

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting

Monday, October 12, 2020 at 6:30 PM

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

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**.

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: 132 051 5017

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: 132 051 5017

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. September 14, 2020 - First Budget Hearing Minutes - DRAFT
2. September 14, 2020 - City Council Regular Meeting Minutes - DRAFT
3. September 21, 2020 - Final Public Budget Hearing Minutes - DRAFT

B. Approval Finance Statement

1. Financial Statement as August 31, 2020

PRESENTATIONS/PROCLAMATIONS

A. Presentation - Palm Beach County Department of Housing and Economic Sustainability (HES)

Presented By: Jonathan B. Brown, Director

PUBLIC HEARING

A. **ORDINANCE 2020-12** - Amendments to Chapter 3, to add additional Setback Provisions For Residential Zoning Districts of Residential-1 (R1) and Residential-2 (R2) (Second 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.

- B.** **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 (Second Reading).

Submitted By: Legal

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.

REGULAR AGENDA

- A.** First Addendum to the Law Enforcement Service Agreement

Submitted By: Ken Cassel, City Manager

NEW BUSINESS

- A.** City Council Liaison - Education and Youth Advisory Board

Submitted By: Zoie Burgess, City Clerk

RESOLUTION 2020-31 – Selecting a Member of the City Council to serve in the position of City Council Liaison to the Education and Youth Advisory Board

RESOLUTION 2020-31 - A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF CITY COUNCIL LIAISON TO THE EDUCATION AND YOUTH ADVISORY BOARD.

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

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.

ADJOURNMENT

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

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

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

AGENDA POSTED: October 5, 2020

CITY OF WESTLAKE



MINUTES - DRAFT

City Council First Budget Hearing

Monday, September 14, 2020 at 6:30 PM

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

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Password: hello

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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]

A First Public Budget Hearing of the City Council of the City of Westlake was held on Monday, September 14, 2020 at 6:30 PM, immediately following the Local Planning Agency Meeting., 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 Councilwoman Crump would be tardy and Vice Mayor Long-Robinson is absent.

Ms. Burgess noted City Manager Kenneth Cassel and City Attorney Pam Booker were present physically and City Clerk Burgess was attending via communications media technology.

CALL TO ORDER

Mayor Manning called the City of Westlake City Council First Budget Hearing of Monday September 14, 2020, to order at 6:43 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 that due to COVID-19 and the need to ensure the public health, safety and welfare, the 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 Florida Statute.

ROLL CALL

Present and constituting a quorum:

Mayor Roger Manning
Councilman Patric Paul
Councilman JohnPaul O'Connor
Councilwoman Kara Crump - Arrived at 6:58 PM

Absent:

Vice Mayor Long-Robinson

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.

BUDGET PRESENTATION

A. Approval of proposed FY 2020 - 2021 Budget on First Reading

Submitted By: Kenneth Cassel, City Manager

Mr. Cassel presented the proposed budget noting that the requested changes and modifications were made and as presented at the previous budget workshop and remains at a 5.125 millage rate.

Mayor Manning called for comments.

Councilman Paul inquired of in General Government - Other Departments showing an increase.

Mr. Cassel explained that it is now at \$115,000 and inquired of Finance what the number was at the budget presentation.

Finance explained that it was at \$25,000 and the increase reflects an additional amount of funding should staffing be needed.

Council Discussion.

Mr. Cassel further explained that it is a budget number in the event staffing is needed. Finance further explained explained that the contingency and the reserve totals increased because the total expenditures were increased \$90,000.

Mr. Cassel confirmed that these funds are not spent without Council approval.

PUBLIC HEARING

B. Resolution 2020-28 - Approving the Proposed Ad Valorem Millage Rate

Submitted By: Finance

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE,
FLORIDA, APPROVING THE PROPOSED AD VALOREM MILLAGE RATE TO
BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020,
ENDING ON SEPTEMBER 30, 2021**

Mayor Manning introduced item.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments 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. Burgess read, by title only, Resolution 2020-28.

Motion by Councilman O'Connor to adopt Resolution 2020-28 Adopting the Proposed Ad Valorem Millage Rate for FY2021, seconded by Councilman Paul.

UPON ROLL CALL:

Councilman O'Connor	YES
Councilman Paul	YES
Mayor Manning	YES

With all in favor, motion carried without dissent (3-0).

Councilwoman Crump arrived after roll call vote.

C. Resolution 2020-27 - Approving Tentative Budget

Submitted By: Finance

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE TENTATIVE BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021.

Mayor Manning introduced item.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments 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. Burgess read, by title only, Resolution 2020-27.

Motion by Councilman Paul to adopt Resolution 2020-27 Approving Tentative Budget, seconded by Councilwoman Crump.

UPON ROLL CALL:

Councilman O'Connor	YES
Councilwoman Cump	YES
Councilman Paul	YES
Mayor Manning	YES

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

PUBLIC COMMENT

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Mayor Manning called for any public comments.

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.

Irany Pereira - 16111 Whipporwill Circle - Inquired why the garbage fees are not included in the property tax.

Mr. Cassel explained that it will be another year or two before it will appear with the property tax

Ms. Booker further explained there is a process that must be completed, and staff is currently working to accomplish that.

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

There being no further business, Mayor Manning adjourned the meeting at 7:16 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Regular Meeting

(Immediately following Local Planning Agency Meeting)

Monday, September 14, 2020 at 7:30 PM

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

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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]

A meeting of the City Council of the City of Westlake was to be held on Monday, September 14, 2020 at 7:30 PM, immediately following the Local Planning Agency Meeting., 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, Councilwoman Crump and Councilman O'Connor are present physically. Ms. Burgess noted that Vice Mayor Long-Robinson is present and attending via telecommunications media technology.

Ms. Burgess noted City Manager Kenneth Cassel and City Attorney Pam Booker were present physically. City Clerk Burgess, Planning & Zoning Director, Nilsa Zacarias were attending via communications media technology.

Ms. Burgess gave a moment for anticipated speaker, Donaldson Hearing of Cotleur Hearing, to confirm presence and the ability 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.

Ms. Burgess reminded Council Members and staff physically present to utilize microphones.

CALL TO ORDER

Mayor Manning called the City of Westlake City Council Regular Meeting of Monday September 14, 2020, to order at 8:35 PM.

Mayor Manning acknowledged that meeting was being held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Order 20-193) and as Adopted by the City of Westlake City Council in Emergency Ordinance 2020-08.

Mayor Manning also noted that that due to COVID-19 and the need to ensure the public health, safety and welfare, the 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 Florida Statute.

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
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 at a preceding meeting, and the next item therefore followed.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

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

Motion by Councilwoman Crump to approve agenda, 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).

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

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Mayor Manning provided a written statement commenting on his inquiry regarding City Hall and not having funding or a budget plan. Mayor Manning noted that the City Manager directed the City Council to express their concerns to the developer. Mayor Manning continued that he did not understand why the land and engineering costs were tied to the developer.

Mayor Manning identified that he has spoken to the developer and Mr. Carter acknowledged that his position would not change in conveying a property until an agreement is signed. Mayor Manning noted that he has requested a plan from the City Manager for the last two years.

Mayor Manning continued to second item regarding the City Manger's two email dated September 4, 2020 regarding administrative process changes. Mayor Manning read the emails and the two attached memo's accompanying the City Manager's email regarding the reviewing processes of developmental plans reviews and permitting, specifically storm water/drainage and that going forward would be the responsibility of Seminole Improvement District. Mayor Manning further read into record his returned email to Mr. Cassel.

Mayor Manning introduced Ms. Booker explaining that she had a presentation.

Ms. Booker presented a PowerPoint presentation regarding the City's obligation for implementation of Land Use Regulations.

Mayor Manning discussion and inquiry of City Attorney and City Engineer.

Mayor Manning inquired of City Council for any comments.

Councilman Paul inquired how it may be justified to circumvent the rules that are set.

Mr. Cassel clarified the review process and further noted that the process was not working and further explained the reasoning.

Councilman O'Connor commented that their rights should never be relinquished for any oversight and further should operate with trust, but verified. Councilman O'Connor requested that there be a workshop with Seminole Improvement District to review these items. Councilman O'Connor further noted that there should now be staff reviews, to determine guidelines and who is to be do what when.

Vice Mayor Long-Robinson is in agreement of staff reviews acknowledging the breakdown in communication among staff that needs to be identified. Vice Mayor Long Robinson noted that there needs to be a workshop and would like to see the City Charter reviewed and the Interlocal Agreement.

Mayor Manning called for further comment.

Mr. Cassel addressed the funding of City Hall, noting that a cost and design update had been provided.

Further Council discussion.

Mr. Cassel agreed to retract the administrative change and the City will review the storm water for commercial sites as set up initially.

Councilman O'Connor requested that the joint meeting be scheduled.

Mayor Manning made a motion to direct the City Manager to revoke the policy directive noted in the memorandums September 4th giving Seminole Improvement District authority to approve all storm water drain reviews and approvals for both onsite and off site draining systems for residential and commercial sites with the City.

Mr. Cassel noted that residential was never set up in that manner. Mayor Manning noted that it remains in his motion.

Mayor Manning continued that Seminole Improvement District shall not provide approval letters for compliance of the City's land development regulations nor in the comprehensive plan. Mayor Manning continuing motion, added that the information required under the City's interim Code Palm Beach County ULDC shall be provide the City Engineer for review and approval; storm water criteria proposed in Chapter 5 shall be included to comply with the legal requirements and management of storm water; the approval with conditions issued by the City Engineer for the the tax collector's land development on September 3, 2020 per the City Manger's directive shall be rescinded as it is not in compliance with the law and ULDC; the approval with conditions issued by the City Engineer for POD O, Groves Phase II on September 7 2020 per the City Manger's directive shall be rescinded as it is not in compliance with the law and ULDC; all approvals letters to the engineer shall comply with the laws, rules, and regulations, all information requested by the City Engineer shall be provided; all developers and

development approvals shall comply with the laws rules and regulations as required; the request have a Seminole Improvement District and City Council Meeting early October.

Further Council discussion.

Councilman O'Connor expressed concern for rescinding approvals and would need additional time to review.

Mr. Cassel noted that he does not need a motion as he understands the directive and will proceed as requested.

Councilman Paul noted that due to in-house disagreement should the applicant be punished.

Mr. Cassel noted that he will work with the engineers on both sides.

Further Council discussion.

Mayor Manning withdrew a portion of his motion with the request to allow the City Engineer the documentation that has been requested.

Mr. Cassel inquired of dates for a joint meeting.

Further Council discussion.

Council agreed October 7, 2020 and Mr. Cassel will notify Seminole Improvement District Board and Counsel.

Mayor Manning provided a revised motion to direct City Manager to allow the City Engineer to have the information requested and to set up a meeting October 7, 2020.

Ms. Booker provided a point of clarification noting the the approval the Engineer did was approving without reviewing any information and relying on what Seminole Improvement District's Engineering provided, and in her opinion is insufficient.

Mayor Manning inquired how this should be handled.

Ms. Booker noted that she is fine with it being modified as long as the engineer can get the information and review and approve.

Mr. Hearing interjected as representatives for the tax Collector and other applicants. Ms. Burgess inquired of the Mayor if he was taking comments from the public. Mayor Manning acknowledged that he would accept comments.

Ms. Burgess noted there first was an audience participant that had a virtual hand raised and called for the individual to state name and address. The participant acknowledged they did not have a comment.

Donaldson Hearing - Cotleur & Hearing - Mr. Hearing noted that all plans had been reviewed and are consistent with the requirements of the South Florida Water Management District Permits that have been issued and confirmed by Seminole Improvement District that have been confirmed by the professional engineers and each project and the permits that have input before Council would create a duplicative process.

Mayor Manning returned to the motion to request the City Manager provide the City Engineer with the documents needed for approval.

Councilman O'Connor for clarification noted that it is not the City manager that is keeping the documents from the City Engineer.

Mayor Manning noted that he is not allowing the City Engineer to have. Mr. Cassel clarified that he is recommending the engineer to rely on the information that is provided. Councilman O'Connor added that the motion should be to rescind the memorandums. Mr. Cassel confirmed that he would comply. Mayor Manning confirmed that the other part of the motion was for a joint meeting which will be October 7, 2020.

Ms. Booker assisted with the motion clarifying that it is for the approval to be modified so that the City Engineer to receive that document in the existing Code and may review those permits and make any comments that are not sufficient.

Motion by Mayor Manning for the City Manager to rescind memorandum and as clarified by City Attorney that the City Engineer will receive the information necessary and modify those permits; those reviews will not come from Seminole Improvement District , seconded by Councilman Paul.

Councilman O'Connor requested additional clarification. Ms. Booker explained that the engineer has never been able to do the review. Ms. Booker noted that the Engineer has asked for the information and was not given due to the direction of the City Manager.

Further Council Discussion.

Councilman O'Connor inquired of the City Engineer how she would like to see it completed. The City Engineer noted that if the applicant provides the information directly it would then be checked against City Code.

Councilman Paul inquired if there would be a delay.

Mr. Hearing noted that there would be a delay. Ms. Duhy of Lewis, Longman on behalf Minto interjected. Ms. Burgess requested if the Mayor wished to recognize Ms. Duhy. Mayor Manning acknowledged Ms. Duhy. Ms. Duhy explained that the extent of the motion affects permits that have been approved on behalf of Minto applications and further explained that this was not an item that was given notice of and the opportunity to rebut any information provided or to explain. Ms Duhy continued that they have not been given the opportunity and been deprived of due process and would request they be given the opportunity to discuss at a future meeting.

Councilwoman Crump inquired if this information has been requested and denied. Mr. Cassel explained that he does not believe this has happened previously and has just started.

Councilman Paul inquired of the City Engineer if there is something that may be found that would prevent moving forward. The City Engineer explained that back up documentation is required, but is determined that he design is sufficient.

Further Council discussion with Mr. Hearing, and Ms. Duhy.

Mayor Manning acknowledged there is still a motion on the floor and requested the City Clerk move forward.

Ms. Burgess confirmed Motion by Mayor Manning, seconded by Councilman Paul.

UPON ROLL CALL:

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

Motion failed (3-2).

Mayor Manning returned to Agenda and 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.

CONSENT AGENDA

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Motion by Councilwoman Crump to approve Consent Agenda, 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).

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

9. Financial Statement as July 31, 2020

PRESENTATIONS/PROCLAMATIONS

There being no Presentations or Proclamations, the next item followed.

PUBLIC HEARING

- J. 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.

Mayor Manning introduced item and called for any additional comments.

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

Motion by Councilman O'Connor to approve Ordinance 2020-11, 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).

- K. 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.

Mayor Manning introduced item and called for any additional comments.

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

Motion by Councilwoman Crump to approve Ordinance 2020-13, 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).

L. 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.

Mayor Manning introduced item.

Mr. Hearing presented a PowerPoint Presentation.

Staff confirmed that it was reviewed and approved.

Ms. Burgess read, by title only, Resolution 2020-26.

Motion by Councilman Paul to approve Resolution 2020-26, 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).

M. 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.

Mayor Manning introduced item and called for any additional comments.

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

Motion by Councilwoman Crump to approve Ordinance 2020-09, 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).

N. 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 SEVERALIBILITY;
PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Manning introduced item.

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

Motion by Vice Mayor Long Robinson to approve Ordinance 2020-10, 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).

- O. 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.

Mayor Manning introduced item, and noted it was reviewed at the Local Planning Agency meeting and called for any additional comments.

Ms. Burgess read, by title only, Ordinance 2020-12.

Motion by Councilman O'Connor to approve Ordinance 2020-12, 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

- P. 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

Mayor Manning introduced item.

Motion by Vice Mayor Long Robinson to appoint Lisa Liriano to 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
Councilwoman Crump	YES
Councilman Paul	YES

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

Motion by Vice Mayor Long Robinson to appoint Robin Medvetz to 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
Councilwoman Crump	YES
Councilman Paul	YES

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

Motion by Vice Mayor Long Robinson to appoint Wesley Logdson to the Education and Youth Advisory Board, 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).

Motion by Vice Mayor Long Robinson to appoint Julie Acevedo to the Education and Youth Advisory Board, 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).

Motion by Vice Mayor Long Robinson to appoint Jennifer Bermudez to the Education and Youth Advisory Board, 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).

Motion by Vice Mayor Long Robinson to appoint Earle Wright as alternate member to 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
Councilwoman Crump YES
Councilman Paul YES

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

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

Submitted By: Legal

Mayor Manning introduced item.

Ms. Booker provided additional explanation to the presented revision and required language.

Motion by Councilwoman Crump to execute Community Development Block Grant program, 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).

- R. Agreement for Services S.A. Nelson & Associates LLC

Submitted By: Kenneth Cassel, City Manager

Mayor Manning introduced item.

Mr. Cassel provided additional explanation to the hiring and goals expected to be accomplished with the hiring of S.A. Nelson & Associates LLC.

Motion by Councilman O'Connor to approve Agreement for Services with S.A. Nelson & Associates LLC, 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).

- S. 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

Mayor Manning introduced item.

Mr. Cassel noted that this is a routine agreement for audit services and costs remain the same.

Motion by Councilman Paul to approve engagement letter for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2020, 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).

CITY COUNCIL COMMENTS

- A. Councilman JohnPaul O'Connor

Councilman O'Connor addressed his reasoning for voting no for the Mayor's Motion.

- B. Councilwoman Kara Crump

Councilwoman addressed her reasoning for voting no for the Mayor's Motion.

- C. Councilman Patric Paul

Councilman Paul noted that there are several professionals involved and personal feelings are taking over where professionalism should take place.

- D. Vice Mayor Katrina Long Robinson

Vice Mayor Long-Robinson stressed the continued need for workshops to avoid miscommunication.

- E. Mayor Roger Manning

Mayor Manning expressed his disappointment and further noted that he looks forward to the joint meeting.

REPORT - STAFF

Mayor Manning noted the information reports from police and fire departments.

- T. Palm Beach County Sheriff's Office - Monthly Report: July

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

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

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

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

Submitted By: William Rowley, District Chief

For Informational Purposes Only

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

Submitted By: Lieutenant Craig Turner

For Informational Purposes Only

REPORT - CITY ATTORNEY

Ms. Booker noted that Mr. Jonathan Brown from the Department of Economic and Sustainability to present a presentation to explain housing the purpose of it and to explain housing to Council and residents to what workforce housing is.

REPORT - CITY MANAGER

Mr. Cassel informed Council of the Palm Beach County Film Commission and their desire to shoot a commercial on property that is owned by Minto and Seminole Improvement District.

Mr. Cassel updated Council that notification was received that the City is officially accepted into the National Insurance Flood Program.

Mr. Cassel noted that Public site plan and plat will be coming before Council possibly by November.

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.

ADJOURNMENT

Mayor Manning adjourned the meeting at 10:38 PM.

CITY OF WESTLAKE



MINUTES - DRAFT

City Council Final Budget Hearing
Monday, September 21, 2020 at 6:30 PM

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

Via Communications Media Technology WebEx (<https://cityofwestlake.my.webex.com/>)

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 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.

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: 132 641 7818

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: 132 641 7818

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 Final Public Budget Hearing of the City Council of the City of Westlake was held on Monday, September 21, 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 Councilwoman Crump and Vice Mayor Long-Robinson are attending via communications media technology.

Ms. Burgess confirmed Councilwoman Crump and Vice Mayor Long-Robinson were able to hear and speak. Ms. Burgess also noted, City Manager, Kenneth Cassel and City Attorney Pam Booker were present physically and City Clerk Burgess was attending via communications media technology.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Mayor and accepted at the appropriate times as indicated in the Agenda and those who wish to speak may use the "virtual" hand raise feature. Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live. Ms. Burgess further explained that microphones will be muted; audience members have the ability to unmute themselves and anyone that has called in should mute their device. Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting. Ms. Burgess reminded Council Members physically present to utilize microphones.

CALL TO ORDER

Mayor Manning called the City of Westlake City Council Final Budget Hearing of Monday September 21, 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 that due to COVID-19 and the need to ensure the public health, safety and welfare, the 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 Florida Statute.

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
Councilwoman Kara Crump - Present via communications media technology

Also present:

Kenneth Cassel, City Manager
Pam E. Booker, Esq. City Attorney
Zoie P. Burgess, CMC, City Clerk - Present via communications media technology

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

PUBLIC HEARING

A. Second Public Hearing - Fiscal Year 2021 Budget

Submitted By: Kenneth Cassel, City Manager

Mr. Cassel introduced the final budget as presented at the first public budget hearing with no changes. Council discussion and inquiry from Vice Mayor Long-Robinson inquired if the City were self-sufficient would the City be able to afford each of the department's budget.

Mr. Cassel explained that the City would not if they were no backed by the developer, as the tax base does not cover expenses, he noted that planing and zoning and building departments are self sufficient, but others are short.

Vice Mayor Long-Robinson further inquired of the City Manager where he foresees municipal budgets and if other budgets are being cut.

Mr. Cassel explained that expenses would need to be closely monitored and would need to see commercial project growth and noted that the tax base of single-family homes would not be sufficient.

Mr. Cassel further explained that staffing levels have been cut, revenue streams are being reviewed, reserves are closely monitored and , putting capital projects on hold. Mr. Cassel explained that it is not this year or next, but years 2024, 2025 budgets will need be tightened due to the long-term effects.

Vice Mayor Long-Robinson inquired as to when the City would not be carried by Minto. Mr. Cassel confirmed in the year 2023.

Mayor Manning explained that the City is unique, starting off with nothing and not in a position needing to roll back and fortunately the home sales have been increased.

Vice Mayor Long-Robinson further expressed that her concern is that there were no sales for 2020 and is concerned for the future.

Council discussion and Mayor Manning noted that in the current proposed budget the developer contribution has decreased.

Vice Mayor Long-Robinson further inquired of the City Attorney's budget and the funds that have been requested and if these funds are not used will these be going back in to general, especially if commercial projects are not increased.

Ms. Booker explained that those funds will stay if not used as they are allocated for outside services or litigation and if that does not occur Council will decide on the budget next year.

Mayor called for any additional discussion, there being none the next item followed.

B. Resolution 2020-29 Adopting the Final Millage Rate for FY2021

Submitted By: Finance

RESOLUTION - 2020-29

A RESOLUTION OF OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL AD VALOREM MILLAGE RATE TO BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021.

Mr. Cassel introduced item.

Ms. Burgess read, by title only, Resolution 2020-29.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments 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.

Mayor Manning read into record that the final ad valorem millage rate of \$1,000.00 of assessed value for real and personal property value as established by the Palm Beach County Property Appraiser for the fiscal year beginning October 1, 2020 and ending on September 30, 2021 is hereby set at 5.125 mills.

Motion by Councilman O'Connor to adopt Resolution 2020-29 Adopting the Final Millage Rate for FY2021, seconded by Councilwoman Crump.

UPON ROLL CALL:

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

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

C. Resolution 2020-30 Adopting the Final Budget for FY2021

Submitted By: Finance

RESOLUTION 2020-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021.

Mayor Manning introduced item.

Ms. Burgess read, by title only, Resolution 2020-30.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments 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.

Motion by Councilman Paul to adopt Resolution 2020-30 Adopting the Final Budget for FY2021, seconded by Councilman O'Connor.

UPON ROLL CALL:

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

The Motion carried (4-1).

ADJOURNMENT

Mayor Manning adjourned the meeting at 6:51 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: September 22, 2020
SUBJECT: August Financial Report

Please find attached the August 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 August were approximately 83% of the annual budget. FY2020 Ad Valorem Tax collections were 99%. The annual budget includes revenue from a funding agreement with the Developer. The Developer is invoiced for the difference between actual revenue and actual expenditures. Actual receipts from Engineering Permits and Building Permits were 192% and 324%, respectively, resulting in actual Developer Contributions less than anticipated.
- Total Expenditures through August were approximately 90% of the annual budget. Actual expenditures for Engineering and Building services were higher than anticipated.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through August were approximately 450% of the annual budget, which is a result of unbudgeted donations on nonresidential permits and a higher than anticipated rate of residential construction. A donation of \$1,500 per Single Family Residence building permit is paid into the Housing Assistance Program. Non-residential donations were received for the following sites: UHS ER-\$61,448, Christ Fellowship-\$19,470, 7-Eleven-\$14,500 and P.B. County Tax Collector-\$6,945.

City of Westlake

Financial Report

August 31, 2020



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City of Westlake

Financial Statements

August 31, 2020

Balance Sheet
August 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 528,552	\$ -	\$ 528,552
Assessments Receivable	18,920	-	18,920
Due From Other Gov'tl Units	70	-	70
Due From Other Districts	2,408	-	2,408
Investments:			
Money Market Account	3,482	1,257,002	1,260,484
Deposits	641	-	641
Mortgages Receivable	-	107,696	107,696
TOTAL ASSETS	\$ 554,073	\$ 1,364,698	\$ 1,918,771
<u>LIABILITIES</u>			
Accounts Payable	\$ 450,852	\$ -	\$ 450,852
Accrued Expenses	20,100	-	20,100
DBPR surcharge	3,487	-	3,487
DCA surcharge	5,150	-	5,150
Deferred Revenue-Developer Submittals (Minto)	20,895	-	20,895
TOTAL LIABILITIES	500,484	-	500,484
<u>FUND BALANCES</u>			
Nonspendable:			
Deposits	641	-	641
Restricted for:			
Special Revenue	-	1,364,698	1,364,698
Unassigned:	52,948	-	52,948
TOTAL FUND BALANCES	\$ 53,589	\$ 1,364,698	\$ 1,418,287
TOTAL LIABILITIES & FUND BALANCES	\$ 554,073	\$ 1,364,698	\$ 1,918,771

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

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 25	\$ 25
Ad Valorem Taxes	557,948	554,887	554,887	-
Ad Valorem Taxes - Discounts	(22,318)	(19,605)	(19,605)	-
Local Option Gas Tax	100	100	138	38
FPL Franchise	138,100	126,592	85,276	(41,316)
Electricity	50,000	45,833	119,672	73,839
Water	69,400	20,755	20,755	-
Gas	10,400	9,533	14,604	5,071
Communication Services Taxes	30,000	27,500	13,645	(13,855)
Occupational Licenses	5,300	4,858	4,968	110
Building Permits	725,400	664,950	1,392,038	727,088
Reinspection Fees	10,000	9,167	20,850	11,683
Building Permits - Surcharge	1,800	1,650	3,079	1,429
Other Building Permit Fees	15,000	13,750	44,300	30,550
Building Permits - Admin Fee	57,100	52,342	130,325	77,983
Engineering Permits	175,400	160,783	568,219	407,436
Planning & Zoning Permits	241,700	221,558	69,781	(151,777)
Other Licenses, Fees & Permits	4,100	3,758	2,175	(1,583)
State Revenue Sharing Proceeds	-	-	432	432
Local Govt .05c Sales Tax	2,400	-	-	-
Other Governmental Chrgs/Fees	-	-	594	594
Other Public Safety Chrgs/Fees	-	-	2,438	2,438
Garbage/Solid Waste Revenue	3,800	2,547	2,547	-
Penalties	-	-	13	13
Other Operating Revenues	-	-	4,400	4,400
Judgements and Fines	-	-	1,335	1,335
Interest - Tax Collector	-	-	610	610
Developer Contribution	1,958,270	1,958,270	325,000	(1,633,270)
Lien Search Fee	-	-	1,283	1,283
TOTAL REVENUES	4,033,900	3,859,228	3,363,784	(495,444)

EXPENDITURES**Legislative**

Mayor/Council Stipend	204,000	187,000	163,000	24,000
FICA Taxes	15,600	14,300	12,470	1,830
ProfServ-Legislative Expense	24,000	-	-	-
Public Officials Insurance	3,900	3,500	3,500	-
Misc-Election Fee	-	-	560	(560)

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

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Event Expense	14,400	-	-	-
Council Expenses	20,000	8,068	8,068	-
Total Legislative	281,900	212,868	187,598	25,270
<u>City Manager</u>				
ProfServ-Info Technology	165,600	151,800	154,948	(3,148)
ProfServ-Compliance Service	50,000	-	-	-
ProfServ-Consultants	88,800	8,900	8,900	-
Contracts-Admin. Service	158,700	143,772	143,772	-
Contracts-City Manager	254,600	230,666	230,666	-
Telephone, Cable & Internet Service	23,100	21,175	21,899	(724)
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	15,675	14,524	1,151
Cleaning Services	38,400	35,200	34,246	954
Dues, Licenses, Subscriptions	5,300	4,809	4,809	-
Cap Outlay - Office Computers	6,000	-	-	-
Total City Manager	910,000	617,639	619,406	(1,767)
<u>City Clerk</u>				
ProfServ-Web Site Maintenance	18,200	16,683	14,263	2,420
Contracts-City Clerk	125,100	113,339	113,339	-
Postage and Freight	1,400	1,283	848	435
Lease - Copier	36,800	33,733	51,037	(17,304)
Printing	14,300	13,108	6,268	6,840
Legal Advertising	24,100	22,092	27,424	(5,332)
Miscellaneous Services	-	-	1,041	(1,041)
Total City Clerk	219,900	200,238	214,220	(13,982)
<u>Finance</u>				
Auditing Services	3,400	3,400	5,250	(1,850)
Contracts-Finance	92,700	84,044	84,044	-
Total Finance	96,100	87,444	89,294	(1,850)
<u>Legal Counsel</u>				
ProfServ-Legal Services	415,600	380,967	379,573	1,394
Outside Legal Services	25,600	23,970	23,970	-
Miscellaneous Services	-	-	199	(199)
Total Legal Counsel	441,200	404,937	403,742	1,195

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 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	160,783	301,171	(140,388)
ProfServ-Planning/Zoning Board	241,700	221,558	215,741	5,817
ProfServ-Building Permits	725,400	664,950	916,675	(251,725)
Total Comprehensive Planning	1,142,500	1,047,291	1,433,587	(386,296)
<u>Community Services</u>				
Contracts-Sheriff	677,000	620,583	596,284	24,299
R&M-Parks	50,000	-	-	-
R&M-Community Maintenance	26,700	24,475	24,475	-
Operating Supplies	15,000	6,121	6,121	-
Total Community Services	768,700	651,179	626,880	24,299
<u>Road and Street Facilities</u>				
Electricity - General	45,000	41,250	43,209	(1,959)
Total Road and Street Facilities	45,000	41,250	43,209	(1,959)
<u>Other Fees and Charges</u>				
Misc-Contingency	28,600	3,330	3,330	-
Total Other Fees and Charges	28,600	3,330	3,330	-
<u>Debt Service</u>				
Principal-Capital Lease	-	-	6,249	(6,249)
Interest-Capital Lease	-	-	3,114	(3,114)
Total Debt Service	-	-	9,363	(9,363)
<u>Reserves</u>				
Reserve - Buildings	100,000	-	-	-
Total Reserves	100,000	-	-	-
TOTAL EXPENDITURES & RESERVES	4,033,900	3,266,176	3,630,629	(364,453)
Excess (deficiency) of revenues Over (under) expenditures	-	593,052	(266,845)	(859,897)
Net change in fund balance	\$ -	\$ 593,052	\$ (266,845)	\$ (859,897)
FUND BALANCE, BEGINNING (OCT 1, 2019)	320,434	320,434	320,434	
FUND BALANCE, ENDING	\$ 320,434	\$ 913,486	\$ 53,589	

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

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 6,463	\$ 6,463
Donations	150,000	137,500	667,863	530,363
TOTAL REVENUES	150,000	137,500	674,326	536,826
<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	-	137,500	674,326	536,826
Net change in fund balance	\$ -	\$ 137,500	\$ 674,326	\$ 536,826
FUND BALANCE, BEGINNING (OCT 1, 2019)	690,372	690,372	690,372	
FUND BALANCE, ENDING	\$ 690,372	\$ 827,872	\$ 1,364,698	

City of Westlake

Supporting Schedules

August 31, 2020

Cash and Investment Report

*August 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	\$528,552
Money Market	BankUnited	MMA	n/a	0.30%	\$3,482
				Subtotal	<u>\$532,034</u>

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	n/a	0.30%	\$1,257,002
				Subtotal	<u>\$1,257,002</u>
				Total	<u><u>\$1,789,036</u></u>

City of Westlake

Bank Reconciliation

Bank Account No. 0300 Bank United GF
 Statement No. 0820
 Statement Date 8/31/2020

G/L Balance (LCY)	528,551.81	Statement Balance	567,099.64
G/L Balance	528,551.81	Outstanding Deposits	221.81
Positive Adjustments	0.00		
	<hr/>		
Subtotal	528,551.81	Subtotal	567,321.45
Negative Adjustments	0.00	Outstanding Checks	38,769.64
	<hr/>	Differences	0.00
Ending G/L Balance	528,551.81	Ending Balance	528,551.81
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
7/16/2020	Payment	8330	SKY COVE, LLC	300.00	0.00	300.00
8/20/2020	Payment	8370	MARK L. DUBOIS	325.00	0.00	325.00
8/27/2020	Payment	8373	CHEN MOORE & ASSOCIATES, INC.	37,374.00	0.00	37,374.00
8/27/2020	Payment	8375	OFFICE DEPOT	60.33	0.00	60.33
8/27/2020	Payment	8376	FED EX	35.18	0.00	35.18
8/27/2020	Payment	8377	GREATAMERICA FINANCIAL SERVICES CO	315.13	0.00	315.13
Total Outstanding Checks.....				38,769.64		38,769.64
Outstanding Deposits						
8/31/2020		DEP01233	BTR/CHANGE OF CONTRACTOR/TRASH BI G/L Ac	221.81	0.00	221.81
Total Outstanding Deposits.....				221.81		221.81

City of Westlake

Check Register

August 1-31, 2020

Payment Register by Fund
For the Period from 8/1/2020 to 8/31/2020
(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	8349	08/06/20	LAW OFFICES OF PAM E. BOOKER, ESQ	2020-8	LEGAL SERVICE 8/2020	ProfServ-Legal Services	531023-51401	\$34,506.62
001	8350	08/06/20	T-MOBILE USA, INC.	07212020-3851	ACCT# 955763851 6/21-7/20/2020	Telephone, Cable and Internet Services	541016-51306	\$228.06
001	8351	08/06/20	NOVA ENGINEERING AND	0228785	PROFESSIONAL SERVICE 6/21-7/25/2020	ProfServ-Building Permits	531091-51501	\$106,321.25
001	8352	08/06/20	GATE HOUSE WEST PALM BCH-ADV	35857-070220	NOTICE OF PUBLIC HEARING RES 2020-11	Legal Advertising	548002-51307	\$700.00
001	8353	08/06/20	OFFICE DEPOT	107785627001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$95.85
001	8353	08/06/20	OFFICE DEPOT	101649273001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$62.53
001	8353	08/06/20	OFFICE DEPOT	101649276001	CUTLERY	Office Supplies	551002-51306	\$15.87
001	8353	08/06/20	OFFICE DEPOT	111302548001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$128.14
001	8354	08/06/20	PBC SHERIFF'S OFFICE	65202	8/2020 LAW ENFORCEMENT	Contracts-Sheriff	534100-52902	\$54,166.67
001	8354	08/06/20	PBC SHERIFF'S OFFICE	67234	7/21/2020 TRAFFIC CONTROL COVID POP-UP TESTING	Contracts-Sheriff	534100-52902	\$450.50
001	8355	08/06/20	PBC FINANCE DEPARTMENT	073120	7/2020 IMPACT FEES	Other Current Liabilities	229000	\$275,393.43
001	8356	08/06/20	MARK L. DUBOIS	18287	PROFESSIONAL SERVICE 7/20-7/30/2020	ProfServ-Consultants	531075-51306	\$325.00
001	8357	08/06/20	ANNE M. GANNON-TAX COLLECTOR	05152020	POSTAGE COST-FY20 TAX NOTICES	Postage and Freight	541006-51307	\$34.00
001	8358	08/06/20	AVATARA PARTNERS LLC	9388	COMPLETE CLOUD SERVICE 8/2020	ProServ-Info Technology	531020-51306	\$5,097.00
001	8358	08/06/20	AVATARA PARTNERS LLC	9388	COMPLETE CLOUD SERVICE 8/2020	Due to Other Districts	206500	\$1,699.00
001	8359	08/06/20	FLORIDA VENDORS ASSOCIATION	1353	7/3-7/24/2020 MAIN OFFICE CLEANING	Cleaning Services	551008-51306	\$750.00
001	8359	08/06/20	FLORIDA VENDORS ASSOCIATION	1355	BACK OFFICE/CHAMBERS CLEANING 6/12-7/31/2020	Cleaning Services	551008-51306	\$2,995.00
001	8360	08/06/20	NETONE TECHNOLOGIES, INC	8442	8/2020 PREPAID BLOCK	ProServ-Info Technology	531020-51306	\$1,125.00
001	8361	08/06/20	MILNER INC SERVICE	828817	COPIES 4/20-7/28/2020	Printing	547006-51307	\$910.65
001	8362	08/06/20	GATEHOUSE WEST PALM BCH	100581586-07022020	NOTICE OF PUBLIC HEARING RES 2020-16	Legal Advertising	548002-51307	\$700.00
001	8362	08/06/20	GATEHOUSE WEST PALM BCH	100581319-07022020	NOTICE OF PUBLIC HEARING RES 2020-17	Legal Advertising	548002-51307	\$344.00
001	8363	08/06/20	ADVANCED DISPOSAL	AD06302020-JULY	ADVANCED DISPOSAL FEE FOR 7/2020	Garbage/Solid Waste Revenue	343400	\$1,902.45
001	8364	08/06/20	A&J BUSINESS SOLUTIONS INC	071620	LOT 269 MEADOWS DUPLICATE TUG (DEP01168 7/16/2020)	Other Building Permit Fees	322111	\$150.00
001	8365	08/13/20	FLORIDA TECHNICAL CONSULTANTS	978	ENGINEER 7/2020	ProServ-Info Technology	531020-51306	\$3,277.75
001	8365	08/13/20	FLORIDA TECHNICAL CONSULTANTS	978	ENGINEER 7/2020	Due to Other Districts	206500	\$1,404.75
001	8366	08/13/20	MILNER INC LEASE	68834772	COPIER LEASE 7/15-8/14/2020	Principal-Capital Lease Payments	571040-51740	\$588.66
001	8366	08/13/20	MILNER INC LEASE	68834772	COPIER LEASE 7/15-8/14/2020	Interest-Capital Lease Payments	572040-51740	\$262.54
001	8366	08/13/20	MILNER INC LEASE	68834772	COPIER LEASE 7/15-8/14/2020	Miscellaneous Services	549001-51307	\$53.20
001	8366	08/13/20	MILNER INC LEASE	68834772	COPIER LEASE 7/15-8/14/2020	Due to Other Districts	206500	\$212.80
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	Contracts-Admin Service	534375-51306	\$13,225.00
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	Contracts-City Manager	534381-51306	\$21,216.67
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	Contracts-City Clerk	534379-51307	\$10,425.00
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	Contracts-Finance	534376-51308	\$7,725.00
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	Postage and Freight	541006-51307	\$24.25
001	8367	08/20/20	INFRAMARK, LLC	54290	8/2020 MANAGEMENT FEES	ProfServ-Web Site Maintenance	531094-51307	\$377.67
001	8368	08/20/20	ECKLER ENGINEERING, INC.	20165	PROFESSIONAL SERVICE 6/26-7/25/2020	ProfServ-Engineering	531013-51501	\$1,050.00
001	8369	08/20/20	OFFICE DEPOT	109825194001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$107.68
001	8369	08/20/20	OFFICE DEPOT	116483243001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$58.11
001	8370	08/20/20	MARK L. DUBOIS	18289	PROFESSIONAL SERVICE 8/2020	ProfServ-Consultants	531075-51306	\$325.00
001	8371	08/20/20	MILNER INC LEASE	69129882	COPIER LEASE 8/1-8/31/2020	Lease-Copier	544008-51307	\$855.20
001	8371	08/20/20	MILNER INC LEASE	69129882	COPIER LEASE 8/1-8/31/2020	Due to Other Districts	206500	\$213.80
001	8372	08/20/20	AT&T MOBILITY	87298217522X08092020	ACCT# 287298217522 (BLDG IPADS) 7/2-8/1/2020	Telephone, Cable and Internet Services	541016-51306	\$95.34
001	8373	08/27/20	CHEN MOORE & ASSOCIATES, INC.	0000138777	PROFESSIONAL SERVICE 6/22-7/31/2020	ProfServ-Engineering	531013-51501	\$37,374.00
001	8374	08/27/20	SEMINOLE IMPROVEMENT DISTRICT	081920	BANK DEPOSIT CORRECTION, MAINT & ELEC. REIMB NET O	Due to Other Districts	206500	\$32,990.65
001	8375	08/27/20	OFFICE DEPOT	118484391001	MISC OFFICE SUPPLIES	Office Supplies	551002-51306	\$60.33
001	8376	08/27/20	FED EX	7-097-56110	8/14/2020 OVERNIGHT TO MINTO	Postage and Freight	541006-51306	\$35.18

Payment Register by Fund
For the Period from 8/1/2020 to 8/31/2020
(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	8377	08/27/20	GREATAMERICA FINANCIAL SERVICES CORP	27609648	KONICA LEASE 8/2020	Lease-Copier	544008-51307	\$315.13
001	8378	08/27/20	A&J BUSINESS SOLUTIONS INC	081020	LOT 293 MEADOWS HOUSE NOT READY(DEP01207-8/10/2020	Other Building Permit Fees	322111	\$150.00
001	DD440	08/01/20	FPL	0721202020-00227 ACH	ACCT# 78436-00227 6/19-7/21/2020	Electricity-General	543006-54101	\$80.83
001	DD443	08/13/20	COMCAST	07222020-3484 ACH	8535 11 407 0673484 7/26-8/25/2020	Telephone, Cable and Internet Services	541016-51306	\$669.59
001	DD445	08/17/20	COMCAST	072620-74953	ACCT# 8535 11 407 0674953 7/30-8/29/2020	Telephone, Cable and Internet Services	541016-51306	\$393.42
001	DD446	08/17/20	COMCAST	072620-74961 ACH	8535 11 407 0674961 7/30-8/29/2020	Telephone, Cable and Internet Services	541016-51306	\$548.49
001	DD455	08/18/20	FPL	08072020-99121 ACH	ACCT 09796-99121 7/8-8/7/2020	Electricity-General	543006-54101	\$78.75
001	DD456	08/18/20	FPL	08072020-89127 ACH	ACCT# 61367-89127 7/8-8/7/2020	Electricity-General	543006-54101	\$75.61
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON MISC OFFICE SUPPLIES	551002-51306	\$111.72
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON MISC OFFICE SUPPLIES	551002-51306	\$199.96
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON MISC OFFICE SUPPLIES	551002-51306	\$19.98
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON SPEAKER FOR SOFTPHONE	551002-51306	\$136.79
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON HAND SANITIZER	551002-51306	\$48.95
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON CLEANING WIPES	551002-51306	\$53.74
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON HAND SANITIZER	551002-51306	\$49.90
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON HAND SANITIZER	551002-51306	\$48.95
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON PLASTIC FORKS	551002-51306	\$10.99
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON HAND SANITIZER	551002-51306	\$39.99
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON LYSOL WIPES	551002-51306	\$69.21
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON CELLPHONE CASE/GATORADE	551002-51306	\$37.17
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	PALM BEACH POST	554020-51306	\$67.93
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	J2 EFAX SERVICES	554020-51306	\$16.95
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	INTL INSTITUTE OF MUNICIPAL CLERKS	554020-51306	\$170.00
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	PLAQUES(2)	549170-51101	\$140.00
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON MISC OFFICE SUPPLIES	551002-51306	\$35.94
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	AMAZON MISC OFFICE SUPPLIES	551002-51306	\$8.99
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	ACE MARKING DEVICES	551002-51306	\$45.20
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	DRI CISCO WEBEX	554020-51306	\$39.90
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	INTL.CITY/COUNTY MGMNT.ASSOC.	554020-51306	\$528.00
001	DD458	08/04/20	CARD SERVICES CENTER ACH	0935-071020	PURCHASES FOR 6/11-7/5/2020	FLORIDA CITY/COUNTY MGMNT.ASSOC	554020-51306	\$200.00
001	DD471	08/04/20	FPL	07222020-02039 ACH	ACCT# 51575-02039 6/22-7/22/2020	Electricity-General	543006-54101	\$122.09
001	DD448	08/10/20	KARA S. CRUMP	PAYROLL	August 10, 2020 Payroll Posting			\$2,786.36
001	DD449	08/10/20	KATRINA L. LONG	PAYROLL	August 10, 2020 Payroll Posting			\$2,786.36
001	DD450	08/10/20	ROGER B MANNING	PAYROLL	August 10, 2020 Payroll Posting			\$2,829.36
001	DD451	08/10/20	JOHNPAUL O'CONNOR	PAYROLL	August 10, 2020 Payroll Posting			\$923.50
001	DD452	08/10/20	PATRIC S. PAUL	PAYROLL	August 10, 2020 Payroll Posting			\$923.50
Fund Total								\$634,822.85

Total Checks Paid	\$634,822.85
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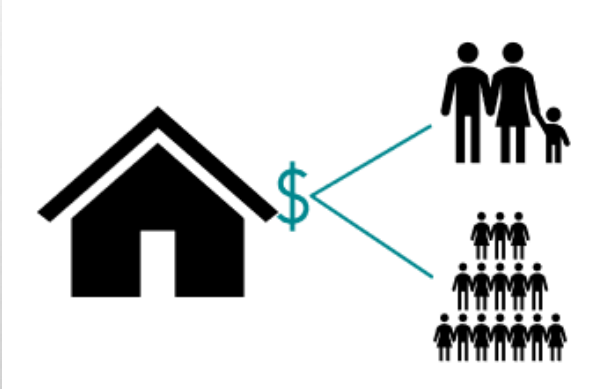
Department of Housing and Economic Sustainability (HES)

PRESENTED BY:

JONATHAN B. BROWN, DIRECTOR



FY 2020 Area Median Family Income (AMI) in
Palm Beach County: **\$79,100**



2020 ANNUAL INCOME LIMITS FOR WEST PALM BEACH AND BOCA RATON METROPOLITAN STATISTICAL AREA (MSA)

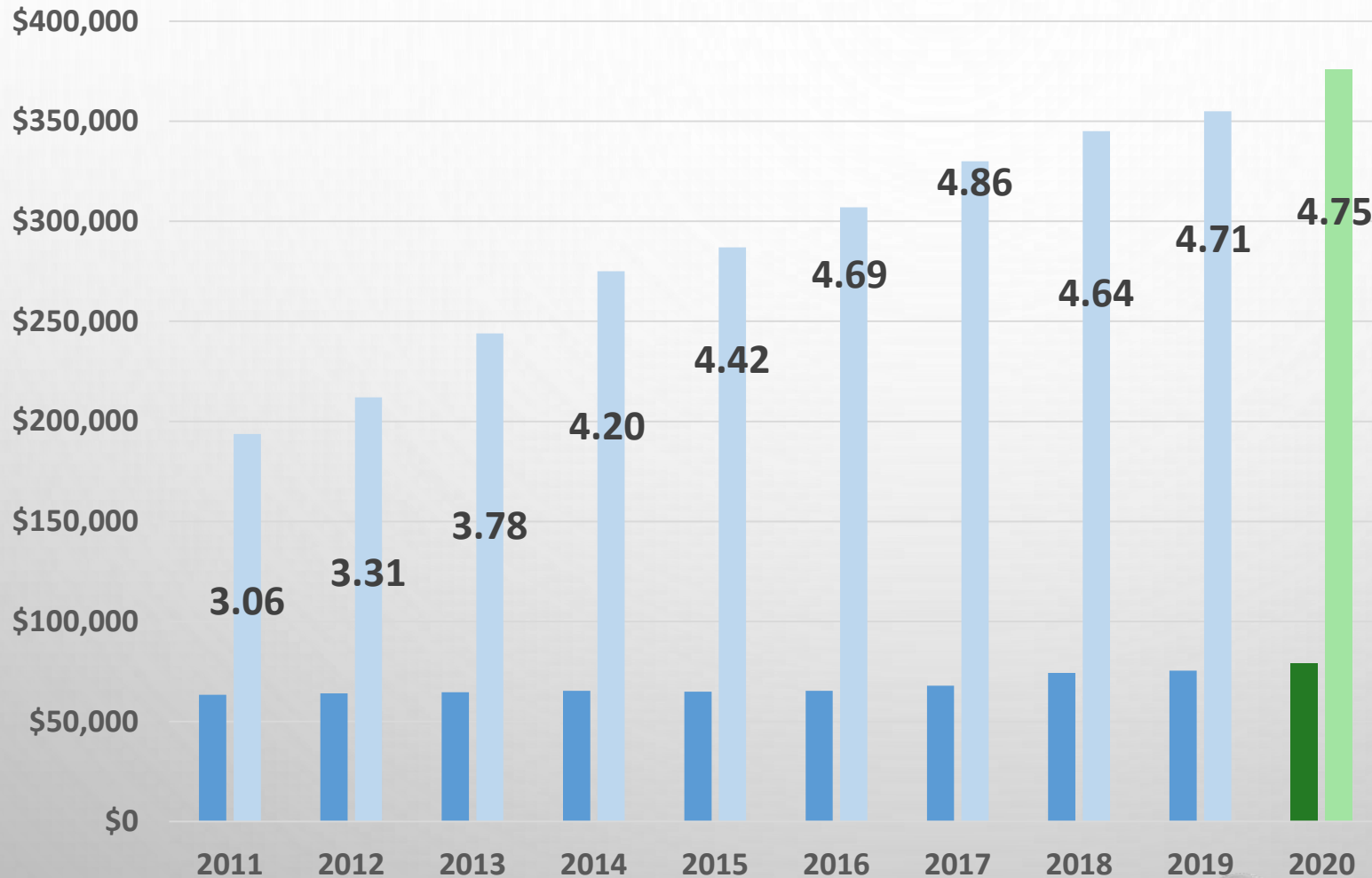
Number of Persons in Household	Extremely Low (30% AMI)	Very Low (50% AMI)	Low (80% AMI)	Moderate (120% AMI)	Moderate/Middle (140% AMI)
1	\$18,450	\$30,750	\$49,200	\$73,800	\$86,100
2	\$21,100	\$35,150	\$56,200	\$84,360	\$98,420
3	\$23,750	\$39,550	\$63,250	\$94,920	\$110,740
4	\$26,350	\$43,900	\$70,250	\$105,360	\$122,920
5	\$30,680	\$47,450	\$75,900	\$113,880	\$132,860
6	\$35,160	\$50,950	\$81,500	\$122,280	\$142,660
7	\$39,640	\$54,450	\$87,150	\$130,680	\$152,460
8	\$44,120	\$57,950	\$92,750	\$139,080	\$162,260
9	Refer to HUD	\$61,460	\$98,336	\$147,504	\$172,088
10		\$64,972	\$103,955	\$155,933	\$181,922

State of Florida High Cost Areas

Most Expensive Areas	Housing Wage (2019)	Housing Wage (2020)
Monroe County	\$31.54	\$33.23
Miami-Miami Beach-Kendall HUD Metro FMR Area	\$27.96	\$31.25
Ft. Lauderdale HUD Metro FMR Area	\$27.77	\$29.38
West Palm Beach – Boca Raton HUD Metro FMR Area	\$27.58	\$28.96
Naples-Immokalee-Marco Island MSA	\$25.52	\$26.55

PBC 2020 Fair Market Rent for a Two-Bedroom Apartment is \$1,506

Price as a *Multiple* of Income



In 2011, a median priced SF home cost 3.06 times the median income. In 2020, a median priced SF home costs 4.75 times the median income.

Source: U.S. HUD / Miami Association of Realtors

Buying Power

3 times your annual gross income

SECTION 8 HOUSING

AMI Target: 30% to 50% (extremely low to very low income)

Income Equivalency (*household of 4*): \$26,350 to \$43,900

The maximum home price this Section 8 household could pre-qualify for: **\$131,700**

AFFORDABLE HOUSING

AMI Target: 0% to 140% (extremely low to moderate income)

Income Equivalency (*household of 4*): up to \$122,920

The maximum home price this Affordable household could pre-qualify for: **\$368,760**



AFFORDABLE HOUSING ACTIVITIES

- **Purchase Assistance**
- **Housing Rehabilitation**
- **New Construction**
- **Multi-Family Housing**
- **Rental Assistance**
- **Foreclosure Prevention**
- **Emergency Repairs**

WORKFORCE HOUSING PROGRAM (WHP)

AMI Target: 60% to 140% (low to middle income)

Income Equivalency: \$47,460 to \$110,740

The maximum home price this WHP household could pre-qualify for: **\$332,220**



WORKFORCE HOUSING PROGRAM (WHP) CHART

- Buyer must meet the following Household income ranges, and purchase a home in an approved development that does not exceed the sales price listed below.

2020	Low Income (60% - 80% AMI)	Moderate -1 Income (80% - 100% AMI)	Moderate -2 Income (100% - 120% AMI)	Middle Income (120% - 140% AMI)
Sales Price	\$166,110	\$213,570	\$261,030	\$308,490
Household Gross Income	\$47,460 - \$63,280	\$63,280 - \$79,100	\$79,100 - \$94,920	\$94,920 - \$110,740
Maximum Subsidy Assistance	Up to \$44,849 or Up to 27%	Up to \$42,714 or Up to 20%	Up to \$39,154 or Up to 15%	Up to \$30,849 or Up to 10%
Minimum Buyer Contribution	2.5%	3.5%	3.5%	3.5%

QUESTIONS





Meeting Agenda Item Coversheet

MEETING DATE:		October 12, 2020	Submitted By: Legal	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		SECOND READING: 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):		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 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):				\$

ORDINANCE 2020-12

1st Reading September 14, 2020

2nd Reading October 12, 2020

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.

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. Visual screening with plant material from the right-of-way and adjacent property shall be provided.
9. Pool equipment, pumps, heating units and related mechanical equipment in the side yard setback. Visual screening with plant material from the right-of-way and adjacent property 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 with plant material from the right-of-way and adjacent property shall be provided on single family lots with a 7.5 foot side yard setback . Visual screening with plant material from the adjacent property shall be provided on single family residential lots with a 5.0 foot side yard setback where space is available and safety permits installation of plant materials.
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. Utility, Electric and Gas transmission lines, distribution lines, meters and associated structures.

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:		October 12, 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 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)		Option 1) Approve Option 2) Deny or Option 3) Approve with Conditions		
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):		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 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):				\$

(a)

(b)

(c)

~~(d)~~

(a)

(b)



Meeting Agenda Item Coversheet

MEETING DATE:		Submitted By: Ken Cassel, City Manager	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		First Addendum to the Law Enforcement Service Agreement	
STAFF RECOMMENDATION: (MOTION READY)		Approval of the first Addendum to the Law Enforcement Service Agreement	
SUMMARY and/or JUSTIFICATION:		The contract with the Sheriff's office for services provides for an annual agreement update. This document confirms there will be no increase in the fee for the coming year.	
SELECT, if applicable	AGREEMENT:	<input checked="" type="checkbox"/>	BUDGET:
	STAFF REPORT:	<input type="checkbox"/>	PROCLAMATION:
	EXHIBIT(S):	<input type="checkbox"/>	OTHER:
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	First Addendum to the Law Enforcement Service Agreement		
SELECT, if applicable	RESOLUTION:	<input type="checkbox"/>	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>	<p><Enter Short Resolution/Ordinance Title Here></p> <p><ENTER FULL RESOLUTION/ORDINANCE TITLE HERE></p>		
FISCAL IMPACT (if any):	No change to budget		\$

FIRST ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT
SHERIFF RIC L. BRADSHAW AND CITY OF WESTLAKE

This First Addendum to the Law Enforcement Service Agreement is made by and between the City of Westlake (hereinafter referred to as “Westlake”) located in Palm Beach County, and Ric L. Bradshaw, Sheriff of Palm Beach County, Florida (hereinafter referred to as “Sheriff”). Westlake and the Sheriff shall hereinafter be referred to as the “Parties.”

WHEREAS, the Parties executed a Law Enforcement Service Agreement effective October 01, 2019, (the “Agreement”), by which the Sheriff agreed to perform law enforcement services; and

WHEREAS, the Parties wish to set forth the consideration for the Second Year of the Contract Term, October 01, 2020 through September 30, 2021.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. Article 5, Section 5.1 of the Law Enforcement Service Agreement is amended as to the total amount due for services for the period beginning October 01, 2020 through September 30, 2021 as follows: The total amount due for the annual period referenced above shall be \$650,000.00. Monthly payments shall be \$54,166.67. The last monthly payment shall be \$54,166.63.
2. In all other respects and unless otherwise stated, the terms and conditions of the Agreement shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed the Addendum to this Agreement as of the last date all signatures below are affixed.

PALM BEACH COUNTY SHERIFF'S OFFICE

CITY OF WESTLAKE

BY: _____
Ric L. Bradshaw

BY: _____
Roger Manning

Title: Sheriff

Title: Mayor

Witness: _____
Christopher Keane, Major

Witness: _____
Zoie P. Burgess, City Clerk

DATE: _____

DATE: _____



Meeting Agenda Item Coversheet

MEETING DATE:	October 12, 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>	City Council Liaison - Education and Youth Advisory Board		
STAFF RECOMMENDATION: (MOTION READY)	Motion to Appoint [Council Member] to serve in the Position of City Council Liaison to the Education and Youth Advisory Board.		
SUMMARY and/or JUSTIFICATION:	<p>On June 8, 2020, City Council approved on second reading Ordinance 2020-05 Establishing the Education and Youth Advisory Board. Additionally, Ordinance 2020-05, section 2, subsection 3 calls for a Councilmember to serve as a liaison. The City Council liaison is not an Advisory Board Member and will have not have voting power, but the City Council liaison may be counted in determining a quorum.</p> <p>The Council liaison shall attempt to attend all Advisory Board meetings and may present Board reports and information updates to the City Council.</p>		
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:	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) <u>Please keep text indented.</u></i>	<p>RESOLUTION 2020-31 – Selecting a Member of the City Council to serve in the position of City Council Liaison to the Education and Youth Advisory Board</p> <p>A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF CITY COUNCIL LIAISON TO THE EDUCATION AND YOUTH ADVISORY BOARD.</p>		
FISCAL IMPACT (if any):			\$

RESOLUTION 2020-31

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, SELECTING A MEMBER OF THE CITY COUNCIL TO SERVE IN THE POSITION OF CITY COUNCIL LIAISON TO THE EDUCATION AND YOUTH ADVISORY BOARD AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about June 8, 2020, the City Council established the Education & Youth Advisory Board to serve as a liaison between the City of Westlake and the schools located within the City limits; and

WHEREAS, pursuant to Section 2, paragraph 3, of Ordinance 2020-05, Establishing the Composition, Terms, Appointment, Liaison and Vacancy requirements provides for a member of the City Council for the City of Westlake to serve as a non-voting liaison member of the Education and Youth Advisory board; and

WHEREAS, the City Council for the City of Westlake, hereby selects and appoints a member of the sitting City Council to serve as the City Council Liaison to the Education and Youth Advisory Board; and

WHEREAS, the City Council Liaison is not a member of the Board, but may be counted in determining if a quorum is present; and

WHEREAS, the City Council Liaison shall serve as Liaison to the Education and Youth Advisory Board for the duration of the City Council member's term of service on the City Council; and

WHEREAS, upon the expiration of the City Council member's term of service as a Council member and Liaison to the Education and Youth Advisory Board, a new Liaison shall be selected by the City Council to serve as Liaison to the Education and Youth Advisory Board.

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

Section 1: The above recitals are true and correct and are incorporated herein by reference.

Section 2: The City Council for the City of Westlake, selects and appoints _____, of Seat _____ to serve as the City Council Liaison to the Education & Youth Advisory Board.

Section 3: Councilmember _____, of Seat _____, shall serve as Council Liaison to the Education and Youth Advisory Board until the expiration of City Council seat term.

Section 4: That this resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by City Council for the City of Westlake, on this _____ day of Monday, October 12, 2020.

Roger Manning, Mayor
City of Westlake

Zoie P. Burgess, City Clerk

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