bodily injury which involves a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of function of any part or organ of the body.

FACTORS USED TO DETERMINE REASONABLENESS - In determining the appropriate level of force, employees shall evaluate the totality of the facts and circumstances presented to them at the time the use of force was used. Those factors may include, but are not limited to:

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	2 of 7

- The seriousness of the crime or offense.
- The level of threat or resistance presented by the subject.
- Whether the subject was posing an imminent threat to employees or a danger to the community.
- The potential for injury to citizens, employees or subjects.
- The risk or apparent attempt by the subject to escape.
- The conduct of the subject being confronted (as reasonably perceived by the employee at the time).
- The time available to an employee to make a decision.
- The availability of other resources.
- The training and experience of the employee.
- The proximity or access of weapons by the subject.
- Employee versus subject factors such as age, size, relative strength, skill level, injury/exhaustion and number of employees versus subjects.
- The environmental factors and/or other exigent circumstances.

USE OF FORCE INCIDENTS – Include the use of any hand or leg technique, weapon of opportunity, lethal or less-lethal weapon, or an action that results in injury or complaint of injury.

PROCEDURES:

I. USE OF FORCE

- A. All employees will act in good faith when using force and will conform to the provisions of Florida State Statutes and this general order.
1. Employees will only use the amount of force reasonably and necessary to effect lawful objectives.
 2. Once a subject has been properly restrained and is no longer resistant, de-escalation of force will occur.
- B. Only agency issued or approved weapons are authorized for on or off-duty use.
- C. Absent exigent circumstances, employees are required to utilize weapons systems and/or weaponless control techniques which have been issued or authorized by PBSO and which the employee has received official training or certification to deploy.
1. Nothing in this order will restrict an authorized employee from utilizing any readily available object as a substitute weapon during an emergency.

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	3 of 7

2. The lateral vascular neck restraint can be utilized only when deadly force is authorized and all other reasonable means of defense have been exhausted.
- D. Employees will be provided with a copy of and instructed in the agency's use of force policy before they are authorized to carry a weapon.
- E. Employees are authorized to use deadly force when there is reasonable belief that such force is necessary to:
1. Prevent imminent death or great bodily harm to the employee or another individual; or
 2. Apprehend the perpetrator of a felony, which involved the use or threatened use of deadly force, and the individual who is sought poses an immediate danger to the life of an employee or another individual(s).
- F. A verbal warning should be given before deadly force is used, if feasible.
- G. In effecting the arrest of potentially dangerous suspects or in dangerous situations, deputies may display a firearm for the purpose of obtaining and maintaining control of the situation and ensuring the safety of self and others.
- H. Restrictions on the use of deadly force:
1. Warning shots are prohibited.
 2. Firing a weapon at a moving vehicle is prohibited, unless the occupant of a vehicle is using or threatening to use deadly force by means other than the vehicle itself, and the employee reasonably believes there is an imminent threat to life.
 3. An employee will not create circumstances where the use of deadly force becomes necessary by intentionally standing and/or stepping into the path of a suspect's vehicle.
 4. An employee will not create circumstances where the use of deadly force becomes necessary by intentionally placing his vehicle in the path of a suspect's moving vehicle, absent exigent circumstances.
 5. Sworn members in specialty units (SWAT, Tactical Unit, Narcotics, South Florida Task Force, Gang, and Warrants) who are trained in vehicle suppression techniques approved by the Training Division are authorized

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	4 of 7

to utilize those techniques with the approval of a supervisor from the specialty unit.

6. Employees will not use deadly force to apprehend perpetrators of non-violent crimes against property.
7. Employees will not use deadly force to apprehend persons suspected of having committed a forcible felony unless there is an imminent threat of death or great bodily harm to themselves or others.

II. REPORTING USE OF FORCE/DISCHARGING OF FIREARMS

- A. Employees who use deadly force, or accidentally discharge a firearm whether or not personal injury, death or property damage occurred, while on or off-duty, shall immediately report the incident to an on-duty supervisor.
 1. The supervisor will make notifications to the proper authorities, to include Communications.
 2. The supervisor will complete a Blue Team Use of Control Report and promptly report ALL incidents involving the discharge of a firearm to the Commanders of the Internal Affairs Division, the Department of Legal Affairs, and the Training Division. Exceptions to this requirement shall include employees actively engaged in sanctioned training exercises, or an accidental discharge resulting in no injury or property damage, or incidents which involve the use of a firearm to euthanize an animal.
 3. Investigations of incidents involving the use of deadly force or accidental discharge of a firearm, resulting in or alleged to have resulted in personal injury or death shall be directed by the Violent Crimes Division Commander who shall assign a Critical Incident Team to conduct the investigation in accordance with GO 522.00 Critical Incident Investigations. Notification shall be made in accordance with call-out procedures as outlined in GO 429.01 Staff Notification.
- B. Deputies are authorized to use deadly force against an animal under the following circumstances:
 1. Aggressive Animals – Deputies may use deadly force on an aggressive animal that is a threat to deputies and/or others.
 2. Euthanasia
 - a. Sick or Injured animals: Whenever any animal is so injured or diseased, suffering, and imminently near death, and the deputy has

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	5 of 7

made a reasonable and concerted, but unsuccessful effort to locate the owner, the owner's agent, or contact Animal Control, then the deputy, acting in good faith and upon reasonable belief, may, with the authorization of a supervisor, immediately destroy such animal utilizing the following procedure:

- b. For small animals the deputy will shoot the animal with his authorized handgun in the middle of the forehead for maximum effect.
 - c. For larger animals the deputy will shoot the animal using his authorized shotgun with a slug round in the middle of the forehead for maximum effect.
3. A supervisor shall complete a Blue Team Citizen Contact noting the deputy(s) involvement as well as all information concerning the firearm utilized (i.e., make, model, serial number, number of rounds fired, number of rounds that impacted the animal). The deputy(s) shall complete an offense report. All completed reports shall be forwarded through the supervisor's administrative chain-of-command for review.

III. EMPLOYEE'S RESPONSIBILITY

- A. Should a person subjected to any use of force complain of any injury, any injury is observed or there is any indication of injury, EMS will be immediately requested.
- B. After a deputy has used deadly force on an individual resulting in injury, the deputy will administer first aid to the injured and EMS will be immediately requested.
- C. Employees will immediately inform the on-duty supervisor of each incident involving the use of force and document the incident and any medical response in the offense report.
- D. Simply applying the use of restraints does not warrant the completion of the Blue Team Use of Control Report, unless such use results in any visible injury or the complaint of injury to the individual.
- E. The primary employee assigned to the incident will complete an offense report prior to the end of his shift.

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	6 of 7

- F. Each employee assisting in an arrest or incident requiring force will submit an offense report supplement describing the incident prior to the end of his shift.

IV. SUPERVISOR'S RESPONSIBILITY

- A. Respond to the scene, investigate, and photograph all use of control incidents involving an employee.
- B. Ensure that medical attention has been requested when necessary. Staff notifications will be made by Communications in accordance with GO 429.01 Staff Notifications.
- C. A supervisor's Blue Team Use of Control Report is required if the subject's behavior causes an employee to use force resulting in injury, complaint of injury, or significant likelihood of injury.
- D. Corrections supervisors must complete a Blue Team Use of Control Report whenever a leather body strap and/or a restraint chair are used on a person.
- E. Prior to the supervisor's end of shift, the Blue Team Use of Control Report will be forwarded through the operational chain-of-command.

V. INTERNAL AFFAIRS' RESPONSIBILITY

- A. Review the incident to determine if the force applied was within agency guidelines. After completion of the review, the Internal Affairs Commander may request additional information.
- B. Provide the Sheriff with a quarterly and a yearly review and analysis, documenting the Blue Team Use of Control Reports that were filed during that time period.

VI. ADMINISTRATIVE LEAVE (NON-DISCIPLINARY)

- A. In every instance in which an employee's action results in, or is alleged to have resulted in death or great bodily harm to another person, the employee will be immediately relieved of normal duties pending internal review.
- B. Employees involved in a shooting incident where no individual was hit or injured may be placed on administrative leave at the discretion of the Internal Affairs Commander with approval of the Sheriff or his designee, pending internal review.
- C. Assignment to administrative leave status shall be non-disciplinary with no loss of pay or benefits.

DATE EFFECTIVE	SUPERCEDES	REVISION NUMBER	PAGE
060320	052920	20-08	7 of 7

- D. Employees relieved from duty shall remain on an administrative leave status during the initial 24-hour period following the incident, after which the employee may be reassigned to duty status at the discretion of the Internal Affairs Commander with approval of the Sheriff or his designee.
- E. Employees relieved from duty shall ensure their availability to PBSO investigators until the incident investigation is concluded.

VII. TRAINING DIVISION'S RESPONSIBILITY

- A. The Training Division will review the findings of the Internal Affairs reports and evaluate all training methods and procedures. The Training Division will determine and document if any revisions or corrective actions need to be taken.
- B. The Training Division will maintain a record of all agency approved weapons and restraints.

SUBJECT: CODE OF ETHICS			
DATE EFFECTIVE	SUPERSEDES	REVISION NUMBER	PAGE
091718	110606	18-01	1 of 1
RESCINDS			

AS A LAW ENFORCEMENT DEPUTY, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all people to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others, honest in thought and deed in both my personal and official life. I will be exemplary in observing the laws of the land and the regulations of my agency. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.



Meeting Agenda Item Coversheet

MEETING DATE:		09/14/2020	Submitted By: City Manager		
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		S.A. Nelson and Associates LLC Contract			
STAFF RECOMMENDATION: (MOTION READY)		Recommend approval of contract with S. A. Nelson and Associates LLC.			
SUMMARY and/or JUSTIFICATION:		Enter a contract with S.A. Nelson and Associates LLC for public relations work on an as need basis. Task are to be performed by an approved Work Authorization which specifies the scope of work, deliverables, time line and cost. Work Authorizations that fall within the City Managers authorized spending limits will be approved by the manager. Work Authorizations that exceed the Managers limits will be brought to Council for approval. Projects that exceed the category two in the Florida Statutes will require a formal request for proposals for said project.			
SELECT, if applicable		AGREEMENT:	<input checked="" type="checkbox"/>	BUDGET:	<input type="checkbox"/>
		STAFF REPORT:	<input checked="" type="checkbox"/>	PROCLAMATION:	<input type="checkbox"/>
		EXHIBIT(S):	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Memo from City Manager S. A. Nelson and Associates LLC contract.			
SELECT, if applicable		RESOLUTION:	<input type="checkbox"/>	ORDINANCE:	<input type="checkbox"/>
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>		<Enter Short Resolution/Ordinance Title Here> <ENTER FULL RESOLUTION/ORDINANCE TITLE HERE>			
FISCAL IMPACT (if any):		Utilize the budgeted line item for Public Relations.		\$	



MEMO

TO: Mayor and Council

FROM: Ken Cassel, City Manager

DATE: August 24, 2020

RE: S. A. Nelson and Associates LLC Contract

I am recommending the approval of the contract agreement between the City and S. A. Nelson and Associates LLC for public relation services on an as need basis based upon individual work authorizations.

This contract is being brought before the Council for approval as the possibility for the work needed may exceed the City Manager's spending authority but not exceed the level in State purchasing statutes that would require a formal request for proposals.

Since the perceived and potential needs for public relations are in flux, it is necessary to have flexibility in disseminating the message. This will allow us to tailor the message to changing events on the ground while evaluating the vendor as well as how much public relations the City needs.

I have settled on utilizing the S.A. Nelson group after interviewing four firms over the past year and a half. Based on those interviews, I determined to try this group first as they appeared to have the appropriate insight to what the City will need.

As we progress through this year, I will continue to evaluate the firm and plan for future public relations messages in the future.

Over the next year or so I fully expect we will have to do a formal contract process in accordance with the applicable statutes for a larger public relations push.

**AGREEMENT FOR SERVICES
S.A. Nelson & Associates LLC**

THIS AGREEMENT, made and entered into this _____ day of _____, by and between **S.A. Nelson & Associates LLC**, a Florida limited liability company, with office at 5883 Caribbean Blvd, West Palm Beach, FL 33407 (hereinafter “S.A.Nelson”) and the **City of Westlake**, a Florida Municipal Corporation, with office at 4001 Seminole Pratt Whitney Road Westlake, FL 33470 (hereinafter “Westlake”), with respect to the performance of both basic services and any additional services in connection with the City’s marketing and messaging program.

SECTION I -OBJECTIVES

S.A. Nelson’s objectives for City of Westlake are as follows:

The City of Westlake and S.A. Nelson shall cooperate for the purpose of making the Marketing Program successful. S.A. Nelson’s services shall include but not be limited storytelling, messaging, branding, digital campaigns, promotion and marketing communications. Work Authorizations shall be utilized to address the services requested from SA Nelson. Each Work authorization shall set forth the following information:

- Specific topic and target market
- Detailed scope of work
- Deliverables
- Time frame
- Cost of Work

SECTION II - DUTIES OF S.A.Nelson

Marketing & Public Relations: The duties of S.A. Nelson shall be detailed in each written Work Authorization and the duties may include but not be limited to the following items:

1. Identify target market
2. Develop in coordination with City Manager or designee the marketing material /message, press releases and media relations and communication.
3. Create marketing DVD

SECTION III – COMPENSATION

City of Westlake agree, as compensation for services by S.A.Nelson under and pursuant to this agreement, City of Westlake shall pay S.A.Nelson and amount as agreed upon in each Work Authorization, to be paid ~~in~~ within 30 days of invoicing.

SECTION IV - SCOPE OF SERVICES

The Scope of Services shall be detailed in each written Work Authorization and may include but not be limited to the Consultant’s services as described above.

Consultant will perform the services in a professional manner with the level of skill and care normally exercised by competent members of its profession undertaking similar work, under like conditions and locations and in the same time period (the “Standard of Care”).

SECTION V - CITY'S RESPONSIBILITIES

City shall do the following in a timely manner:

2.1 The City Manager shall be the City's representative with respect to the services to be rendered under this Agreement. The City Manager shall have complete authority to transmit instructions, receive information, and interpret and define City's policies and decisions with respect to Consultant's services for the scope of work and all work authorization.

2.2 Provide criteria and information as to City's requirements and constraints, including but not limited to space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

SECTION VI- REIMBURSABLE EXPENSES

Reimbursable expenses shall be invoiced at actual cost and include actual expenditures made by Consultant and Consultant's subcontractors as delineated in the work authorization in the following areas:

- (1) Transportation in connection with the work authorization (but not expenses for travel to City's offices or to the Project).
- (2) Living expenses in connection with out-of-town travel
- (2) Expense of reproductions, postage and handling of Drawings, Specifications and other documents, excluding reproductions for the office use of Consultant and Consultant's subcontractors.
- (3) Expense of photographs, renderings, models and mock-ups requested by the City.

All invoices for reimbursable expenses shall be reasonable, accompanied by receipts and other evidence of payment.

SECTION VII - OWNERSHIP OF DOCUMENTS

City acknowledges that Consultant's reports, logs, field data, field notes, laboratory test data, calculations, specifications, maps, guarantees, warranties, estimates and other similar documents are instruments of professional service, not products (all such instruments of service are herein collectively referred to as "Documents"). Nonetheless, in this Agreement the Documents become the property of City and shall be delivered to the City upon demand. City may postpone payment to Consultant until delivery of Documents demanded by City. City recognizes that no Documents should be subject to unauthorized reuse, that is, reuse on other projects without the written authorization of the Consultant to do so. Such authorization is essential because it requires Consultant to evaluate the Documents' applicability given new circumstances, including the passage of time.

Consultant agrees that City may distribute the Documents to any third parties and that such third parties shall be permitted to rely thereon.

Consultant shall maintain the Work Documents in the strictest confidence and, without City's prior written consent, shall not disclose or use all or any portion of the Work Documents for any purpose other than to complete the scope of services or work authorization tasks. This section shall survive the termination of the Agreement.

The failure of either party to this agreement to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this

agreement, shall not be construed as thereafter waiving and such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION VIII - INSURANCE

Consultant and its subconsultants and subcontractors shall provide insurance coverages as indicated at Exhibit "A." Additional insured status is required for General Liability, Umbrella and Automobile Liability insurance policies under this Agreement. All insurance policies shall provide for thirty (30) days prior written notice of cancellation to City. City's acceptance of the terms, conditions or amount of any insurance policy shall not be deemed a warranty or representation as to the adequacy of such coverage. All insurance carried by Consultant, its subconsultants and subcontractors shall be primary and noncontributory to any insurance carried by City and any additional insureds with respect to Consultant's, its subconsultants' and subcontractors' indemnification obligations as described in this Agreement.

Consultant, its subconsultants and subcontractors and their insurer(s) waive any rights of subrogation with respect to General Liability, Contractor's Pollution Liability and Professional Liability insurance carried, including any deductibles therein.

SECTION IX - ASSIGNMENT

The covenants, agreements and obligations of Consultant and the City contained herein shall be binding upon each party and their respective successors and assigns and the rights of each party hereunder shall also inure to the benefit of such successors and assigns. Each of the City and Consultant expressly agrees not to assign its rights contained herein to any other party without the prior written consent of the other.

SECTION X- NO WAIVER

The failure of either party to this agreement to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving and such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION XI - GOVERNING LAW

It is agreed that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.

SECTION XII- ATTORNEY FEES

In the event any dispute arises between the parties, the prevailing party shall be entitled to an award of reasonable attorney fees and all court costs or arbitration costs (including all appellate fees and costs)

SECTION XIII- ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties and all prior understandings and agreements, whether oral or written, except incorporated in this agreement, and any subsequent modifications or waiver of any of the provisions of this agreement shall be invalid and unenforceable unless in writing sign by the parties.

SECTION XIV -TERMINATION OR SUSPENSION OF WORK

City may without cause, at any time by providing written notice, terminate this Agreement or suspend further work by Consultant. City shall remain fully liable for and shall promptly pay Consultant the full amount for services rendered to the date of suspension of services. Upon termination of the Agreement, Consultant shall promptly turn over to City all Documents.

SECTION XV- ADVERTISING

Consultant shall obtain the City's written consent prior to directly or indirectly publishing, disseminating or otherwise disclosing, delivering or making available to any person or entity (i) any advertising or publicity relating to its role in the Scope of Services or Work Authorizations (ii) any information relating to the City, the Scope of Service addendums, including but not limited to any identifying or other personal information relating to City or its principals or beneficial interest, photographs or other additional information, except that such information may be disclosed :

(a) to Consultant's employees and any subconsultants and subcontractors and their respective employees, to the extent necessary for such parties to perform work under this Agreement, it being understood and agreed that such parties shall be subject to the confidentiality obligations of this paragraph; and

(b) subject to the Consultant's obligations under this Agreement to consult with City before making any Required Notification(s), to the extent required by applicable law.

The provisions of this paragraph shall survive termination of this Agreement and shall bind Consultant and its subconsultants and subcontractors after completion of Consultant's services hereunder.

SECTION XVI- FORCE MAJEURE

Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of government authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

SECTION XVII - SEVERABILITY AND SURVIVAL

Any element of this Agreement later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. However, City and Consultant will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION XVIII - MISCELLANEOUS

This Agreement shall be governed by the laws of the State of Florida. Consultant agrees to comply with all laws applicable to any aspect of the Scope of Services outlined in the work authorizations.

All notices, demands, consents, approvals, elections or other communications permitted or required to be given under the Agreement shall be in writing and shall be effective when deposited in the United States mail or delivered to a private express carrier, provided the same are received in the ordinary course at the address to which the same were sent. In addition, a copy of all notices is required to be given to City.

SECTION XIV - DEFAULT OR BREACH

Consultant shall include in its agreements with subconsultants and subcontractors a provision obligating such subconsultants and subcontractors to provide indemnification of City, its principals, officers, directors, shareholders, managers, members, partners, trustees, beneficiaries, agents, employees, officials, joint ventures, consultants, representatives, property managers, affiliates or volunteer participants as that provided above by Consultant.

In the event of Consultant's default or breach of the Agreement, the City shall have all rights under this Agreement or at law or in equity and, in addition, the City shall be entitled to receive from Consultant reasonable legal and/or collection fees, costs and expenses incurred in connection with curing any breach

or default arising hereunder and/or instituting or defending successfully any action or proceeding based upon such default or breach (including the preparation for such actions or proceedings).

No principal, officer, director, shareholder, manager, member, partner, trustee, beneficiary, agent, employee, official, joint venture, consultant, representative, property manager, affiliate or volunteer participant of Consultant or City shall be personally liable under any term or provision of this Agreement for payment obligations or otherwise, or because of any breach of this Agreement, the City is agreeing to look solely to the assets of the Consultant, and the Consultant agreeing to look solely to the City's interest in the Scope of Services and work authorizations as the same may be developed by the City.

SECTION XX - RECORDS

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Zoie Burgess, CMC
City Clerk
City of Westlake
4001 Seminole Pratt Whitney Road
Westlake, FL 33470
(561) 530-5880
zburgess@westlakegov.com

IN WITNESS WHEREOF, EACH PARTY TO THIS AGREEMENT HAS CAUSED IT TO BE EXECUTED ON THE DATE INDICATED BELOW.

KEN CASSEL
CITY MANAGER, CITY OF WESTLAKE

Date: _____

SOPHIA A. NELSON, PRESIDENT & CEO
S.A.NELSON & ASSOCIATES, LLC

Date: _____

EXHIBIT A

Insurance Requirements

Insurance. Consultant will maintain **insurance** against the following risks during the term of the Agreement: (a) workers compensation in statutory amounts and employer's liability for consultant's employees' project-related injuries or disease; (b) general liability and automobile liability each in the amount of \$1,000,000 for personal injury or property damage to third parties which arises from Consultants performance under this Agreement; and (c) professional liability in the amount of \$1,000,000 for legal obligations arising out of Consultant's failure to meet the Standard of Care



Meeting Agenda Item Coversheet

MEETING DATE:		09/14/2020	Submitted By: Kenneth Cassel, City Manager	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Consideration and action on engagement letter for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2020.		
STAFF RECOMMENDATION: (MOTION READY)		It is staff's recommendation that Council move to approve the engagement letter for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2020; and authorize City Manager to execute the agreements.		
SUMMARY and/or JUSTIFICATION:				
SELECT, if applicable	AGREEMENT:		BUDGET:	
	STAFF REPORT:		PROCLAMATION:	
	EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>				
SELECT, if applicable	RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>				
FISCAL IMPACT (if any):		Not to Exceed		\$ 5,250



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

August 12, 2020

City of Westlake
c/o Inframark Infrastructure Management Services
210 North University Drive, Suite 702
Coral Springs, FL 33071

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of City of Westlake, which comprise governmental activities, a discretely presented component unit and each major fund for the General Fund as of and for the year ended September 30, 2020 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2020 and thereafter for two annual renewals if mutually agreed by City of Westlake and Berger, Toombs, Elam, Gaines, & Frank, Certified Public Accountants, PL.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

The Responsibility of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



City of Westlake
August 12, 2020
Page 2

In making our risk assessments, we consider internal control relevant to City of Westlake's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by City of Westlake and that are to be included as part of our audit are listed below:

1. General Fund

City of Westlake
August 12, 2020
Page 3

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

City of Westlake
August 12, 2020
Page 4

Management is responsible for identifying and ensuring that City of Westlake complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud, or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud, or suspected fraud affecting the entity.

City of Westlake agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, City of Westlake agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Because Berger, Toombs, Elam, Gaines & Frank will rely on City of Westlake and its management and Board of Supervisors to discharge the foregoing responsibilities, City of Westlake holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of City of Westlake's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

Records and Assistance

If circumstances arise relating to the condition of the City of Westlake's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements, because of error, fraudulent financial reporting, or misappropriation of assets, which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including: declining to express an opinion, issuing a report, or withdrawing from engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the City of Westlake's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

City of Westlake
August 12, 2020
Page 5

The assistance to be supplied, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with an Inframark accountant. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2020, will not exceed \$5,250, unless the scope of the engagement is changed, the assistance which City of Westlake has agreed to furnish is not provided, or unexpected conditions are encountered, in which case, we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by City of Westlake or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for City of Westlake, City of Westlake will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

City of Westlake
August 12, 2020
Page 6

Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of City of Westlake's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. City of Westlake agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of City of Westlake's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of City of Westlake's financial statements. Our report will be addressed to the Board of City of Westlake. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on City of Westlake's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines & Frank and City of Westlake, superseding all proposals, oral or written, and all other communication, with respect to the terms of the engagement between the parties.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

City of Westlake
August 12, 2020
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
J. W. GAINES, CPA

Confirmed on behalf of the addressee:

September _____, 2020



Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

Baggett, Reutimann & Associates, CPAs PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Judson B. Baggett, CPA, CVA, Partner, U.S. 18161 email jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,
ELAM, GAINES AND FRANK AND CITY OF WESTLAKE
(DATED AUGUST 12, 2020)**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- 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 for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**INFRAMARK
INFRASTRUCTURE MANAGEMENT SERVICES
210 NORTH UNIVERSITY DRIVE, SUITE 702
CORAL SPRINGS, FL 33071
TELEPHONE: 954-603-0033
EMAIL: zburgess@westlakegov.com**

Auditor: J.W. Gaines

District: City of Westlake

By: _____



By: _____

Title: Director

Title: City Manager

Date: August 12, 2020

Date: _____

District 18 City of Westlake Monthly Report: July 2020



Calls for Service	Monthly
Business/Residence Checks	2,006
Traffic Stops	24
Calls for Service (Excluding 1061's)	115
All CAD Calls – Total*	2,121

Traffic Summary	Monthly
Warnings (Written and Verbal)	15
Citations	16
Total	31

Data Source: Motorola Premier 1
*Omit Miscellaneous Calls

Summary: During the month of July, there were 2,121 generated calls within the district. 96% of these calls were self-initiated.

Crimes	Monthly
Murder	0
Shooting	0
Sexual Assault	0
Robbery	0
Burglary- Business	0
Burglary- Residential	0
Burglary- Vehicle	0
Burglary- Construction	0
Larceny	0
Motor Vehicle Theft	0
Vandalism	0
Fire	0
Total	0

There were no cases for the month of July.



8/3/2020

Palm Beach County Fire Rescue

Westlake Response Time Report

20200701 to 20200731

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F20114394	22	11R	5991 WHIPPOORWILL CIR WLK	07/08/2020	14:01:08	14:01:40	14:01:53	14:02:31	14:06:15	15:43:19	0:00:45	0:00:38	0:03:44	0:05:07
F20114398	22	135	5954 BUTTONBUSH DR WLK	07/08/2020	14:02:36	14:03:27	14:03:34	14:04:25	14:17:07	15:02:29	0:00:58	0:00:51	0:12:42	0:14:31
F20116768	22	900	16750 PERSIMMON BLVD WLK	07/12/2020		15:41:54	15:42:11	15:42:21	15:46:00	15:49:28	0:00:42	0:00:10	0:03:39	0:04:31
F20117911	22	115	5954 BUTTONBUSH DR WLK	07/14/2020	14:04:21	14:04:57	14:05:06	14:05:59	14:09:59	14:53:28	0:00:45	0:00:53	0:04:00	0:05:38
F20117933	22	930	5847 WHIPPOORWILL CIR WLK	07/14/2020		14:47:15	14:47:24	14:48:15	14:56:14	15:08:34	0:00:34	0:00:51	0:07:59	0:09:24
Average Response Times:											0:00:45	0:00:41	0:06:25	0:07:50
Non Emergency Calls:														
F20114345	22	76	4003 SEMINOLE PRATT WHITNEY RD WLK	07/08/2020		13:02:34	13:02:41	13:03:43	13:07:08	13:22:31	0:00:32	0:01:02	0:03:25	0:04:59
F20114380	22	76	4003 SEMINOLE PRATT WHITNEY RD WLK	07/08/2020		13:42:32	13:42:37	13:43:27	13:48:05	13:56:50	0:00:30	0:00:50	0:04:38	0:05:58
F20114654	22	76	4003 SEMINOLE PRATT WHITNEY RD WLK	07/08/2020		23:02:08	23:02:18	23:03:10	23:07:53	23:20:11	0:00:35	0:00:52	0:04:43	0:06:10
F20114966	22	76	4003 SEMINOLE PRATT WHITNEY RD WLK	07/09/2020		13:36:35	13:36:51	13:37:32	13:42:38	13:48:20	0:00:41	0:00:41	0:05:06	0:06:28
F20115328	22	76	4003 SEMINOLE PRATT WHITNEY RD WLK	07/10/2020		05:55:48	05:55:55	05:57:38	06:01:39	06:13:05	0:00:32	0:01:43	0:04:01	0:06:16
F20121201	22	76	15721 GOLDFINCH CIR WLK	07/19/2020	23:35:53	23:36:22	23:36:29	23:38:07	23:44:04	23:51:40	0:00:36	0:01:38	0:05:57	0:08:11
F20125857	22	940	16750 PERSIMMON BLVD WLK	07/27/2020	22:48:04	22:49:31	22:49:39	22:50:34	22:53:34	23:43:53	0:01:35	0:00:55	0:03:00	0:05:30
F20127623	26	76	5949 140TH AVE N WLK	07/30/2020		23:42:03	23:42:11	23:43:55	23:48:13	00:39:42	0:00:33	0:01:44	0:04:18	0:06:35
Total number of Events:		13												

*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



8/3/2020

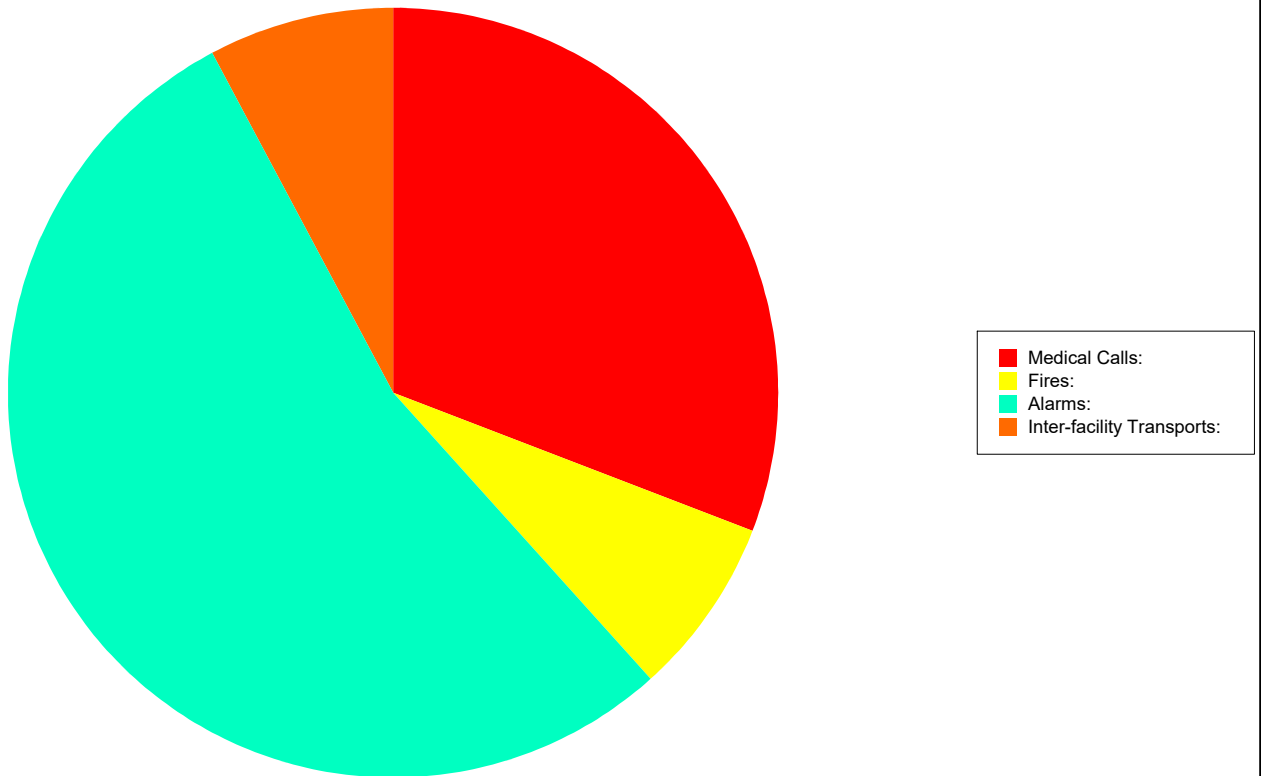
Palm Beach County Fire Rescue

Westlake - # of Calls by Type

20200701 to 20200731

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	4
Fires:	1
Alarms:	7
Inter-facility Transports:	1
Total number of Events:	13

Calls by Situation Dispatched





9/1/2020

Palm Beach County Fire Rescue

Westlake Response Time Report

20200801 to 20200831

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
Emergency Calls:														
F20129630	22	133	16095 WHIPPOORWILL CIR WLK	08/03/2020	12:18:46	12:19:08	12:19:14	12:19:38	12:24:19	13:22:46	0:00:28	0:00:24	0:04:41	0:05:33
F20132313	22	641	5088 SEMINOLE PRATT WHITNEY RD WLK	08/07/2020	23:05:47	23:06:31	23:06:37	23:08:01	23:10:09	23:35:38	0:00:50	0:01:24	0:02:08	0:04:22
F20133231	22	125	5070 SEMINOLE PRATT WHITNEY RD WLK	08/09/2020		15:30:21	15:30:29	15:31:17	15:33:59	15:47:32	0:00:33	0:00:48	0:02:42	0:04:03
F20136351	22	141	5088 SEMINOLE PRATT WHITNEY RD WLK	08/14/2020	22:57:52	22:58:32	22:58:39	22:59:48	23:03:20	23:53:27	0:00:47	0:01:09	0:03:32	0:05:28
F20144996	22	14	5951 KINGFISHER BLVD WLK	08/30/2020	05:53:13	05:56:06	05:56:14	05:58:03	06:00:19	06:07:06	0:03:01	0:01:49	0:02:16	0:07:06
Average Response Times:											0:01:08	0:01:07	0:03:04	0:05:18
Non Emergency Calls:														
F20130704	22	59	5954 BUTTONBUSH DR WLK	08/05/2020	06:38:47	06:39:22	06:39:28	06:40:12	06:47:02	06:52:43	0:00:41	0:00:44	0:06:50	0:08:15
F20133429	22	211	5954 BUTTONBUSH DR WLK	08/09/2020	22:10:10	22:10:39	22:10:46	22:11:38	22:17:41	22:23:58	0:00:36	0:00:52	0:06:03	0:07:31
F20136308	22	211	5954 BUTTONBUSH DR WLK	08/14/2020	21:22:01	21:22:28	21:22:37	21:24:10	21:28:56	21:34:38	0:00:36	0:01:33	0:04:46	0:06:55
F20142704	22	76	15581 GOLDFINCH CIR WLK	08/26/2020	01:33:52	01:35:40	01:35:45	01:37:09	01:44:36	01:53:58	0:01:53	0:01:24	0:07:27	0:10:44
Total number of Events:		9												

*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.



9/1/2020

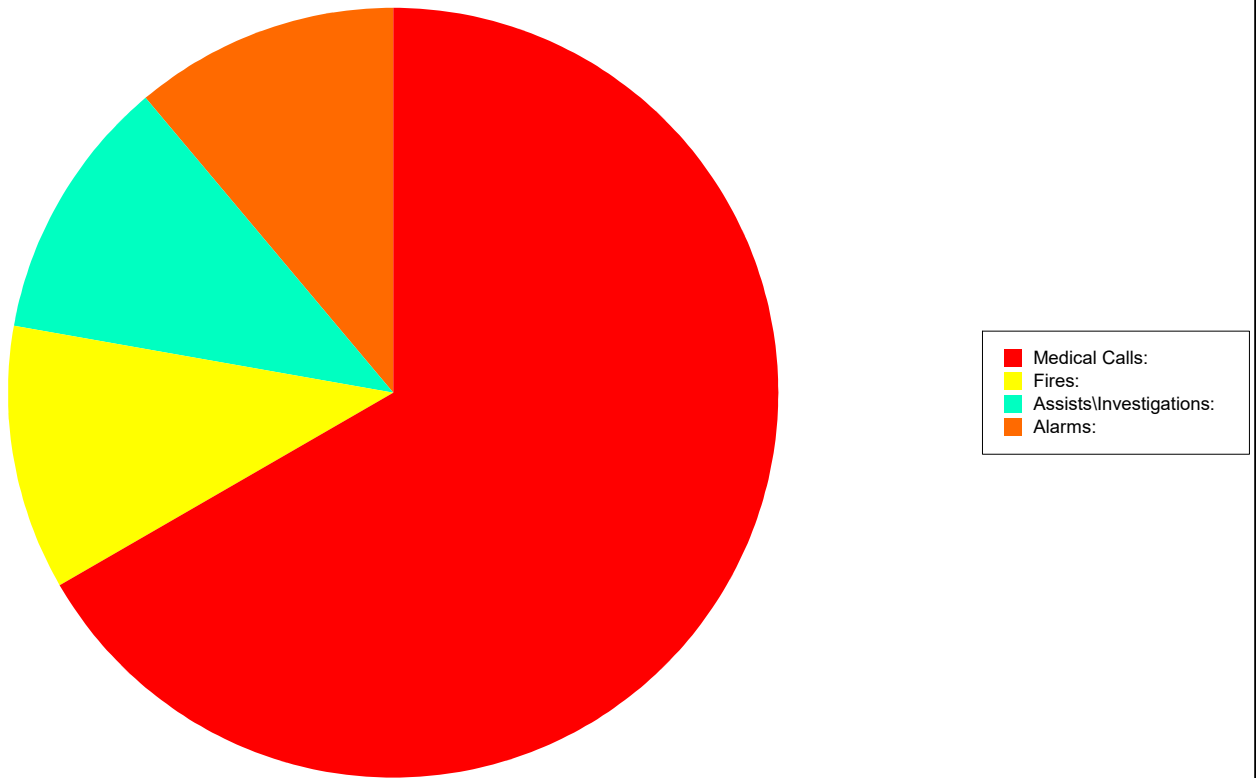
Palm Beach County Fire Rescue

Westlake - # of Calls by Type

20200801 to 20200831

<u>Type - Situation Dispatched</u>	<u># of Incidents</u>
Medical Calls:	6
Fires:	1
Assists\Investigations:	1
Alarms:	1
Total number of Events:	9

Calls by Situation Dispatched



District 18 City of Westlake Monthly Report: August 2020



Calls for Service	Monthly
Business/Residence Checks	1,804
Traffic Stops	51
Calls for Service (Excluding 1061's)	128
All CAD Calls – Total*	1,932

Traffic Summary	Monthly
Warnings (Written and Verbal)	37
Citations	20
Total	57

Data Source: Motorola Premier 1

*Omit Miscellaneous Calls

Summary: During the month of August, there were 1,932 generated calls within the district. 96% of these calls were self-initiated.

Crimes	Monthly
Murder	0
Shooting	0
Sexual Assault	0
Robbery	0
Burglary- Business	0
Burglary- Residential	0
Burglary- Vehicle	0
Burglary- Construction	0
Larceny	0
Motor Vehicle Theft	0
Vandalism	0
Fire	0
Total	0

There were no cases for the month of August.

