

# CITY OF WESTLAKE



## AGENDA

### **City Council Budget Workshop**

Tuesday, August 01, 2023, at 4:30 PM

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

#### **CITY COUNCIL:**

JohnPaul O'Connor, Mayor  
Greg Langowski, Vice Mayor  
Pilar Valle Ron, Council Member – Seat 1  
Julian Martinez, Council Member – Seat 2  
Charlotte Leonard, Council Member – Seat 3

#### **CITY STAFF:**

Ken Cassel, City Manager  
Zoie P. Burgess, CMC, City Clerk  
Donald J. Doody, Esq., City Attorney  
Nilsa Zacarias, AICP, Planning and Zoning Director  
Suzanne Dombrowski, P.E., ENV SP, City Engineer

[TENTATIVE: SUBJECT TO REVISION]

**This is a Public Meeting and members of the public may attend in-person; however, the option to attend and participate via Communications Media Technology is available via the Cisco WebEx Platform and may be 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: 2631 803 7831

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: 2631 803 7831

For participants attending the meeting via WebEx, 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 also provided via the City website:  
<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**WORKSHOP AGENDA**

- [A.](#) Fiscal Year 2023-2024 Annual Budget

**PUBLIC COMMENTS**

**ADJOURNMENT**

**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:** July 27, 2023

**File Attachments for Item:**

A. Fiscal Year 2023-2024 Annual Budget

# *City of Westlake*



## **FISCAL YEAR 2024**

## **ANNUAL BUDGET**

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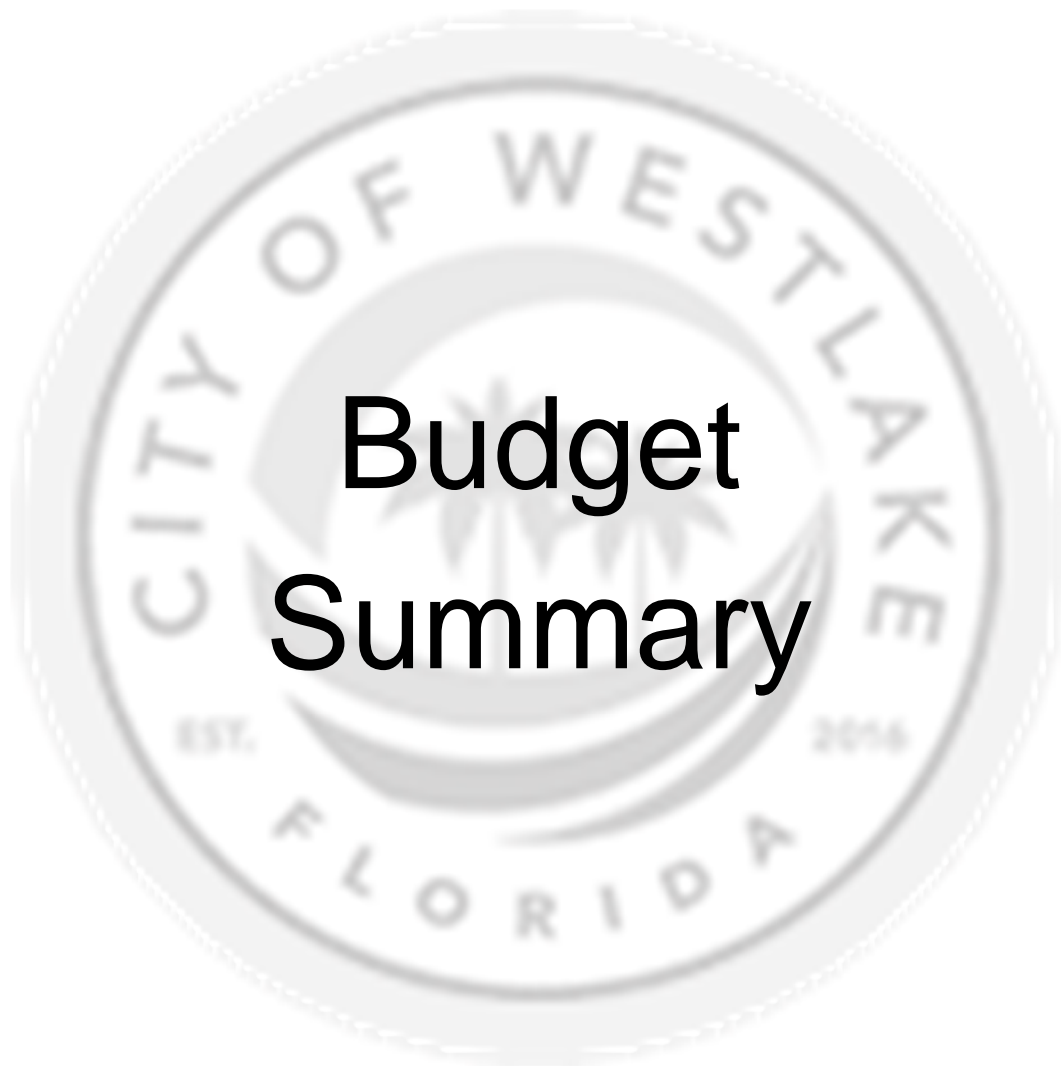
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# City of Westlake

## Budget Calendar - Fiscal Year 2024 Annual Budget

Key Dates	Activity / Tasks	
By June 1	Receipt of Estimated Assessable Property Values	
Fri July 1	Property Appraiser certifies the taxable values	
<b>Tue July 11</b>	City of Westlake Regular Council Meeting – Preliminary Budget Presentation; Approve Tentative Millage Rate and date of first public hearing; Set assessment rate for solid waste collection.	
<b>Tue August 1</b>	City of Westlake Budget Workshop	
Fri August 4	Deadline for submitting DR 420 to Property Appraiser & Tax Collector a) Include Proposed Millage Rate b) the current rollback rate c) The date, time, and meeting place of the first public budget hearing	
Wed August 16	County School Board Budget 1st Hearing	**
<b>Tue September 5</b>	City of Westlake Regular Council Meeting – 1st Budget & Millage Rate Hearing; Assessment Rates for Solid Waste Collection	
Thu September 7	County Budget 1st Hearing	**
Fri September 8	Publish Notice of Budget Increase and Budget Summary in PB Post	
<b>Tue September 12</b>	City of Westlake Special Council Meeting - 2nd and Final Budget Hearing	
Wed September 13	County School Board Budget 2nd Hearing	**
Fri September 15	Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector	
Wed September 27	County Budget 2nd Hearing	**
Thu October 12	Deadline to Certify Compliance with Florida Department of Revenue	

\*\* Per Florida Statutes, the public hearing dates scheduled by a county government or school board shall not be used by any other taxing authority within the county for its public hearings.



# Budget Summary



**City of Westlake  
Fiscal Year 2024 Budget**

**All Funds – Total Budget**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b><u>FUNDING</u></b>						
Total Revenue/Other Financing Sources	\$ 7,899,000	\$ 7,924,263	\$ 25,262	\$ 9,600,700	\$ 1,701,700	21.5%
Total Fund Bal. Use / (Addition)	-	(1,466,555)	(1,466,555)	(570,700)	(570,700)	NA
<b>Total Funding</b>	<b>\$ 7,899,000</b>	<b>\$ 6,457,708</b>	<b>\$ (1,441,293)</b>	<b>\$ 9,030,000</b>	<b>\$ 1,131,000</b>	<b>14.3%</b>
<b><u>EXPENDITURES</u></b>						
Personnel Expenditures	\$ 64,600	\$ 64,543	\$ 100.00	\$ 64,600	\$ -	0.0%
Operating Expenditures	6,466,900	6,380,409	86,491	7,449,200	982,300	15.2%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	12,756	166,044	202,600	23,800	13.3%
Reserves	1,138,700	-	1,138,700	1,263,600	124,900	11.0%
<b>Total Expenditures</b>	<b>\$ 7,899,000</b>	<b>\$ 6,457,708</b>	<b>\$ 1,441,335</b>	<b>\$ 9,030,000</b>	<b>\$ 1,131,000</b>	<b>14.3%</b>



**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Summary**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>FUNDING</b>						
Total Revenue	\$ 4,943,300	\$ 4,892,858	\$ (50,442)	\$ 6,138,700	\$ 1,195,400	24.2%
Total Fund Bal. Use / (Addition)	-	(1,511,322)	(1,511,322)	(570,700)	(570,700)	NA
<b>Total Funding</b>	<b>\$ 4,943,300</b>	<b>\$ 3,381,536</b>	<b>\$ (1,561,764)</b>	<b>\$ 5,568,000</b>	<b>\$ 624,700</b>	<b>12.6%</b>
<b>EXPENDITURES</b>						
Personnel Expense	\$ 64,600	\$ 64,543	\$ 57	\$ 64,600	\$ -	0.0%
Operating Expense	3,511,200	3,304,237	206,963	3,987,200	476,000	13.6%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	12,756	166,044	202,600	23,800	13.3%
Reserves	1,138,700	-	1,138,700	1,263,600	124,900	11.0%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,381,536</b>	<b>\$ 1,561,764</b>	<b>\$ 5,568,000</b>	<b>\$ 624,700</b>	<b>12.6%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – Source of Funds

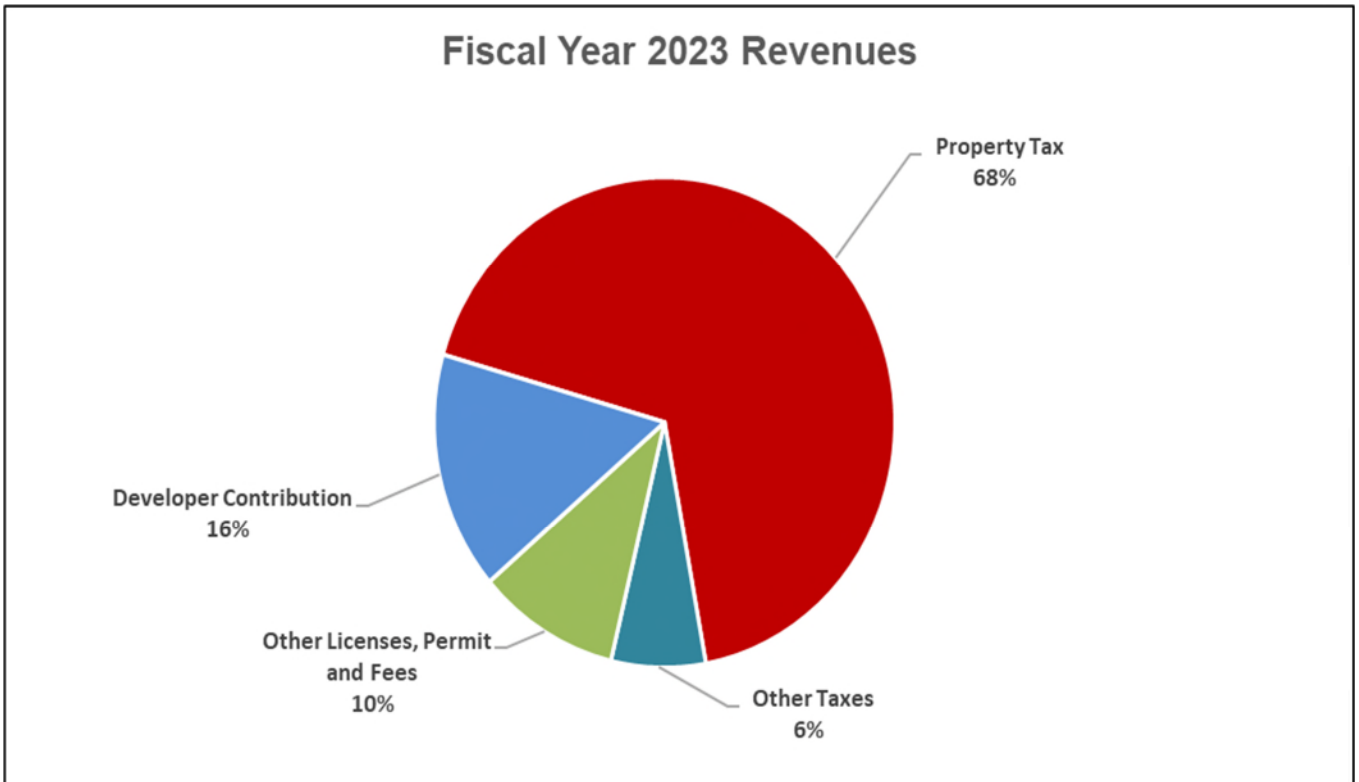
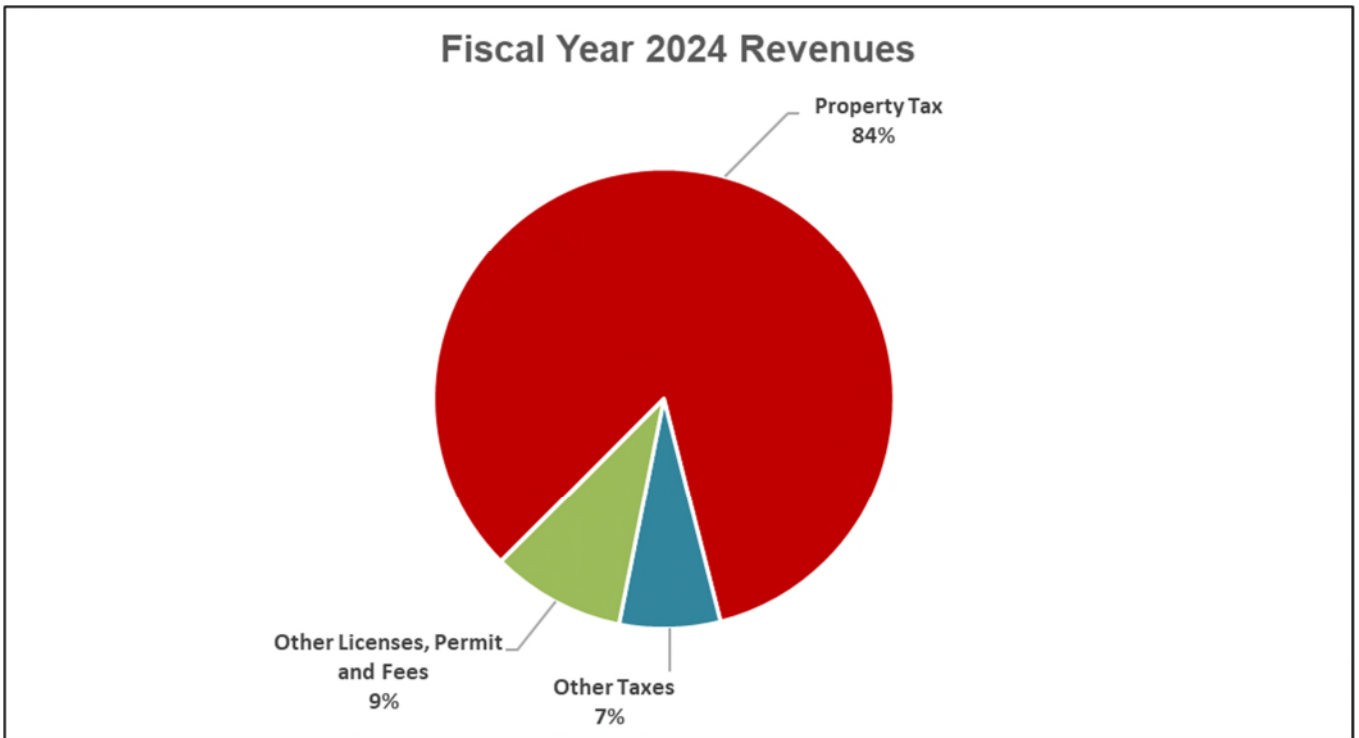
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax	\$ 3,345,563	\$ 3,353,681	\$ 8,118	\$ 5,128,300	\$ 1,782,737	53.3%
Other Taxes	327,300	649,001	321,701	435,000	107,700	32.9%
Other Licenses, Permit and Fees	493,700	837,644	343,944	575,400	81,700	16.5%
Developer Contribution	776,737	-	(776,737)	-	(776,737)	-100.0%
Interest Income	-	52,532	52,532	-	-	NA
<b>Total Revenues</b>	<b>\$ 4,943,300</b>	<b>\$ 4,892,858</b>	<b>\$ (50,442)</b>	<b>\$ 6,138,700</b>	<b>\$ 1,195,400</b>	<b>24.2%</b>
Use (Add To) Fund Balance	-	(1,511,322)	(1,511,322)	(570,700)	(570,700)	NA
<b>Total Source of Funds</b>	<b>\$ 4,943,300</b>	<b>\$ 3,381,536</b>	<b>\$ (1,561,764)</b>	<b>\$ 5,568,000</b>	<b>\$ 624,700</b>	<b>12.6%</b>

FY2023 Revenues vs. FY2024 Revenues



# City of Westlake Fiscal Year 2024 Budget

## General Fund – Source of Funds



**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Revenue Detail**

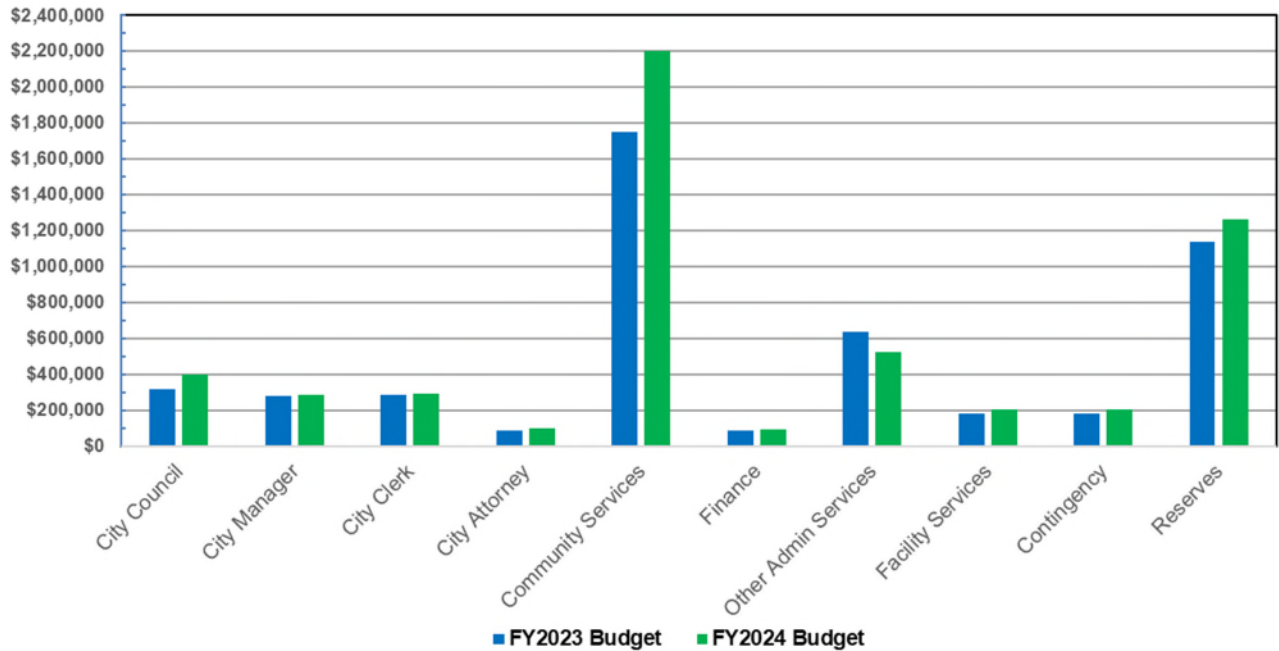
Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Property Tax</b>								
Tax Receipts - Current Year	\$ 1,130,469	\$ 1,796,354	\$ 3,126,601	\$ 3,126,601	\$ -	\$ 4,815,683	\$ 1,689,082	54.0%
Tax Receipts - Discounts	(43,037)	(69,673)	(125,064)	(119,809)	5,255	(192,583)	(67,500)	54.0%
Tax Receipts - Delinquent	-	-	-	1,308	1,308	-	-	NA
Special Assessments-Tax Collector	-	223,216	358,326	358,326	-	526,168	167,842	46.8%
Special Assessments-Delinquent	-	-	-	281	281	-	-	NA
Special Assmnts- Discounts	-	(8,498)	(14,300)	(13,026)	1,274	(20,968)	(6,668)	46.6%
<b>Total - Property Tax</b>	<b>\$ 1,087,432</b>	<b>\$ 1,941,399</b>	<b>\$ 3,345,563</b>	<b>\$ 3,353,681</b>	<b>\$ 8,118</b>	<b>\$ 5,128,300</b>	<b>\$ 1,782,756</b>	<b>53.3%</b>
<b>Other Taxes</b>								
Municipal Revenue Sharing	7,167	15,822	24,200	22,588	(1,612)	43,200	19,000	78.5%
Public Service Tax-Electricity	154,984	243,889	116,000	351,284	235,284	121,900	5,900	5.1%
Public Service Tax-Water	45,776	68,332	58,700	74,352	15,652	115,900	57,200	97.4%
Public Service Tax-Gas	32,933	62,315	75,200	85,304	10,104	100,800	25,600	34.0%
Communications Svcs. Tax	28,638	47,770	53,200	115,473	62,273	53,200	-	0.0%
<b>Total - Other Taxes</b>	<b>\$ 269,498</b>	<b>\$ 438,128</b>	<b>\$ 327,300</b>	<b>\$ 649,001</b>	<b>\$ 321,701</b>	<b>\$ 435,000</b>	<b>\$ 107,700</b>	<b>32.9%</b>
<b>Other Licenses, Permits and Fees</b>								
FPL Franchise Fee	\$ 132,295	\$ 215,079	\$ 119,700	\$ 302,907	\$ 183,207	\$ 118,200	\$ (1,500)	-1.3%
Gas Franchise Fee	-	-	-	43,998	43,998	58,700	58,700	NA
Solid Waste Franchise Fee	-	13,373	15,200	18,524	3,324	21,900	6,700	44.1%
Occupational Licenses	6,135	27,536	6,100	22,840	16,740	6,100	-	0.0%
Solid Waste Disposal Fees	250,643	266,233	250,600	250,600	-	250,600	-	0.0%
County Impact Fee Admin.Fees	118,873	100,006	77,100	95,456	18,356	95,400	18,300	23.7%
Lien Search Fees	5,938	10,023	1,300	13,173	11,873	5,900	4,600	353.8%
Administrative Fees	-	-	13,000	-	(13,000)	-	(13,000)	-100.0%
Trash Bin/Golf Cart Fees	16,958	13,215	5,400	15,427	10,027	13,200	7,800	144.4%
Federal Grants	362,368	362,367	-	-	-	-	-	NA
Special Events	-	79,450	-	61,300	61,300	-	-	NA
Other Fees	7,327	9,518	5,300	13,419	8,119	5,400	100	1.9%
<b>Total - Other Licenses, Permits and Fees</b>	<b>\$ 900,537</b>	<b>\$ 1,096,800</b>	<b>\$ 493,700</b>	<b>\$ 837,644</b>	<b>\$ 343,944</b>	<b>\$ 575,400</b>	<b>\$ 81,700</b>	<b>16.5%</b>
<b>Developer Contribution</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ 776,737</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>-100.0%</b>
<b>Interest Income</b>	<b>\$ 1,192</b>	<b>\$ 7,701</b>	<b>\$ -</b>	<b>\$ 52,532</b>	<b>\$ 52,532</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Total Revenue</b>	<b>\$ 2,798,659</b>	<b>\$ 3,484,028</b>	<b>\$ 4,943,300</b>	<b>\$ 4,892,858</b>	<b>\$ (50,442)</b>	<b>\$ 6,138,700</b>	<b>\$ 1,195,419</b>	<b>24.2%</b>
<b>Total Fund Bal. Use / (Addition)</b>	<b>(351,733)</b>	<b>(623,120)</b>	<b>-</b>	<b>(1,511,322)</b>	<b>(1,511,322)</b>	<b>(570,700)</b>	<b>(570,700)</b>	<b>NA</b>
<b>Total Funding</b>	<b>\$ 2,446,926</b>	<b>\$ 2,860,908</b>	<b>\$ 4,943,300</b>	<b>\$ 3,381,536</b>	<b>\$(1,561,764)</b>	<b>\$ 5,568,000</b>	<b>\$ 624,719</b>	<b>12.6%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function

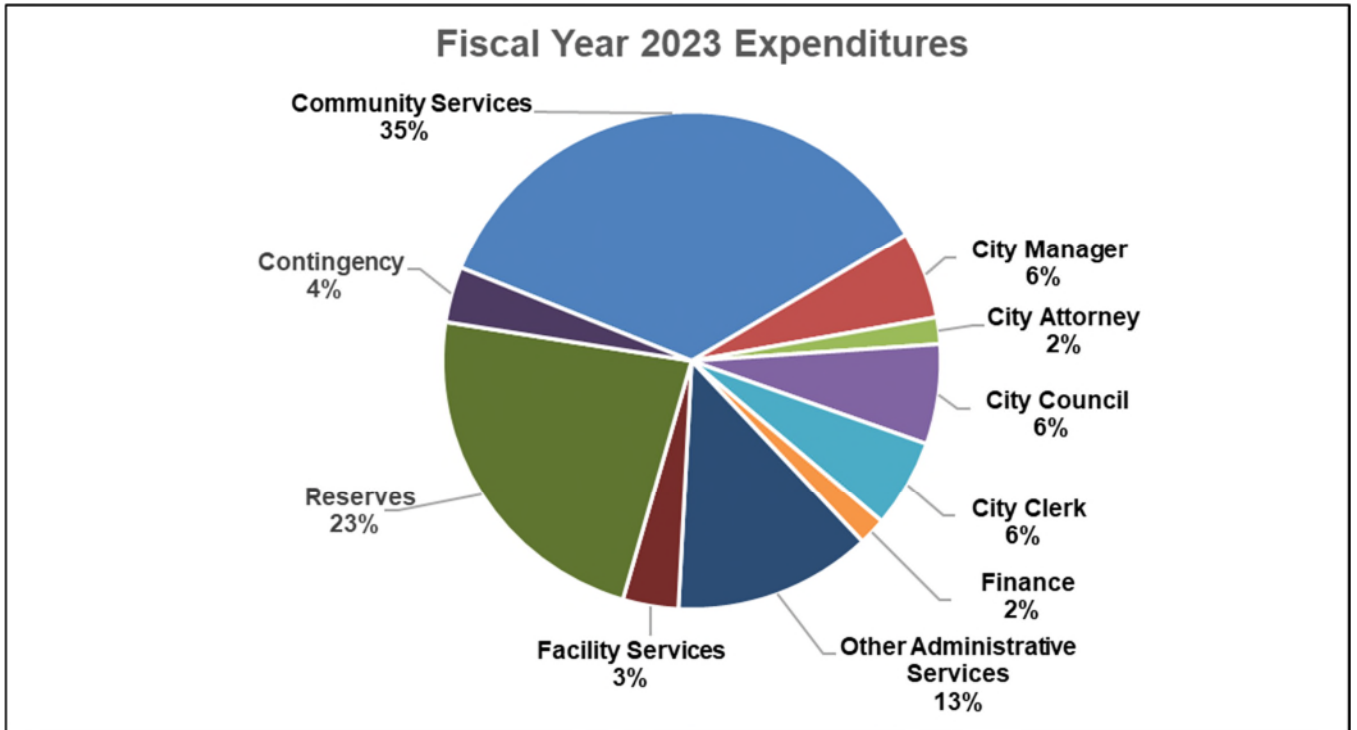
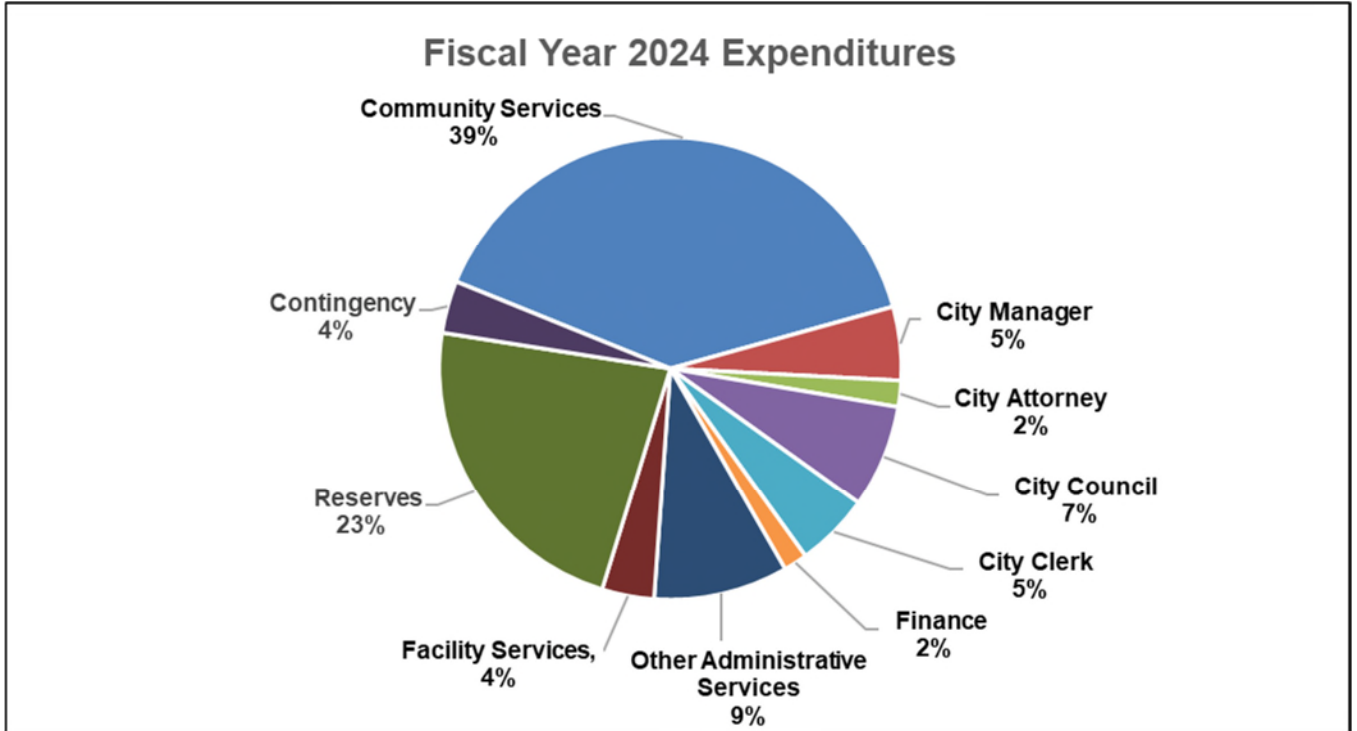
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
City Council	\$ 320,600	\$ 362,132	\$ (41,532)	\$ 401,400	\$ 80,800	25.2%
City Manager	281,200	228,090	53,110	285,000	3,800	1.4%
City Clerk	285,800	257,178	28,622	289,900	4,100	1.4%
City Attorney	85,400	57,568	27,832	101,400	16,000	18.7%
Community Services	1,749,700	1,921,261	(171,561)	2,204,500	454,800	26.0%
Finance	88,400	90,100	(1,700)	92,600	4,200	4.8%
Other Administrative Services	636,500	366,728	269,772	523,700	(112,800)	-17.7%
Facility Services	178,200	85,723	92,477	203,300	25,100	14.1%
Contingency	178,800	12,756	166,044	202,600	23,800	13.3%
Reserves	1,138,700	-	1,138,700	1,263,600	124,900	11.0%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,381,536</b>	<b>\$ 1,561,764</b>	<b>\$ 5,568,000</b>	<b>\$ 624,700</b>	<b>12.6%</b>

**FY2023 Expenditures vs. FY2024 Expenditures**



# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function





# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Council Department

### Mission

To serve as the legislative body in accordance with the Charter and applicable statutes. The form of government is a Council/Manager. The City council shall conduct regular meetings, special meetings, adopt codes and ordinances and approve the annual budget by September 30<sup>th</sup> each year by resolution.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
<b>Personal Services</b>								
Mayor/Council Stipend	\$ 146,400	\$ 94,443	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	0.0%
FICA	11,200	7,225	4,600	4,543	57	4,600	-	0.0%
<b>Total Personal Services</b>	<b>\$ 157,600</b>	<b>\$ 101,668</b>	<b>\$ 64,600</b>	<b>\$ 64,543</b>	<b>\$ 57</b>	<b>\$ 64,600</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Operating Expenses</b>								
ProfServ-Legislative Expense	\$ -	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	0.0%
Telephone, Cable and Internet Service	-	1,131	1,900	3,645	(1,745)	3,600	1,700	89.5%
Public Officials Insurance	4,025	3,125	3,800	3,500	300	4,200	400	10.5%
City Events	-	169,742	193,300	253,372	(60,072)	253,400	60,100	31.1%
Election Fees	-	600	-	-	-	-	-	N/A
Council Expenses	6,855	19,931	30,000	35,516	(5,516)	50,000	20,000	66.7%
Dues, Licenses, Subscriptions	1,395	1,529	3,000	1,556	1,444	1,600	(1,400)	-46.7%
<b>Total Operating Expenses</b>	<b>\$ 12,275</b>	<b>\$ 196,058</b>	<b>\$ 256,000</b>	<b>\$ 297,589</b>	<b>\$ (41,589)</b>	<b>\$ 336,800</b>	<b>\$ 78,700</b>	<b>31.6%</b>
<b>Total City Council</b>	<b>\$ 169,875</b>	<b>\$ 297,726</b>	<b>\$ 320,600</b>	<b>\$ 362,132</b>	<b>\$ (41,532)</b>	<b>\$ 401,400</b>	<b>\$ 78,700</b>	<b>25.2%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Manager Department

### Summary

The City Manager is the chief administrative officer of the City and is responsible for directing and supervising the administration of all departments, offices, and agencies of the City except the City Attorney, unless otherwise directed in the City Charter. The City Manager shall:

- Ensure all laws and provisions of the Charter and acts of the Council are fully executed.
- Make recommendations to the Council concerning the affairs of the City.
- Prepare the annual operating and capital budgets.
- Ensure the City Clerk prepares the Council agendas.
- Draw and signs vouchers as provided by ordinance.
- Provide administrative services to support the Council.
- Keep the Council advised as to the financial condition of the City.
- Provide reports to the Council on the finances and administrative services of the City.
- Perform other duties as outlined in the Charter or requested by the Council.

### Mission

To implement the policies and direction of the City Council, serve the residents of the community by fulfilling duties as the legislative body directs through developing policies designed to successfully perform municipal functions and render other municipal services.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Operating Expenses</b>								
Contracts - City Manager	\$ 179,700	\$ 207,404	\$ 213,600	\$ 213,600	\$ -	\$ 220,000	\$ 6,400	3.0%
Office Supplies	12,291	6,990	14,900	11,806	3,094	12,300	(2,600)	-17.4%
Dues, Licenses, Subscriptions	3,677	2,870	2,700	2,684	16	2,700	-	0.0%
<b>Total Operating Expenses</b>	<b>\$ 195,668</b>	<b>\$ 217,264</b>	<b>\$ 231,200</b>	<b>\$ 228,090</b>	<b>\$ 3,110</b>	<b>\$ 235,000</b>	<b>\$ 3,800</b>	<b>1.6%</b>
<b>Capital Expenses</b>								
Capital Outlay	5,164	8,161	50,000	-	50,000	50,000	-	0.0%
<b>Total Capital Expenses</b>	<b>\$ 5,164</b>	<b>\$ 8,161</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total City Manager</b>	<b>\$ 200,832</b>	<b>\$ 225,425</b>	<b>\$ 281,200</b>	<b>\$ 228,090</b>	<b>\$ 53,110</b>	<b>\$ 285,000</b>	<b>\$ 3,800</b>	<b>1.4%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Clerk Department

### Summary

The City Clerk position is part of the master contract with Inframark to provide management services to the City. The contract is a fee for services based upon the scope and level of work required. The City Clerk reports to the City Manager and serves as a liaison between the City Council, staff, the public, other local governing bodies, and governmental agencies at various levels. The City Clerk’s office serves as the official record keeper by maintaining, preserving, and recording official actions, documents, and by maintaining the legislative history of the City, and it renders unbiased and impartial service to all residents. The Clerk’s office is the local supervisor of elections for the City. The City Clerk ensures the order, accessibility, and transparency of records. The administration of the City’s website and other social media is included in the Clerks duties.

### Mission

To establish confidence and trust in municipal government while providing efficient, effective, and transparent public service to the Council, departments, and citizens of Westlake, and to safeguard accurate records of municipal activities in accordance with applicable federal, state, and local laws. The City Clerk shall:

- Prepare and publish meeting notices, including legally required advertisements, and prepare and distribute agenda packets in advance of regular, special, workshop meetings and public hearings.
- Provide clerical support to the Council.
- Draft and publish meeting notices and prepare and distribute agenda packets in advance of Board Meetings.
- Coordinate recruitment of Advisory Board applicants.
- Maintain the City’s official records, provide information and records to the public and staff, maintain data related to legislative history, and update the City Charter and City Code.
- Coordinate and manage municipal elections and serve as the filing clerk.
- Draft and disseminate public information notices through various modes of communication.
- Oversee website updates, site navigation, and ensure accessibility and accuracy of documents.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr.(Decr.) Over Budget	% Budget Incr./.(Decr.)
<b>Operating Expenses</b>								
Website Support	\$ 10,600	\$ 8,256	\$ 8,200	\$ 8,200	\$ -	\$ 8,200	\$ -	0.0%
Contracts-City Clerk	125,100	206,000	212,200	212,200	-	218,600	6,400	3.0%
Postage and Freight	1,480	931	1,500	860	640	1,500	-	0.0%
Printing	2,423	3,088	14,800	28	14,772	15,500	700	4.7%
Advertising	23,214	14,670	31,200	13,993	17,207	23,200	(8,000)	-25.6%
Office Supplies	1,117	-	1,100	1,890	(790)	1,900	800	72.7%
Miscellaneous Services	1,311	193	1,300	100	1,200	1,300	-	0.0%
Dues, Licenses, Subscriptions	10,241	10,340	15,500	19,907	(4,407)	19,700	4,200	27.1%
<b>Total City Clerk</b>	<b>\$ 175,486</b>	<b>\$ 243,478</b>	<b>\$ 285,800</b>	<b>\$ 257,178</b>	<b>\$ 28,622</b>	<b>\$ 289,900</b>	<b>\$ 4,100</b>	<b>1.4%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Attorney

### Summary

The City Attorney is a designated charter officer appointed by a majority vote of the City Council and serves at its pleasure. The Legal Department provides legal support and advice to the City Council, City Manager, Department Directors, and advisory boards on all legal matters affecting or involving the City. The Legal Department is a contracted service.

### Mission

To provide efficient, effective, and competent legal advice to the City Council, the City Manager and all departments on legal matters and their impacts on the City of Westlake, including legislative and statutory changes. The City Attorney works with the City Manager drafting policies as requested by the City Council. The City Attorney provides services as outlined in the City Charter.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
ProfServ-Legal Services	\$ 74,050	\$ 86,790	\$ 85,400	\$ 57,568	\$ 27,832	\$ 101,400	\$ 16,000	18.7%
ProfServ-Other Legal Charges	220,509	-	-	-	-	-	-	NA
Miscellaneous Services	180	-	-	-	-	-	-	NA
Outside Legal Services	-	-	-	-	-	-	-	NA
Miscellaneous Expenses	5,891	-	-	-	-	-	-	NA
<b>Total City Attorney</b>	<b>\$ 300,630</b>	<b>\$ 86,790</b>	<b>\$ 85,400</b>	<b>\$ 57,568</b>	<b>\$ 27,832</b>	<b>\$ 101,400</b>	<b>\$ 16,000</b>	<b>18.7%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – Community Services Department

### Summary

The Community Services department consists of solid waste collection, law enforcement, electricity and community service functions.

*Solid Waste Collection* – Costs related to the collection and disposal of resident solid waste are accounted for in the Community Service Department

*Law Enforcement* - The current contract with the Palm Beach County Sheriff’s department calls for one 24/7 deputy. To accomplish this coverage, five deputies are required. The contract includes dedicated officers, vehicles, and dispatch. The contract also includes the supervisory personnel, K-9, detectives, crime lab, SWAT, and other resource necessary for the safety of the residents.

*Electricity* – Expenditures for roadway lighting and traffic control are accounted for in the Community Service Department.

*Community Service* – Expenditures for personnel performing community-wide maintenance are accounted for in the Community Service Department, along with the cost to purchase trash collection bins and other necessary maintenance supplies.

Description	FY 2021	FY 2022	FY 2023		FY 2024			
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./((Decr.) Over Budget	% Budget Incr./((Decr.)
<b>Operating Expenditures</b>								
Contracts-Solid Waste	\$ 284,615	\$ 484,391	\$ 578,500	\$ 770,177	\$ (191,677)	910,200	\$ 331,700	57.3%
Contracts-Sheriff	651,060	650,002	954,900	914,181	40,719	1,025,600	70,700	7.4%
Electricity-Streetlighting	109,257	113,725	134,800	129,259	5,541	160,200	25,400	18.8%
R&M-Community Service	26,700	27,500	28,300	28,299	1.00	29,100	800	2.8%
Operating Supplies	52,974	30,815	30,800	57,280	(26,480)	57,300	26,500	86.0%
Roadway Services	-	-	22,400	22,065	335	22,100	(300)	NA
<b>Total Community Services</b>	<b>\$ 1,124,606</b>	<b>\$ 1,306,433</b>	<b>\$ 1,749,700</b>	<b>\$ 1,921,261</b>	<b>\$ (171,561)</b>	<b>\$ 2,204,500</b>	<b>\$ 454,800</b>	<b>26.0%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Other Departments**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Finance</b>								
Auditing Services	\$ 5,250	\$ 5,250	\$ 5,300	\$ 7,000	\$ (1,700)	\$ 7,000	\$ 1,700	32.1%
Contracts - Finance	78,300	80,668	83,100	83,100	-	85,600	2,500	3.0%
<b>Total Finance</b>	<b>\$ 83,550</b>	<b>\$ 85,918</b>	<b>\$ 88,400</b>	<b>\$ 90,100</b>	<b>\$ (1,700)</b>	<b>\$ 92,600</b>	<b>\$ 4,200</b>	<b>4.8%</b>
<b>Other Administrative Services</b>								
ProfServ-Information Technology	\$ 163,295	\$ 220,124	\$ 202,000	\$ 84,515	\$ 117,485	\$ 81,100	(120,900)	-59.9%
Contracts-Admin. Service	89,004	199,239	280,900	278,931	1,969	287,300	6,400	2.3%
Misc-Assessmnt Collection Cost	-	877	3,600	3,205	395	5,300	1,700	47.2%
Misc-Public Relations	12,000	24,100	60,000	-	60,000	-	(60,000)	-100.0%
General Government	39,719	65,906	90,000	77	89,923	150,000	60,000	66.7%
<b>Total Other Administrative Services</b>	<b>\$ 304,018</b>	<b>\$ 510,246</b>	<b>\$ 636,500</b>	<b>\$ 366,728</b>	<b>\$ 269,772</b>	<b>\$ 523,700</b>	<b>\$ (112,800)</b>	<b>-17.7%</b>
<b>Facility Services</b>								
Telephone, Cable and Internet Service	\$ 14,382	\$ 14,647	\$ 15,900	\$ 16,019	\$ (119)	\$ 16,200	\$ 300	1.9%
Lease - Building	500	500	86,700	-	86,700	86,700	-	0.0%
Lease-Copier	15,984	13,211	32,600	8,704	23,896	36,500	3,900	12.0%
Insurance(Liab,Auto,Property)	4,088	5,745	6,900	6,781	119	8,100	1,200	17.4%
Miscellaneous Services	1,229	1,682	1,700	1,020	680	1,700	-	0.0%
Cleaning Services	31,481	25,965	24,200	25,327	(1,127)	26,000	1,800	7.4%
Principal-Capital Lease Payments	7,629	8,498	9,500	21,905	(12,405)	22,700	13,200	138.9%
Interest-Capital Lease Payments	2,585	1,716	700	5,967	(5,267)	5,400	4,700	671.4%
<b>Total Facility Services</b>	<b>\$ 77,878</b>	<b>\$ 71,964</b>	<b>\$ 178,200</b>	<b>\$ 85,723</b>	<b>\$ 92,477</b>	<b>\$ 203,300</b>	<b>\$ 25,100</b>	<b>14.1%</b>
<b>Contingency</b>	<b>\$ 10,051</b>	<b>\$ 32,928</b>	<b>\$ 178,800</b>	<b>\$ 12,756</b>	<b>\$ 166,044</b>	<b>\$ 202,600</b>	<b>\$ 23,800</b>	<b>13.3%</b>
<b>Reserves</b>								
1st Quarter Operating	\$ -	\$ -	\$ 938,700	\$ -	\$ 938,700	\$1,063,600	\$ 124,900	13.3%
Capital Projects	-	-	200,000	-	200,000	200,000	-	0.0%
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ 1,263,600</b>	<b>\$ 124,900</b>	<b>11.0%</b>
<b>Total Other Departments</b>	<b>\$ 475,497</b>	<b>\$ 701,056</b>	<b>\$ 2,220,600</b>	<b>\$ 555,307</b>	<b>\$ 1,665,293</b>	<b>\$ 2,285,800</b>	<b>\$ 65,200</b>	<b>2.9%</b>



# Special Revenue Funds

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Summary**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>FUNDING</b>						
Revenue/Other Financing Sources	\$ 2,955,700	\$ 3,031,405	\$ 75,705	\$ 3,462,000	\$ 506,300	17.1%
Total Fund Bal. Use / (Addition)	-	44,767	44,767	-	-	NA
<b>Total Funding</b>	<b>\$ 2,955,700</b>	<b>\$ 3,076,172</b>	<b>\$ 120,472</b>	<b>\$ 3,462,000</b>	<b>\$ 506,300</b>	<b>17.1%</b>
<b>EXPENDITURES</b>						
Expenditures	2,955,700	3,076,172	120,472	3,462,000	506,300	17.1%
<b>Total Expenditures</b>	<b>\$ 2,955,700</b>	<b>\$ 3,076,172</b>	<b>\$ (120,472)</b>	<b>\$ 3,462,000</b>	<b>\$ 506,300</b>	<b>17.1%</b>



**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Detail-Comprehensive Planning Services**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Building Permits	\$ 2,768,424	\$ 1,720,243	\$ 1,820,900	\$ 1,090,380	\$ (730,520)	\$ 2,392,100	\$ 571,200	31.4%
Reinspection Fees	58,850	4,800	-	6,400	6,400	4,800	4,800	NA
Building Permits-Surcharge	25,718	6,555	16,700	9,003	(7,697)	4,200	(12,500)	-74.9%
Other Building Permit Fees	86,700	80,850	30,000	104,000	74,000	30,000	-	0.0%
Building Permits-Admin Fee	168,254	141,555	109,100	135,075	25,975	89,700	(19,400)	-17.8%
Engineering Permits	625,959	401,084	374,600	438,117	63,517	330,500	(44,100)	-11.8%
Planning/Zoning Permits	107,562	39,039	299,600	310,721	11,121	310,700	11,100	3.7%
Other Miscellaneous Revenue	-	-	-	1,000	1,000	-	-	NA
<b>Total Revenue</b>	<b>\$ 3,841,467</b>	<b>\$ 2,394,126</b>	<b>\$ 2,650,900</b>	<b>\$ 2,094,696</b>	<b>\$ (556,204)</b>	<b>\$ 3,162,000</b>	<b>\$ 511,100</b>	<b>19.3%</b>
<b>Expenditures</b>								
ProfServ-Engineering	\$ 308,531	\$ 300,555	\$ 352,600	\$ 262,700	\$ 89,900	\$ 308,500	\$ (44,100)	-12.5%
ProfServ-Information Technology	32,221	132,181	170,900	233,103	(62,203)	233,100	62,200	36.4%
ProfServ-Legal Services	118,666	62,703	118,700	39,843	78,857	75,300	(43,400)	-36.6%
ProfServ-Planning/Zoning Board	299,575	275,083	299,600	310,721	(11,121)	310,700	11,100	3.7%
ProfServ-Compliance Service	-	-	100,000	185,787	(85,787)	185,800	85,800	85.8%
ProfServ-Consultants	4,325	-	22,000	-	22,000	22,000	-	0.0%
ProfServ-Building Permits	1,302,980	1,431,911	1,395,700	1,831,136	(435,436)	1,831,100	435,400	31.2%
Outside Legal Services	1,775	875	1,800	-	1,800	1,800	-	0.0%
Postage and Freight	19	-	-	-	-	-	-	NA
Telephone, Cable and Internet Service	1,140	4,756	4,700	5,214	(514)	5,300	600	12.8%
Lease - Building	-	-	43,400	-	43,400	43,400	-	0.0%
Lease - Copier	5,067	5,586	5,800	5,860	(60)	6,800	1,000	17.2%
Printing	2,165	993	2,200	145	2,055	2,200	-	0.0%
Miscellaneous Services	1,243	1,308	-	301	(301)	1,300	1,300	NA
Administration Fee	109,920	113,218	113,200	113,199	1.00	116,600	3,400	3.0%
Office Supplies	2,218	5,206	4,500	263	4,237	2,100	(2,400)	-53.3%
Cleaning Services	-	15,900	15,800	16,033	(233)	16,000	200.00	1.3%
<b>Total Expenditures</b>	<b>\$ 2,189,845</b>	<b>\$ 2,350,275</b>	<b>\$ 2,650,900</b>	<b>\$ 3,004,305</b>	<b>\$ (353,405)</b>	<b>\$ 3,162,000</b>	<b>\$ 511,100</b>	<b>19.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Detail-Housing Assistance**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Interest-Investments	\$ 3,703	\$ 10,365	\$ 4,800	\$ 119,049	\$ 114,249	\$ -	\$ (4,800)	-100.0%
Donations	1,173,722	990,528	300,000	817,660	517,660	300,000	-	0.0%
<b>Total Revenue</b>	<b>\$ 1,177,425</b>	<b>\$ 1,000,893</b>	<b>\$ 304,800</b>	<b>\$ 936,709</b>	<b>\$ 631,909</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Expenditures</b>								
Assistance Program	23,425	23,425	283,800	57,925	225,875	279,000	(4,800)	-1.7%
Administration Fee	17,649	13,706	21,000	13,942	7,058	21,000	-	0.0%
Bank Charges	-	115	-	-	-	-	-	NA
<b>Total Expenditures</b>	<b>\$ 41,074</b>	<b>\$ 37,246</b>	<b>\$ 304,800</b>	<b>\$ 71,867</b>	<b>\$ 232,933</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Other Financing Sources (Uses)</b>								
Interest Income	-	12	-	-	-	-	-	NA
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>