

# CITY OF WESTLAKE



## AGENDA

### **City Council Regular Meeting & First Budget Hearing**

Tuesday, September 05, 2023 at 6:00 PM

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

#### **CITY COUNCIL:**

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

#### **CITY STAFF:**

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

[TENTATIVE: SUBJECT TO REVISION]



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

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

Meeting ID: 2632 748 9736

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: 2632 748 9736

For participants attending the meeting via WebEx, public comments will be accepted via an electronic comment card, at least 24 hours prior to the public meeting and also acknowledged during the meeting when participants utilize the “raise your hand” feature during the designated time.

Procedures for Public Comment are also provided via the City website:

<https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

**PUBLIC COMMENTS AND REQUESTS**

*This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, or unmute your device, and prior to addressing Council, 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 Council Member, requests such, in which event, the item will be removed from the Consent Agenda and considered on a future agenda.*

- [A.](#) Minutes\_City Council Budget Workshop - 08.01.2023 DRAFT
- [B.](#) Minutes\_City Council Regular Meeting - 08.01.2023 DRAFT
- [C.](#) Monthly Financial Report - July

**PRESENTATIONS/PROCLAMATIONS**

- [A.](#) Proclamation 2023-04 - Palm Beach State College 90th Anniversary
- [B.](#) Proclamation 2023-06 - Constitution Week - September 11-22
- [C.](#) Proclamation 2023-07 - Patriot's Day 2023

**FIRST BUDGET HEARING**

- [A.](#) RESOLUTION 2023-22 - Adopting a Tentative Millage Rate  
**Submitted by:** Administration

**RESOLUTION 2023-22**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE OF \_\_\_\_\_ FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023, ENDING ON SEPTEMBER 30, 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

- [B.](#) RESOLUTION 2023-23 - Adoption of Tentative Budget for Fiscal Year 2024  
**Submitted By:** Administration

**RESOLUTION 2023-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING ON SEPTEMBER 30, 2024; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE CITY FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**PUBLIC HEARING - QUASI JUDICIAL**

- A.** **MSP-2023-05:** Application of Gentile Holloway O'Mahoney & Associates, Inc. for a Site Plan Modification to modify the existing Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The subject application modifies outparcel D, located at the southwest corner of the development. The Grove Market is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98-acre parcel of land. The subject application is located at 5060 Seminole Pratt Whitney Road, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning

**PUBLIC HEARING**

- A.** FIRST READING - Ordinance 2023-03 - Prohibiting Medical Marijuana Treatment Center Dispensing Facilities

**Submitted By:** Administration

**ORDINANCE 2023-03**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. \_\_\_\_\_ AS SET FORTH IN THE CITY'S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION \_\_\_\_\_ TO BE ENTITLED "MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES PROHIBITED" ; PROVIDING FOR PURPOSE AND FINDINGS; PROHIBITING MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES WITHIN THE CITY OF WESTLAKE; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

- B.** FIRST READING - Ordinance 2023-04 - Dissolution of Education and Youth Advisory Board

**Submitted By:** Administration

**ORDINANCE 2023-04**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES BY REVOKING ORDINANCES NO. 2020-05 AND NO. 2020-10 FOR THE PURPOSE OF DISSOLVING THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR THE REVOCATION OF THE APPOINTMENT OF BOARD MEMBERS; PROVIDING FOR CODIFICATION, PROVIDING FOR A**

**CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

- C. FIRST READING - Ordinance 2023-05 - Qualifying & Municipal Election Date Change for March 2024 Election

**Submitted By:** Administration

**ORDINANCE 2023-05**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2024 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR A CHANGE IN DATE OF THE CITY'S MARCH 2024 GENERAL MUNICIPAL ELECTION; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

- D. FIRST READING - Ordinance 2023-06 - Amending Ordinance 2020-11 and 2022-07 Regulating the Operation of Golf Carts

**Submitted by:** Administration

**ORDINANCE 2023-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES BY SPECIFICALLY AMENDING ORDINANCE NO. 2020-11 AND 2022-07 REGULATING THE OPERATION OF GOLF CARTS WITHIN THE CITY LIMITS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

- E. 2023 Solid Waste Annual Assessment

**Submitted By:** Administration

**RESOLUTION 2023-25**

**A RESOLUTION OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES, IN THE CITY OF WESTLAKE, FLORIDA; APPROVING THE ASSESSMENT RATE FOR RESIDENTIAL SOLID WASTE SERVICES FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; IMPOSING A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF WESTLAKE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

**NEW BUSINESS**

- A. RESOLUTION 2023-24 - First Amendment to Non-Exclusive Use Agreement

**Submitted By:** Administration

**RESOLUTION NO. 2023-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE FIRST AMENDMENT TO THE NON-EXCLUSIVE PERMISSIVE USE AGREEMENT BETWEEN THE WESTLAKE RESIDENCES MASTER HOMEOWNERS ASSOCIATION, INC. AND THE CITY**

**OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**B.** Fiscal Year 2022 Audited Financial Report

**Submitted By:** Administration

**C.** Seminole Improvement District Reclaimed Water Tank Expansion

**Submitted By:** Administration

**D.** Seminole Improvement District Office Facilities

**Submitted By:** Administration

**CITY COUNCIL COMMENTS**

- A. Councilwoman Charlotte Leonard
- B. Councilman Julian Martinez
- C. Councilwoman Pilar Valle Ron
- D. Vice Mayor Greg Langowski
- E. Mayor JohnPaul O'Connor

**REPORT - STAFF**

**REPORT - CITY ATTORNEY**

**REPORT - CITY MANAGER**

**PUBLIC COMMENTS AND REQUESTS**

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**ADJOURNMENT**

Next Meeting (Subject to Change or be Cancelled): **September 12, 2023**

**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:** Friday, September 1, 2023

**File Attachments for Item:**

A. Minutes\_City Council Budget Workshop - 08.01.2023 DRAFT

# CITY OF WESTLAKE



## MINUTES

### **City Council Budget Workshop**

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

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

### **CITY COUNCIL:**

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

### **CITY STAFF:**

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

A Budget Workshop of the City Council of the City of Westlake was held on Tuesday, August 1, 2023, at 4:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road. Members of the public also participated in the meeting through electronic means and accessed as follows:

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

Meeting ID: 2631 803 7831

Password: hello

2. Participants also dialed in using phone with the following number:

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

Meeting ID: 2631 803 7831

As a preliminary matter, Ms. Burgess noted that council members are present physically constituting a quorum.

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 microphones are live. Ms. Burgess further explained that microphones will be muted; audience members can 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 O'Connor called the City of Westlake City Council Budget Workshop meeting of Tuesday, August 1, 2023, to order at 4:31 p.m.

### **ROLL CALL**

Present and constituting a quorum:

Councilwoman Charlotte Leonard  
Councilman Julian Martinez  
Councilwoman Pilar Valle Ron  
Vice Mayor Greg Langowski  
Mayor JohnPaul O'Connor

Also present:

Kenneth Cassel, City Manager  
Donald J. Doody, Esq., City Attorney  
Zoie Burgess, CMC City Clerk



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## **PLEDGE OF ALLEGIANCE**

Mayor O'Connor led the Pledge of Allegiance.

## **WORKSHOP AGENDA**

### A. Fiscal Year 2023-2024 Annual Budget

Mayor O'Connor called for Mr. Cassel to discuss the budget.

Mr. Cassel stated the budget presented is the same budget issued at the last council meeting to set the millage rate.

Mr. Cassel noted that the total funding and a summary of all of the general funds is about a 12% increase, as well as the expenditures are approximately a 12% increase. Mr. Cassel continued, noting an overall budget of 9 million, which includes the planning and zoning and building departments and a General Fund Budget of 5.5 million.

Mr. Cassel explained that tax received for current year received about 3.1 million and future projections based on county estimates are about 4.8 million, a 54% increase of taxable value increase. If everything is in it will be based on expenses and revenues of \$570,000 in the fund balance.

Mr. Cassel explained that a new line item will be added to the budget for the expenses of hosting meetings in the Lodge.

Mr. Cassel explained that the Communications Tax listed is only an estimate as the numbers have not come back from the state. He also noted that the Franchise Fee included is based upon previous methodology and that line item could also increase.

Mr. Cassel, Council and Legal discussed the fuel tax and what is legally allowed for revenue.

Further Council discussion on impact fees, additional staff, and other administrative services.

Council discussion on solid waste services. Mr. Cassel explained that the city will be going out to bid next year for services.

Lengthy Council discussion regarding city events and the impact on the budget, sponsorships and where it is identified within the budget.

Council discussion regarding grants, the possibility of hiring a grant writer, or use of services from the League of Cities

Council discussion on American Rescue Plan Act funds (ARPA) funds and appropriations from the State.

Final budget discussion.

Council inquired on park and next potential workshop meeting to further discuss. Council consensus to hold a workshop meeting September 12, 2023, prior to the scheduled meeting.

Further budget discussions and the effect of the millage rate and the need to lower. (Various overlaps of discussion).

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

### **PUBLIC COMMENTS**

Mayor O'Connor called for public comments.

Ms. Burgess noted a comment card was received prior to the meeting.

**Jackie Campbell – 15938 Key Biscayne Lane** – Ms. Campbell stated she noticed the budget did not mention anything for a future park, but her concerns were addressed earlier in the council discussion.

Ms. Burgess gave the virtual audience a moment to comment.

There being no further comments, the next item followed.

### **ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 5:37 PM.

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Zoie P. Burgess, CMC City Clerk

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JohnPaul O'Connor, Mayor

**File Attachments for Item:**

B. Minutes\_City Council Regular Meeting - 08.01.2023 DRAFT

# CITY OF WESTLAKE



## MINUTES

### City Council Regular Meeting

Tuesday, August 01, 2023 at 6:00 PM

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

#### **CITY COUNCIL:**

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

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Donald J. Doody, Esq., City Attorney  
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Suzanne Dombrowski, PE, ENV SP, City Engineer

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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 O'Connor called the City of Westlake Regular City Council meeting of Tuesday August 1, 2023, to order at 6:01 PM.

### **ROLL CALL**

Present and constituting a quorum:

Councilwoman Charlotte Leonard  
Councilman Julian Martinez  
Councilwoman Pilar Valle Ron  
Vice Mayor Greg Langowski  
Mayor JohnPaul O'Connor

Also present:

Kenneth Cassel, City Manager  
Donald J. Doody, Esq., City Attorney  
Zoie Burgess, City Clerk

### **PLEDGE OF ALLEGIANCE**

Mayor O'Connor led the Pledge of Allegiance.

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

Mayor O'Connor called for any additions, deletions, or modifications to the agenda.

There being no changes, Mayor O'Connor called for a motion to approve the agenda as presented.

Motion by Vice Mayor Langowski to approve the agenda, seconded by Councilwoman Valle Ron.

**UPON ROLL CALL:**

Councilwoman Leonard	YES
Councilman Martinez	YES
Councilwoman Valle Ron	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

**PUBLIC COMMENTS AND REQUESTS**

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Mayor O'Connor called for public comments.

Ms. Burgess noted there were no public comment cards received prior to the meeting and gave the virtual audience a moment to comment.

There being no further comments, the next item followed.

**CONSENT AGENDA**

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

- A. Minutes\_City Council Regular Meeting - 07.11.2023 DRAFT
- B. Monthly Financial Report – June

Mayor O'Connor identified the consent agenda items and called for a motion to approve.

Motion by Councilman Martinez to approve the Consent Agenda, seconded by Councilwoman Leonard.

**UPON ROLL CALL:**

Councilman Martinez	YES
Councilwoman Valle Ron	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

Councilwoman Leonard YES

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

## **PUBLIC HEARING**

A. A Resolution for the Plat of Terraces of Westlake – Phase I

**Submitted By:** Engineering

### **RESOLUTION 2023-18**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE TERRACES OF WESTLAKE – PHASE I, BEING A REPLAT OF A PORTION OF TRACT “A”, WESTLAKE POD I AND POD J, PLAT BOOK 130, PAGES 153 AND 154, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA, LYING IN SECTION 12, TOWNSHIP 43 SOUTH, RANGE 40 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced item.

Mr. Doody read Resolution 2023-18, by title only, into the record. Mr. Doody swore in all witnesses who will be providing testimony. Mayor O'Connor called for staff presentations.

Mr. Hearing discussed presentation for Pod I Phase I. Modifications discussed were:

- Extend the interior walkways between buildings.
- Four utility easements have been added.
- The loop road name has been changed to South Longwood Lake Square and North Longwood Lake Square.

Mr. John Carter, Senior Vice President with Minto Communities, discussed the modifications that were made with council. Mr. Carter explained after receiving feedback from Seminole Improvement District regarding conflicts and utility issues they then decided to make the Plat modifications. Mr. Carter also stated he wanted to inform the council that all the contracting has been completed, land development and designs are set and ready to go. Mr. Carter noted the new homes would be more affordable and will be within the HAPPY program parameters.

The council discussed the item with Mr. Carter.

Mr. Doody inquired if any member had any ex parte communication regarding this matter, noting now would be the time to announce it for the record.

Mayor O'Connor called for public comments.

Ms. Burgess noted no public comment cards were received prior to the meeting and gave the virtual audience a moment to raise their virtual hand.

There being no additional comments, Mayor O'Connor called for a motion.

Motion by Councilman Martinez to approve Resolution 2023-18, seconded by Councilwoman Leonard.

**UPON ROLL CALL:**

Councilwoman Valle Ron	YES
Councilman Langowski	YES
Mayor O'Connor	YES
Councilwoman Leonard	YES
Councilman Martinez	YES

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

B. A Resolution for the Plat of Pines of Westlake – Phase II

**Submitted By:** Engineering

**RESOLUTION 2023-19**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPROVING THE PINES OF WESTLAKE – PHASE II, A SUBDIVISION IN SECTION 5, TOWNSHIP 43 SOUTH, RANGE 41 EAST, CITY OF WESTLAKE, PALM BEACH COUNTY, FLORIDA, BEING A REPLAT OF TRACT “V”, PINES OF WESTLAKE – PHASE I, PLAT BOOK 136, PAGES 3 THROUGH 21, INCLUSIVE, PUBLIC RECORDS OF PALM BEACH COUNTY, FLORIDA. PROVIDING FOR RECORDATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced the item.

Mr. Doody read Resolution 2023-19, by title only, into the record. Mr. Doody swore in all witnesses who will be providing testimony. Mayor O'Connor called for staff presentations.

Mr. Hearing discussed presentation for Pod V Phase II. Mr. Hearing discussed the success of home sales and stated they are ahead of schedule due to the increase in interest in these homes. Mr. Hearing discussed pictures taken of the construction area. Mr. Hearing is requesting approval of Council.

Mr. Carter noted that foot traffic in the sales center has increased, making the City of Westlake very successful in-home sales. Mr. Carter also discussed with the council the continued efforts Minto is making to keep homes affordable.

Mr. Doody asked if any member had any ex parte communication regarding this matter, now would be the time to announce it for the record.

Council discussed the current plans, multimodal paths, and modifications with Mr. Hearing.

Mayor O'Connor called for any public comments.

Ms. Burgess noted no public comment cards were received prior to the meeting and gave the virtual audience a moment to raise their virtual hand.

There being no additional comments, Mayor O'Connor called for a motion.

Motion by Councilwoman Valle Ron to approve Resolution 2023-19, seconded by Councilman Martinez.

**UPON ROLL CALL:**

Councilman Langowski	YES
Mayor O'Connor	YES



Councilwoman Leonard	YES
Councilman Martinez	YES
Councilwoman Valle Ron	YES

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

**NEW BUSINESS**

- A. Legal Services - Second Amendment to Professional Services Agreement

**Submitted By:** Administration

**RESOLUTION NO. 2023-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIAL TO EXECUTE THE SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WESTLAKE AND GOREN, CHEROF, DOODY & EZROL, P.A.; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced the item.

Mr. Doody read Resolution 2023-20, by title only, into the record.

Mayor O'Connor called for Council comments. There being none, Mayor O'Connor called for a motion.

Motion by Councilman Martinez to approve Resolution 2023-20, seconded by Vice Mayor Langowski.

**UPON ROLL CALL:**

Mayor O'Connor	YES
Councilwoman Leonard	YES
Councilman Martinez	YES
Councilwoman Valle Ron	YES
Councilman Langowski	YES

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

- B. Town Center Parkway West Right-of Way Dedication for 60th Street to Minto PBLH, LLC

**Submitted By:** Administration

**RESOLUTION NO. 2023-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR OR VICE MAYOR TO EXECUTE A QUITCLAIM DEED CONVEYING THAT CERTAIN REAL PROPERTY DESCRIBED ON EXHIBIT "A" TO MINTO PBLH, LLC A FLORIDA LIMITED LIABILITY COMPANY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mayor O'Connor introduced the item.

Mr. Doody read Resolution 2023-21, by title only, into the record.

Mayor O'Connor called for Council comments.

Ms. Tara Duhy with Lewis, Longman and Walker on behalf of Minto PBLH, LLC discussed the property referencing the area in the Quitclaim deed, explaining the need of the right-of way dedication.

Mr. Doody explained further that he was unsure if the City had the title for the stated property and this quitclaim deed is conveying any interest the city may have.

There being no further comments, Mayor O'Connor called for a motion.

Motion by Vice Mayor Langowski to approve Resolution 2023-21, seconded by Councilwoman Valle Ron.

**UPON ROLL CALL:**

Councilwoman Leonard	YES
Councilman Martinez	YES
Councilwoman Valle Ron	YES
Councilman Langowski	YES
Mayor O'Connor	YES

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

**CITY COUNCIL COMMENTS**

- A. Councilwoman Charlotte Leonard – Ms. Leonard stated she had no additional comments.
- B. Councilman Julian Martinez - Mr. Martinez stated he had no additional comments.
- C. Councilwoman Pilar Valle Ron - Ms. Valle Ron stated she had no additional comments.
- D. Vice Mayor Greg Langowski - Mr. Langowski stated he had no additional comments.
- E. Mayor JohnPaul O'Connor – Mr. O'Connor stated James Business Park has started construction and thanked staff and leadership.

**REPORT - STAFF**

- A. Palm Beach County Sheriff's Office - Monthly Report - June 2023

Mayor O'Connor called for Lieutenant Demarzo. Lieutenant Demarzo discussed the monthly Palm Beach Sheriff's Office report for the month of June.

Mayor O'Connor called for District Chief, Amanda Vomero. Ms. Vomero discussed the call volume and response times for the month of July.

**REPORT - CITY ATTORNEY**

Mayor O'Connor called for City Attorney, Donald Doody

Mr. Doody thanked council for the approval contract addendum to include the rate increase.

**REPORT - CITY MANAGER**

Mr. Cassel stated Council will soon see the rendering of the new Seminole Improvement District building and gave a brief overview of the building specifications.

Mr. Cassel also stated there will be a meeting with Palm Beach County facilities to re-parcel an area to the County.

### **PUBLIC COMMENTS AND REQUESTS**

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Mayor O'Connor called for public comments.

Ms. Burgess stated no comment cards were received prior to the meeting and gave the virtual audience a moment to raise their virtual hand.

There being no further comments, Mayor O'Connor called for the next item.

### **ADJOURNMENT**

There being no further business, Mayor O'Connor adjourned the meeting at 6:49 PM.

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Zoie P. Burgess, City Clerk

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JohnPaul O'Connor, Mayor

**File Attachments for Item:**

C. Monthly Financial Report - July



## MEMORANDUM

**TO: Members of the City Council, City of Westlake**  
**FROM: Steven Fowler, Accountant; Miriam Barahona, Accounting Supervisor**  
**CC: Ken Cassel, City Manager**  
**DATE: August 16, 2023**  
**SUBJECT: July Financial Report**

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Please find attached the July 2023 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](mailto:Steven.Fowler@inframark.com).

### **General Fund**

- Total Revenues through July were approximately 92% of the annual budget. Collections of the FY2023 Ad Valorem Tax and Special Assessments were approximately 99% and 99%, respectively. The annual budget includes revenue from a funding agreement with the Developer. The Developer is invoiced quarterly for any year-to-date excess of actual expenditures over actual revenue.
- Total Expenditures and Contingency through July were approximately 73% of the annual budget.

### **Special Revenue Fund – Housing Assistance Program**

- Total Revenues through July were approximately 248% of the annual budget, which was a result of a higher than anticipated rate of construction and donations on commercial permits. A donation of \$1,500 per Single Family Residence building permit is paid into the Housing Assistance Program.

### **Special Revenue Fund – Comprehensive Planning Services**

- Total Revenues through July were approximately 57% of the annual budget.
- Total Expenditures through July were approximately 91% of the annual budget.

# City of Westlake

## Financial Report

*July 31, 2023*



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**City of Westlake**

**Financial Statements**

**July 31, 2023**



**Balance Sheet**  
July 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<b><u>ASSETS</u></b>				
<b>Current Assets</b>				
Cash - Checking Account	\$ 3,811,677	\$ -	\$ -	\$ 3,811,677
Assessments Receivable	42,106	-	-	42,106
Due From Other Funds	-	-	1,063,791	1,063,791
Investments:				
Money Market Account	1,125,336	672,203	-	1,797,539
Treasury Bills (3 months)	-	2,360,000	-	2,360,000
Treasury Bills (6 months)	-	590,000	-	590,000
Deposits	666	-	-	666
<b>Total Current Assets</b>	<b>4,979,785</b>	<b>3,622,203</b>	<b>1,063,791</b>	<b>9,665,779</b>
<b>Noncurrent Assets</b>				
Mortgages Receivable	-	640,297	-	640,297
<b>Total Noncurrent Assets</b>	<b>-</b>	<b>640,297</b>	<b>-</b>	<b>640,297</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,979,785</b>	<b>\$ 4,262,500</b>	<b>\$ 1,063,791</b>	<b>\$ 10,306,076</b>

**LIABILITIES**

**Current Liabilities**

Accounts Payable	\$ 240,670	\$ -	\$ 43,080	\$ 283,750
Accrued Expenses	20,372	-	153,125	173,497
DBPR surcharge	1,973	-	-	1,973
DCA surcharge	2,875	-	-	2,875
Impact Fees	310,641	-	-	310,641
Unearned Revenue	321,284	-	-	321,284
Due To Other Districts	5,219	-	-	5,219
Deferred Revenue-Developer Submittals (Minto)	-	-	81,209	81,209
Due To Other Funds	1,063,791	-	-	1,063,791
<b>Total Current Liabilities</b>	<b>1,966,825</b>	<b>-</b>	<b>277,414</b>	<b>2,244,239</b>

**Balance Sheet**  
July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM</u>	<u>SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS</u>	<u>TOTAL</u>
<b>Long-Term Liabilities</b>				
Deferred Inflow of Resources	42,106	-	-	42,106
<b>Total Long-Term Liabilities</b>	<u>42,106</u>	<u>-</u>	<u>-</u>	<u>42,106</u>
<b>TOTAL LIABILITIES</b>	<b>2,008,931</b>	<b>-</b>	<b>277,414</b>	<b>2,286,345</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Deposits	666	-	-	666
<b>Restricted for:</b>				
Special Revenue	-	4,262,500	786,377	5,048,877
<b>Unassigned:</b>	2,970,188	-	-	2,970,188
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,970,854</b>	<b>\$ 4,262,500</b>	<b>\$ 786,377</b>	<b>\$ 8,019,731</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,979,785</b>	<b>\$ 4,262,500</b>	<b>\$ 1,063,791</b>	<b>\$ 10,306,076</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 42,315	\$ 42,315
Ad Valorem Taxes	3,126,601	3,126,601	3,099,718	(26,883)
Ad Valorem Taxes - Prior Years	-	-	1,308	1,308
Ad Valorem Taxes - Discounts	(125,064)	(125,064)	(119,809)	5,255
FPL Franchise	119,700	99,750	257,521	157,771
Gas	-	-	29,701	29,701
Solid Waste	15,200	12,667	15,673	3,006
Electricity	116,000	96,667	273,239	176,572
Water	58,700	48,917	58,734	9,817
Gas	75,200	62,667	65,194	2,527
Communication Services Taxes	53,200	44,333	101,733	57,400
Occupational Licenses	6,100	5,083	24,020	18,937
Building Permits - Admin Fee	77,100	64,250	79,764	15,514
General Government	-	-	1,132	1,132
State Revenue Sharing Proceeds	24,200	20,167	20,536	369
Alcoholic Beverage License	1,900	1,425	649	(776)
Shared Rev - Other Local Units	1,000	750	-	(750)
Administrative Fees	13,000	9,750	-	(9,750)
Other Public Safety Chrgs/Fees	2,400	2,000	7,556	5,556
Garbage/Solid Waste Revenue	250,600	208,833	171,710	(37,123)
Other Operating Revenues	5,400	4,500	13,020	8,520
Special Events	-	-	12,900	12,900
Event Sponsors	-	-	48,400	48,400
Judgements and Fines	-	-	1,700	1,700
Interest - Tax Collector	-	-	3,526	3,526
Special Assmnts- Tax Collector	358,326	358,326	357,057	(1,269)
Special Assmnts- Delinquent	-	-	281	281
Special Assmnts- Discounts	(14,300)	(14,300)	(13,026)	1,274
Developer Contribution	776,737	582,553	-	(582,553)
Lien Search Fee	1,300	1,083	11,163	10,080
<b>TOTAL REVENUES</b>	<b>4,943,300</b>	<b>4,610,958</b>	<b>4,565,715</b>	<b>(45,243)</b>

**EXPENDITURES**

**Legislative**

Mayor/Council Stipend	60,000	50,000	50,000	-
FICA Taxes	4,600	3,833	3,825	8
ProfServ-Legislative Expense	24,000	20,000	-	20,000
Telephone, Cable & Internet Service	1,900	1,583	3,128	(1,545)
Public Officials Insurance	3,800	3,800	3,500	300
Misc-Event Expense	193,300	193,300	235,124	(41,824)
Council Expenses	30,000	25,000	27,832	(2,832)
Dues, Licenses, Subscriptions	3,000	3,000	1,273	1,727
<b>Total Legislative</b>	<b>320,600</b>	<b>300,516</b>	<b>324,682</b>	<b>(24,166)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b><u>City Manager</u></b>				
Contracts-City Manager	213,600	178,000	178,000	-
Office Supplies	14,900	12,417	10,685	1,732
Dues, Licenses, Subscriptions	2,700	1,678	1,924	(246)
<b>Total City Manager</b>	<b>231,200</b>	<b>192,095</b>	<b>190,609</b>	<b>1,486</b>
<b><u>City Clerk</u></b>				
ProfServ-Web Site Maintenance	8,200	6,833	5,333	1,500
Contracts-City Clerk	212,200	176,833	176,833	-
Postage and Freight	1,500	1,250	704	546
Printing	14,800	12,333	21	12,312
Legal Advertising	31,200	26,000	11,867	14,133
Miscellaneous Services	1,300	1,083	100	983
Office Supplies	1,100	917	2,885	(1,968)
Dues, Licenses, Subscriptions	15,500	15,376	18,631	(3,255)
<b>Total City Clerk</b>	<b>285,800</b>	<b>240,625</b>	<b>216,374</b>	<b>24,251</b>
<b><u>Finance</u></b>				
Auditing Services	5,300	5,300	-	5,300
Contracts-Finance	83,100	69,250	69,250	-
<b>Total Finance</b>	<b>88,400</b>	<b>74,550</b>	<b>69,250</b>	<b>5,300</b>
<b><u>Legal Counsel</u></b>				
ProfServ-Legal Services	85,400	71,167	48,170	22,997
<b>Total Legal Counsel</b>	<b>85,400</b>	<b>71,167</b>	<b>48,170</b>	<b>22,997</b>
<b><u>Other Administrative Services</u></b>				
ProfServ-Info Technology	202,000	168,333	69,254	99,079
Contracts-Admin. Service	280,900	234,083	230,941	3,142
Misc-Public Relations	60,000	50,000	-	50,000
Misc-Assessment Collection Cost	3,600	3,600	3,079	521
General Government	90,000	75,000	77	74,923
<b>Total Other Administrative Services</b>	<b>636,500</b>	<b>531,016</b>	<b>303,351</b>	<b>227,665</b>
<b><u>Facility Services</u></b>				
Telephone, Cable & Internet Service	15,900	13,250	13,123	127
Lease - Copier	32,600	27,167	7,029	20,138
Lease - Building	86,700	72,250	-	72,250
Insurance (Liab,Auto,Property)	6,900	6,900	6,781	119
Miscellaneous Services	1,700	1,417	947	470
Cleaning Services	24,200	20,167	20,900	(733)
Principal-Capital Lease	9,500	7,818	16,988	(9,170)
Interest-Capital Lease	700	654	4,767	(4,113)
<b>Total Facility Services</b>	<b>178,200</b>	<b>149,623</b>	<b>70,535</b>	<b>79,088</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
<b><u>Community Services</u></b>				
Contracts-Solid Waste	578,500	482,083	653,141	(171,058)
Contracts-Sheriff	954,900	788,948	693,838	95,110
Electricity	134,800	112,333	104,302	8,031
R&M-Community Maintenance	28,300	23,583	23,583	-
Operating Supplies	30,800	23,100	57,280	(34,180)
Roadway Services	22,400	16,800	17,521	(721)
<b>Total Community Services</b>	<b>1,749,700</b>	<b>1,446,847</b>	<b>1,549,665</b>	<b>(102,818)</b>
<b><u>Capital Expenditures &amp; Projects</u></b>				
Capital Improvements	50,000	50,000	-	50,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b><u>Reserves</u></b>				
Misc-Contingency	178,800	149,000	13,642	135,358
1st Quarter Operating Reserves	938,700	782,250	-	782,250
Reserve - Buildings	200,000	166,667	-	166,667
<b>Total Reserves</b>	<b>1,317,500</b>	<b>1,097,917</b>	<b>13,642</b>	<b>1,084,275</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>4,943,300</b>	<b>4,154,356</b>	<b>2,786,278</b>	<b>1,368,078</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	456,602	1,779,437	1,322,835
Net change in fund balance	\$ -	\$ 456,602	\$ 1,779,437	\$ 1,322,835
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,191,417</b>	<b>1,191,417</b>	<b>1,191,417</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,191,417</b>	<b>\$ 1,648,019</b>	<b>\$ 2,970,854</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 4,800	\$ 4,000	\$ 91,994	\$ 87,994
Donations	300,000	250,000	663,660	413,660
<b>TOTAL REVENUES</b>	<b>304,800</b>	<b>254,000</b>	<b>755,654</b>	<b>501,654</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Public Assistance</u></b>				
Misc-Admin Fee (%)	21,000	17,500	11,125	6,375
Assistance Program	283,800	236,500	-	236,500
<b>Total Public Assistance</b>	<b>304,800</b>	<b>254,000</b>	<b>11,125</b>	<b>242,875</b>
<b>TOTAL EXPENDITURES</b>	<b>304,800</b>	<b>254,000</b>	<b>11,125</b>	<b>242,875</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	744,529	744,529
Net change in fund balance	\$ -	\$ -	\$ 744,529	\$ 744,529
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>3,517,971</b>	<b>3,517,971</b>	<b>3,517,971</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,517,971</b>	<b>\$ 3,517,971</b>	<b>\$ 4,262,500</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Building Permits	\$ 1,820,900	\$ 1,517,415	\$ 920,140	\$ (597,275)
Reinspection Fees	-	-	5,050	5,050
Building Permits - Surcharge	16,700	13,917	7,231	(6,686)
Other Building Permit Fees	30,000	25,000	93,300	68,300
Building Permits - Admin Fee	109,100	90,917	112,870	21,953
Engineering Permits	374,600	312,167	328,588	16,421
Planning & Zoning Permits	299,600	249,667	39,623	(210,044)
Other Miscellaneous Revenues	-	-	1,000	1,000
<b>TOTAL REVENUES</b>	<b>2,650,900</b>	<b>2,209,083</b>	<b>1,507,802</b>	<b>(701,281)</b>
<b>EXPENDITURES</b>				
<b>Comprehensive Planning</b>				
ProfServ-Engineering	352,600	293,833	237,958	55,875
ProfServ-Info Technology	170,900	142,417	131,549	10,868
ProfServ-Legal Services	118,700	98,917	34,582	64,335
ProfServ-Planning/Zoning Board	299,600	249,667	244,338	5,329
ProfServ-Compliance Service	100,000	83,333	154,800	(71,467)
ProfServ-Consultants	22,000	18,333	-	18,333
ProfServ-Building Permits	1,395,700	1,163,083	1,496,699	(333,616)
Outside Legal Services	1,800	1,500	-	1,500
Telephone, Cable & Internet Service	4,700	3,917	4,181	(264)
Lease - Copier	5,800	4,833	4,419	414
Lease - Building	43,400	36,167	-	36,167
Printing	2,200	1,833	255	1,578
Miscellaneous Services	-	-	301	(301)
Misc-Admin Fee (%)	113,200	94,333	94,333	-
Office Supplies	4,500	3,750	263	3,487
Cleaning Services	15,800	13,167	13,225	(58)
<b>Total Comprehensive Planning</b>	<b>2,650,900</b>	<b>2,209,083</b>	<b>2,416,903</b>	<b>(207,820)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,650,900</b>	<b>2,209,083</b>	<b>2,416,903</b>	<b>(207,820)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	(909,101)	(909,101)
Net change in fund balance	\$ -	\$ -	\$ (909,101)	\$ (909,101)
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>1,695,478</b>	<b>1,695,477</b>	<b>1,695,478</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,695,478</b>	<b>\$ 1,695,477</b>	<b>\$ 786,377</b>	

# **City of Westlake**

## **Supporting Schedules**

**July 31, 2023**



Cash and Investment Report

July 31, 2023

**GENERAL FUND**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	\$3,811,677
Money Market	BankUnited	MMA	5.03%	\$1,125,336
		<b>Subtotal</b>		<b>\$4,937,013</b>

**SPECIAL REVENUE FUND**

Money Market	BankUnited	MMA	5.03%	\$609,332
Money Market	Valley Bank	Checking Account	5.00%	\$62,871
		Treasury Bills-3 mo		\$2,360,000
		Treasury Bills-6 mo		\$590,000
		<b>Subtotal</b>		<b>\$3,622,203</b>
		<b>Total</b>		<b>\$8,559,215</b>

**File Attachments for Item:**

A. Proclamation 2023-04 - Palm Beach State College 90th Anniversary

# *Proclamation*

## **HONORING THE 90<sup>TH</sup> ANNIVERSARY OF PALM BEACH STATE COLLEGE**

**WHEREAS**, Palm Beach State College was founded in 1933 as Florida’s first public two-year college and has continuously served the educational needs of Palm Beach County residents for 90 years, first as a junior college, then as a community college, and today as a state college; and

**WHEREAS**, Palm Beach State College, since opening its doors on November 14, 1933, as Palm Beach Junior College, has grown from 41 local students in three classrooms to 40,000 students from 151 countries and territories, studying on five campuses located in Boca Raton, Belle Glade, Lake Worth, Loxahatchee Groves, and Palm Beach Gardens, and online; and

**WHEREAS**, Palm Beach State College, established during the Great Depression when there was no institute of higher learning in Palm Beach County, is now an economic engine, pumping \$1.1 billion into the county’s economy each year; and

**WHEREAS**, Palm Beach Junior College merged with Roosevelt Junior College, in 1965, which was established in 1958 to serve African American students.

**WHEREAS**, Palm Beach State College has been integral to the remarkable growth and prosperity of Palm Beach County. Our graduates—community and business leaders for generations—have impacted every industry and continue to do so today; and

**WHEREAS**, Palm Beach State College, one of the top producers of associate degree graduates in the United States, also offers baccalaureate degrees, professional certificates, career training, and corporate and continuing education; and

**WHEREAS**, with more than 130 programs of study, Palm Beach State College is the county’s leading educator of skilled professionals. Career programs span fields such as health care, computer science, business, biotechnology, creative arts, childcare, human services, teacher education, environmental science, landscape management, a wide variety of skilled trades, engineering, electrical power, and public safety; and

**WHEREAS**, Palm Beach State College’s mission of providing accessible, student-centered teaching and learning experiences in academic, technical, and lifelong learning to transform lives and strengthen our community is crucial to the vitality of the City of Westlake; and

**WHEREAS**, City of Westlake, Florida commemorates the 90<sup>th</sup> Anniversary of Palm Beach State College with appreciation for its vital role as a provider of excellence in education and career training, and as a driver of economic mobility in partnership with our community, Palm Beach County, and the State of Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 5<sup>th</sup> day of September 2023.

---

JohnPaul O’Connor, Mayor

ATTEST:

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Zoie P. Burgess, CMC City Clerk

**File Attachments for Item:**

B. Proclamation 2023-06 - Constitution Week - September 11-22

# *Proclamation*

## **A DAY OF RECOGNITION AND REMEMBRANCE OF THE DRAFTING OF THE CONSTITUTION OF THE UNITED STATES OF AMERICA**

**WHEREAS**, September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

**WHEREAS**, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

**WHEREAS**, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

**NOW, THEREFORE, I, JohnPaul O'Connor** by virtue of the authority vested in me as Mayor of the City of Westlake do hereby proclaim the week of September 17 through 23 as

### **“CONSTITUTION WEEK”**

**AND** ask our citizens to reaffirm the ideals of the Framers of the Constitution in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 5<sup>th</sup> day of September 2023.

---

JohnPaul O'Connor, Mayor

ATTEST:

---

Zoie P. Burgess, CMC  
City Clerk

**File Attachments for Item:**

C. Proclamation 2023-07 - Patriot's Day 2023

# *Proclamation*

## **A DAY OF REMEMBRANCE OF THE LIVES LOST, AND THOSE WHO MAKE THE ULTIMATE SACRIFICE TO PROTECT AND SERVE**

**WHEREAS**, over twenty years ago on September 11, 2001, the entire Nation was shaken and altered due to the sudden and brutal attacks by terrorists who hijacked four civilian aircrafts leaving thousands of innocent Americans dead and injured;

**WHEREAS**, that September morning, the enemy made its attempt to tear at the fabric of our society by attacking innocent civilians and our infrastructure. Rescue workers and firefighters made no hesitation when selflessly entering darkness and danger, amid horror and tragedy our Nation remained unified and resilient; and

**WHEREAS**, in the spirit that moved rescue workers and firefighters to charge into darkness and danger that September morning, our Nation was united to stand strong and show its resilience in the face of tragedy. The enemy attempted to tear at the fabric of our society by destroying our buildings and murdering our innocent, but our strength did not and will not waiver; and

**WHEREAS**, on this anniversary, all citizens of Westlake are urged to observe a moment of silence to honor those who were lost as a result of these attacks and are encouraged to thank our Nation’s incredible service members and first responders, many of whom are on the front lines of our fight against terrorism. We will always remember the sacrifices made in defense of our people, our country and our freedom;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DOES HEREBY PROCLAIM SEPTEMBER 11, 2023, AS A,**

### **“DAY OF REMEMBRANCE”**

Honoring those who are no longer with us, while giving thanks to our first responders that continue to make these sacrifices for the betterment of our country and to reinstall the core values of this nation that unifies us all together.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 5<sup>th</sup> day of September 2023.

---

JohnPaul O’Connor, Mayor

ATTEST:

---

Zoie P. Burgess, CMC  
City Clerk

**File Attachments for Item:**

A. RESOLUTION 2023-22 - Adopting a Tentative Millage Rate

**Submitted by:** Administration

**RESOLUTION 2023-22**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE OF \_\_\_\_\_ FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023, ENDING ON SEPTEMBER 30, 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**



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**RESOLUTION 2023-22**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE OF \_\_\_\_\_ FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023, ENDING ON SEPTEMBER 30, 2024; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, a tentative budget has been prepared estimating expenses and revenues of the City of Westlake, Florida, for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and the City Manager has made recommendations as to the amount to be appropriated for the ensuing year; and

**WHEREAS**, the City Council has met and considered the recommendations, the suggested tentative budget, and the tentative millage to be levied to carry on the government of the City for the ensuing year;

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

Section 1: The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the City Council. All exhibits attached hereto are hereby incorporated herein.

Section 2: The tentative operating millage rate necessary to be levied against ad valorem valuation of property subject to taxation in the City of Westlake, Florida, to produce a sufficient sum which together with departmental and other revenues will be sufficient to pay for appropriations made in the tentative budget for the fiscal year is hereby set at \_\_\_\_\_ mills.

Section 3: The millage referred to in the preceding Sections are hereby levied for the following purposes:

<u>Purpose</u>	<u>Mills</u>
General Fund Operating Levy	_____

Section 4: The Operating Millage adopted herein is lesser/greater than the rolled-back rate of \_\_\_\_\_ mills computed pursuant to the TRIM Act (Section 200.065, Florida Statutes, 2002, as amended) by \_\_\_\_\_. This percentage shall be known as the percentage decrease/increase in property taxes adopted by the City.

Tentative Millage

1 Section 5: The tentative budget advertisement in compliance with Florida  
2 Statute 200.065 shall be published in one issue of a newspaper  
3 published in Palm Beach County, Florida, and at the same time the  
4 public will be notified of a public hearing to be held at 6 p.m. on the  
5 12th day of September, 2023, in Westlake Community Center/City  
6 Council Chambers located at 4005 Seminole Pratt Whitney Road  
7 Westlake, FL 33470, for the purpose of hearing objections or  
8 criticisms of the tentative budget and tentative millage. This  
9 meeting is for the purpose of setting a Final Tax Levy and Final  
10 Budget. To support the public’s continued safety concerns, public  
11 comments may also be provided virtually via WebEx (limit 3  
12 minutes) or by contacting the City Clerk’s office at (561) 530-5880.  
13

14 Section 6: If any clause, section or other part of this Resolution shall be held  
15 by any court of competent jurisdiction to be unconstitutional or  
16 invalid, such unconstitutional or invalid part shall be considered as  
17 eliminated and shall in no way affect the validity of the remaining  
18 portions of this Resolution.  
19

20 Section 7: All Resolutions or parts of Resolutions in conflict herewith are  
21 hereby repealed to the extent of such conflict.  
22

23 Section 8: This Resolution shall become effective upon its passage and  
24 adoption.  
25

26  
27 PASSED AND APPROVED by City Council for the City of Westlake, on this 5th day  
28 of September 2023.  
29  
30  
31

\_\_\_\_\_  
City of Westlake  
JohnPaul O’Connor, Mayor

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36 \_\_\_\_\_  
37 Zoie P. Burgess, CMC City Clerk  
38

**File Attachments for Item:**

B. RESOLUTION 2023-23 - Adoption of Tentative Budget for Fiscal Year 2024

**Submitted By:** Administration

**RESOLUTION 2023-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING ON SEPTEMBER 30, 2024; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE CITY FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**RESOLUTION 2023-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING ON SEPTEMBER 30, 2024; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE CITY FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATING RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

WHEREAS, a tentative budget has been prepared by the City Manager estimating expenditures and revenues of the City for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and the City Manager has made recommendations as to the amount to be appropriated for the ensuing year; and

WHEREAS, the City Council has met and considered the recommendations, the suggested budget, and the tentative millage to be levied to carry on the government of the City for the ensuing year;

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

SECTION 1. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the City Council. All exhibits attached hereto are hereby incorporated herein.

SECTION 2. The tentative budget of the City of Westlake, Florida, for the fiscal year beginning October 1, 2023 and ending September 30, 2024, a copy of which is attached hereto, and more particularly set forth in Exhibit "A", is hereby adopted and the appropriations set out therein are hereby made to maintain and carry on the government of the City of Westlake, Florida.

SECTION 3. The tentative budget advertisement in conformance with Florida Statute 200.065 shall be published in one issue of a newspaper published in Palm Beach County, Florida, and at the same time the public will be notified of a public hearing to be held on the 12th day of September, 2023 at 6 p.m. for the purpose of hearing objections or criticisms of the tentative budget and millage. This meeting is for the purpose of setting a Final Tax Levy and Final Budget.

SECTION 4. There is hereby approved the tentative budget for the City of Westlake,

Tentative Budget

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Florida, as reflected in Exhibit "A", which is attached hereto and made a part hereof, for the fiscal year beginning on October 1, 2023 and ending on September 30, 2024.

SECTION 5. All delinquent taxes collected during the ensuing fiscal year as proceeds from levies of operating millage of prior years are hereby specifically appropriated for the use in the individual funds where originally recorded.

SECTION 6. Any appropriated free balance remaining at the end of the Fiscal Year 2023 shall be included in the fund balance for Fiscal Year 2024 in the fund where it was originally appropriated.

SECTION 7. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

SECTION 8. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9. This Resolution shall become effective upon its passage and adoption.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this 5<sup>th</sup> day of September 2023.

\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

\_\_\_\_\_  
Zoie P. Burgess, CMC City Clerk

# *City of Westlake*



## **FISCAL YEAR 2024**

### **ANNUAL BUDGET**

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# Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2024(FY2024) budget message for the City of Westlake. The city continues to grow at a sustained pace. The first of the commercial developments is online with more soon This development is not reflected in the FY2024 budget but it will have a larger impact in next year's budget. As explained in the past there is a period of approximately a year to a year and a half after completion before the full impact of new commercial buildings affects the budget. As development continues, we will continue to review and correcting sections of the Land Development Regulations where theory conflicts with applicability. The continued teamwork between the City Council, City Manager, City Attorney, City Planner, City Engineer, City Clerk, Building Department, administrative staff, Seminole Improvement District, and the developers' representatives will allow us to move forward and respond to market conditions.

According to the Palm Beach County Property Appraiser the City of Westlake's taxable value has increased fifty-five-point twenty-nine percent (55.29%) over last year's value. The growth in home construction and sales continue to be strong.

The ***proposed millage rate for the FY2024 is 5 mils***. This rate is projected to generate approximately \$4,721,257 in ad-valorem taxes to the City based on the taxable value as of January 1<sup>st</sup> as provided by Palm Beach County Property Appraiser. The total proposed FY2024 budget for the General Fund is \$5,548,900, which is a 12.25% increase over the budget for the current year. The difference between the property tax received and budgeted expenditures is made up of several components, including interest, licenses, permits & fees, other taxes.

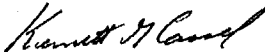
The proposed millage rate of 5 mills is a 19.07% increase over the rolled-back rate. Generating revenue *based on the rolled-back rate* would not be practical as the city must be able to provide the administrative infrastructure to operate. Additionally, FY2024 is the first year that the city no longer can receive funding from the master developer. The largest impact on the taxes the individual pays is the assessed value established by the County Property Appraiser.

This is the first year that deficit funding is no longer available from the primary developer. Based on projections, the proposed millage rate of 5 mills should provide sufficient funds to accomplish all the items within the budget. The city is funding contingency and first quarter operating reserves. This is standard for municipal budgets to provide the cash needed to pay expenditures incurred before current year tax disbursements are received. It is important to remember that a portion of land within the City limits is assessed by the County Property Appraiser based on agricultural use. The agricultural land use assessed value is a lower and therefore generates lower tax revenue. As the City continues to develop residential and commercial properties the tax base will continue to increase.



There are approximately fifty-five individuals involved in the overall operation and administration of the city. These individuals are part of the contracted services provided by the various entities. These individuals are a combination of dedicated full-time personnel and those that work a percentage of their time on City business. This is part of the overall vision of the city to remain a government-light operation. This allows for an efficient effective government providing a high level of service to the residents.

Respectfully submitted,



Kenneth Cassel

# City of Westlake

## Budget Calendar - Fiscal Year 2024 Annual Budget

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

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



# Budget Summary

**City of Westlake  
Fiscal Year 2024 Budget**

**All Funds – Total Budget**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>FUNDING</b>						
Total Revenue/Other Financing Sources	\$ 7,899,000	\$ 7,890,416	\$ (8,585)	\$ 10,031,296	\$ 2,132,296	27.0%
Total Fund Bal. Use / (Addition)	-	(1,518,057)	(1,518,057)	(1,099,796)	(1,099,796)	NA
<b>Total Funding</b>	<b>\$ 7,899,000</b>	<b>\$ 6,372,359</b>	<b>\$ (1,526,642)</b>	<b>\$ 8,931,500</b>	<b>\$ 1,032,500</b>	<b>13.1%</b>
<b>EXPENDITURES</b>						
Personnel Expenditures	\$ 64,600	\$ 64,625	\$ (25)	\$ 64,600	\$ -	0.0%
Operating Expenditures	6,466,900	6,294,092	172,808	7,355,200	888,300	13.7%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 7,899,000</b>	<b>\$ 6,372,359</b>	<b>\$ 1,526,641</b>	<b>\$ 8,931,500</b>	<b>\$ 1,032,500</b>	<b>13.1%</b>



# General Fund

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Summary**

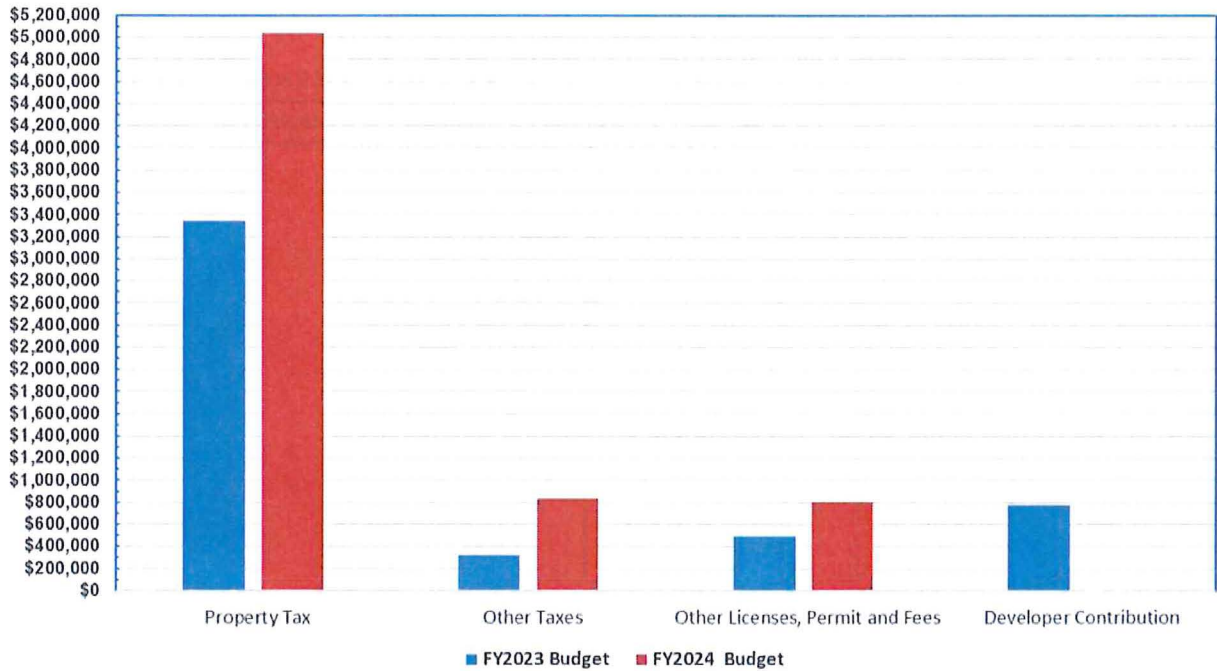
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b><u>FUNDING</u></b>						
Total Revenue	\$ 4,943,300	\$ 4,934,342	\$ (8,958)	\$ 6,648,696	\$ 1,705,396	34.5%
Total Fund Bal. Use / (Addition)	-	(1,585,509)	(1,585,509)	(1,099,796)	(1,099,796)	NA
<b>Total Funding</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>
<b><u>EXPENDITURES</u></b>						
Personnel Expense	\$ 64,600	\$ 64,625	\$ (25)	\$ 64,600	\$ -	0.0%
Operating Expense	3,511,200	3,270,566	240,634	3,972,600	461,400	13.1%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ 1,594,467</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

## City of Westlake Fiscal Year 2024 Budget

### General Fund – Source of Funds

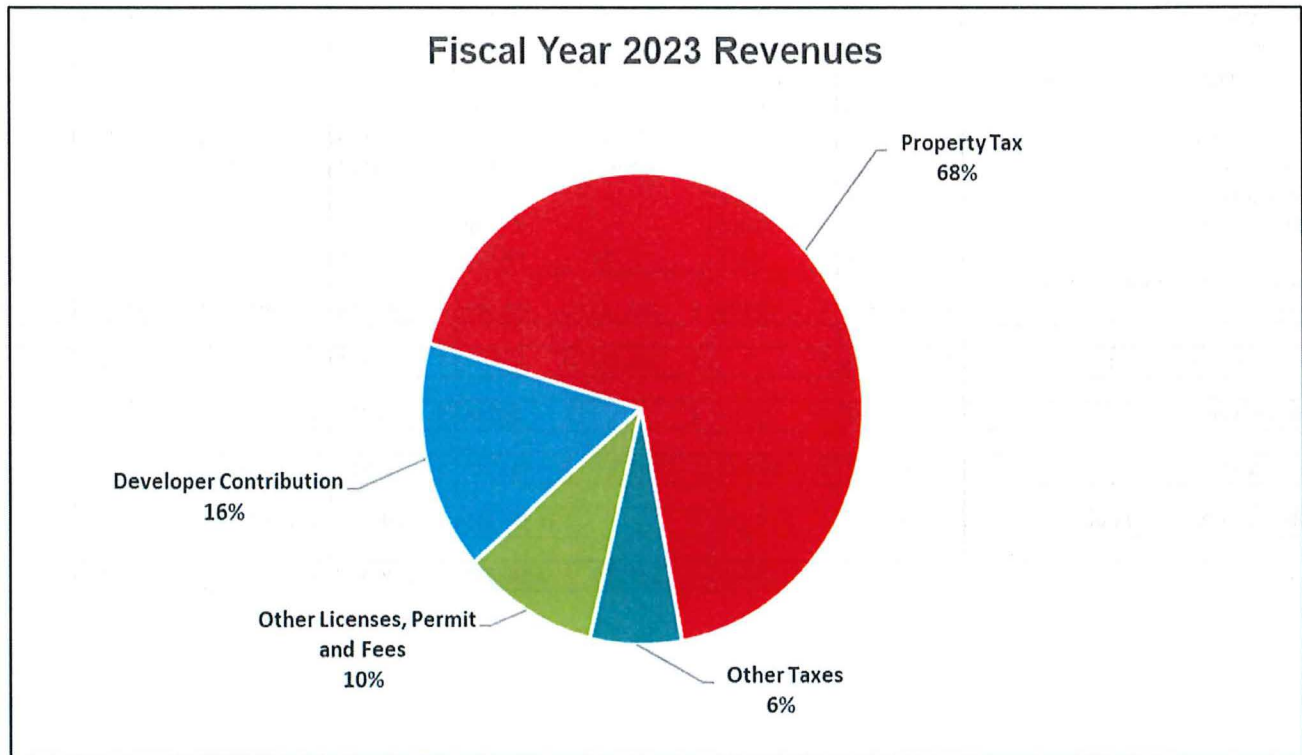
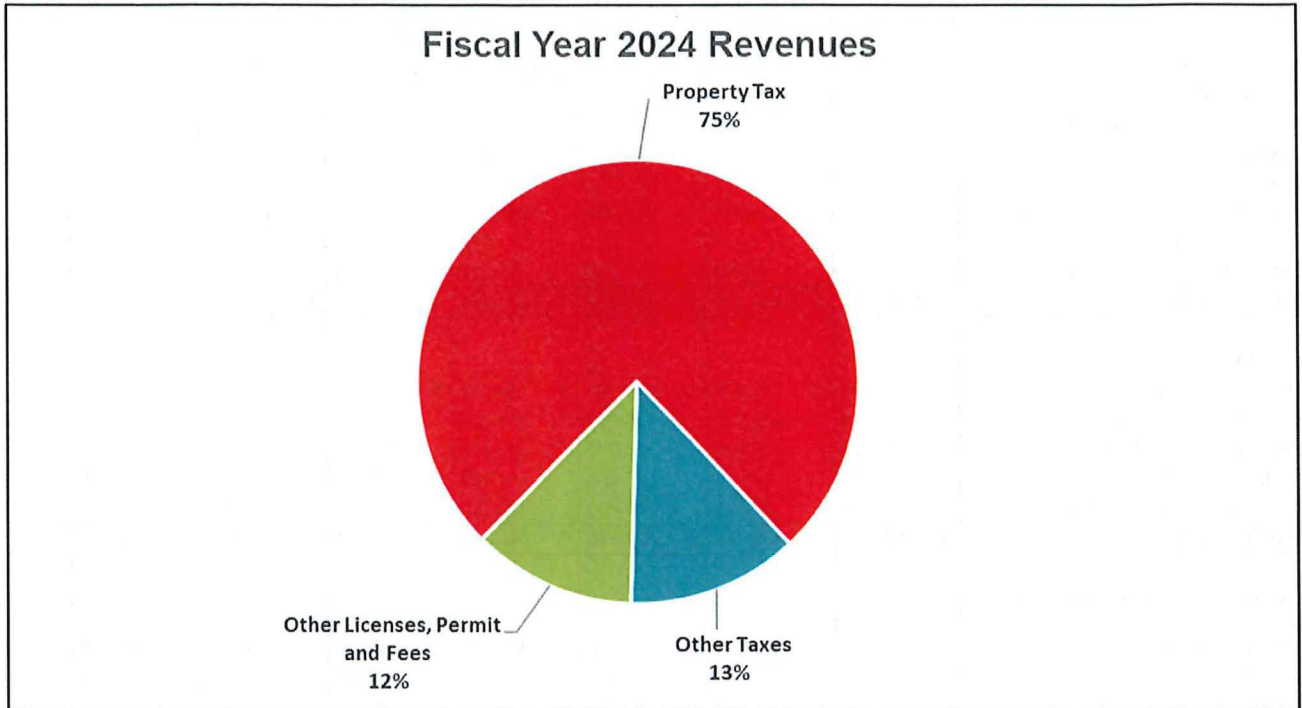
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Taxes	\$ 3,345,563	\$ 3,353,681	\$ 8,118	\$ 5,011,896	\$ 1,666,333	49.8%
Other Taxes	327,300	690,363	363,063	834,100	506,800	154.8%
Other Licenses, Permit and Fees	493,700	835,994	342,294	802,700	309,000	62.6%
Developer Contribution	776,737	-	(776,737)	-	(776,737)	-100.0%
Interest Income	-	54,304	54,304	-	-	NA
<b>Total Revenues</b>	<b>\$ 4,943,300</b>	<b>\$ 4,934,342</b>	<b>\$ (8,958)</b>	<b>\$ 6,648,696</b>	<b>\$ 1,705,396</b>	<b>34.5%</b>
Use (Add To) Fund Balance	-	(1,585,509)	(1,585,509)	(1,099,796)	(1,099,796)	NA
<b>Total Source of Funds</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

FY2023 Revenues vs. FY2024 Revenues



# City of Westlake Fiscal Year 2024 Budget

## General Fund – Source of Funds





**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Revenue Detail**

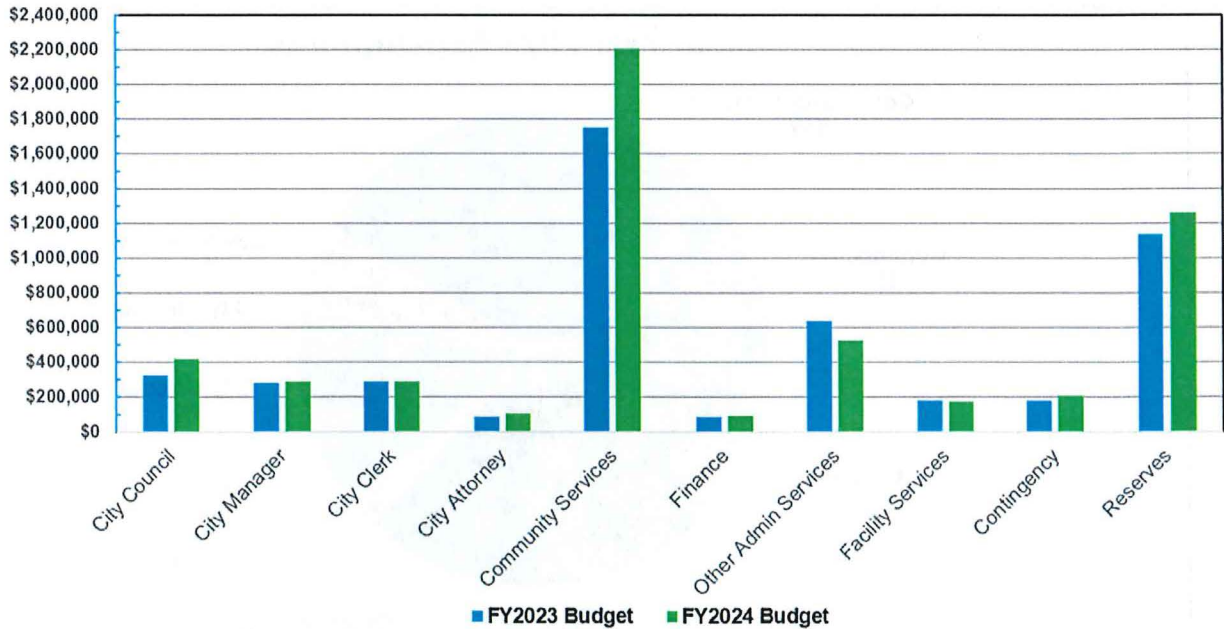
Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Property Tax</b>								
Tax Receipts - Current Year	\$ 1,130,469	\$ 1,796,354	\$ 3,126,601	\$ 3,126,601	\$ -	\$ 4,721,257	\$ 1,594,656	51.0%
Tax Receipts - Discounts	(43,037)	(69,673)	(125,064)	(119,809)	5,255	(188,850)	(63,800)	51.0%
Tax Receipts - Delinquent	-	-	-	1,308	1,308	-	-	NA
Special Assessments-Tax Collector	-	223,216	358,326	358,326	-	499,468	141,142	39.4%
Special Assessments-Delinquent	-	-	-	281	281	-	-	NA
Special Assmnts- Discounts	-	(8,498)	(14,300)	(13,026)	1,274	(19,979)	(5,679)	39.7%
<b>Total - Property Tax</b>	<b>\$ 1,087,432</b>	<b>\$ 1,941,399</b>	<b>\$ 3,345,563</b>	<b>\$ 3,353,681</b>	<b>\$ 8,118</b>	<b>\$ 5,011,896</b>	<b>\$ 1,666,319</b>	<b>49.8%</b>
<b>Other Taxes</b>								
Municipal Revenue Sharing	\$ 7,167	\$ 15,822	\$ 24,200	\$ 24,643	\$ 443	\$ 43,200	\$ 19,000	78.5%
Public Service Tax-Electricity	154,984	243,889	116,000	364,319	248,319	430,600	314,600	271.2%
Public Service Tax-Water	45,776	68,332	58,700	92,241	33,541	109,000	50,300	85.7%
Public Service Tax-Gas	32,933	62,315	75,200	87,080	11,880	102,900	27,700	36.8%
Communications Svcs. Tax	28,638	47,770	53,200	122,080	68,880	148,400	95,200	178.9%
<b>Total - Other Taxes</b>	<b>\$ 269,498</b>	<b>\$ 438,128</b>	<b>\$ 327,300</b>	<b>\$ 690,363</b>	<b>\$ 363,063</b>	<b>\$ 834,100</b>	<b>\$ 506,800</b>	<b>154.8%</b>
<b>Other Licenses, Permits and Fees</b>								
FPL Franchise Fee	\$ 132,295	\$ 215,079	\$ 119,700	\$ 309,025	\$ 189,325	\$ 365,200	\$ 245,500	205.1%
Gas Franchise Fee	-	-	-	44,735	44,735	60,100	60,100	NA
Solid Waste Franchise Fee	-	13,373	15,200	18,808	3,608	22,200	7,000	46.1%
Occupational Licenses	6,135	27,536	6,100	34,421	28,321	6,100	-	0.0%
Solid Waste Disposal Fees	250,643	266,233	250,600	228,947	(21,653)	228,900	(21,700)	-8.7%
Penalties	-	13,000	-	-	-	-	-	NA
County Impact Fee Admin.Fees	118,873	100,006	77,100	95,717	18,617	95,700	18,600	24.1%
Lien Search Fees	5,938	10,023	1,300	13,396	12,096	5,900	4,600	353.8%
Administrative Fees	-	-	13,000	-	(13,000)	-	(13,000)	-100.0%
Trash Bin Fees	16,958	13,215	5,400	15,624	10,224	13,200	7,800	144.4%
Federal Grants	362,368	362,367	-	-	-	-	-	NA
Special Events	-	79,450	-	61,300	61,300	-	-	NA
Other Fees	7,327	9,518	5,300	14,021	8,721	5,400	100	1.9%
<b>Total - Other Licenses, Permits and Fees</b>	<b>\$ 900,537</b>	<b>\$ 1,109,800</b>	<b>\$ 493,700</b>	<b>\$ 835,994</b>	<b>\$ 342,294</b>	<b>\$ 802,700</b>	<b>\$ 309,000</b>	<b>62.6%</b>
<b>Developer Contribution</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ 776,737</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>-100.0%</b>
<b>Interest Income</b>	<b>\$ 1,192</b>	<b>\$ 7,701</b>	<b>\$ -</b>	<b>\$ 54,304</b>	<b>\$ 54,304</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Total Revenue</b>	<b>\$ 2,798,659</b>	<b>\$ 3,497,028</b>	<b>\$ 4,943,300</b>	<b>\$ 4,934,342</b>	<b>\$ (8,958)</b>	<b>\$ 6,648,696</b>	<b>\$ 1,705,382</b>	<b>34.5%</b>
<b>Total Fund Bal. Use / (Addition)</b>	<b>\$ (351,733)</b>	<b>\$ (636,120)</b>	<b>\$ -</b>	<b>\$ (1,585,509)</b>	<b>\$ (1,585,509)</b>	<b>\$ (1,099,796)</b>	<b>\$ (1,099,796)</b>	<b>NA</b>
<b>Total Funding</b>	<b>\$ 2,446,926</b>	<b>\$ 2,860,908</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,586</b>	<b>12.3%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function

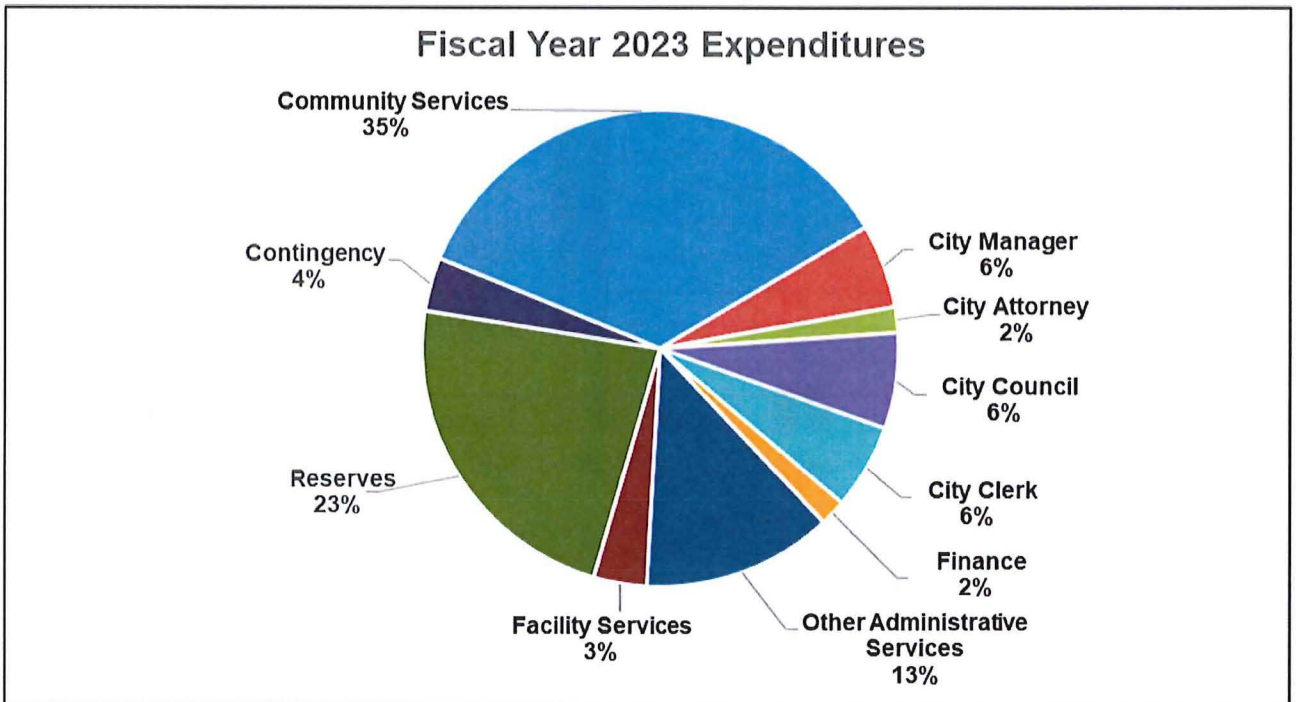
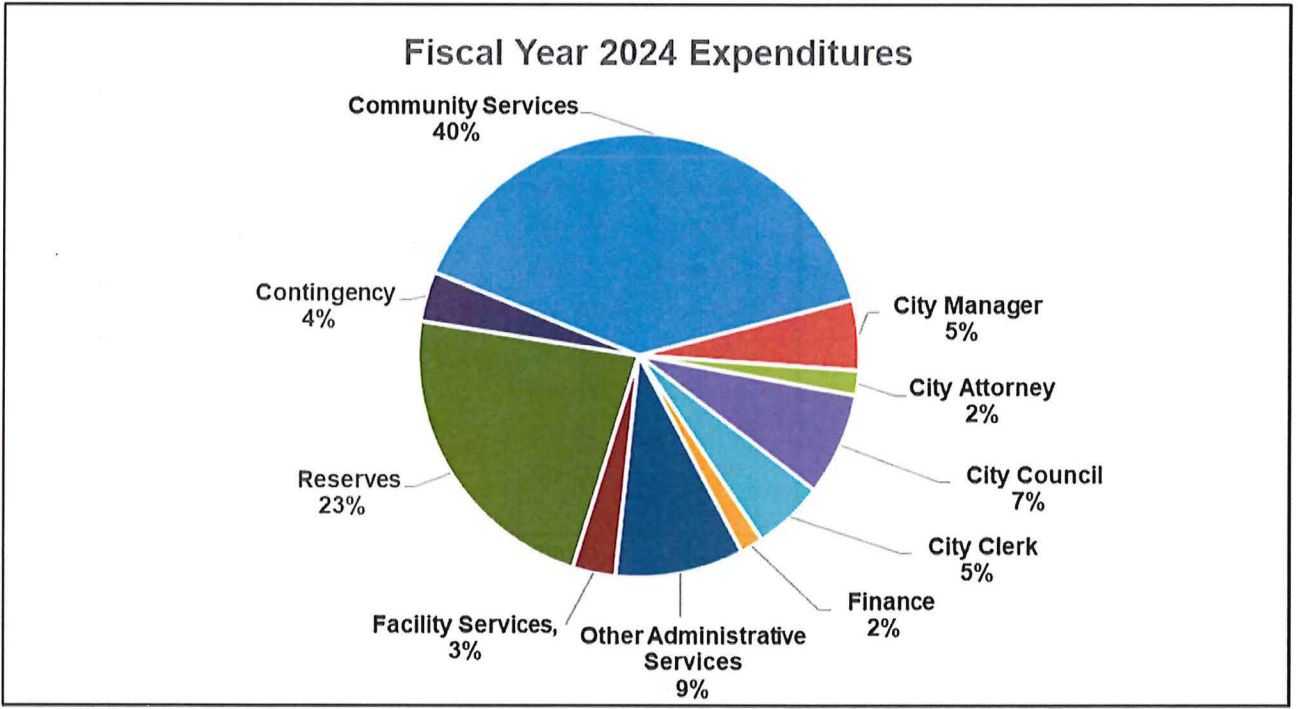
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
City Council	\$ 320,600	\$ 346,457	\$ (25,857)	\$ 414,200	\$ 93,600	29.2%
City Manager	281,200	227,724	53,476	285,200	4,000	1.4%
City Clerk	285,800	256,192	29,608	288,800	3,000	1.0%
City Attorney	85,400	57,804	27,596	101,400	16,000	18.7%
Community Services	1,749,700	1,907,443	(157,743)	2,209,000	459,300	26.3%
Finance	88,400	90,100	(1,700)	92,600	4,200	4.8%
Other Administrative Services	636,500	363,686	272,814	522,200	(114,300)	-18.0%
Facility Services	178,200	85,785	92,415	173,800	(4,400)	-2.5%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ 1,594,467</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

**FY2023 Expenditures vs. FY2024 Expenditures**



# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function



# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Council Department

### Mission

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

### Current Year Highlights

- Held Various events within the City (Eats & Beats, Safety Awareness Day, Spring fest, Holiday Pop-up Market and the second annual Fourth Fest)
- Approved seven plats for future development.
- Approved revisions and updated to various ordinances and Land Development Regulations.
- Conducted annual budget workshop with the City Manager and staff.

### Next Year Goals

- Continue to communicate appropriate information to residents regarding the growth of the city.
- Continue to update sections of the City's Land Development regulations to address unforeseen conflicts.
- Approve additional plats as presented by staff.
- Approve nonresidential site plans for developments in conformance with the City's Land Development Regulations (LDRs).

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr.(Decr.)
<b>Personal Services</b>								
Mayor/Council Stipend	\$ 146,400	\$ 94,443	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	0.0%
FICA	11,200	7,225	4,600	4,625	(25)	4,600	-	0.0%
<b>Total Personal Services</b>	<b>\$ 157,600</b>	<b>\$ 101,668</b>	<b>\$ 64,600</b>	<b>\$ 64,625</b>	<b>\$ (25)</b>	<b>\$ 64,600</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Operating Expenses</b>								
ProfServ-Legislative Expense	\$ -	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	0.0%
Telephone, Cable and Internet Service	-	1,131	1,900	3,754	(1,854)	3,800	1,900	100.0%
Lease - Building	-	-	-	-	-	16,000	16,000	N/A
Public Officials Insurance	4,025	3,125	3,800	3,500	300	4,200	400	10.5%
City Events	-	169,742	193,300	239,624	(46,324)	250,000	56,700	29.3%
Election Fees	-	600	-	-	-	-	-	N/A
Council Expenses	6,855	19,931	30,000	33,398	(3,398)	50,000	20,000	66.7%
Dues, Licenses, Subscriptions	1,395	1,529	3,000	1,556	1,444	1,600	(1,400)	-46.7%
<b>Total Operating Expenses</b>	<b>\$ 12,275</b>	<b>\$ 196,058</b>	<b>\$ 256,000</b>	<b>\$ 281,832</b>	<b>\$ (25,832)</b>	<b>\$ 349,600</b>	<b>\$ 75,300</b>	<b>36.6%</b>
<b>Total City Council</b>	<b>\$ 169,875</b>	<b>\$ 297,726</b>	<b>\$ 320,600</b>	<b>\$ 346,457</b>	<b>\$ (25,857)</b>	<b>\$ 414,200</b>	<b>\$ 75,300</b>	<b>29.2%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Manager Department

### Summary

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

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

### Mission

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

### Major Challenges

- Planning for sufficient space or alternate means to provide City services.
- Maintaining the proper level of service while minimizing the overall cost for services.
- Review and updating of the City's Land Development regulations to correct unforeseen conflicts.
- Planning for future growth of needed services and to ensuring sufficient revenues are available.
- Maintaining intergovernmental cooperation with other agencies surrounding and impacting the City.
- Working with the developers and other third parties to ensure that the integrity of the original vision of the City is maintained.

### Current Year Highlights

- Continued to hold monthly "Coffee with the Manager" on-line discussions with the residents.
- Ensured that development complied with the comprehensive master plan and current LDRs.
- Made considerable progress toward implementation of a building department software system. Projected operation mid-October.
- Made progress with the development of the major park with Seminole Improvement District.
- Secured an agreement with the master HOA for utilization of the Lodge building for council meetings.

# City of Westlake Fiscal Year 2023 Budget

## General Fund – City Manager Department

### Next Year Goals

- Continue monthly “Coffee with the Manager” to keep residents informed what is happening within the City.
- Continue to work on facilities planning (Community Center, Park etc.).
- Review and update LDR’s as necessary to minimize or eliminate conflicts.
- Complete codification of the LDR ordinances in Municode.
- Review new commercial and residential plats as submitted for future development to minimize conflicts with developers and the Seminole Improvement District.
- Review and draft contracts for additional services as needed.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<i>Operating Expenses</i>								
Contracts - City Manager	\$ 179,700	\$ 207,404	\$ 213,600	\$ 213,600	\$ -	\$ 220,000	\$ 6,400	3.0%
Office Supplies	12,291	6,990	14,900	11,248	3,652	12,300	(2,600)	-17.4%
Dues, Licenses, Subscriptions	3,677	2,870	2,700	2,876	(176)	2,900	200.00	7.4%
<b>Total Operating Expenses</b>	<b>\$ 195,668</b>	<b>\$ 217,264</b>	<b>\$ 231,200</b>	<b>\$ 227,724</b>	<b>\$ 3,476</b>	<b>\$ 235,200</b>	<b>\$ 4,000</b>	<b>1.7%</b>
<i>Capital Expenses</i>								
Capital Outlay	5,164	8,161	50,000	-	50,000	50,000	-	0.0%
<b>Total Capital Expenses</b>	<b>\$ 5,164</b>	<b>\$ 8,161</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total City Manager</b>	<b>\$ 200,832</b>	<b>\$ 225,425</b>	<b>\$ 281,200</b>	<b>\$ 227,724</b>	<b>\$ 53,476</b>	<b>\$ 285,200</b>	<b>\$ 4,000</b>	<b>1.4%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Clerk Department

### Summary

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

### Mission

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

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

### Current Year Highlights

- Assisted in the planning and organization of four (5) city events.
- Initiated the restructuring of current records management system to improve storage, retention, and disposition.
- Continued efforts to progress the city through codification.
- Continued to improve resident communication on the city website and city social media.
- Continued to modify and oversee systems for public meeting notification, publication and virtual meeting broadcasting.

# City of Westlake Fiscal Year 2023 Budget

## General Fund – City Clerk Department

- Continued to develop standard operating procedures.

### Next Year Goals

- Oversee the completion of the City's codification process.
- Continue to enhance and promote accessibility and to provide services in an open and transparent manner.
- Continue to maintain and seek strong cooperative partnerships, relationships, and opportunities to improve services, and to meet the changing needs of the community, including the rapidly increasing size and diversity of its population.
- Continue to develop records management policies and procedures in accordance with State guidelines.
- Review and streamline election processes in anticipation of 2024 election.
- Maintain business licensing, and other permitting processes.
- Continue to pursue municipal clerk education opportunities.
- Maintain relationships with local and state municipal clerk associations.
- Evaluate, digitize, and dispose of records per Florida Statute.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr.(Decr.) Over Budget	% Budget Incr./(Decr.)
<i>Operating Expenses</i>								
Website Support	\$ 10,600	\$ 8,256	\$ 8,200	\$ 6,100	\$ 2,100	\$ 6,100	\$ (2,100)	-25.6%
Contracts-City Clerk	125,100	206,000	212,200	212,200	-	218,600	6,400	3.0%
Postage and Freight	1,480	931	1,500	845	655	1,500	-	0.0%
Printing	2,423	3,088	14,800	25	14,775	15,500	700	4.7%
Advertising	23,214	14,670	31,200	14,240	16,960	23,200	(8,000)	-25.6%
Office Supplies	1,117	-	1,100	2,885	(1,785)	2,900	1,800	163.6%
Miscellaneous Services	1,311	193	1,300	100	1,200	1,300	-	0.0%
Dues, Licenses, Subscriptions	10,241	10,340	15,500	19,797	(4,297)	19,700	4,200	27.1%
<b>Total City Clerk</b>	<b>\$ 175,486</b>	<b>\$ 243,478</b>	<b>\$ 285,800</b>	<b>\$ 256,192</b>	<b>\$ 29,608</b>	<b>\$ 288,800</b>	<b>\$ 3,000</b>	<b>1.0%</b>



# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Attorney

### Summary

The City Attorney is a designated charter officer appointed by a majority vote of the City Council and serves at its pleasure. Accordingly, the office provides services as outlined in the City Charter.

The Legal Department provides legal support and advice to the City Council, City Manager, Department Directors, and advisory boards on all legal matters affecting or involving the City. The Legal Department is a contracted service.

### Mission

To provide efficient, effective, and competent legal advice to the City Council, the City Manager and all departments on legal matters and their impacts on the City of Westlake, including legislative and statutory changes. The City Attorney works in concert with the City Manager and staff drafting ordinances and resolutions to implement policy decisions made by the City Council.

### Current Year Highlights

- Worked with the City Manager, Planning & Zoning and Engineering in drafting of and revising the current Land Development Regulations.
- Reviewed and approved the plat language and bonds on new plats for development.
- Reviewed mortgage documents for housing assistance awarded this year.
- Monitored the legislature for potential impacts on the City.
- Advised City Council on plats and LDRs.
- Reviewed agenda items in Municode and drafted necessary ordinances and resolutions.
- Reviewed legal ads drafted by staff.
- Attended regular City Council meetings and Local Planning Agency meetings.
- Enlisted the services of a Special Magistrate and prepared code enforcement documents/forms for the City.
- Assisted with solid waste assessment (draft resolutions and public notices).

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – City Attorney**

**Next Year Goals**

- Work with the City Manager and staff in reviewing and updating the City’s Land Development regulations.
- Continue to provide legal review for the Housing Assistance program to the City Manager and staff.
- Review plat language for consistency with the City’s interests.
- Provide legal advice and reviews as needed and directed by the City Council.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
ProfServ-Legal Services	\$ 74,050	\$ 86,790	\$ 85,400	\$ 57,804	\$ 27,596	\$ 101,400	\$ 16,000	18.7%
ProfServ-Other Legal Charges	220,509	-	-	-	-	-	-	NA
Miscellaneous Services	180	-	-	-	-	-	-	NA
Outside Legal Services	-	-	-	-	-	-	-	NA
Miscellaneous Expenses	5,891	-	-	-	-	-	-	NA
<b>Total City Attorney</b>	<b>\$ 300,630</b>	<b>\$ 86,790</b>	<b>\$ 85,400</b>	<b>\$ 57,804</b>	<b>\$ 27,596</b>	<b>\$ 101,400</b>	<b>\$ 16,000</b>	<b>18.7%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Community Services Department**

**Summary**

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

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

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

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

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

*Roadway Services* – Expenditures for operation and maintenance of traffic signals are accounted for in the Community Services Department.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
Contracts-Solid Waste	\$ 284,615	\$ 484,391	\$ 578,500	\$ 783,769	\$ (205,269)	\$ 926,300	\$ 347,800	60.1%
Contracts-Sheriff	651,060	650,002	954,900	886,975	67,925	1,025,600	70,700	7.4%
Electricity-Streetlighting	109,257	113,725	134,800	128,083	6,717	142,700	7,900	5.9%
R&M-Community Service	26,700	27,500	28,300	28,299	1.00	29,100	800	2.8%
Operating Supplies	52,974	30,815	30,800	57,280	(26,480)	57,300	26,500	86.0%
Roadway Services	-	-	22,400	23,037	(637)	28,000	5,600	NA
<b>Total Community Services</b>	<b>\$ 1,124,606</b>	<b>\$ 1,306,433</b>	<b>\$ 1,749,700</b>	<b>\$ 1,907,443</b>	<b>\$ (157,743)</b>	<b>\$ 2,209,000</b>	<b>\$ 459,300</b>	<b>26.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Other Departments**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Finance</b>								
Auditing Services	\$ 5,250	\$ 5,250	\$ 5,300	\$ 7,000	\$ (1,700)	\$ 7,000	\$ 1,700	32.1%
Contracts - Finance	78,300	80,668	83,100	83,100	-	85,600	2,500	3.0%
<b>Total Finance</b>	<b>\$ 83,550</b>	<b>\$ 85,918</b>	<b>\$ 88,400</b>	<b>\$ 90,100</b>	<b>\$ (1,700)</b>	<b>\$ 92,600</b>	<b>\$ 4,200</b>	<b>4.8%</b>
<b>Other Administrative Services</b>								
ProfServ-Information Technology	\$ 163,295	\$ 220,124	\$ 202,000	\$ 82,759	\$ 119,241	\$ 81,100	(120,900)	-59.9%
Contracts-Admin. Service	89,004	199,239	280,900	277,758	3,142	286,100	5,200	1.9%
Misc-Assessmnt Collection Cost	-	877	3,600	3,092	508	5,000	1,400	38.9%
Misc-Public Relations	12,000	24,100	60,000	-	60,000	-	(60,000)	-100.0%
General Government	39,719	65,906	90,000	77	89,923	150,000	60,000	66.7%
<b>Total Other Administrative Services</b>	<b>\$ 304,018</b>	<b>\$ 510,246</b>	<b>\$ 636,500</b>	<b>\$ 363,686</b>	<b>\$ 272,814</b>	<b>\$ 522,200</b>	<b>\$ (114,300)</b>	<b>-18.0%</b>
<b>Facility Services</b>								
Telephone, Cable and Internet Service	\$ 14,382	\$ 14,647	\$ 15,900	\$ 15,957	\$ (57)	\$ 16,200	\$ 300	1.9%
Lease - Building	500	500	86,700	-	86,700	86,700	-	0.0%
Lease-Copier	15,984	4,480	32,600	9,105	23,495	12,500	(20,100)	-61.7%
Insurance(Liab,Auto,Property)	4,088	5,745	6,900	6,781	119	8,100	1,200	17.4%
Miscellaneous Services	1,229	1,682	1,700	991	709	1,700	-	0.0%
Cleaning Services	31,481	25,965	24,200	25,080	(880)	26,000	1,800	7.4%
Principal-Capital Lease Payments	7,629	16,450	9,500	21,904	(12,404)	18,200	8,700	91.6%
Interest-Capital Lease Payments	2,585	2,495	700	5,967	(5,267)	4,400	3,700	528.6%
<b>Total Facility Services</b>	<b>\$ 77,878</b>	<b>\$ 71,964</b>	<b>\$ 178,200</b>	<b>\$ 85,785</b>	<b>\$ 92,415</b>	<b>\$ 173,800</b>	<b>\$ (4,400)</b>	<b>-2.5%</b>
<b>Contingency</b>	<b>\$ 10,051</b>	<b>\$ 32,928</b>	<b>\$ 178,800</b>	<b>\$ 13,642</b>	<b>\$ 165,158</b>	<b>\$ 201,900</b>	<b>\$ 23,100</b>	<b>12.9%</b>
<b>Reserves</b>								
1st Quarter Operating	\$ -	\$ -	\$ 938,700	\$ -	\$ 938,700	\$ 1,059,800	\$ 121,100	12.9%
Capital Projects	-	-	200,000	-	200,000	200,000	-	0.0%
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ 1,259,800</b>	<b>\$ 121,100</b>	<b>10.6%</b>
<b>Total Other Departments</b>	<b>\$ 475,497</b>	<b>\$ 701,056</b>	<b>\$ 2,220,600</b>	<b>\$ 553,213</b>	<b>\$ 1,667,387</b>	<b>\$ 2,250,300</b>	<b>\$ 29,700</b>	<b>1.3%</b>



# Special Revenue Funds

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Summary**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>FUNDING</b>						
Revenue/Other Financing Sources	\$ 2,955,700	\$ 2,956,074	\$ 374	\$ 3,382,600	\$ 426,900	14.4%
Total Fund Bal. Use / (Addition)	-	67,452	67,452	-	-	NA
<b>Total Funding</b>	<b>\$ 2,955,700</b>	<b>\$ 3,023,526</b>	<b>\$ 67,826</b>	<b>\$ 3,382,600</b>	<b>\$ 426,900</b>	<b>14.4%</b>
<b>EXPENDITURES</b>						
Expenditures	2,955,700	3,023,526	67,826	3,382,600	426,900	14.4%
<b>Total Expenditures</b>	<b>\$ 2,955,700</b>	<b>\$ 3,023,526</b>	<b>\$ (67,826)</b>	<b>\$ 3,382,600</b>	<b>\$ 426,900</b>	<b>14.4%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

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

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Building Permits	\$ 2,768,428	\$ 1,720,243	\$ 1,820,900	\$ 1,104,168	\$ (716,732)	\$ 2,329,000	\$ 508,100	27.9%
Reinspection Fees	58,850	4,800	-	6,060	6,060	4,800	4,800	NA
Building Permits-Surcharge	25,718	6,555	16,700	8,677	(8,023)	4,200	(12,500)	-74.9%
Other Building Permit Fees	86,700	80,850	30,000	111,960	81,960	30,000	-	0.0%
Building Permits-Admin Fee	168,254	141,555	109,100	135,444	26,344	90,900	(18,200)	-16.7%
Engineering Permits	625,959	401,084	374,600	394,306	19,706	330,500	(44,100)	-11.8%
Planning/Zoning Permits	107,562	39,039	299,600	293,206	(6,394)	293,200	(6,400)	-2.1%
Other Miscellaneous Revenue	-	-	-	1,000	1,000	-	-	NA
<b>Total Revenue</b>	<b>\$ 3,841,471</b>	<b>\$ 2,394,126</b>	<b>\$ 2,650,900</b>	<b>\$ 2,054,821</b>	<b>\$ (596,079)</b>	<b>\$ 3,082,600</b>	<b>\$ 431,700</b>	<b>16.3%</b>
<b>Expenditures</b>								
ProfServ-Engineering	\$ 308,531	\$ 300,555	\$ 352,600	\$ 285,550	\$ 67,050	\$ 308,500	\$ (44,100)	-12.5%
ProfServ-Information Technology	32,221	132,181	170,900	200,800	(29,900)	200,800	29,900	17.5%
ProfServ-Legal Services	118,666	62,703	118,700	41,498	77,202	75,300	(43,400)	-36.6%
ProfServ-Planning/Zoning Board	299,575	275,083	299,600	293,206	6,394	293,200	(6,400)	-2.1%
ProfServ-Compliance Service	-	-	100,000	185,760	(85,760)	185,800	85,800	85.8%
ProfServ-Consultants	4,325	-	22,000	-	22,000	22,000	-	0.0%
ProfServ-Building Permits	1,302,980	1,431,911	1,395,700	1,796,039	(400,339)	1,796,000	400,300	28.7%
Outside Legal Services	1,775	875	1,800	-	1,800	1,800	-	0.0%
Postage and Freight	19	-	-	-	-	-	-	NA
Telephone, Cable and Internet Service	1,140	4,756	4,700	5,065	(365)	5,300	600	12.8%
Lease - Building	-	-	43,400	-	43,400	43,400	-	0.0%
Lease - Copier	5,067	3,538	5,800	5,545	255	6,800	1,000	17.2%
Printing	2,165	993	2,200	255	1,945	2,200	-	0.0%
Miscellaneous Services	1,243	1,308	-	301	(301)	1,300	1,300	NA
Administration Fee	109,920	113,218	113,200	113,199	1.00	116,600	3,400	3.0%
Office Supplies	2,218	5,206	4,500	263	4,237	2,100	(2,400)	-53.3%
Cleaning Services	-	15,900	15,800	15,870	(70)	15,900	100.00	0.6%
Principal-Capital Lease Payments	-	1,865	-	-	-	4,500	4,500	NA
Interest-Capital Lease Payments	-	183	-	-	-	1,100	1,100	NA
<b>Total Expenditures</b>	<b>\$ 2,189,845</b>	<b>\$ 2,350,275</b>	<b>\$ 2,650,900</b>	<b>\$ 2,943,351</b>	<b>\$ (292,451)</b>	<b>\$ 3,082,600</b>	<b>\$ 431,700</b>	<b>16.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Detail-Housing Assistance**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Interest-Investments	\$ 3,703	\$ 10,365	\$ 4,800	\$ 110,393	\$ 105,593	\$ -	\$ (4,800)	-100.0%
Donations	1,173,722	1,001,028	300,000	790,860	490,860	300,000	-	0.0%
<b>Total Revenue</b>	<b>\$ 1,177,425</b>	<b>\$ 1,011,393</b>	<b>\$ 304,800</b>	<b>\$ 901,253</b>	<b>\$ 596,453</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Expenditures</b>								
Assistance Program	\$ 23,425	\$ 39,425	\$ 283,800	\$ 57,925	\$ 225,875	\$ 279,000	\$ (4,800)	-1.7%
Administration Fee	17,649	13,706	21,000	22,250	(1,250)	21,000	-	0.0%
Bank Charges	-	115	-	-	-	-	-	NA
<b>Total Expenditures</b>	<b>\$ 41,074</b>	<b>\$ 53,246</b>	<b>\$ 304,800</b>	<b>\$ 80,175</b>	<b>\$ 224,625</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Other Financing Sources (Uses)</b>								
Interest Income	-	12	-	-	-	-	-	NA
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>





**File Attachments for Item:**

**A. MSP-2023-05:** Application of Gentile Holloway O'Mahoney & Associates, Inc. for a Site Plan Modification to modify the existing Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The subject application modifies outparcel D, located at the southwest corner of the development. The Grove Market is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98-acre parcel of land. The subject application is located at 5060 Seminole Pratt Whitney Road, Westlake, Florida, 33470.

**Submitted By:** Planning and Zoning



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		9/5/23	<b>Submitted By:</b> Planning and Zoning		
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>MSP-2023-05:</b> Application of Gentile Holloway O’Mahoney & Associates, Inc. for a Site Plan Modification to modify the existing Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The subject application modifies outparcel D, located at the southwest corner of the development. The Grove Market is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98-acre parcel of land. The subject application is located at 5060 Seminole Pratt Whitney Road, Westlake, Florida, 33470.			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Recommendation for approval of the requested Site Plan Modification.			
<b>SUMMARY and/or JUSTIFICATION:</b>		<p>The applicant is requesting approval for a Site Plan Modification to modify the Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The applicant is proposing to increase the previously approved square footage for Building D (outparcel D) from 3,675 square feet to an 8,317 square foot for a 1-story building to allow retail and medical office use. The development is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98 acres site.</p> <p>The applicant is proposing 25 parking spaces for LSEV (golf carts). This is 6.1 percent of the total 409 parking spaces provided. Per the City Code the required amount of the overall parking spaces is 385 spaces. The subject site plan modification does not include electrical vehicle charging stations.</p>			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>	
		<b>STAFF REPORT:</b>	X	<b>PROCLAMATION:</b>	
		<b>EXHIBIT(S):</b>	X	<b>OTHER:</b>	
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Agenda Item Sheet Final Staff Report Justification Statement Site Plan			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	

**IDENTIFY FULL  
RESOLUTION OR  
ORDINANCE TITLE**

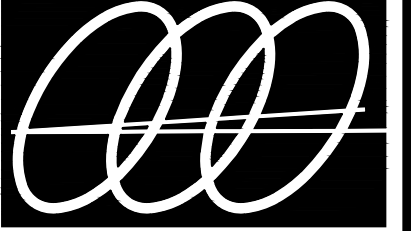
*(if Item is not a  
Resolution or Ordinance,  
please erase all default  
text from this field's  
textbox and leave blank)*

**Please keep text  
indented.**

**FISCAL IMPACT** *(if any):*

\$





Gentle Glas Holloway O'Mahoney & Associates, Inc. Landscape Architects Planners Environmental Consultants

1907 Commerce Lane Suite 101 Jupiter, Florida 33458 561-575-9551 561-575-5260 FAX www.2GHO.com

# Site Plan

## Grove Market Shopping Center

West Lake, Florida

Designed: DLR  
Drawn: DLR  
Approved: GGG/ROM/AMH  
Date: July 21, 2021  
Job no.: 21-0402  
Revisions: 7/28/2021  
8/30/21 8/11/2021  
7/20/25 09/10/2021  
09/22/2021  
09/24/2021  
AS BUILT PLANS 08/01/2022  
2/17/23

Seal

LC 000117

Sheet Title:

Site Plan

Scale: 1" = 40'

Sheet No.

SP-1

21-0402

### Grove Market at Westlake

6/30/2023

Site Data	DESCRIPTION	SITE PLAN MODIFICATION
CONTROL NAME	PETITION NUMBER	GROVE MARKET @ WESTLAKE
FUTURE LAND USE DESIGNATION	EXISTING ZONING DISTRICT	SPM-2023-05 DOWNTOWN MIXED USE
PROPOSED USE	PROPOSED USE	MU RETAIL/GROCERY/ CONVENIENCES STORE W/ GAS MEDICAL OFFICE/ RETAIL/ GROCERY/ CONVENIENCES STORE W/ GAS
SECTION TOWNSHIP RANGE	PCN(S)	S01 T43 R40 77-40-43-01-01-001-0030
TRAFFIC ANALYSIS ZONE (TAZ)	GROSS SITE AREA	864 9,980 ACRES 434,729 S.F.
PERVIOUS SURFACE AREA	IMPERVIOUS SURFACE AREA	REQUIRED SF 108,682.25
		PROVIDED SF 109,590 25.2%
		325,139 74.8%
<b>TOTAL BUILDING SQUARE FOOTAGE</b>		<b>91,494 S.F.</b>
GROCERY STORAGE BUILDING A		52,145 S.F.
RETAIL - BUILDING B		7,882 S.F.
FUTURE RETAIL BUILDING B		4,000 S.F.
RETAIL - BUILDING C		16,650 S.F.
PROPOSED - RETAIL - BUILDING D		8,317 S.F.
CONV. STORE W/GAS SALES - BLDG E		2,500 S.F.
FUEL STATIONS		8 Stations (4 Islands)
<b>BUILDING DATA</b>	<b>REQUIRED</b>	<b>PROVIDED</b>
BUILDING COVERAGE	45% MAX	21.0%
NUMBER OF STORIES		1 STORIES
FLOOR AREA RATIO		0.2
<b>BUILDING SETBACKS</b>	<b>REQUIRED</b>	<b>PROVIDED</b>
FRONT SETBACK (WEST)	20' MIN.	28'
SIDE SETBACK (NORTH)	10' MIN.	53'
SIDE SETBACK (SOUTH)	10' MIN.	28'
REAR SETBACK (EAST)	20' MIN.	81.9'
BUILDING SEPARATION	20' MIN.	20'
<b>PARKING DATA</b>	<b>REQUIRED</b>	<b>PROVIDED</b>
<b>TOTAL PARKING</b>	<b>385 SPACES</b>	<b>409 SPACES</b>
EXISTING - RETAIL/GROCERY Buildings A,B,C	319 SPACES 1/240 s.f.	348 SPACES
FUTURE RETAIL Building B	17 SPACES 1/240 s.f.	17 SPACES
CONVENIENCE STORE W/PUMPS Building E	14 SPACES 1/240 s.f. + 1/gas pump island (4 islands)	9 SPACES
FUTURE OUTPARCEL Building D	35 SPACES 1/240 s.f. as approved	35 SPACES
HANDICAP SPACES	9 SPACES	13 SPACES
LOW SPEED ELECTRIC VEHICLE (INCLUDED IN TOTAL)	- SPACES	25 SPACES
MOTOR CYCLE/COMPACT CAR (INCLUDED IN TOTAL)	- SPACES	12 SPACES
LOADING SPACES	3 SPACES	3 SPACES
BICYCLE PARKING	19 SPACES	21 SPACES

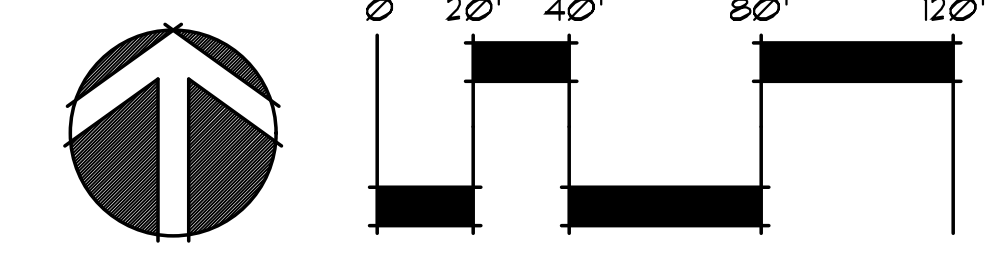
NOTES: PBC MU REQUIREMENTS MIN. 41,000 TO A MAX. OF 67,000 CITY OF WESTLAKE REQUIREMENT - BY USE 1/240 S.F.

#### The Grove Market at Westlake Non-Conformities Chart

Westlake Code	Required	Provided
Ordinance No. 2019-10 Off-Street Parking Table 8-1 Min. Dimensions	60' Parking - Retail Width 9' Depth: 19.0' Module Width: 53'	60' Parking - Retail Width 9' Depth: 16'-8" Module Width: 50.6'
Ordinance No. 2019-10 Off-Street Parking Table 8-1 Min. Dimensions	90' Parking - Retail Width 9' Depth: 18.5' Aisle Width: 25' Module Width: 82'	90' Parking - Retail Width 9' Depth: 18.5'/16" with overhang Aisle Width: 21.5' Module Width: 59.1'
Ordinance No. 2019-7 Article III - Section 4.26 A) Interior Planting Areas	2) Parking in a Row - 10 spaces Alt. parking - increased to 15 if divider median 3) terminal island - 8' excluding curb	2) Parking in a Row - increased to (3)11 spaces. (1) 12 space runs 3) terminal island - 4.8' excluding curb

### Legend

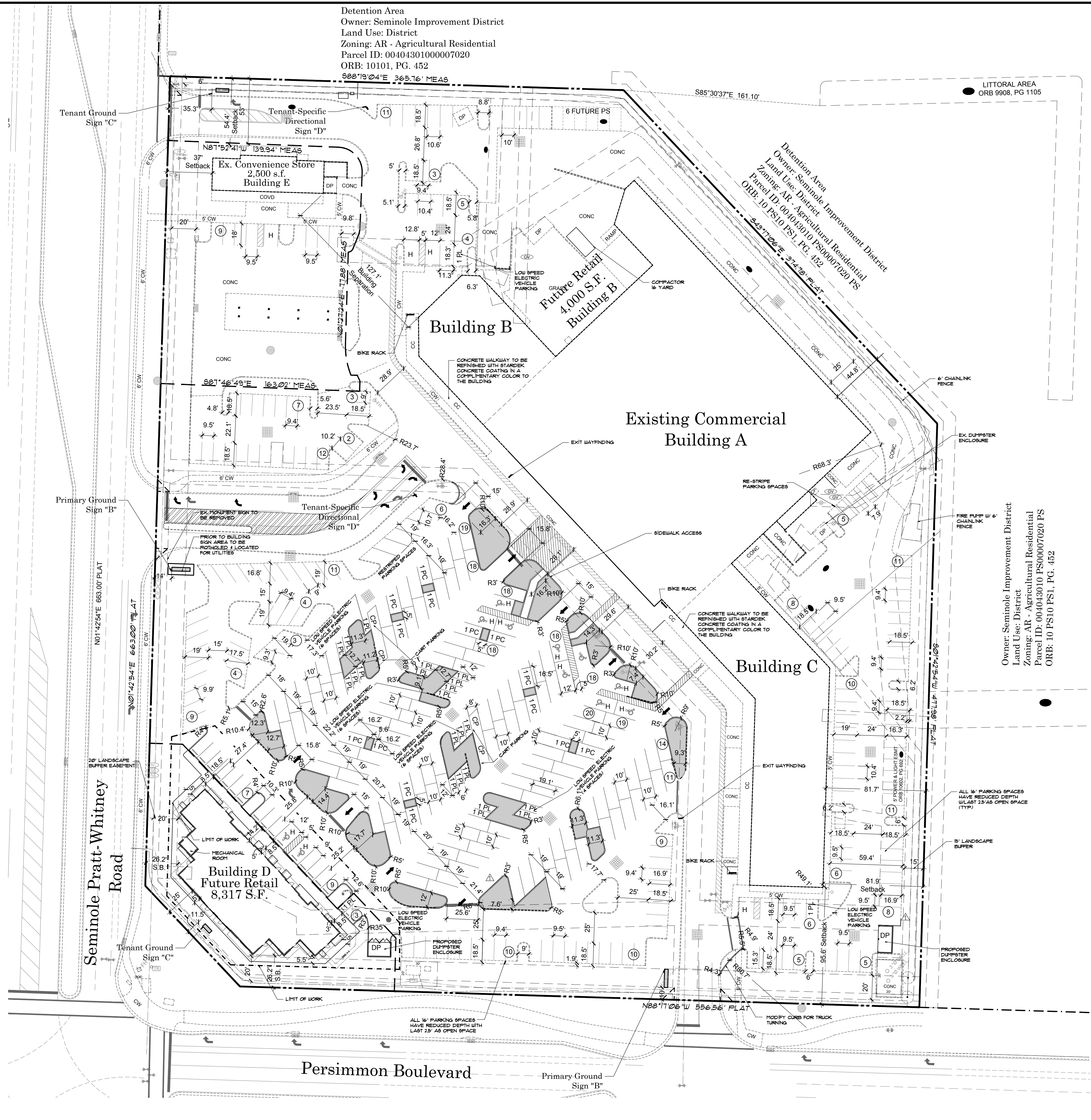
- CP CART STORAGE
- DP DUMPSTER
- H HANDICAP PARKING SPACE
- PS PARKING SPACES
- PC PARKING COMPACT / MOTORCYCL
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- ORB OFFICIAL RECORD BOOK
- PG PAGE(S)
- HT HEIGHT
- MAX MAXIMUM
- MIN MINIMUM
- TYP TYPICAL
- RW RIGHT-OF-WAY
- SF SQUARE FOOT
- CW CONCRETE WALK
- UE UTILITY EASEMENT
- SM SANITARY MANHOLE
- SMH STORM MANHOLE
- SI STORM INLET
- TS TRAFFIC SIGN



Detention Area  
Owner: Seminole Improvement District  
Land Use: District  
Zoning: AR - Agricultural Residential  
Parcel ID: 00404301000007020  
ORB: 10101, PG. 452  
S82°19'04"E 365.76' MEAS

Detention Area  
Owner: Seminole Improvement District  
Land Use: District  
Zoning: AR - Agricultural Residential  
Parcel ID: 004043010 PS0007020 PS  
ORB: 10 PS10 PSI, PG. 452  
S45°12'02"E 374.28' PLAT

Owner: Seminole Improvement District  
Land Use: District  
Zoning: AR - Agricultural Residential  
Parcel ID: 004043010 PS0007020 PS  
ORB: 10 PS10 PSI, PG. 452



FILE: P:\WESTLAKE POINT MIXED-USE PROJECT 22-0718\DRAWING FILES\CURRENT\22-0718 GROVE MARKET OVERALL PLANDWG  
PLOTTED: 7/20/23 AT 8:44AM BY: DTLAN  
XREFS: PB62-67\MISC-ENV\PLANDWG 22-0718 DESIGN BASED\DWG 22-0718 SEMINOLE PRATT - SHEET - A1-01 - FIRST FLOOR PLAN-FLOOR PLAN - FIRST FLOOR PLANDWG 2218COLD.DWG



**Justification Statement  
 The Grove Market MUPD  
 Westlake Point (Parcel D)  
 February 17, 2023  
 1<sup>st</sup> Resubmittal: June 29, 2023**

2GHO, Inc. as agent for the property owner California Holdings, LLC (Parcel D) is requesting a site plan modification for the subject site located at the southwest corner of the Grove Market MUPD. The Grove Market MUPD is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98 acre parcel of land.

**Development Program:**

The owner is proposing an 8,317 square foot 1-story building for the potential uses to include retail and/or medical office space.

**Project History:**

The subject project was originally approved in unincorporated Palm Beach County in 1995 and received multiple approvals listed below. Below is a list of the approvals including the annexation on June 20, 2016.

The project was originally approved as a Multiple Use Planned Development (MUPD) in Palm Beach County. As an MUPD, the site is developed as an overall unified project with potential for outparcels to be developed using the access and parking as one development. There are two (2) outparcels that were approved at the Grove Market:

- Parcel D (southwest corner) – a vacant outparcel proposing a future 3,675 s.f. building; and
- Parcel E (northwest corner) – 2,500 s.f. of convenience store with 4 islands and 8 pumps (existing).

THE GROVE MARKET APPROVALS THROUGH PALM BEACH COUNTY		
PETITION NO.	APPLICATION REQUEST	DATE OF APPROVAL
LGA 96-024	Land Use Amendment	August 22, 1996
1995-106	REZONING	August 22, 1996/R96-1355
1995-106	Development Order Amendment (DOA)/ Expedited Application	April 24, 1997/R97-623
1995-106	DOA To Add Medical Office And Vet Clinic	October 22, 1998/R98-1794
1996-106	DOA To Add C-Store With Gas Sales	June 27, 2011/R2011-0961
	Landscape changes to the overall site	August 2016
	ANNEXED INTO THE CITY OF WESTLAKE	June 20, 2016
Resolution No. 2021-17	Modifications to the facade	June 14, 2021
Resolution No. 2021-25	Master Sign Package	August 9, 2021

Below is a list of the surrounding land use, zoning, property control numbers and existing uses:

	EXISTING FLU	EXISTING ZONING	PCN	EXISTING USE
Subject Site	Downtown Mixed Use	Mixed Use	77-40-43-01-01-001-0010	Shopping Center
North	Civic	Mixed Use	77-40-43-01-02-001-0000	Fire Station
South	Downtown Mixed Use	Mixed Use	Persimmon Blvd. E 77-40-43-12-01-001-0000	Wellington Regional Medical Center
East	Downtown Mixed Use	Mixed Use	77-40-43-01-07-023-0011	Seminole Improvement District – water tract
West	Downtown Mixed Use	Mixed Use	77-40-43-01-00-000-1010	Publix Center

**Requested Application:**

As noted above, the proposed application is for modifications to the site plan and landscape plans for the Parcel D to provide for an 8,317 s.f. retail and/or medical use. The Grove Market MUPD Master Site Plan is being modified to include the revision to Parcel D. The overall parking data referenced on the master site plan indicates the required parking spaces, based on the total square footage is 385 parking spaces and provided is 409 parking spaces for the entire development. On the Parcel D outparcel, there are an additional 3 low speed electric vehicle parking area for a total of 25 low speed electric vehicle parking spaces included in the 409 parking spaces provided. Please note the existing drive isle and landscape islands have not been modified.

**Architecture Statement:**

The proposed building follows the principles of the Masonry Modern style. Based on the use of concrete block and poured concrete construction creates timeless buildings of simple volumes composition and minimal details. The interplay between the solid stucco smooth panels, color stucco and large ceramic tiles clad walls with the aluminum framed transparent glass areas completes the building balanced geometric composition. The vertical tower and massing elements balance the horizontal volumes. The chosen building style complements the other buildings of the Plaza, and the use of clean detail and high quality and durable finishes paired with the landscape buffer appearance enhances the overall site development at such a visible location.

On behalf of the applicant, 2GHO, Inc. respectfully request approval of this application. The Project Managers at 2GHO are Emily O’Mahoney, Pat Lentini and Dylan Roden.



## **PETITION DESCRIPTION**

**PETITION NUMBER:** SPM-2023-05 Westlake Pointe (Grove Market) at Westlake Site Plan Modification  
**APPLICANT:** Gentile Holloway O’Mahoney & Associates, Inc.  
**OWNER:** 5060 Loxahatchee Retail LLC  
**LOCATION:** 5060 Seminole Pratt Whitney Road  
**PCN:** 77-40-43-01-01-001-0030  
**REQUEST:** Application for a Site Plan Modification to modify the existing Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The subject application modifies outparcel D, located at the southwest corner of the development. The Grove Market is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98-acre parcel of land.

## **SUMMARY**

The applicant is requesting approval for a Site Plan Modification to modify the Grove Market at Westlake shopping plaza in the Mixed-Use Zoning District. The applicant is proposing to increase the previously approved square footage for Building D (outparcel D) from 3,675 square feet to an 8,317 square foot for a 1-story building to allow retail and medical office use. The development is located on the northeast corner of the intersection of Seminole Pratt Whitney Road and Persimmon Boulevard East on a 9.98 acres site.

The applicant is proposing 25 parking spaces for LSEV (golf carts). This is 6.1 percent of the total 409 parking spaces provided. Per the City Code the required amount of the overall parking spaces is 385 spaces. The subject site plan modification does not include electrical vehicle charging stations.

Design and aesthetics are paramount to the vision and goals of the City of Westlake. The proposed improvements to this existing commercial plaza will enhance the City’s vibrant Seminole Pratt Whitney corridor. Since the City of Westlake is positioned to become a dynamic center of the western surrounding communities, it is critical that this plaza (built in 1999) be consistent with the City’s vision and guiding principles.

## **STAFF RECOMMENDATION**

Based upon the facts and findings contained herein, the Planning and Zoning and Engineering Departments recommend approval.



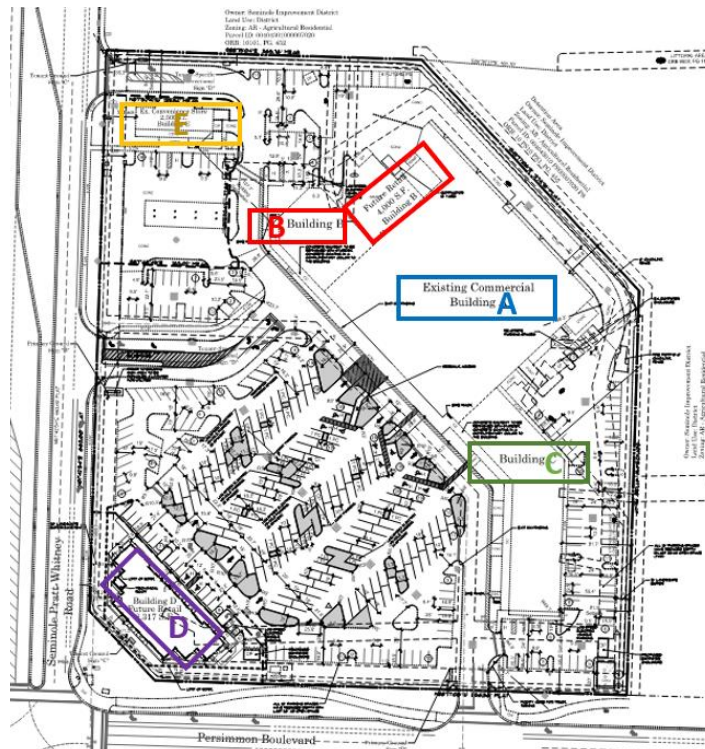
**Grove Market Plaza**



**1. PETITION FACTS**

- a. **Total Site Acres:** 9.98 acres
- b. **Subject Application:** A Site Plan Modification to develop Parcel D within the Grove Market Shopping Center.
- c. **Future Land Use:** Downtown Mixed Use
- d. **Zoning:** Mixed Use
- e.

<b>TOTAL BUILDING SQUARE FOOTAGE</b>	<b>91,494 S.F.</b>
GROCERY STORAGE BUILDING A	52,145 S.F.
RETAIL - BUILDING B	7,882 S.F.
FUTURE RETAIL BUILDING B	4,000 S.F.
RETAIL - BUILDING C	16,650 S.F.
PROPOSED - RETAIL - BUILDING D	8,317 S.F.
CONV. STORE W/GAS SALES - BLDG E	2,500 S.F.
FUEL STATIONS	8 Stations (4 Islands)



## 2. BACKGROUND

Grove Market Shopping Center was constructed by Stiles Corp in 1999 with the anchor space being built to suit for Winn-Dixie. 5060 Loxahatchee Retail, LLC acquired the center in September of 2016 and has owned the property since. With the addition of a new Winn-Dixie, the applicant would like to enhance the architectural façade of the entire commercial plaza to remain consistent with the City's vision.

On June 14, 2021, the City Council approved a Site Plan Modification (SPM-2021-02) to allow an upgrade to entire architectural façade of the Grove Market Shopping Center.

On June 14, 2021, the City Council approved, a Site Plan Modification (SPM-2021-01) to allow an upgrade to the 49,610 square foot Winn Dixie grocery store, and 2,536 square foot liquor store (total 52,145 sq. ft.) at the Grove Market Shopping Center. The improvements include increasing 1,238 sq. ft. to grocery store floor plan, upgrading the façade and interior modifications to the current vacant grocery store space.

On August 9, 2021, the City Council approved with conditions a Master Sign Plan (MSP-2021-05) to allow an upgrade to all wall signs, monuments signs and tenant signs of the Grove Market Shopping Center.

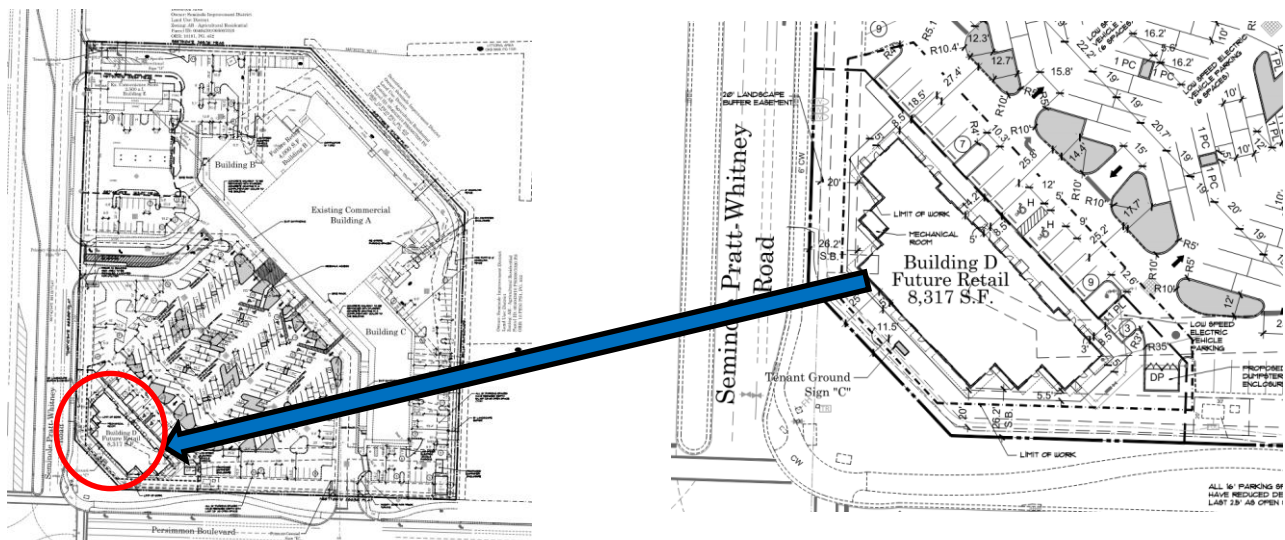
On October 11, 2021, the City Council approved Application SPR-2021-08 (remove underline) to upgrade the Grove Market at Westlake site plan. The application included a landscaping plan, improvements to the parking area, the dumpster enclosures, and the covered walking area.

## 3. SITE PLAN REVIEW

The applicant is requesting approval for a Site Plan Modification to increase the previously approved square footage for Building D from 3,675 square feet to an 8,317 square foot 1-story building to allow retail and medical office use. The proposed modification increases the total overall square feet of the Grove Market at Westlake shopping plaza from 86,852 square feet to 91,494 square feet. The subject application includes the following modifications:

### Site Plan Modifications:

1. Building a 1-story 8,317 square foot structure for retail and medical office
2. Adding 3 Low Speed Electric Vehicle (LSEV) for a total of 25 spaces.
3. Providing a total of 409 vehicle parking spaces for the shopping plaza



**Building Setbacks, Lot Coverage and Impervious Area**

The subject application is in compliance with the Mixed-Use zoning district as follows:

TABLE 3-12: MU DISTRICT NON-RESIDENTIAL STANDARDS

Commercial Uses	Minimum Front Setback (Feet)	Minimum Side Setback (Feet)	Minimum Rear Setback (Feet)	Maximum Lot Coverage	Minimum Pervious Percentage of Parcel
<b>Required by Code</b>	20	10	10	45%	25%
<b>Provided</b>	28 West	53 North 28 South	81.9 East	21%	25.2%

**Parking Analysis**

As part of the parking improvements, the applicant is proposing adding 3 parking spaces for LSEV (golf carts) for a total of 25 spaces. This is 6.1 percent of the total 409 parking spaces provided. Per the City Code the required amount of parking spaces is 389 spaces, then, the applicant is proposing 6.1 percent spaces of golf carts from the total required. The subject site plan modification does not include electrical vehicle charging stations. The following table presents the parking calculation proposed for the subject site plan modification:

<b>PARKING DATA</b>		<b>REQUIRED</b>		<b>PROVIDED</b>	
<b>TOTAL PARKING</b>		<b>385</b>	<b>SPACES</b>	<b>409</b>	<b>SPACES</b>
EXISTING - RETAIL/GROCERY Buildings A,B,C		319	SPACES 1/240 s.f.	348	SPACES
FUTURE RETAIL Building B		17	SPACES 1/240 s.f.	17	SPACES
CONVENIENCE STORE W/PUMPS Building E		14	SPACES 1/240 s.f.+ 1/gas pump island (4 islands)	9	SPACES
FUTURE OUTPARCEL Building D		35	SPACES 1/240 s.f. as approved	35	SPACES
HANDICAP SPACES (INCLUDED IN TOTAL)		9	SPACES	13	SPACES
LOW SPEED ELECTRIC VEHICLE (INCLUDED IN TOTAL)		-	SPACES Assumed 5% - Not Required As of Now	25	SPACES
MOTOR CYCLE /COMPACT CAR (INCLUDED IN TOTAL)		-	SPACES	12	SPACES
LOADING SPACES		3	SPACES	3	SPACES
<b>BICYCLE PARKING</b>		<b>19</b>	<b>SPACES</b>	<b>21</b>	<b>SPACES</b>
NOTES: PBC MU REQUIREMENTS MIN. 4/1,000 TO A MAX. OF 6/1000 CITY OF WESTLAKE REQUIREMENT - BY USE 1/240 S.F.					

**Parking and Non-Conformity Considerations**

Since the Grove Market Shopping Center was constructed in 1999 in compliance with the Palm Beach County code, there are a number of items that are not in compliance with the current City Code.

In terms of the parking area lay-out, the site plan includes a number of non-conformities such as width, depth, and aisle dimensions that are detailed in the following table:

The Grove Market at Westlake Non-Conformities Chart		
Westlake Code	Required	Provided
Ordinance No. 2019-10 Off-Street Parking Table 8-1 Min. Dimensions	60° Parking - Retail Width: 9.5' Depth: 19.0' Module Width: 53'	60° Parking - Retail Width: 9.0' Depth: 16.8' Module Width: 50.8'
Ordinance No. 2019-10 Off-Street Parking Table 8-1 Min. Dimensions	90° Parking - Retail Depth: 18.5' Aisle Width: 25' Module Width: 62'	90° Parking - Retail Depth: 18.3' Aisle Width: 21.5' Module Width: 59.1'
Ordinance No. 2019-7 Article III - Section 4.26 A) Interior Planting Areas	2) Parking in a Row – 10 spaces Alt. parking – increased to 15 if divider median 4) min. width landscape divider – 5' excluding curb 8) terminal island – 8' excluding curb	2) Parking in a Row – increased to (3)11 spaces, (1) 12 space runs 8) terminal island – 4.8' excluding curb



**DESIGN AND AESTHETICS**

Design and aesthetics are paramount to the vision and goals of the City of Westlake. This development will be a warehouse facility of the City’s vibrant Seminole Pratt Whitney corridor and will continue to set the standards and precepts for future developments. Since the City of Westlake is positioned to become a dynamic center of the western surrounding communities, it is critical that the proposed development be consistent with the City’s vision and guiding principles.

**ARCHITECTURAL ELEVATIONS**

**South Elevation**



**North Elevation**



**Landscape**

The proposed landscape plan for Parcel D is in compliance with City Code.

**Traffic**

The total trips projected for this application do not exceed the approved trips for Westlake per Palm Beach County’s Traffic Performance Standards (TPS) and the City’s Code.

**Drainage**

This property is currently served by a previously permitted stormwater management system. Runoff from the site is directed to on-site inlets and storm sewer with discharge to off-site dry detention and wet detention systems. The system then discharges into the master drainage system owned and operated by Seminole Improvement District (SID) for positive legal outfall via existing platted drainage easements. Requirements for pretreatment prior to discharge of site due to the changes in impervious area will be addressed in the Land Development permitting process. The discharge into the master drainage system will be accordance with the master plan for the Westlake.

**Fire Safety**

The site plan application was reviewed by Mr. Wesley Jolin, IAAI-CFI, Fire Safety Specialist, from Palm Beach County Fire Rescue. The current site plan amendment is not proposing modifications that will affect the site plan in terms of Fire Safety.

**FINAL REMARKS**

Application SPM-2023-05 will be heard by the City Council on September 5, 2023. The subject application was advertised on the Palm Beach Post. As stated previously, the subject application was reviewed by the City of Westlake staff (Planning and Zoning, Landscaping and Engineering) and the Seminole Improvement District (SID).

**EXISTING CONDITIONS**

Please see below photos of current conditions at the Grove Market Shopping Center:















# WESTLAKE POINT MIXED-USE CENTER

## 5020 SEMINOLE PRATT, WESTLAKE, FLORIDA

REG PROJECT #:22013  
06/29/2023



ARTIST RENDERING-NOT TO SCALE

SHEET LIST	
Sheet Number	Sheet Name
A-0.00	COVER SHEET
A-0.30	SITE AERIAL
A-0.40	SITE PLAN
A-0.50	LIFE SAFETY PLAN
A-1.01	FIRST FLOOR PLAN
A-1.20	FIRST FLOOR REFLECTED CEILING PLAN
A-1.30	ROOF PLAN
A-1.31	ROOF DETAILS
A-2.00	BUILDING ELEVATIONS
A-3.00	BUILDING SECTIONS
A-3.01	WALL SECTIONS
A-3.02	SIGNAGE DETAILS
A-3.03	TOWER DETAILS
A-5.00	WALL TYPES
A-5.01	SCHEDULES

### OWNER

DONALD W. STEVENSON

### ARCHITECT

REG ARCHITECTS, INTERIORS, PLANNERS, INC.  
RICK GONZALES, AIA, PRESIDENT  
BRIAN LAURA, D.ARCH., SENIOR PROJECT MANAGER  
120 SOUTH OLIVE AVE, STE#210, WEST PALM BEACH, FL 33401  
PHONE: (561) 659-2383

### CONSTRUCTION MANAGER

T.B.D

### CIVIL ENGINEER

T.B.D

### LANDSCAPE ARCHITECT / LAND PLANNER

GENTILE HOLLOWAY O'MAHONEY & ASSOCIATES, INC.  
1907 COMMERCE LANE, SUITE 101, JUPITER, FLORIDA 33458  
PHONE: 561-575-9557 / 772-409-1199  
FAX: 561-575-5260

### STRUCTURAL ENGINEER

JEZERINAC GROUP  
BILLY RAJOLA  
480 HIBISCUS STREET, SUITE 107  
WEST PALM BEACH, FL 33401

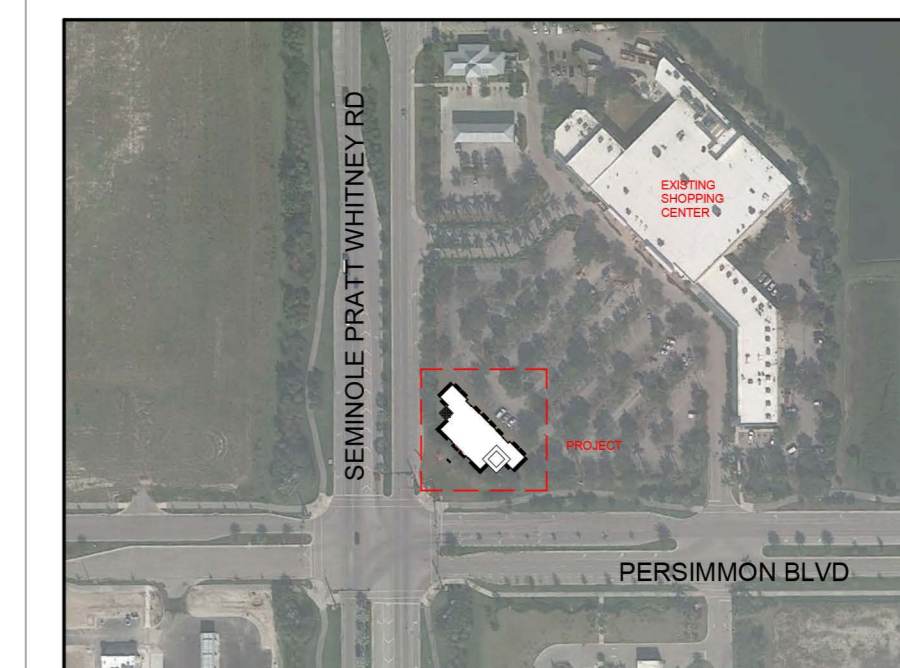
### MEP, FIRE PROTECTION & PHOTOMETRICS

FORMICA & ASSOCIATES INC.  
STEVE HENDERSON, PE  
980N. FEDERAL HIGHWAY SUITE 110  
BOCA RATON, FL 33432

### SCOPE OF WORK

1 STORY  
MAIN COMMERCIAL BUILDING  
8300SQ

### LOCATION MAP



**REG**  
Architects  
Interiors  
Planners



Est. 1988  
**Rick Gonzalez, AIA**  
President  
FL License AR0014172  
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West Palm Beach, FL 33401  
P (561) 659-2383  
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**WESTLAKE POINT MIXED-USE CENTER**

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA

### NO. DATE DESCRIPTION

NO.	DATE	DESCRIPTION

DATE 06/29/2023

MODELED JE

CHECKED VD/REG

PROJECT # 22013

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COVER SHEET

PROGRESS SET -

**A-0.00**



# WESTLAKE POINT MIXED-USE CENTER

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REG PROJECT #:22013  
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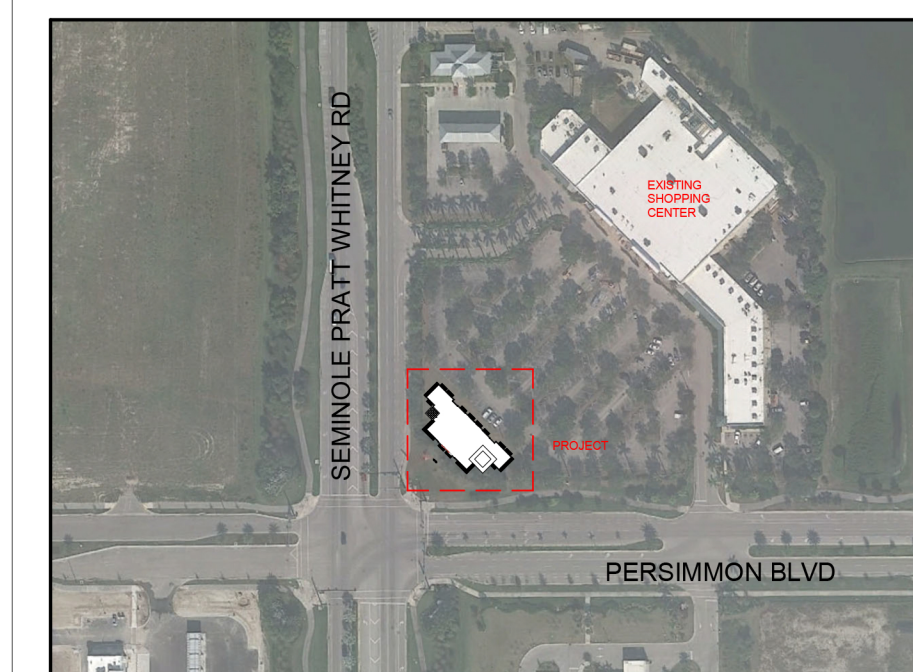
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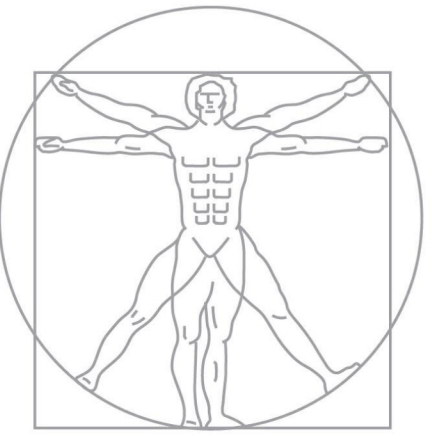
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COVER SHEET

PROGRESS SET -

**A-0.00**



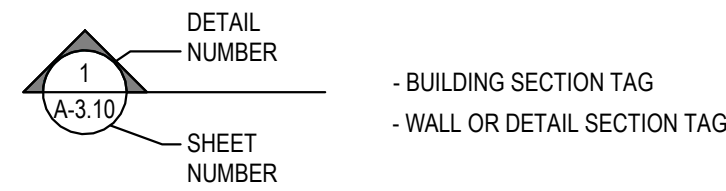
## ABBREVIATIONS

NOTE: NOT ALL ABBREVIATIONS ARE USED IN THIS SET

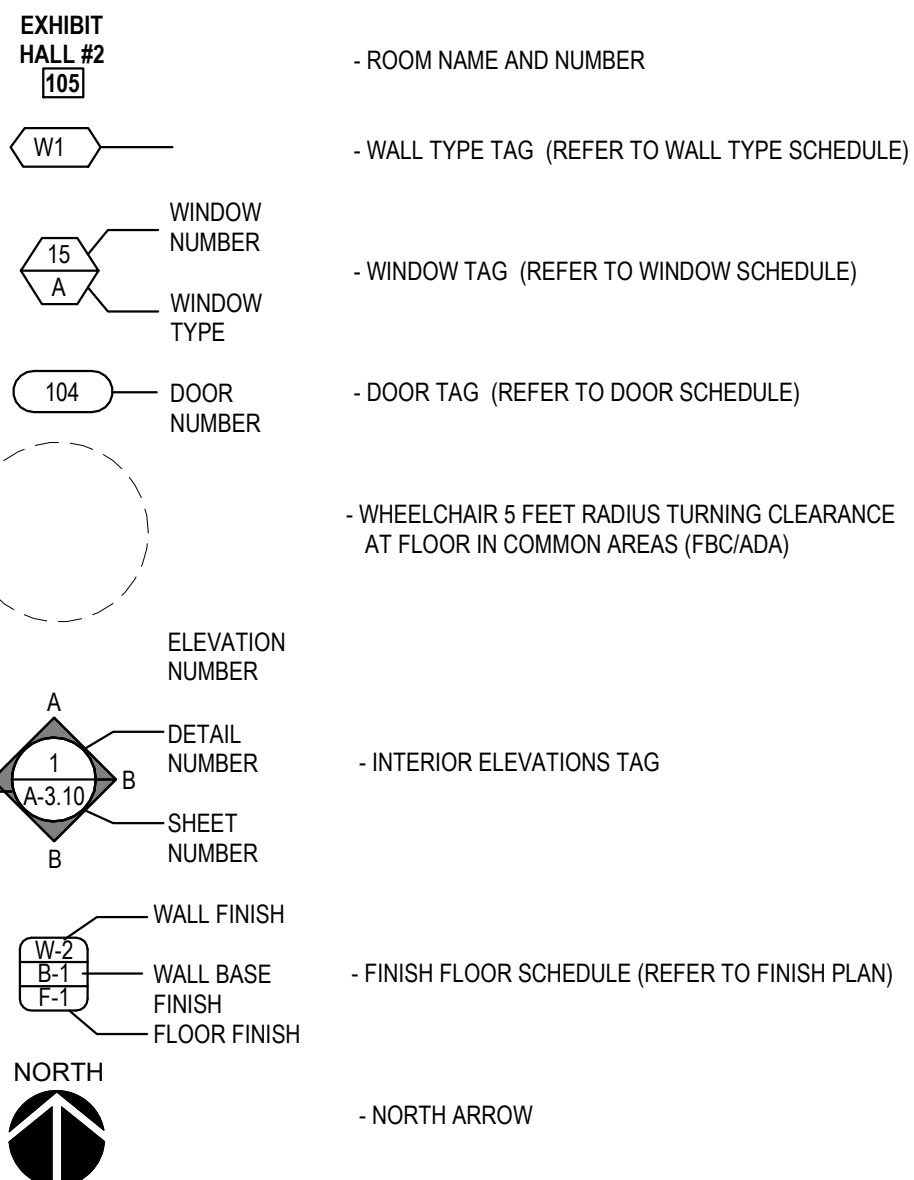
ABV	ABOVE	N.I.C.	NOT IN CONTRACT
AC	AIR CONDITIONER	NO.	NUMBER
AFF	ABOVE FINISHED FLOOR	O.H.	OVERHANG
AHU	AIR HANDLER UNIT	O.C.	ON CENTER
AHJ	AUTHORITY HAVING JURISDICTION	O.D.	OUTSIDE DIAMETER
BLK	BLOCK	P.H.	PAPER HOLDER
BD	BOARD	P.L.	PROPERTY LINE
B.O.	BOTTOM OF	PLF	POUNDS PER LINEAR FOOT
CL	CENTER LINE	P.T.	PRESSURE TREATED
C.J.	CONTROL JOINT	P.T.D.	PAINTED
CLG.	CEILING	PLYWD.	PLYWOOD
CMU	CONCRETE MASONRY UNITS	R.D.	ROOF DRAIN
COL.	COLUMN	SCP	SCUPPER
CONC.	CONCRETE	S.C.	SOLID CORE
CONT.	CONTINUOUS	SF	SQUARE FOOT
DBL.	DOUBLE	SH	SINGLE HUNG
D.F.	DRINKING FOUNTAIN	SHT	SHEET
DIA.	DIAMETER	SIM	SIMILAR
DN.	DOWN	S.S.	STAINLESS STEEL
DWG	DRAWING	STL.	STEEL
DS	DOWNSPOUT	STRUCT.	STRUCTURAL
ELEC.	ELECTRICAL	SW	SWITCH
E.J.	EXPANSION JOINT	SB	SPLASH BLOCK
EXT.	EXTERIOR	SD	STORM DRAIN
EXIST.	EXISTING	T.O.	TOP OF
F.C.L.	FINISHED CEILING LEVEL	TYP.	TYPICAL
F.F.L.	FINISHED FLOOR LEVEL	U.N.O.	UNLESS NOTED OTHERWISE
FD	FLOOR DRAIN	VERT.	VERTICAL
GA.	GAUGE	W.A.	WEDGE ANCHORS
GALV.	GALVANIZED	W/	WITH
GYP.	GYPSSUM	WC	WATER CLOSET
GWB	GYPSSUM WALL BOARD	WD.	WOOD
HC	HOLLOW CORE	W.H.	WATER HEATER
HORIZ.	HORIZONTAL		
INS.	INSULATION		
INT.	INTERIOR		
MAXH.	MAXIMUM MECHANICAL		
MFR.	MANUFACTURER		
MIN.	MINIMUM		
M.O.	MASONRY OPENING		
MTL.	METAL		

## ARCHITECTURAL SYMBOLS

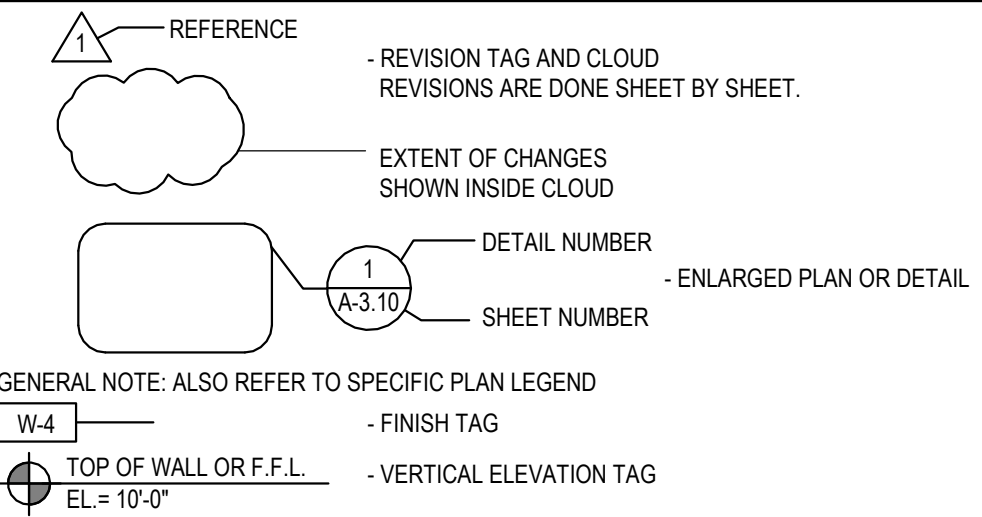
### ELEVATIONS / SECTIONS / DETAILS SYMBOLS



### FLOOR PLANS



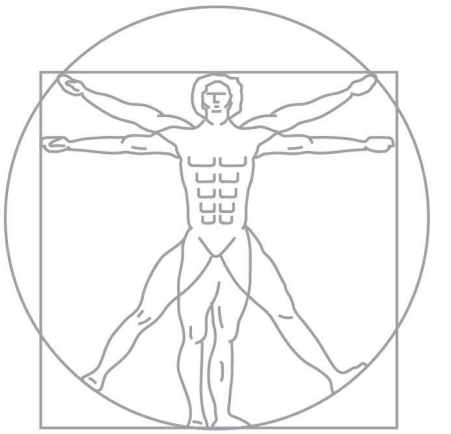
### GENERAL



## GENERAL NOTES

- THE ARCHITECTURAL DESIGN AND DETAIL DRAWINGS ARE THE LEGAL PROPERTY OF THE ARCHITECT AND ARE INSTRUMENTS OF SERVICE NOT TO BE REPRODUCED IN WHOLE OR IN PARTS WITHOUT THE EXPRESS WRITTEN CONSENT OF THE SAME.
- IT IS THE INTENT OF THE ARCHITECT THAT THE CONSTRUCTION DOCUMENTS AND SPECIFICATIONS BE IN CONFORMANCE WITH ALL REQUIREMENTS OF THE BUILDING AUTHORITIES HAVING JURISDICTION OVER THIS TYPE OF CONSTRUCTION AND OCCUPANCY.
- IT IS NOT THE INTENT OF THESE PLANS TO SHOW EVERY MINOR DETAIL OF CONSTRUCTION. THE CONTRACTOR IS EXPECTED TO FURNISH AND INSTALL ALL ITEMS TO COMPLETE ALL BUILDING SYSTEMS AND PROVIDE ALL NECESSARY APPURTENANCES FOR EQUIPMENT TO BE PLACED IN PROPER WORKING ORDER AND IN ACCORDANCE WITH ALL APPLICABLE CODES, RULES, AND REGULATIONS.
- ALL DETAILS AND SECTIONS SHOWN ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL BE CONSTRUCTED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE IN THE WORK EXCEPT WHERE A DIFFERENT DETAIL IS SHOWN. DETAILED AND LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
- ALL DIMENSIONS SHOWN ARE NOMINAL UNLESS OTHERWISE NOTED. DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY.
- ALL WORK SHALL CONFORM TO F.B.C. 2020 7th EDITION.
- ALL DESIGN LOADS ARE TO BE AT MINIMUM PER F.B.C. 2020 & F.B.C.-R AND AS OTHERWISE INDICATED IN THE STRUCTURAL DRAWINGS.
- SITE TO BE FILLED TO CITY & COUNTY FLOOD CRITERIA ELEVATION N.A.V.D. OR AN ELEVATION NO LESS THAN THE HIGHEST APPROVED CROWN ELEVATION OF THE ROAD ABUTTING THE PROPERTY.
- ALL WOOD IN CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED. ALL HEADERS ARE DOUBLE MEMBERS UNLESS OTHERWISE NOTED.
- ALL PENETRATIONS THROUGH ANY RATED ASSEMBLY SHALL BE PROVIDED WITH UL APPROVED PENETRATION RATED MATERIAL.
- HARDWARE, BATHROOM FIXTURES, LIGHTING FIXTURES, AND OTHER MISCELLANEOUS ITEMS NOT SPECIFICALLY CALLED OUT ON DRAWINGS SHALL BE SELECTED BY OWNER.
- ALL MECHANICAL, PLUMBING AND ELECTRICAL SHALL COMPLY WITH THE F.B.C. 2020 (MECH),(ELECT),(PLUMB).
- ALL WORK TO BE TRUE TO LINE, PLUMB AND SQUARE AND ADEQUATELY SUPPORTED. FILL ALL VOIDS BETWEEN COMPONENTS. ALL ITEMS THAT DO NOT MEET THE ARCHITECT'S SATISFACTION AS TO GOOD TRADE PRACTICES AND QUALITY WORKMANSHIP WILL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
- WHEN CONFLICTING INFORMATION IS FOUND IN THE DRAWINGS AND/OR SPECIFICATIONS, THE CONTRACTOR SHALL CONTACT THE ARCHITECT FOR CLARIFICATION PRIOR TO CONSTRUCTION.
- THE CONTRACTOR IS TO ACQUIRE ALL REQUIRED PERMITS FOR DEMOLITION (IF APPLICABLE), CONSTRUCTION, AND OCCUPANCY OF THE PROJECT.
- THE CONTRACTOR SHALL SUBMIT A SCHEDULE FOR DEMOLITION AND CONSTRUCTION PROCEDURES AND OPERATIONAL SEQUENCE FOR REVIEW AND ACCEPTANCE BY THE ARCHITECT/ENGINEER AND OWNER.
- CONTRACTOR IS TO COORDINATE AND SCHEDULE THE WORK OF ALL TRADES TO INSURE THE WORK IS COMPLETED IN A TIMELY MANNER, COMPLYING WITH OWNER/CONTRACTOR AGREEMENT.
- CONTRACTOR SHALL SUBMIT PRODUCT APPROVAL DATA FOR ALL PRODUCTS AND MATERIALS AS REQUIRED BY CODE AND SPECIFIC MUNICIPALITY THE PROJECT IS LOCATED IN.
- CONTRACTOR SHALL SUBMIT, WITHIN 15 DAYS FROM OWNER/CONTRACTOR CONTRACT, A SHOP DRAWING AND SUBMITTAL SCHEDULE FOR ARCHITECT AND OWNER APPROVAL.
- CONTRACTOR SUBMITTALS MUST BE SUBMITTED VIA E-MAIL IN ELECTRONIC FORMAT FOR ARCHITECT/ENGINEER/OWNER RECORDS, PLUS ANY ADDITIONAL SETS REQUIRED FOR PERMITTING AND CONTRACTORS USE. ALL SUBMITTALS MUST BE COMPLETE (NO PARTIAL SUBMITTALS WILL BE RECEIVED). ALL SHOP DRAWINGS MUST BE REVIEWED AND APPROVED BY THE CONTRACTOR BEFORE SUBMITTING TO THE ARCHITECT/ENGINEER AND OWNER.
- ALL EXTERIOR WINDOWS & DOORS SHALL BE IMPACT RESISTANT.
- CONTRACTOR SHALL PROVIDE THE ARCHITECT AND OWNER WITH RED-LINED AS-BUILT DRAWINGS FOR ANY AND ALL FIELD CHANGES AND/OR ADDITIONS TO THE WORK INCLUDED IN THE DRAWINGS.
- ALL WORK DONE UNDER THE SUPERVISION OF THE CONTRACTOR SHALL BE IN A NEAT AND WORKMAN-LIKE MANNER AND IN ACCORDANCE WITH ALL GOVERNING AGENCIES, APPLICABLE CODES, RULES AND REGULATIONS HAVING JURISDICTION.
- CONTRACTOR SHOULD MAINTAIN THE SITE SAFE AND CLEAR OF DEBRIS. ALL CONSTRUCTION DEBRIS IS TO BE REMOVED FROM THE WORK AREAS DAILY AND FROM THE SITE AT PROPER INTERVALS.
- THE CONTRACTOR SHALL PROVIDE AN ON-SITE DUMPSTER IN A LOCATION APPROVED BY THE OWNER FOR THE DISPOSAL OF REMOVED MATERIAL. THE DUMPSTER SHALL BE EMPTIED AT APPROPRIATE INTERVALS TO PREVENT OVERFLOW AND UNSIGHTLY CONDITIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF HIS WORK, INCLUDING BUT NOT LIMITED TO VANDALISM, THEFT, ETC.
- CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR PROTECTION AND SAFEKEEPING OF GOODS BEING INSTALLED UNDER THIS CONTRACT, AS WELL AS FOR COMPLIANCE WITH ALL APPLICABLE OSHA REGULATIONS.
- THE ARCHITECT IS NOT RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, SEQUENCES, PROCEDURES OR FOR PRECAUTIONS AND PROGRAMS RELATED TO THE PROJECT'S CONSTRUCTION.
- THE CONTRACTOR IS TO VISIT THE SITE AND VERIFY ALL EXISTING BUILDING AND SITE CONDITIONS AND DIMENSIONS. SHOULD ANY DISCREPANCIES BE ENCOUNTERED BETWEEN THE DRAWINGS AND THE FIELD CONDITIONS, THE ARCHITECT/ENGINEER SHOULD BE NOTIFIED IN WRITING 7 DAYS PRIOR TO SUBMITTING HIS BID. ANY DISCREPANCIES SHALL BE RESOLVED BY THE ARCHITECT/ENGINEER PRIOR TO PROCEEDING WITH THE WORK.
- CONTRACTOR IS TO PROVIDE ALL THE SUPPLEMENTARY MATERIALS REQUIRED TO PROPERLY INSTALL, SUPPORT, BRACE AND SHORE ALL BUILDING COMPONENTS WITHIN THE SCOPE OF THE PROJECT.
- CONTRACTOR SHALL SUPPLY, LOCATE AND BUILD INTO THE WORK ALL INSERTS, ANCHORS, ANGLES, PLATES, OPENINGS, SLEEVES, HANGERS, SLAB DEPRESSIONS, AND PITCHES AS MAY BE REQUIRED TO ATTACH AND ACCOMMODATE OTHER WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH SPECIFIC STANDARDS AND REQUIREMENTS BY CORRESPONDING TESTING AGENCIES ON ASSEMBLIES CALLED OUT IN DRAWINGS & SPECIFICATIONS.
- CONTRACTOR SHALL EMPLOY AND PAY FOR SERVICES OF AN INDEPENDENT, QUALIFIED TESTING LABORATORY TO PERFORM SOIL COMPACTION TEST AS WELL AS COMPREHENSIVE STRENGTH TEST IN CONCRETE SAMPLINGS, AS PER ASTM STANDARDS.
- CONTRACTOR SHALL PROVIDE MOCKUP FOR EXTERIOR AND INTERIOR FINISHES AND COLOR SELECTIONS FOR ARCHITECT AND OWNER APPROVAL.
- TO OBTAIN ARCHITECT'S APPROVAL ON APPLICATION FOR PAYMENT, CONTRACTOR SHALL SUBMIT DETAILED SCHEDULE OF VALUES PER TRADE, BROKEN DOWN TO SUFFICIENT LINE ITEMS TO GRANT PAYMENT ON COMPLETED PORTIONS ONLY. NO PAYMENT WILL BE APPROVED ON PARTIALLY COMPLETED LINE ITEMS.
- ALL RIGID BOARD INSULATION SHALL BE POLYISOCYANURATE "POLYISO". EPS AND XPS ARE NOT ALLOWED SUBSTITUTIONS.
- SUBMITTALS BY CONTRACTOR - UP TO TWO REVIEWS OF SUBMITTALS ARE INCLUDED IN THIS PROJECT. ANY ADDITIONAL REVIEWS OF SUBMITTALS WILL BE BILLED TO THE CONTRACTOR AND PAYABLE TO THE ARCHITECT, ARCHITECT'S AND/OR OWNER'S CONSULTANTS AT THEIR CURRENT HOURLY RATE.
- NO SUBSTITUTIONS ARE ALLOWED UNLESS PREVIOUSLY REVIEWED AND ACCEPTED BY OWNER. SUBMIT SUBSTITUTION REQUESTS TO ARCHITECT FOR REVIEW AND COMMENT. ALLOW UP TO ONE WEEK FOR REVIEW, SUBMIT EARLY ENOUGH TO ACCOMMODATE ALL LEAD TIME AND NOT NEGATIVELY AFFECT PROJECT SCHEDULE.
- ALL FOAM PLASTIC INSULATION SHALL BE COVERED BY THERMAL BARRIER AND NOT EXPOSED.

**REG**  
Architects  
Interiors  
Planners



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**WESTLAKE POINT MIXED-USE CENTER**

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA

### NO. DATE DESCRIPTION

NO.	DATE	DESCRIPTION
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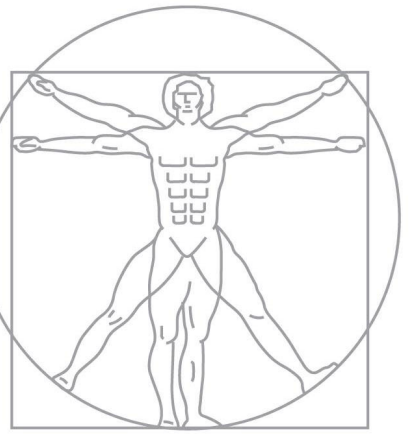
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ARCHITECTURAL INFORMATION

PROGRESS SET -  
**A-0.10**





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SITE SURVEY PRIOR

MANUCY LAND SURVEYORS, INC.  
12860 157th STREET NORTH  
APT. 101, FLORIDA 33478  
PHONE: (561) 427-0855 LB 7383  
SCALE: 1" = 20' FIELD BOOK: 43783  
DATE: 8/23/16 DRAWN BY: J.H.M. INITIALS: DATE: 8/23/16

TOPOGRAPHIC SURVEY OF A PORTION OF TRACT "A"  
GROVE MARKET PLAT, PLAT BOOK 82,  
PAGES 67 & 68, PALM BEACH COUNTY, FLORIDA.  
PREPARED FOR: CALIFORNIA HOLDINGS, LLC.

SHEET NO:  
1 OF 1

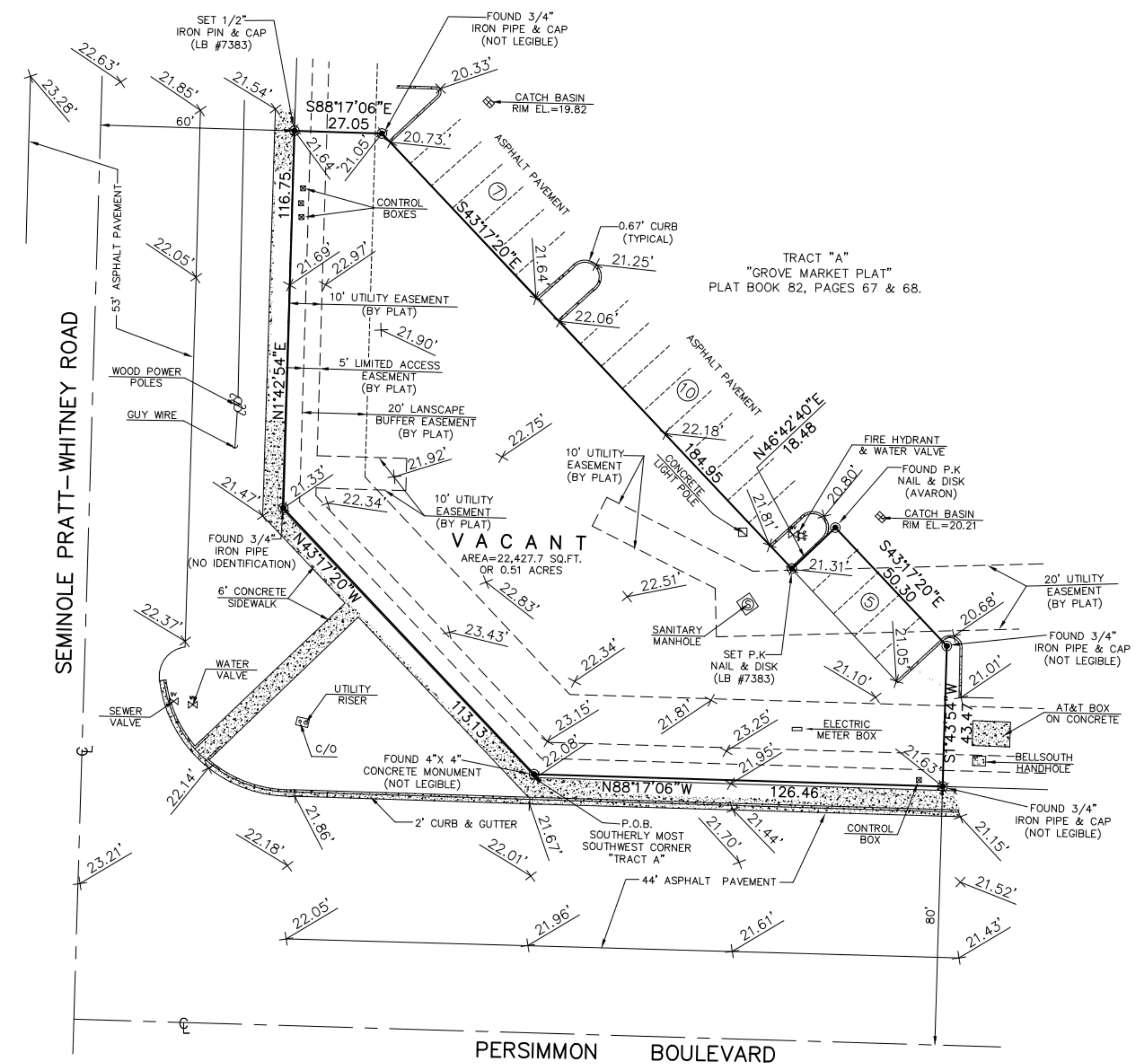
- LEGEND**
- CL = CENTER LINE
  - F.F. = FINISHED FLOOR
  - F.L. = FOUND
  - EL. = ELEVATION
  - CONC. = CONCRETE
  - ASPH. = ASPHALT PAVEMENT
  - SET 1/2" IRON PIN & CAP LB #7383
  - LOT SQUARE FOOTAGE
  - RECORD
  - (R) = RECORD
  - (M) = MEASURED
  - C.M.P. = CORRUGATED METAL PIPE
  - (G) = EDGE OF GUTTER
  - (C) = TOP OF CURB
  - EXISTING ELEVATIONS
  - (P) = PROPOSED
  - A.P.U. = APPARENT PHYSICAL USE
  - NUMBER OF PARKING SPACES
  - (O) = POINT OF BEGINNING
  - SQ. = SQUARE
  - FT. = FEET

**THIS IS A BOUNDARY SURVEY**  
OF  
**LEGAL DESCRIPTION**  
A parcel of land in "Tract A", of GROVE MARKET PLAT, as recorded in Plat Book 82, Pages 67 and 68, of the Public Records of Palm Beach County, Florida being more particularly described as follows:

Commence at the Southerly most Southwest corner of said "Tract A"; thence N.43°17'20"E. along the Southwesterly line of said Tract a distance of 113.13 feet to the West line of said "Tract A"; thence N.01°42'54"E. along said West line a distance of 116.75 feet; thence S.88°17'06"E. a distance of 27.05 feet; thence S.43°17'20"E. a distance of 184.95 feet; thence N.46°42'40"E. a distance of 18.48 feet; thence S.43°17'20"E. a distance of 50.30 feet; thence S.01°42'54"W. a distance of 43.47 feet to the South line of said "Tract A"; thence N.88°17'06"W. along said South line a distance of 126.47 feet to the Point of Beginning.

**SURVEYOR'S CERTIFICATE:**  
I hereby certify to the best of my knowledge and belief that this drawing is a true and correct representation of the boundary survey of the real property described herein. I further certify that this boundary survey was prepared in accordance with the applicable provisions of Chapter 5J-17 Florida Administrative Code.  
Manucy Land Surveyors, Inc.  
Date: 8/23/16 John H. Manucy Jr. P.S.M.  
Revision 1: Professional Surveyor & Mapper No. 5158  
Revision 2: State of Florida.

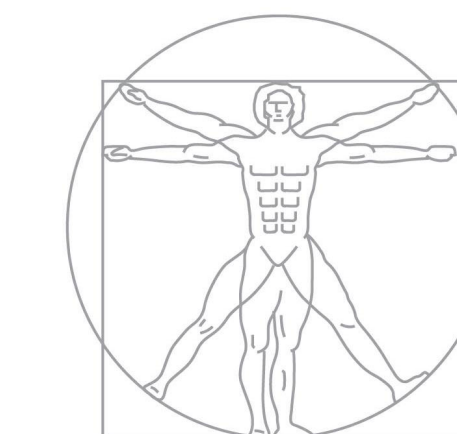
- SURVEYOR'S NOTES:**
- The Legal Description was provided by the Palm Beach County Property Appraisers Office Official Records Book 12685 at Page 908.
  - Type of Drawing: TOPOGRAPHIC SURVEY
  - Bearings shown herein are based on: The South line of Tract "A", GROVE MARKET PLAT as recorded in Plat Book 82, Pages 67 and 68, Palm Beach County, Florida said line bears North 88°17'06" West.
  - Elevations are based on: National Geodetic Vertical Datum 1929
  - Bench Mark Used: Palm Beach County (Griffin) Elevation = 21.48'
  - Reproductions of this Drawing are not Valid unless embossed with the official Seal of the above Surveyor.
  - Contact the appropriate authority prior to any design work on the herein described parcel for Building and Zoning Information.
  - This BOUNDARY SURVEY, has been prepared for the exclusive use of the entities named herein. The Certificate does not extend to any unnamed party.
    - a. California Holdings, LLC, a Florida Limited Liability Company.
    - b. Chicago Title Insurance Company
    - c. Joseph M. Balocco Jr. P.A.
    - d.
  - Property Address: 10) Flood Zone "B"  
Vacant Land Base Flood Elev. = N/A  
Palm Beach County, Fl. 33470 FEMA Panel Number: 120192-0050B  
Date: October 15, 1982
  - Underground foundations and/or footings that may cross beyond the boundary lines of the parcel herein described are not shown.
  - All bearings and distances shown herein are record and measured unless otherwise shown.





# REG

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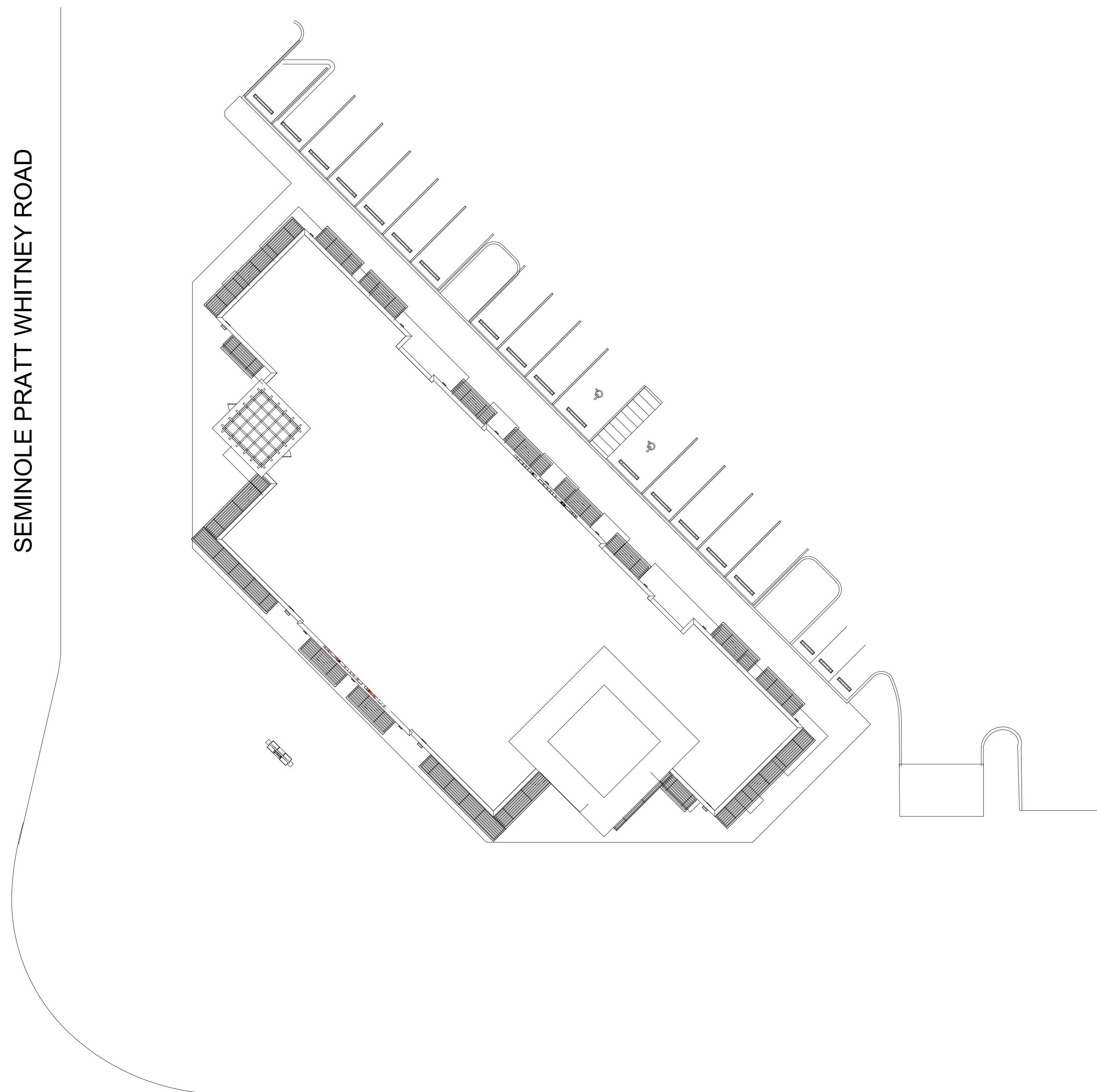
Est. 1988

**Rick Gonzalez, AIA**  
President

FL License AR0014172  
120 South Olive Ave. Ste. 210,  
West Palm Beach, FL 33401  
P (561) 659-2383  
www.regarchitects.com

**WESTLAKE POINT MIXED-USE  
CENTER**

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA



1 SITE LAYOUT  
A-0.40

SCALE: 1/16" = 1'-0"



ARCHITECTURAL SITE PLAN FOR INFORMATIONAL  
PURPOSES ONLY; SEE SITE PLAN BY OTHERS.

NO. DATE DESCRIPTION

DATE 06/29/2023

MODELED JE

CHECKED VD/REG

PROJECT # 22013

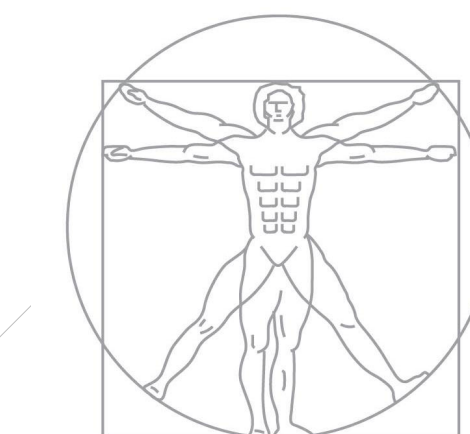
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SITE PLAN

PROGRESS SET -

# A-0.40



**WESTLAKE POINT MIXED-USE CENTER**

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA

**NO. DATE DESCRIPTION**

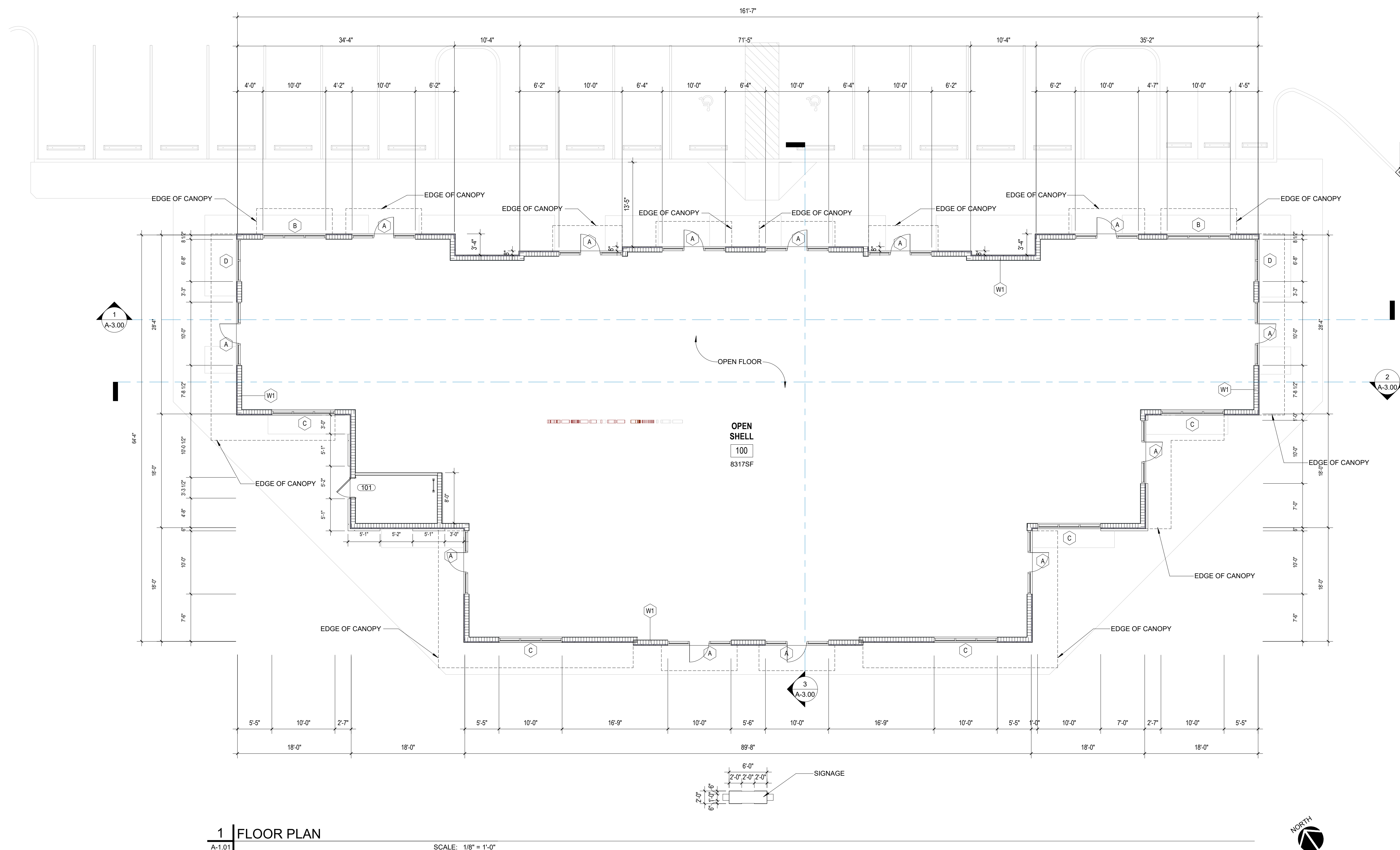
DATE	06/29/2023
MODELED	JE
CHECKED	VD/REG
PROJECT #	22013
© REG	2023

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FIRST FLOOR PLAN

PROGRESS SET -

**A-1.01**

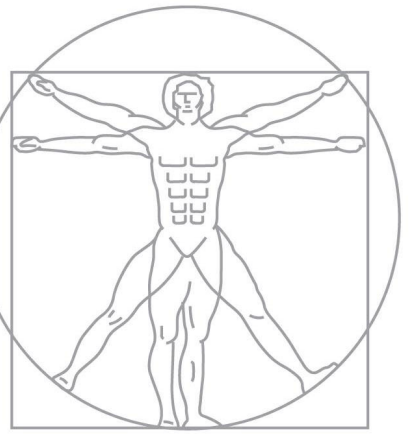


**1 FLOOR PLAN**  
A-1.01

SCALE: 1/8" = 1'-0"







## ROOF PLAN LEGEND

**THREE-PLY SBS SYSTEM**  
**BASIS OF DESIGN**  
JOHN MANVILLE THREE-PLY HOT MOPPED MODIFIED BITUMEN MINERAL-SURFACED ROOFING SYSTEM (3FD CR), OVER MANUFACTURERS APPROVED COVERED BOARD OVER JOHN MANVILLE ENRGY 3 POLYISOCYANURATE INSULATION (R-20MIN) OVER METAL DECK (SEE STRUCTURAL). MANUFACTURER SHALL PROVIDE CURRENT, VALID MIAMI DADE COUNTY NOA OR STATE OF FLORIDA PRODUCT APPROVAL FOR ENTIRE SYSTEM ASSEMBLY MEETING OR EXCEEDING DESIGN WIND LOAD REQUIREMENTS. PROVIDE SHOP DRAWINGS FOR REVIEW AND APPROVAL PRIOR TO FABRICATION

CRICKET: 1/4" / 1'-0" SLOPE

**SC** SCUPPER

**DS** DOWNSPOT

PRIMARY ROOF DRAIN	SECONDARY ROOF DRAIN
RD01	SC01
RD02	SC02
RD03	SC03
RD04	SC04

NOTE: ALL METAL CANOPIES ARE ALUMINUM PRE-ENGINEERED AND PRE-FABRICATED SYSTEMS. CANOPY MANUFACTURER TO PROVIDE COMPLETE SHOP DRAWINGS INCLUDING DELEGATE ENGINEER CALCULATIONS FOR REVIEW AND APPROVAL BY AOR/EOR PRIOR TO FABRICATION

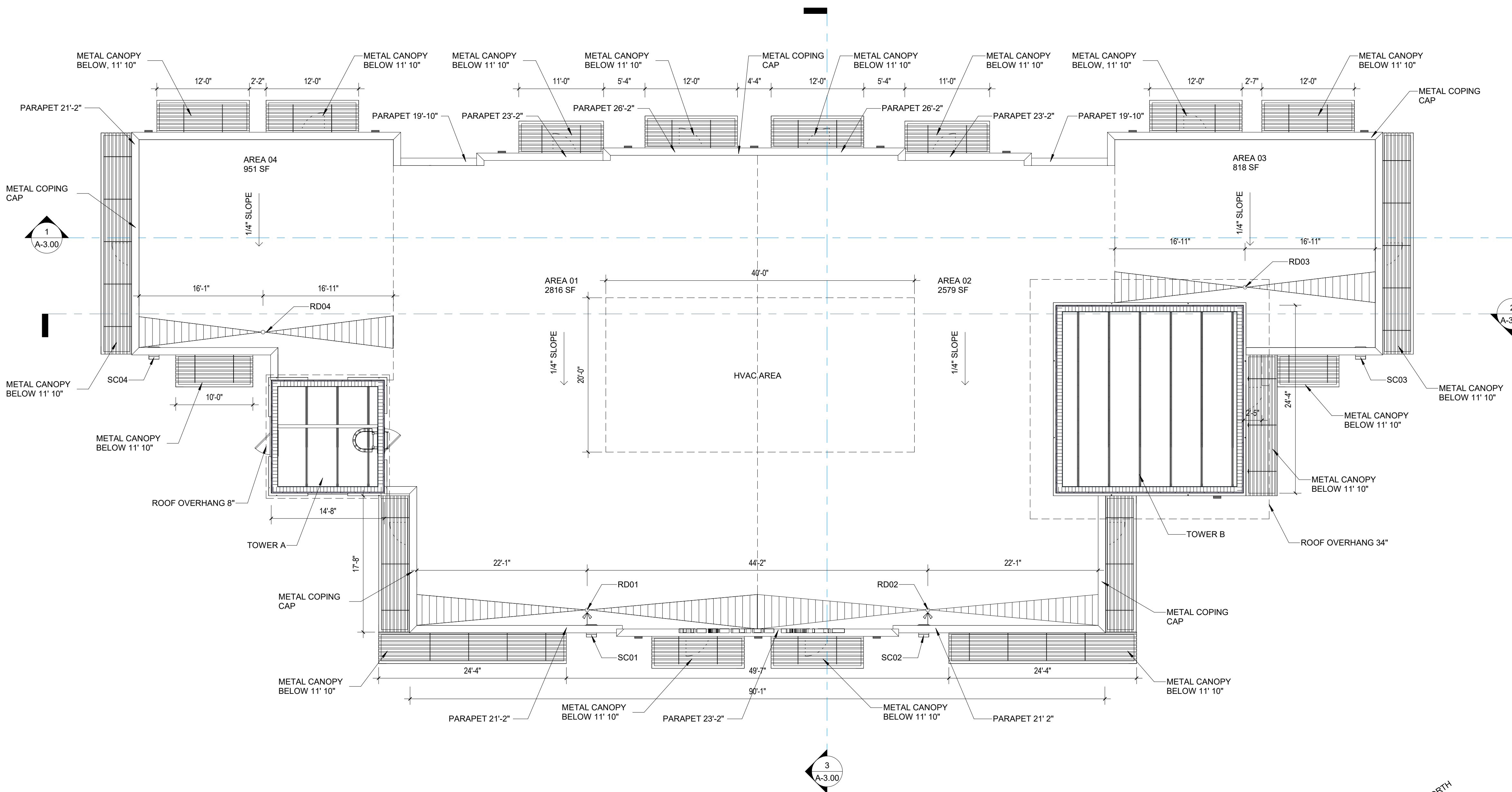
## ROOF STORM DRAIN SCHEDULE

(FBC PLUMBING, 7th EDITION)

AREA	AREA (SQ FT.)			FLOW RATE FACTOR (Area <sup>0.0520</sup> ) REQUIRED CAPACITY (gpm)	PRIMARY DRAIN		SECONDARY DRAIN	
	ROOF	WALL	TOTAL		ROOF DRAIN	EMERGENCY OVERFLOW SCUPPER	MARK	SIZE
01	2816	318	3134	163 gpm	RD01	4" dia	SC01	4 1/2 x 6
02	2579	334	2913	152 gpm	RD02	4" dia	SC02	3 x 5
03	818	194	1012	52 gpm	RD03	4" dia	SC03	2 1/4 x 3
04	951	177	1128	59 gpm	RD04	4" dia	SC04	4 x 2 1/2
05	256	-	256	13 gpm	-	-	-	-
06 + 07	625	-	625	33 gpm	-	-	-	-
08 + 09	337	-	337	18 gpm	-	-	-	-
02+ 07+ 09	2,852	334	3186	166 gpm	RD02	5" dia	SC02	4 x 2 1/2

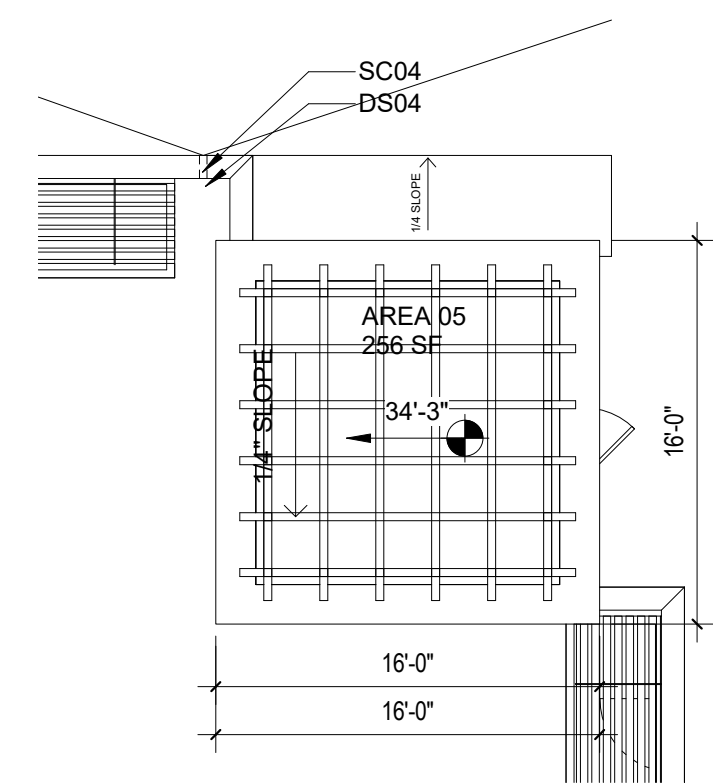
### NOTES

- ROOF DESIGN REF: FBC-PLUMBING (100 YEARS, 1-HR RAINFALL = 5")
- COLLECTOR BOX (CB01 & CB02) SHALL BE 6" WIDE X 4" DEEP X 4" HIGH MIN



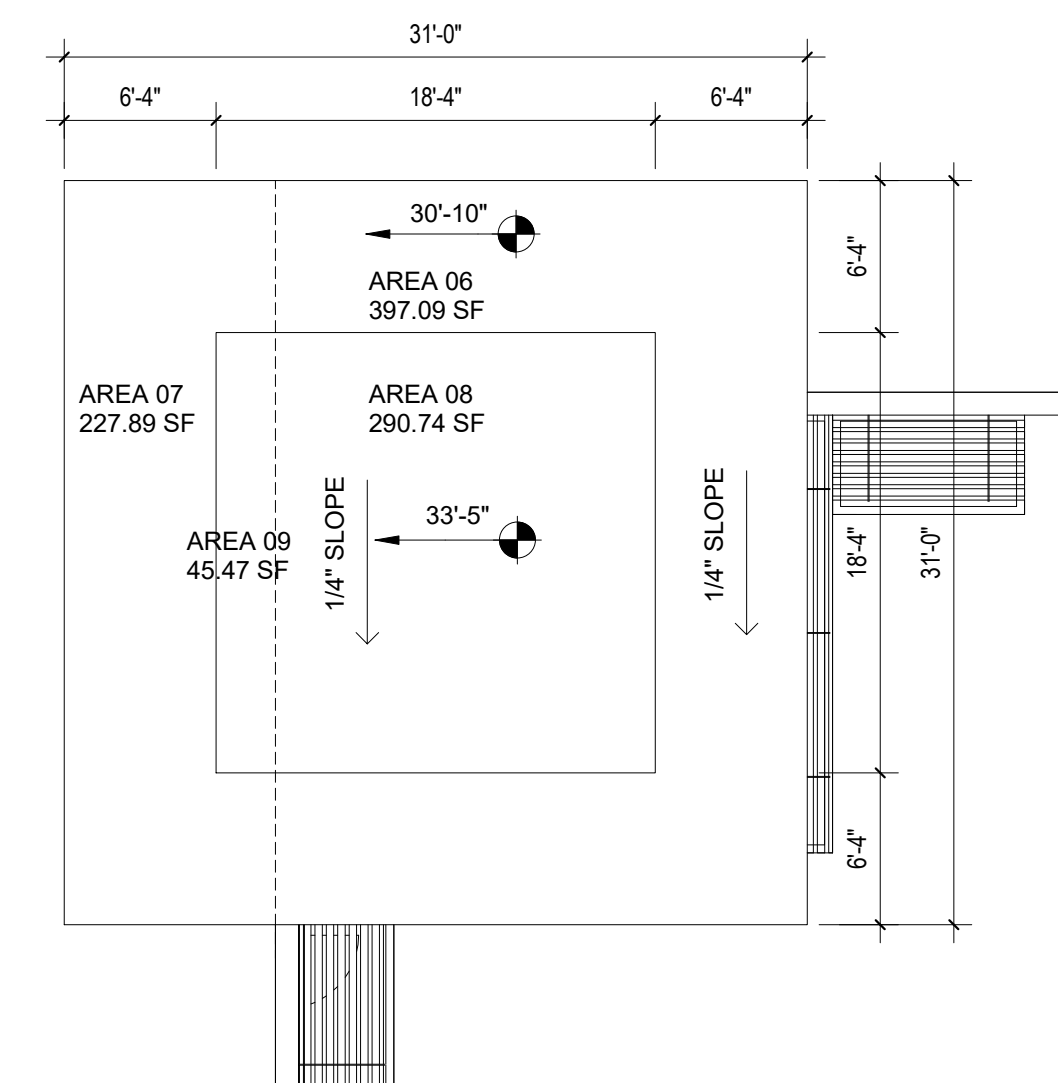
**1 ROOF PLAN**

SCALE: 1/8" = 1'-0"



**2 ROOF PLAN TOWER A**

SCALE: 1/8" = 1'-0"



**3 ROOF PLAN TOWER B**

SCALE: 1/8" = 1'-0"

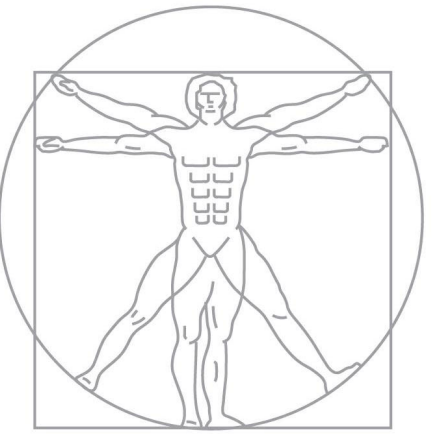
## NO. DATE DESCRIPTION

DATE	06/29/2023
MODELED	JE
CHECKED	VD/REG
PROJECT #	22013
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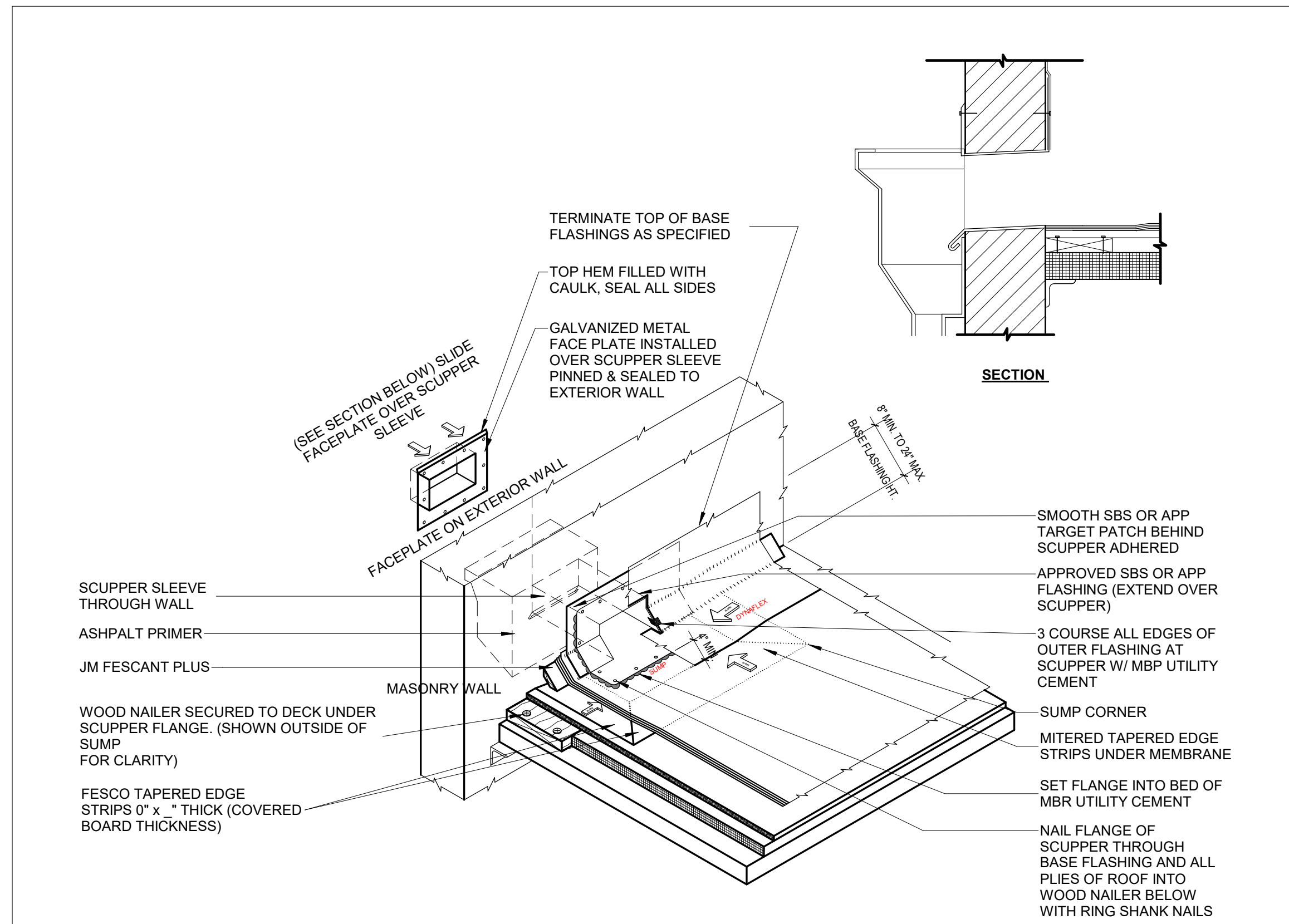
ROOF PLAN





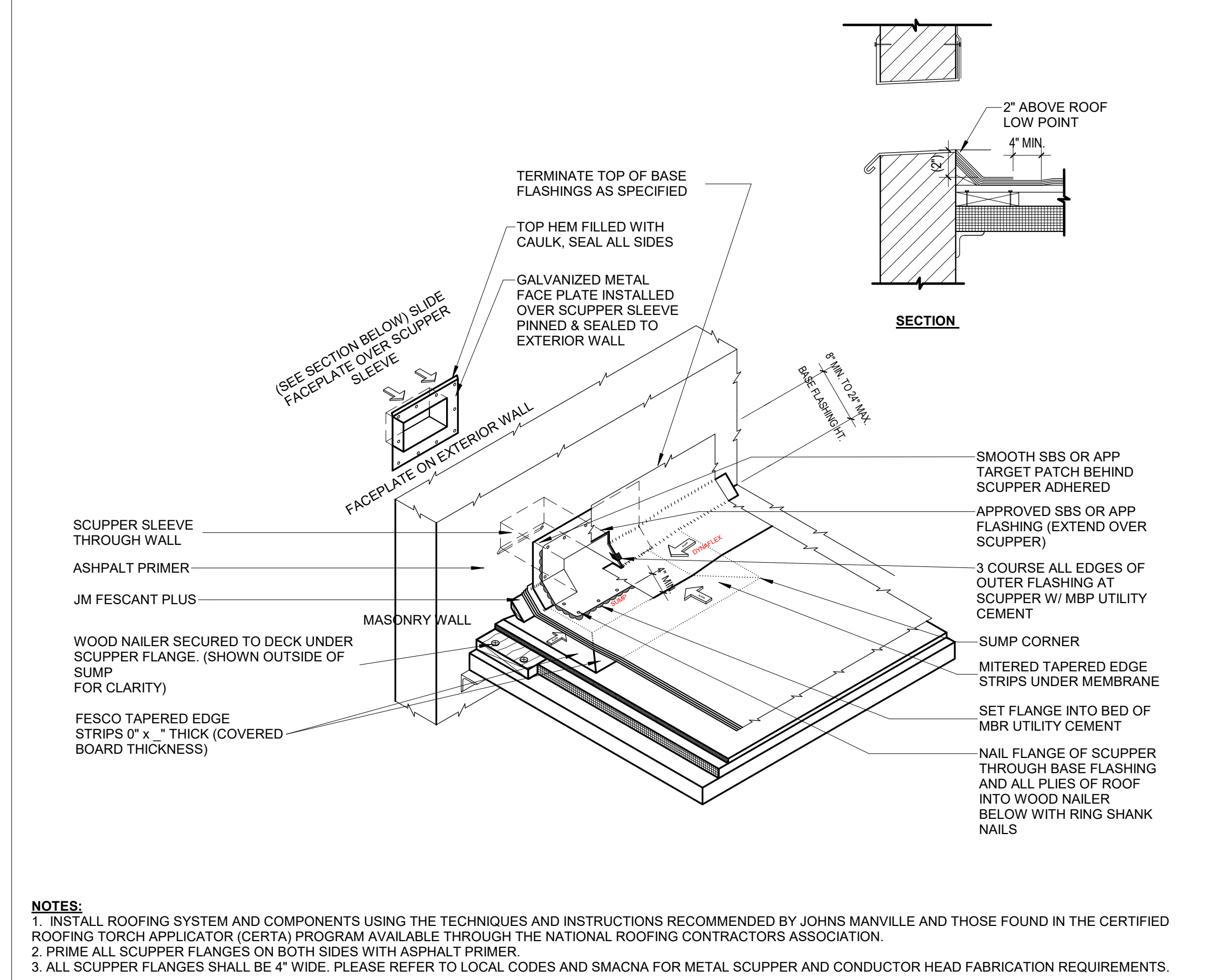
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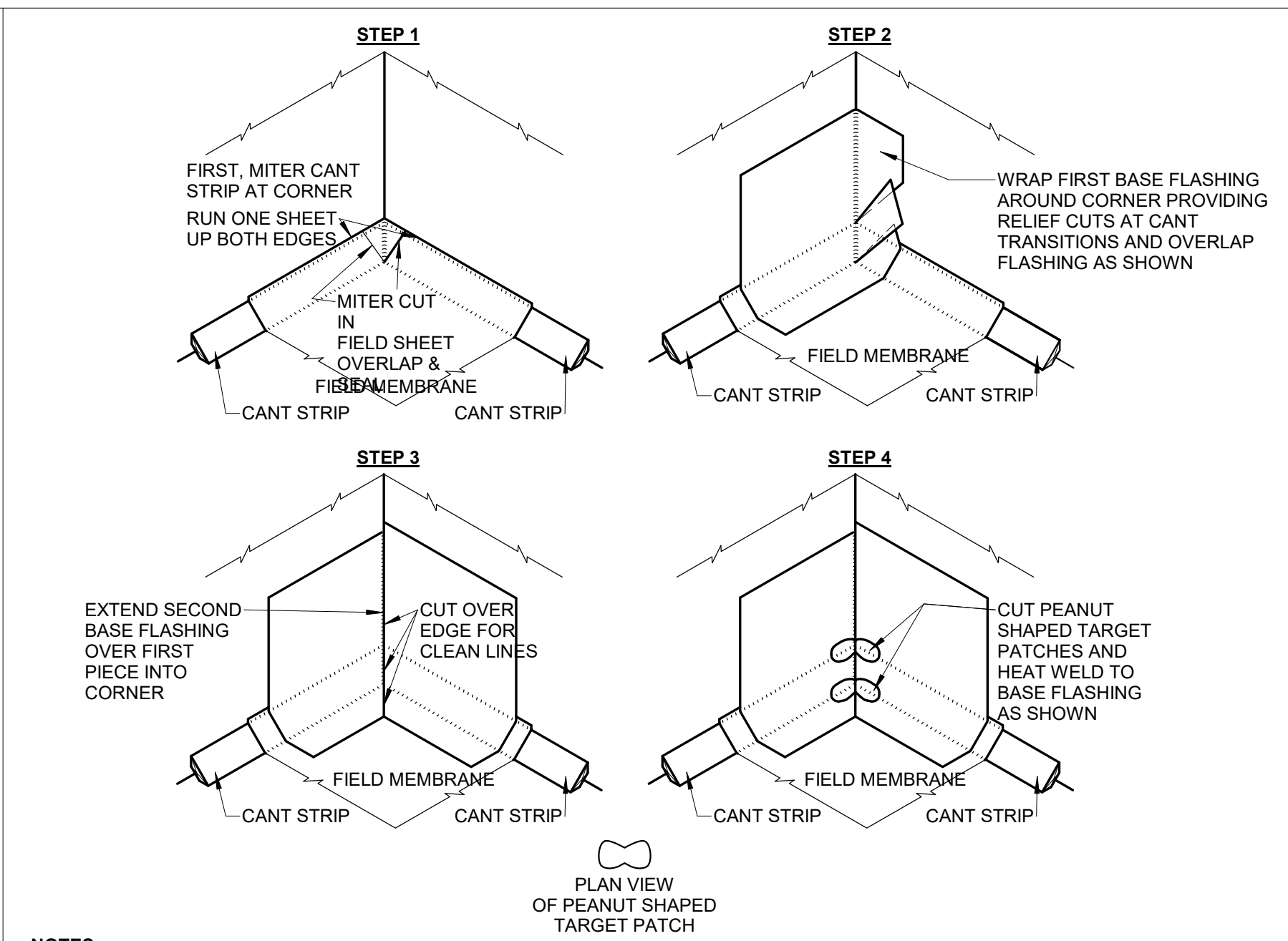
**NOTES:**  
1. INSTALL ROOFING SYSTEM AND COMPONENTS USING THE TECHNIQUES AND INSTRUCTIONS RECOMMENDED BY JOHNS MANVILLE AND THOSE FOUND IN THE CERTIFIED ROOFING TORCH APPLICATOR (CERTA) PROGRAM AVAILABLE THROUGH THE NATIONAL ROOFING CONTRACTORS ASSOCIATION.  
2. PRIME ALL SCUPPER FLANGES ON BOTH SIDES WITH ASPHALT PRIMER.  
3. ALL SCUPPER FLANGES SHALL BE 4" WIDE. PLEASE REFER TO LOCAL CODES AND SMACNA FOR METAL SCUPPER AND CONDUCTOR HEAD FABRICATION REQUIREMENTS.

**PRIMARY METAL SCUPPER TO DOWNSPOT IN SUMP**  
1  
3/4" = 1'-0"



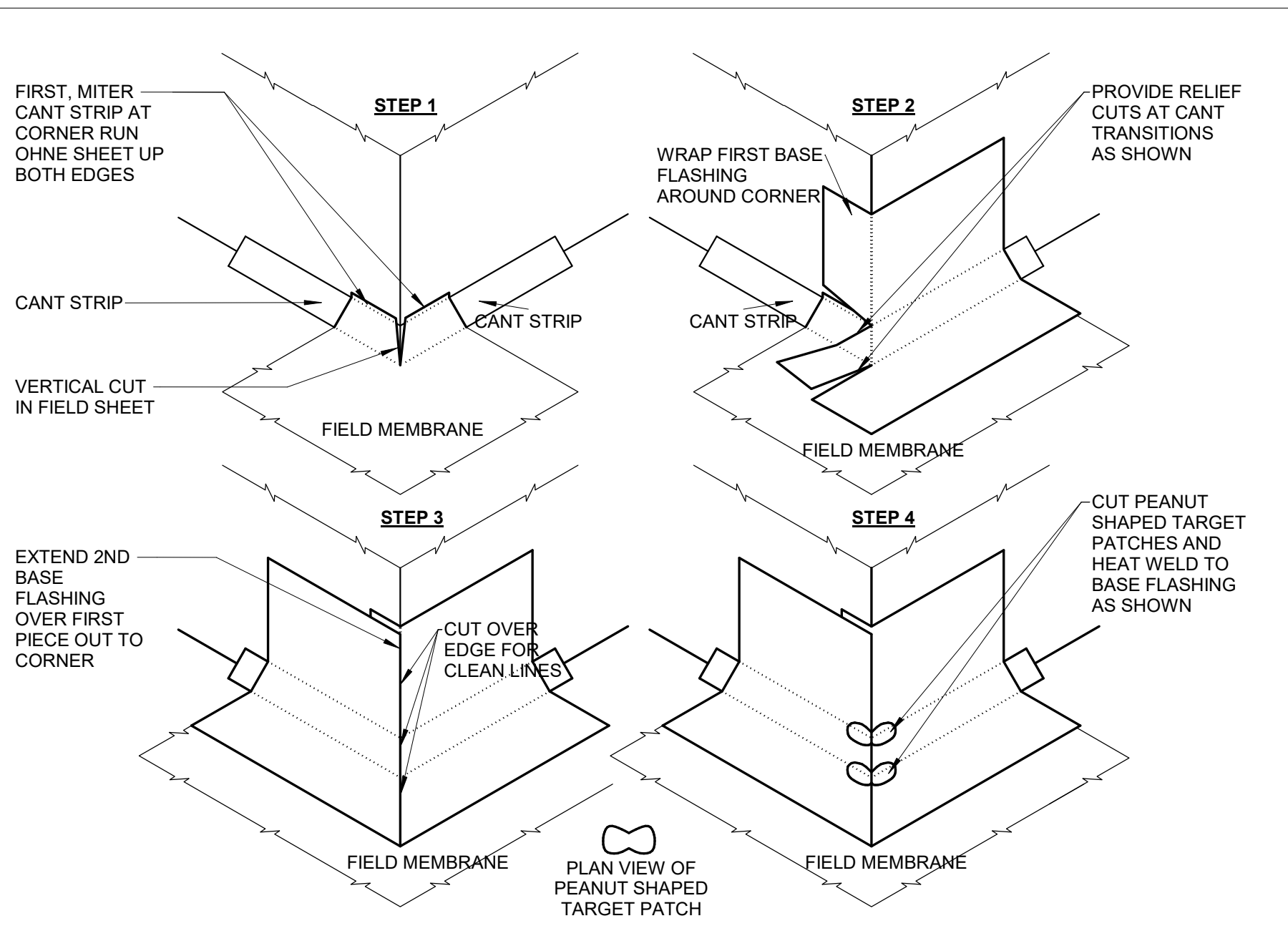
**NOTES:**  
1. INSTALL ROOFING SYSTEM AND COMPONENTS USING THE TECHNIQUES AND INSTRUCTIONS RECOMMENDED BY JOHNS MANVILLE AND THOSE FOUND IN THE CERTIFIED ROOFING TORCH APPLICATOR (CERTA) PROGRAM AVAILABLE THROUGH THE NATIONAL ROOFING CONTRACTORS ASSOCIATION.  
2. PRIME ALL SCUPPER FLANGES ON BOTH SIDES WITH ASPHALT PRIMER.  
3. ALL SCUPPER FLANGES SHALL BE 4" WIDE. PLEASE REFER TO LOCAL CODES AND SMACNA FOR METAL SCUPPER AND CONDUCTOR HEAD FABRICATION REQUIREMENTS.

**SECONDARY METAL SCUPPER IN SUMP**  
2  
3/4" = 1'-0"



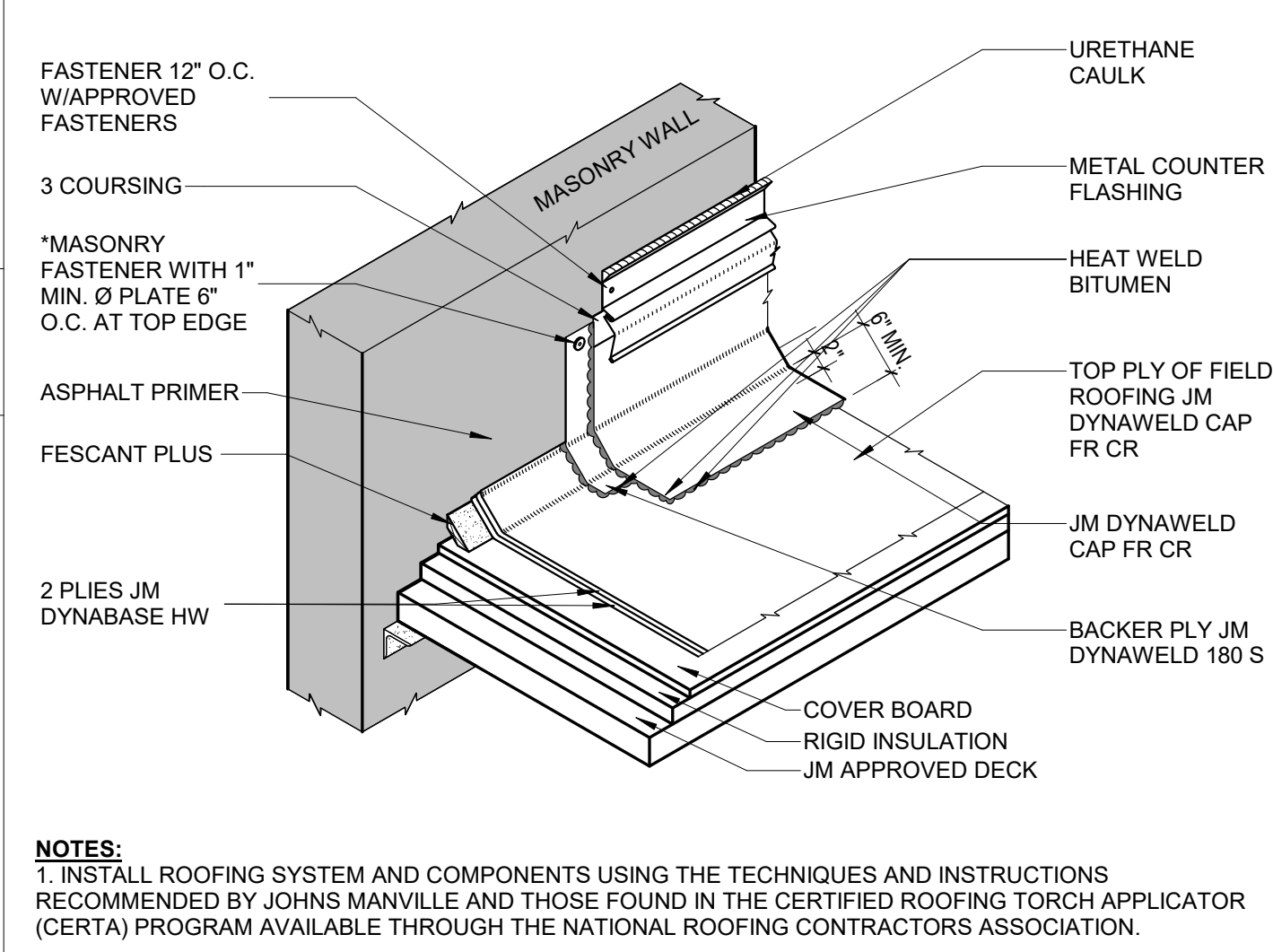
**NOTES:**  
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**BASE FLASHING @ INSIDE CORNER**  
3  
3/4" = 1'-0"



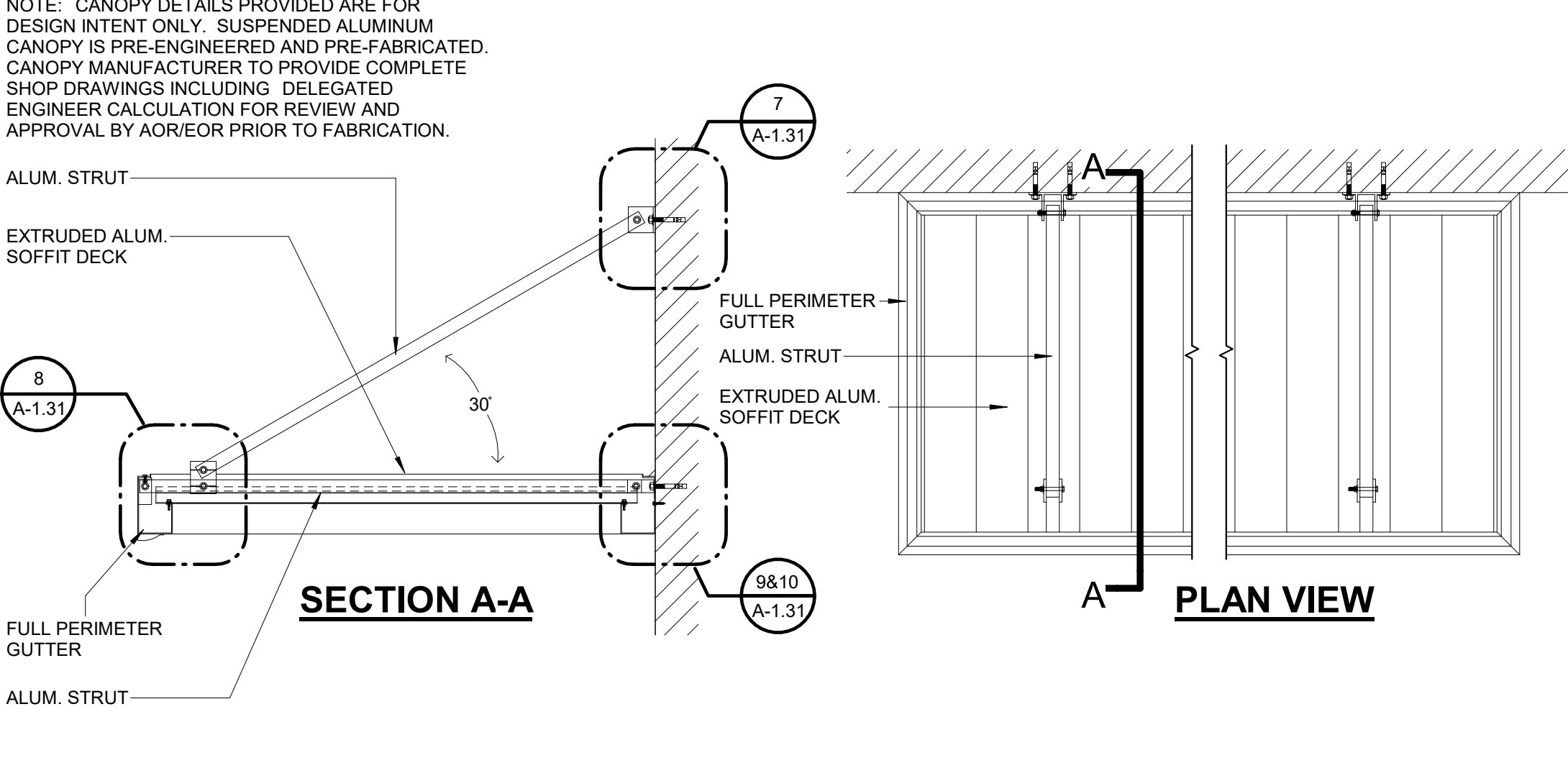
**NOTES:**  
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**BASE FLASHING @ OUTSIDE CORNER**  
4  
3/4" = 1'-0"

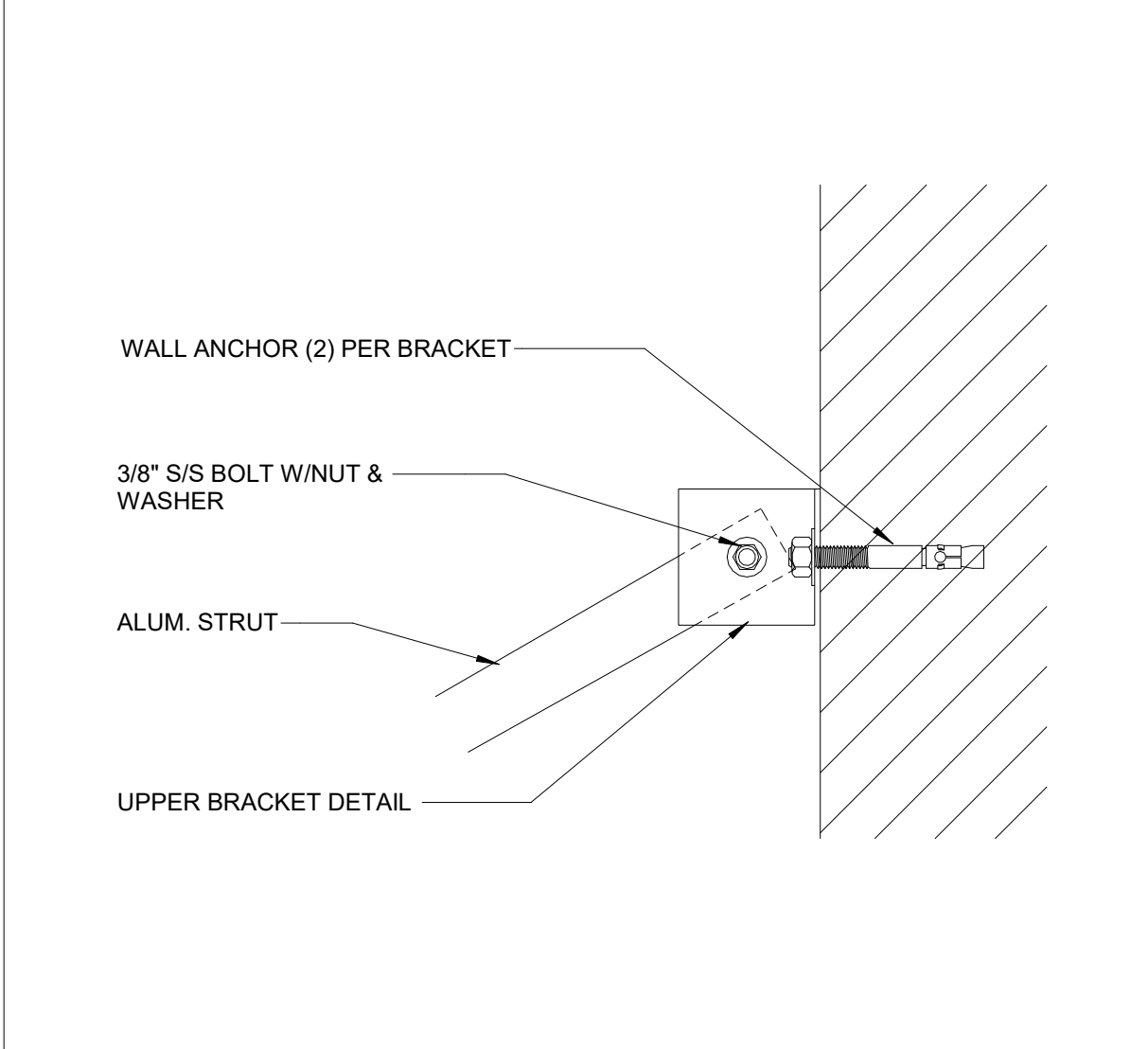


**NOTES:**  
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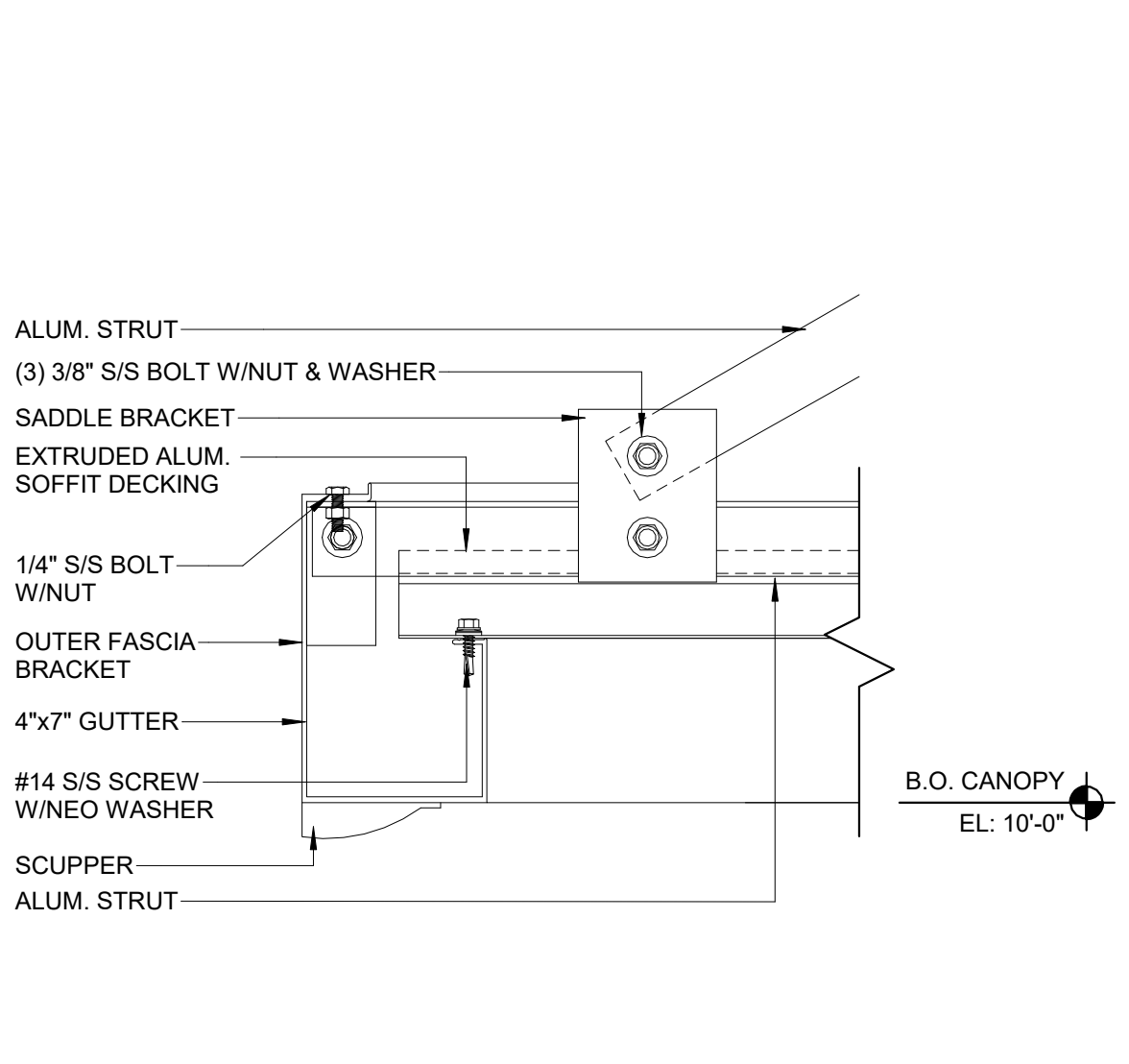
**BASE FLASHING**  
5  
3/4" = 1'-0"



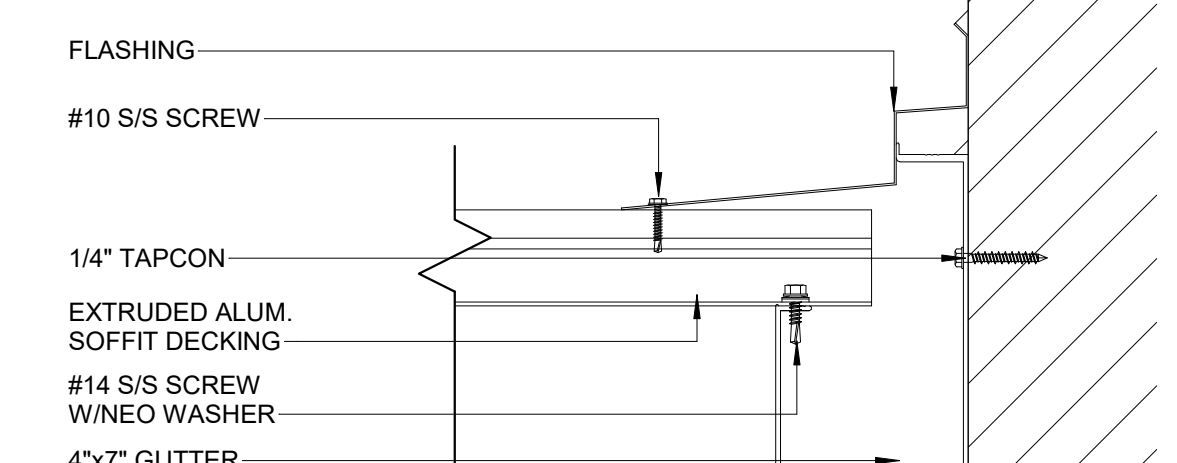
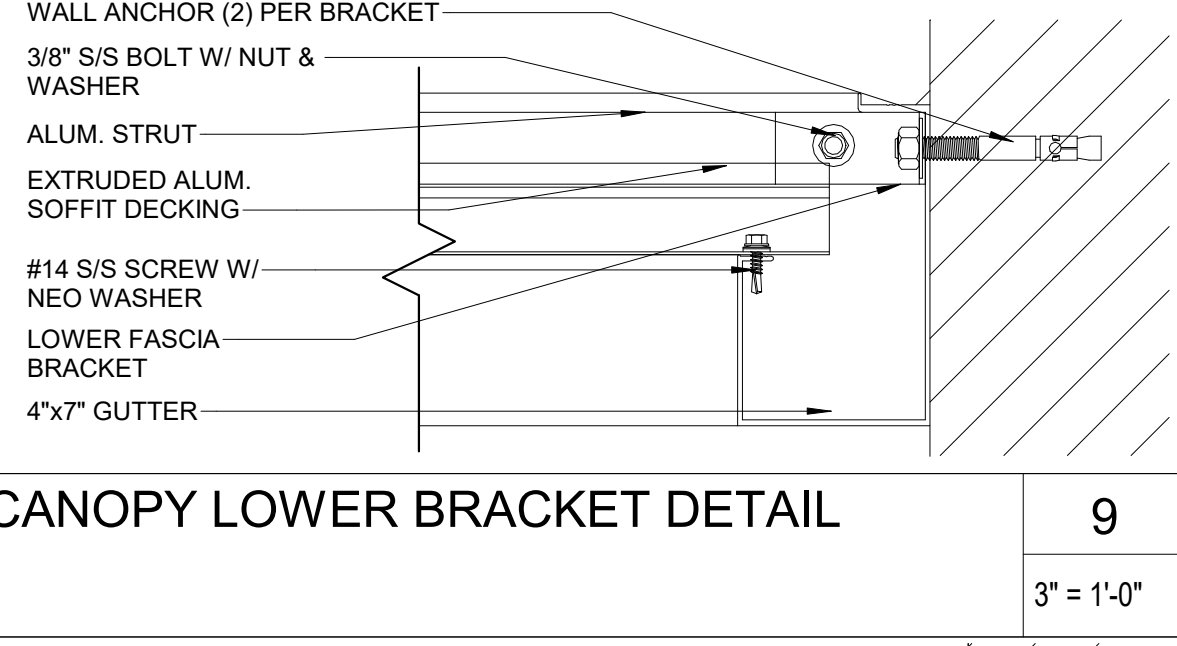
**SUSPENDED CANOPY DETAIL**  
6  
3/4" = 1'-0"



**CANOPY UPPER BRACKET DETAIL**  
7  
3" = 1'-0"

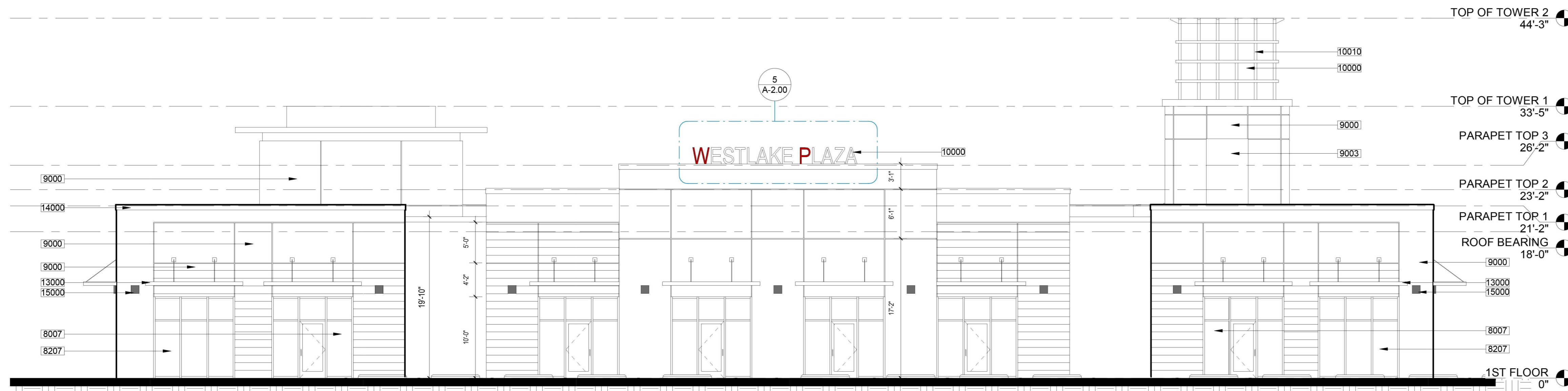


**CANOPY OUTER BRACKET DETAIL**  
8  
3" = 1'-0"

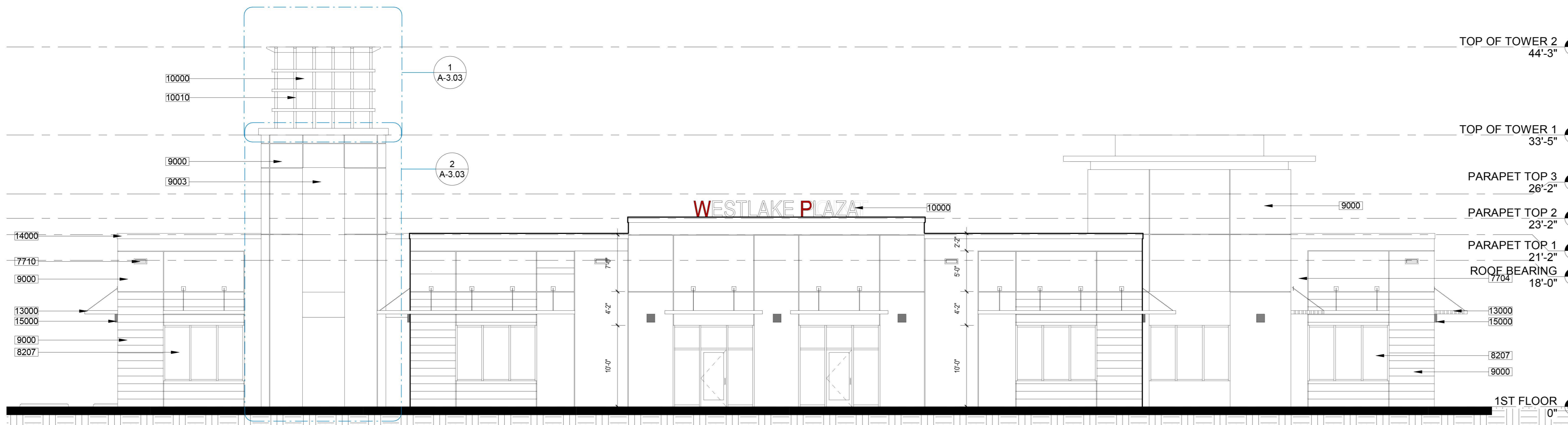


**CANOPY WALL CONNECTION**  
10  
3" = 1'-0"

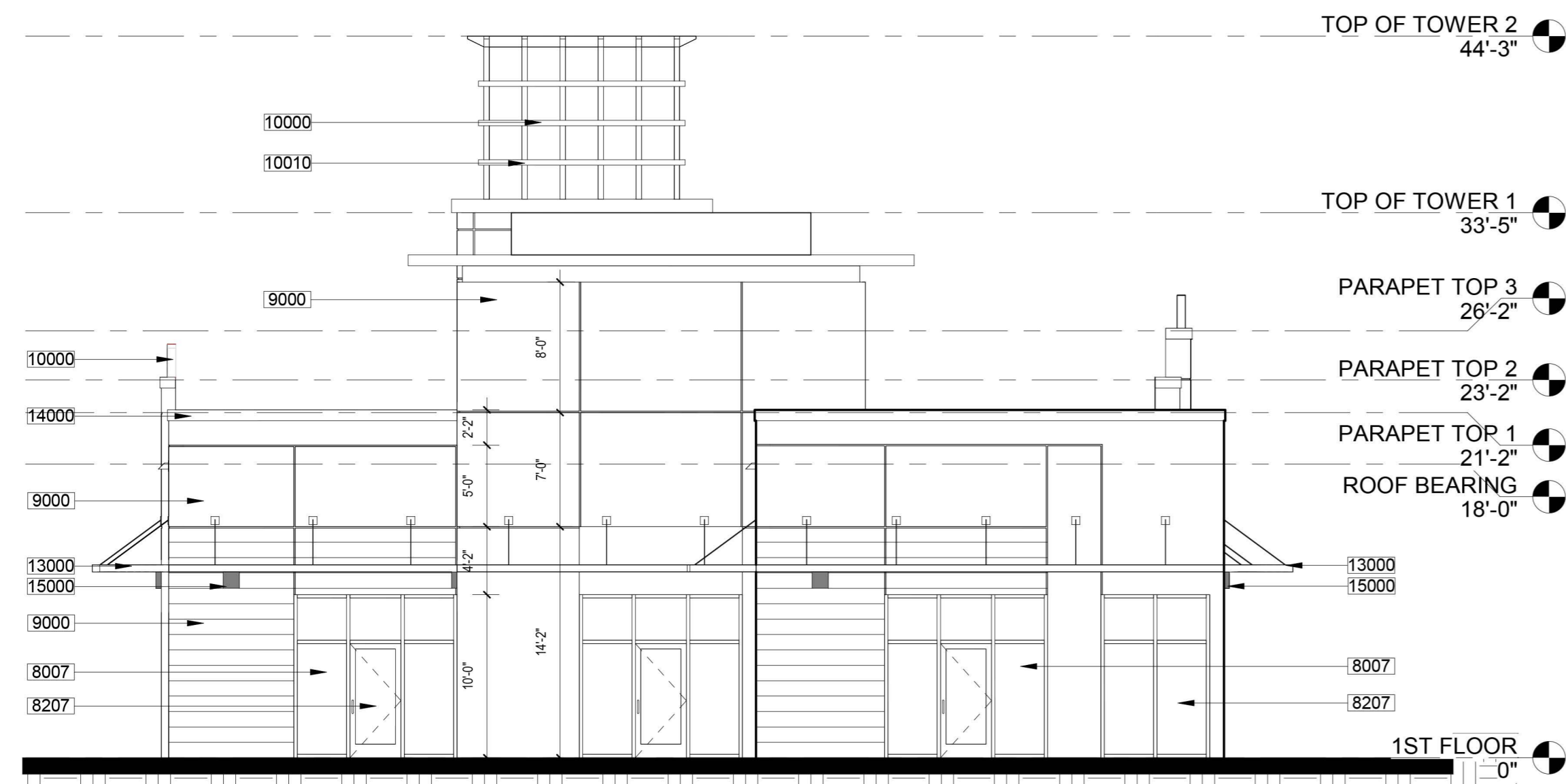




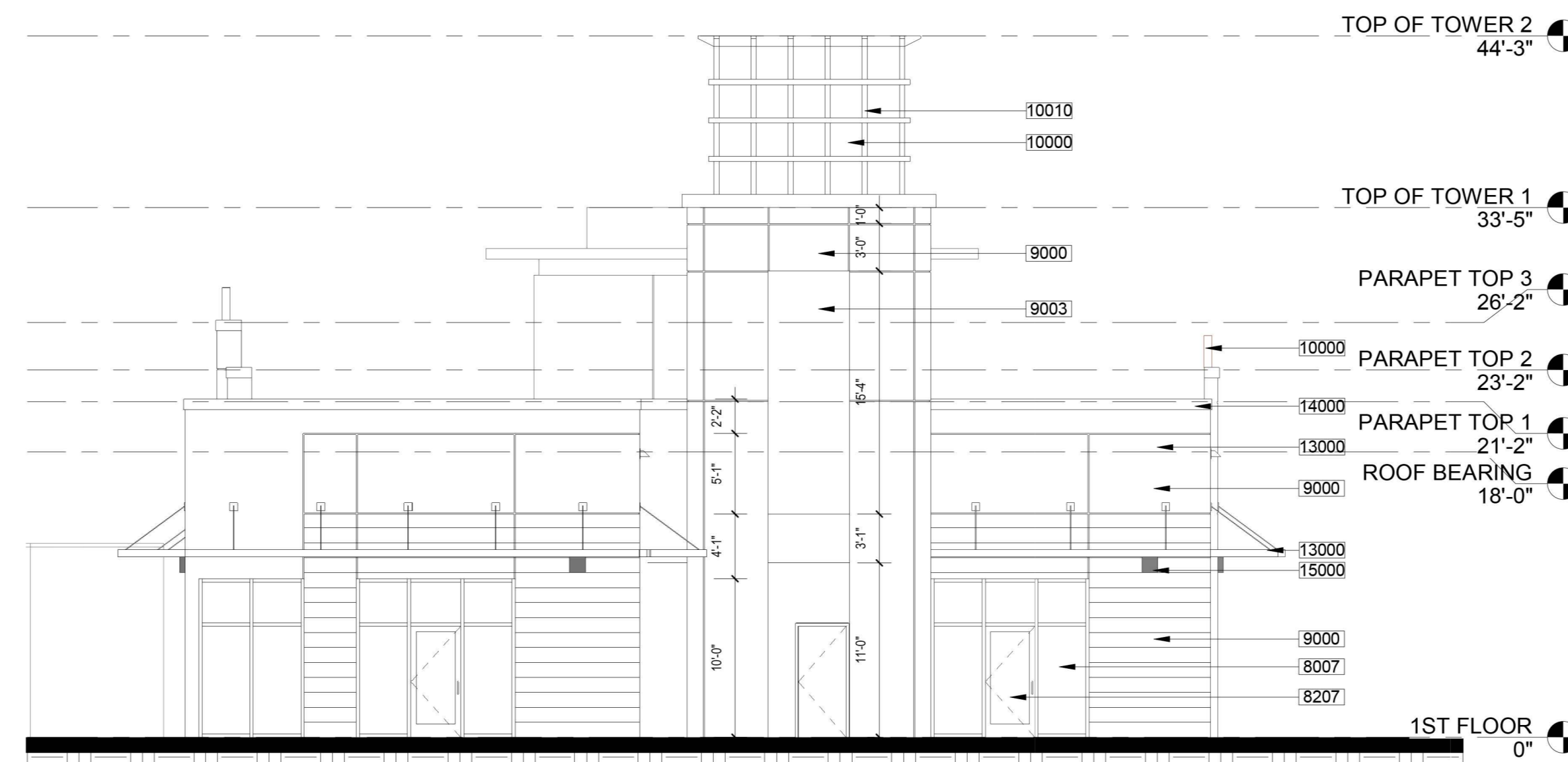
1 North Elevation  
A-2.00 SCALE: 1/8" = 1'-0"



2 South Elevation  
A-2.00 SCALE: 1/8" = 1'-0"



3 East Elevation  
A-2.00 SCALE: 1/8" = 1'-0"



4 West Elevation  
A-2.00 SCALE: 1/8" = 1'-0"

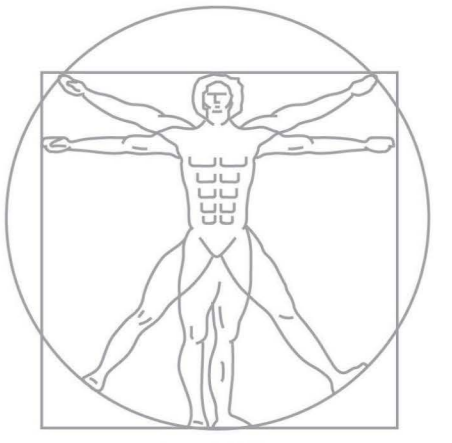
KEYNOTES - ELEVATIONS	
TAG	DESCRIPTION
7710	SCUPPER
7714	EQUIPMENT SUPPORT
8007	ALUMINUM STOREFRONT DOOR - IMPACT RATED
8009	ALUMINUM FLUSH DOOR - IMPACT RATED
8207	ALUMINUM STOREFRONT WINDOW - IMPACT RATED
8209	ALUMINUM WINDOW - IMPACT RATED
8211	UNIT SKYLIGHTS
9000	STUCCO FINISH
9001	STUCCO REVEAL
9002	STUCCO TRIM/BAND
9003	STUCCO RECESS
10000	SIGNAGE
10010	ALUMINUM TRELLIS ENGINEERED
13000	PRE-ENGINEERED METAL CANOPY
14000	ALUMINUM WALL CANOPY
15000	LIGHT FIXTURE (REFER TO ELECTRICAL DWGS.)



5 North Elevation - Callout  
A-2.00 SCALE: 1/4" = 1'-0"

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www.regarchitects.com

WESTLAKE POINT MIXED-USE  
CENTER

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA

NO. DATE DESCRIPTION

DATE	06/29/2023
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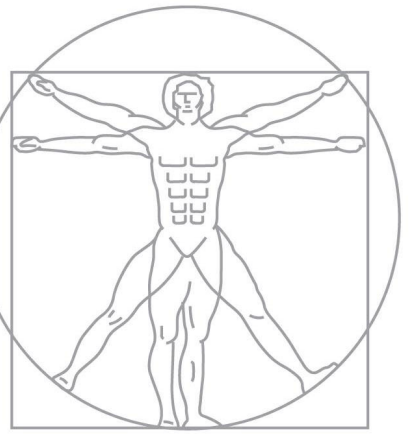
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BUILDING ELEVATIONS

PROGRESS SET -

**A-2.00**





Est. 1988

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**NO. DATE DESCRIPTION**

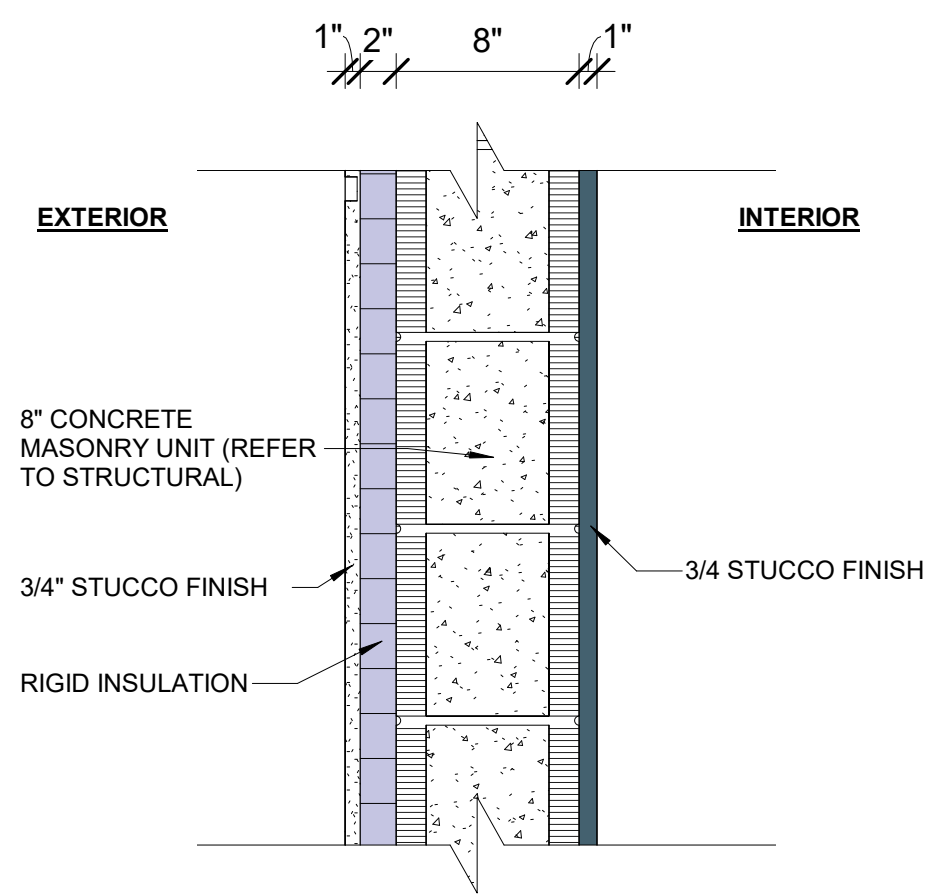
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WALL SECTIONS

PROGRESS SET -

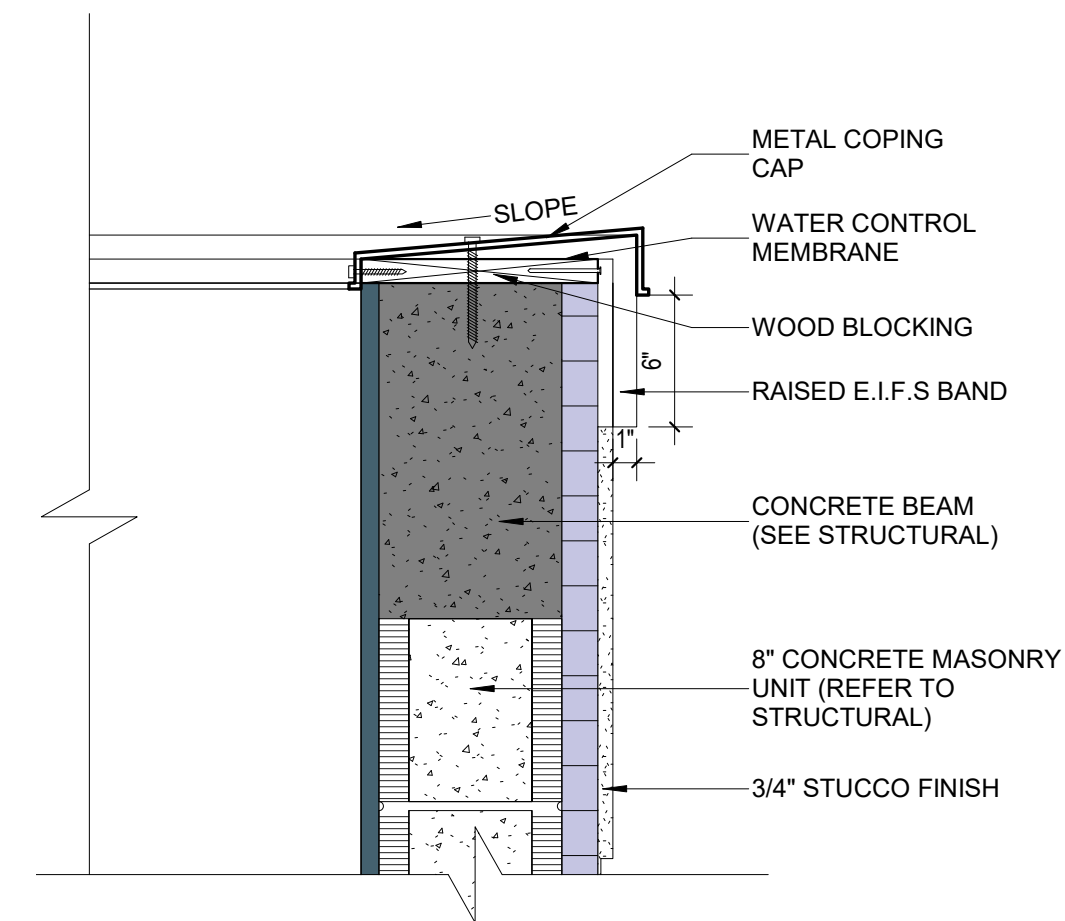
# A-3.01



WALL SECTION DETAIL

1

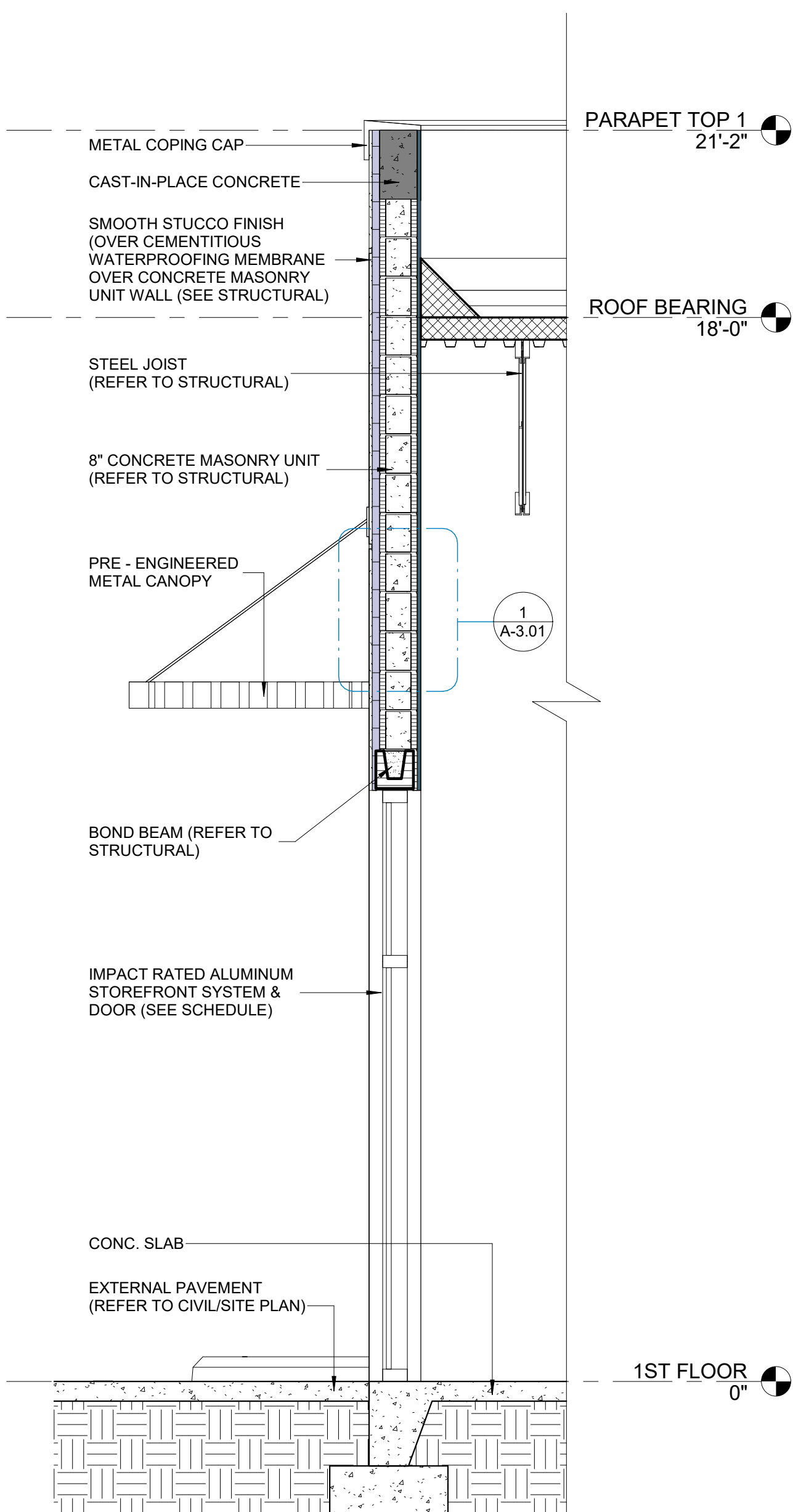
1 1/2" = 1'-0"



PARAPET CAP DETAIL

3

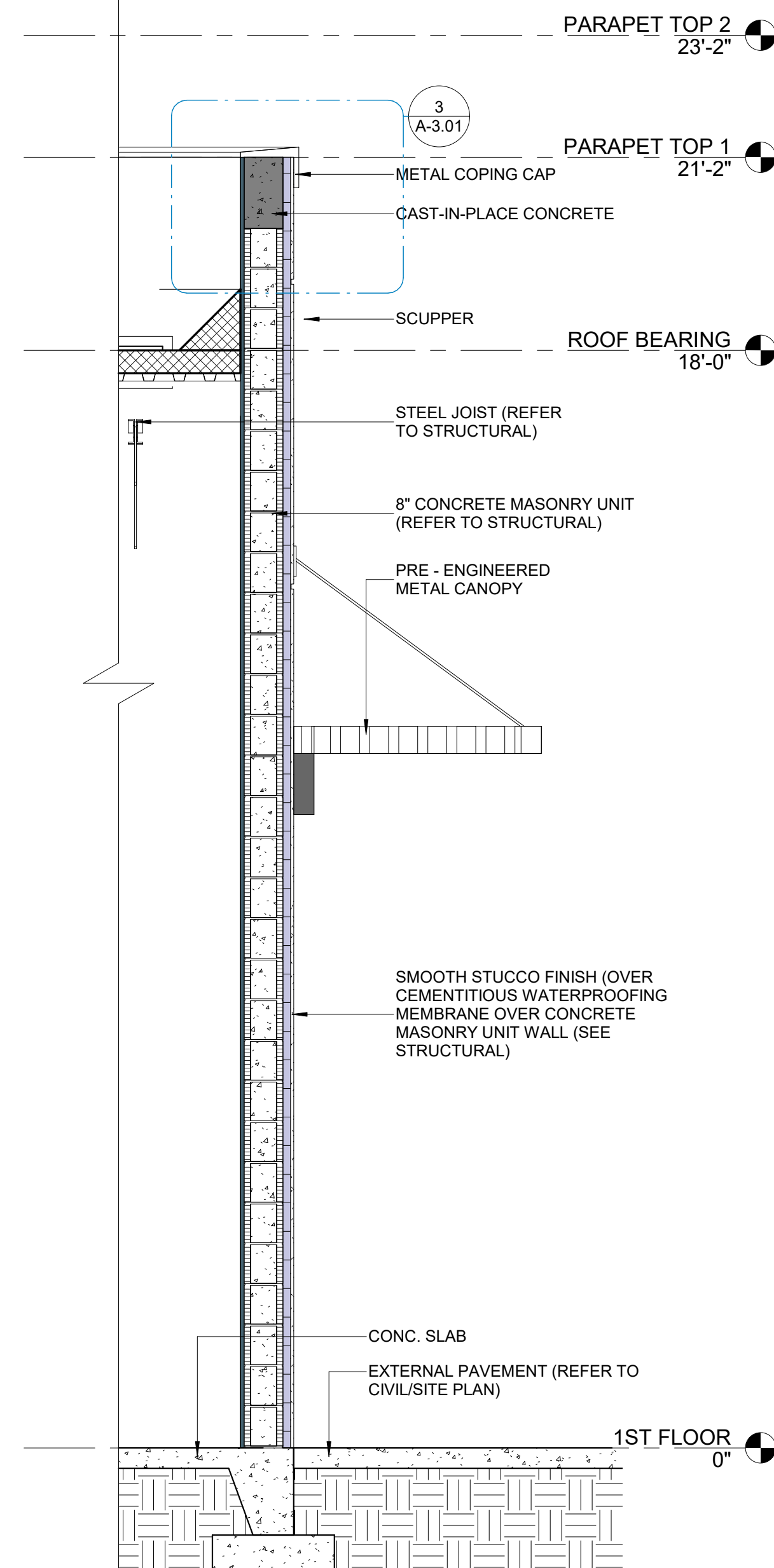
1 1/2" = 1'-0"



WALL SECTION 1

2

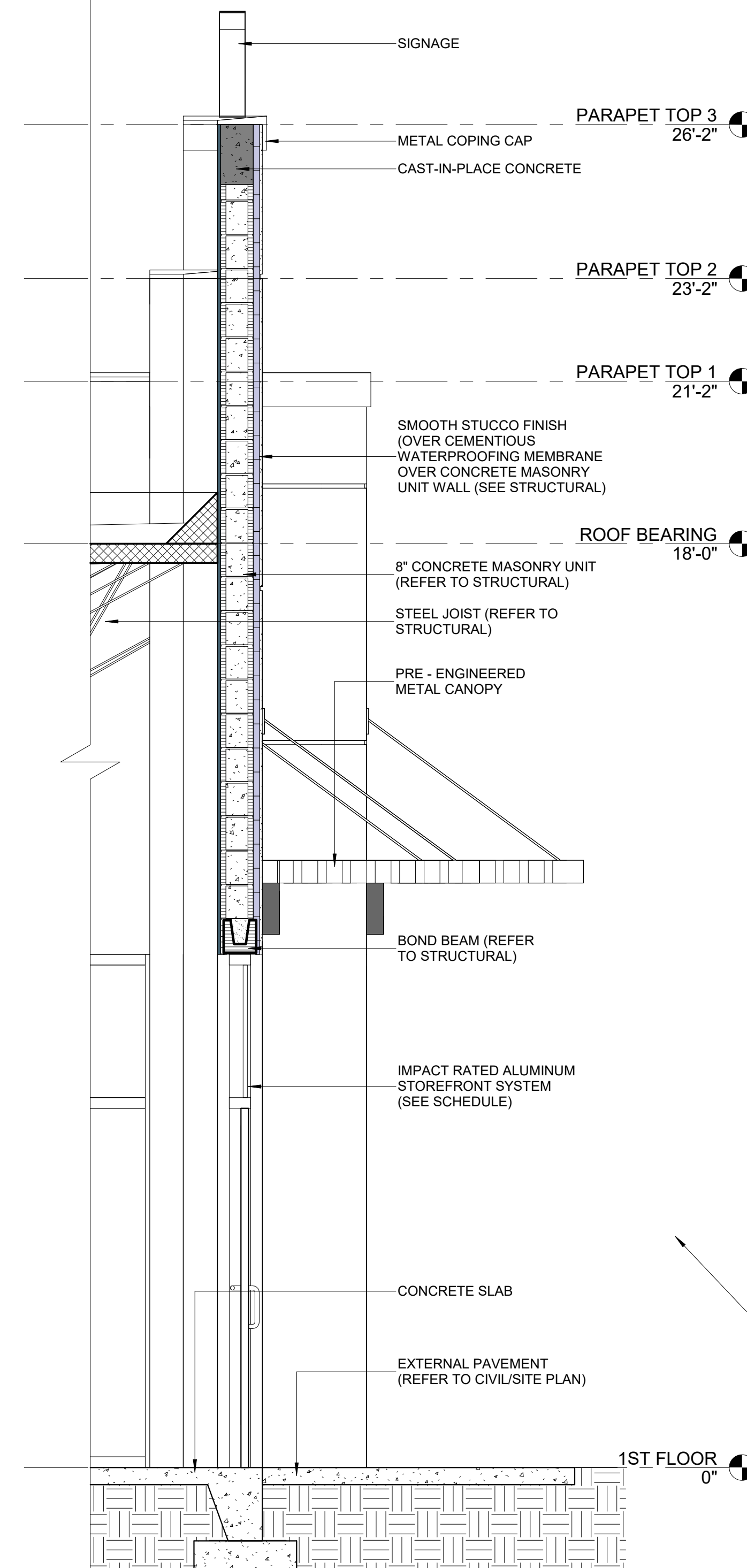
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WALL SECTION 2

4

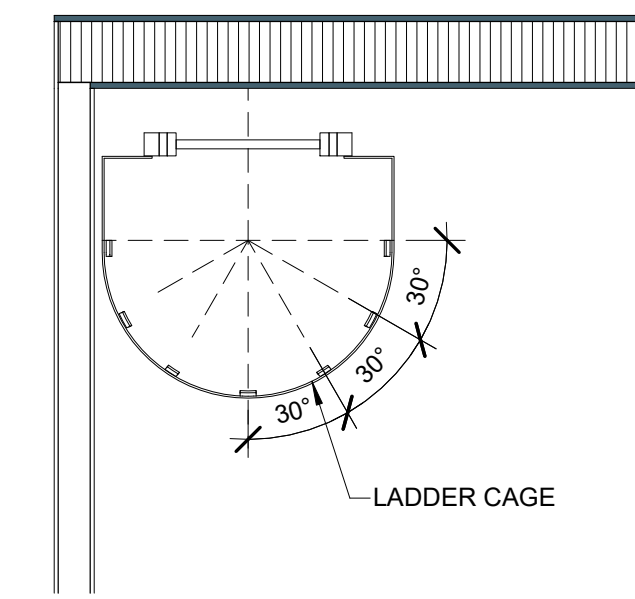
1/2" = 1'-0"



WALL SECTION 3

5

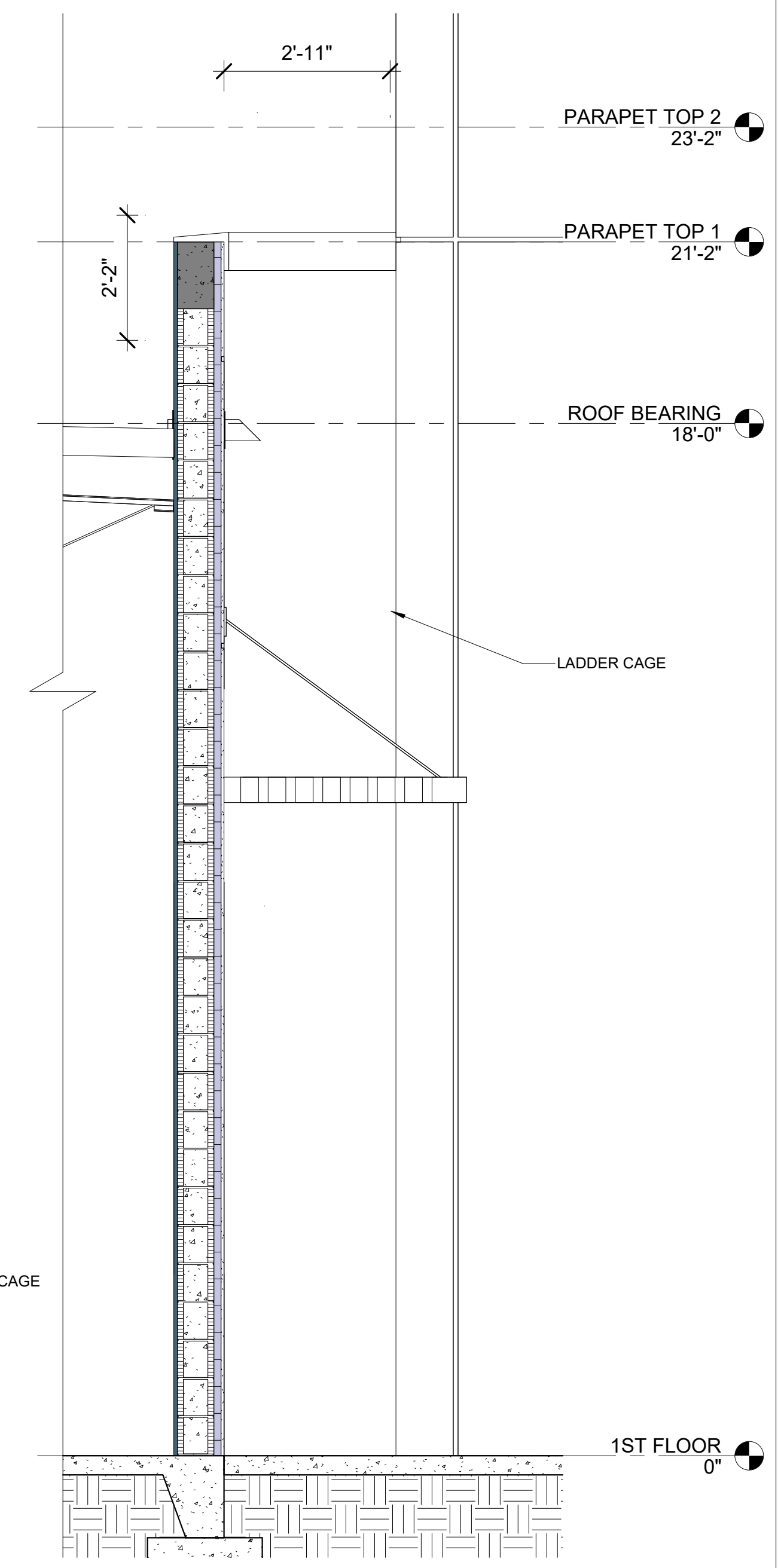
1/2" = 1'-0"



ACCESS LADDER FLOOR PLAN

6

1/2" = 1'-0"

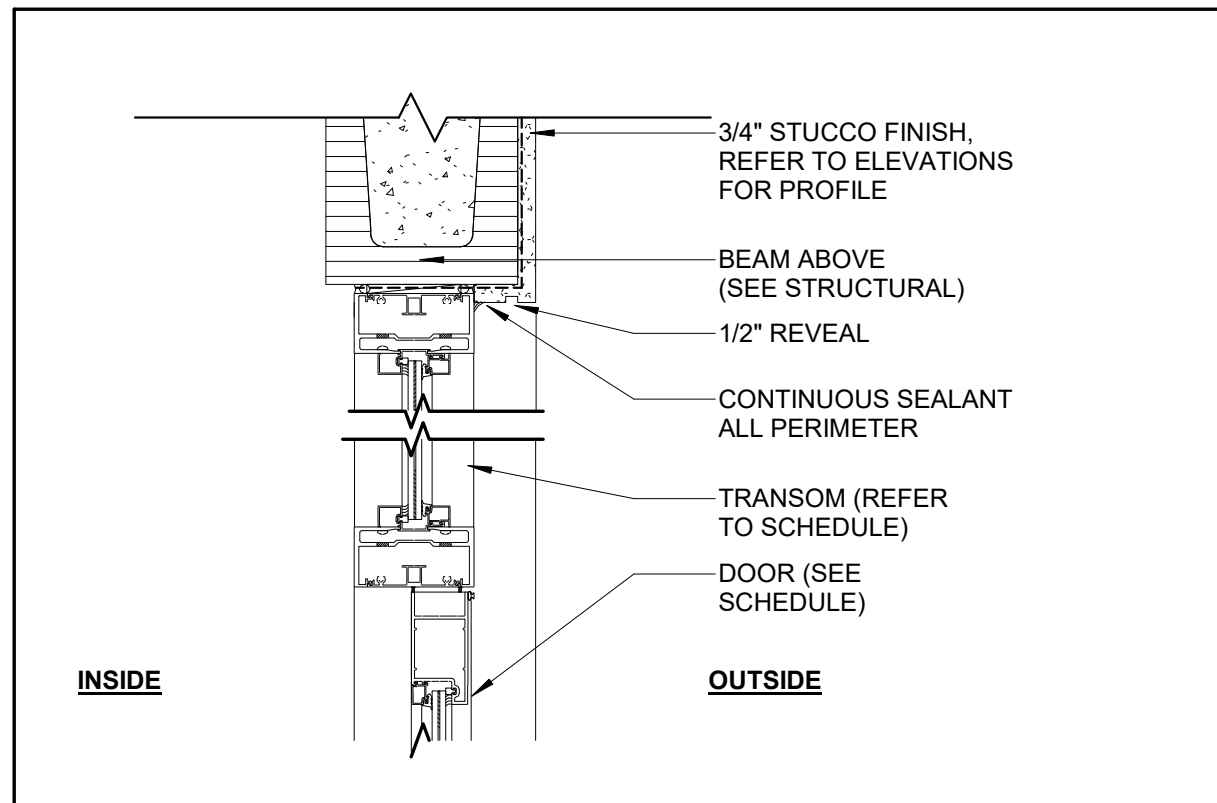


ACCESS LADDER ELEVATION

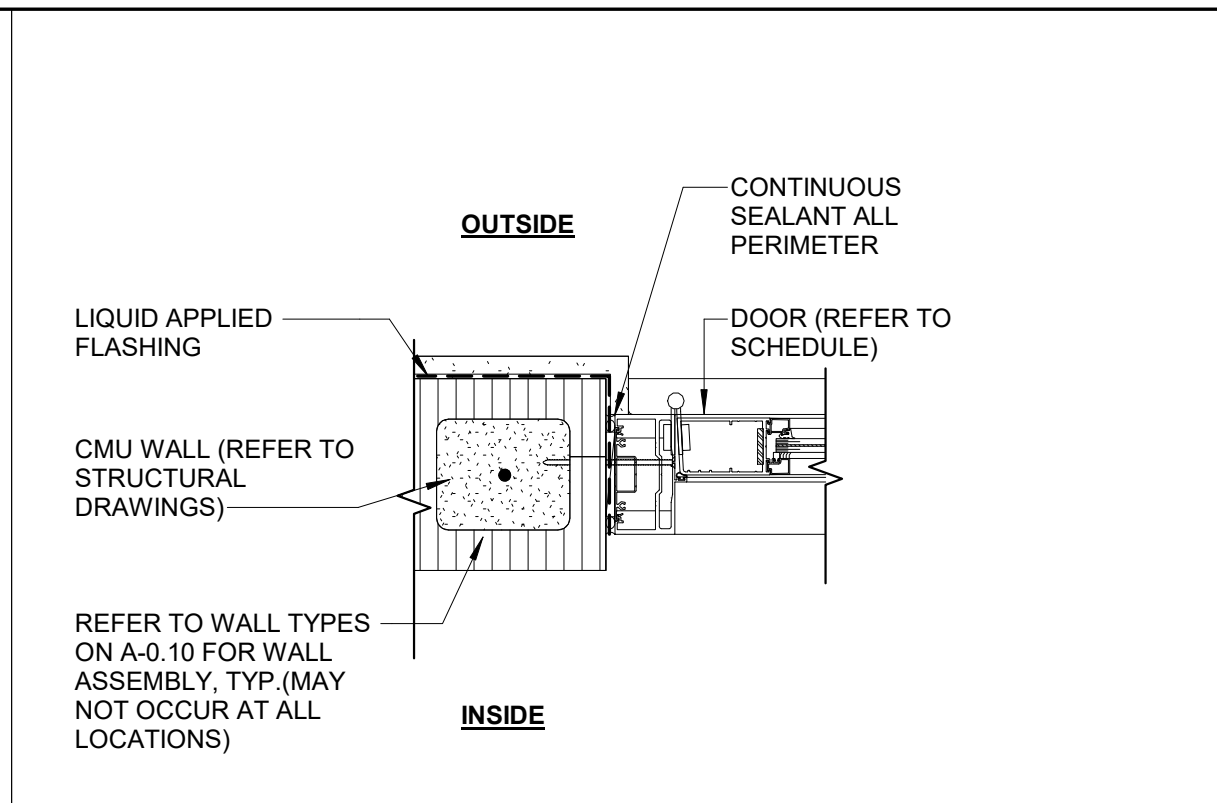
7

1/2" = 1'-0"

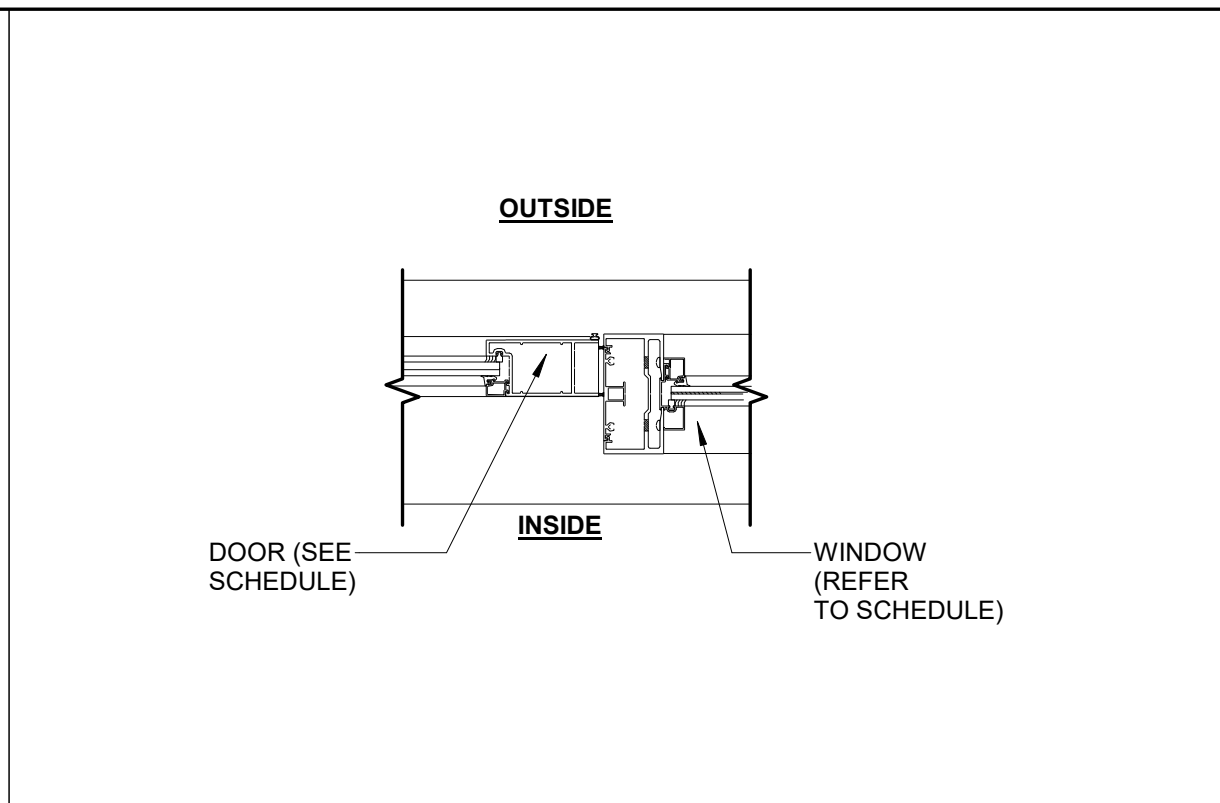




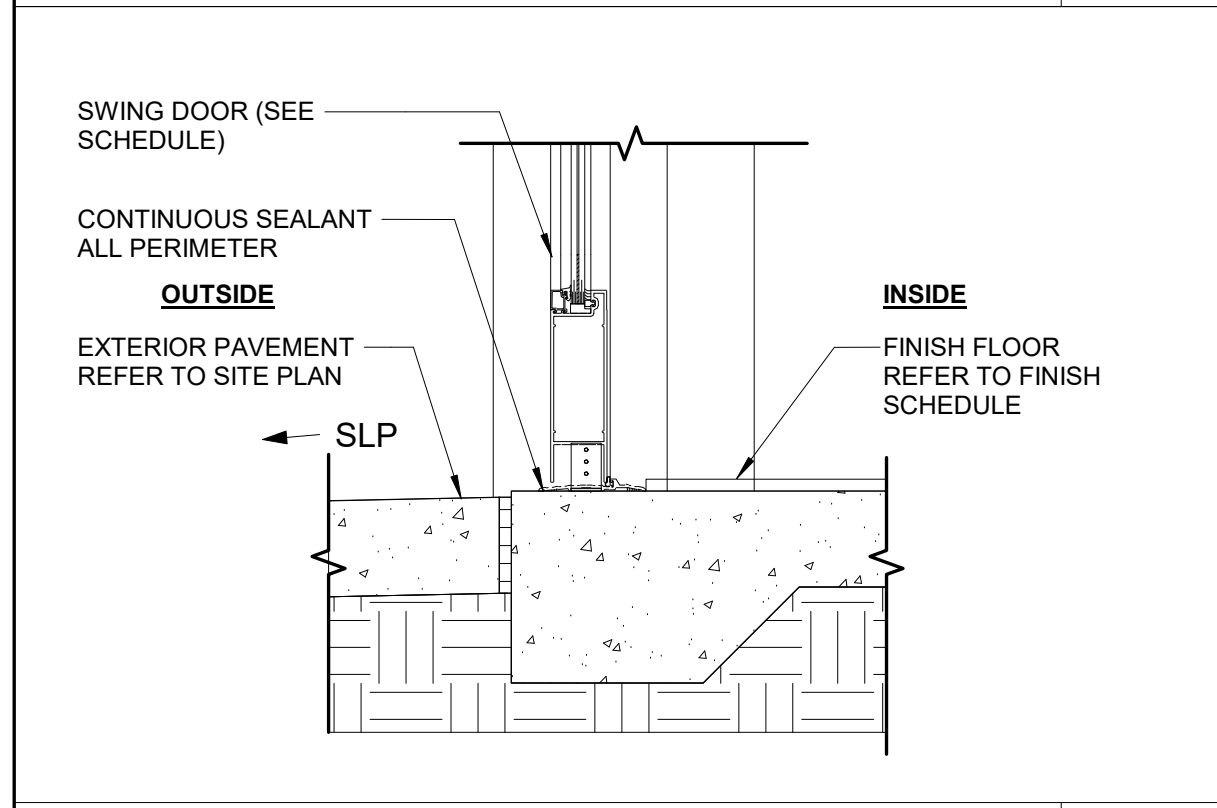
**STOREFRONT DOOR HEAD DETAIL** 1  
1 1/2" = 1'-0"



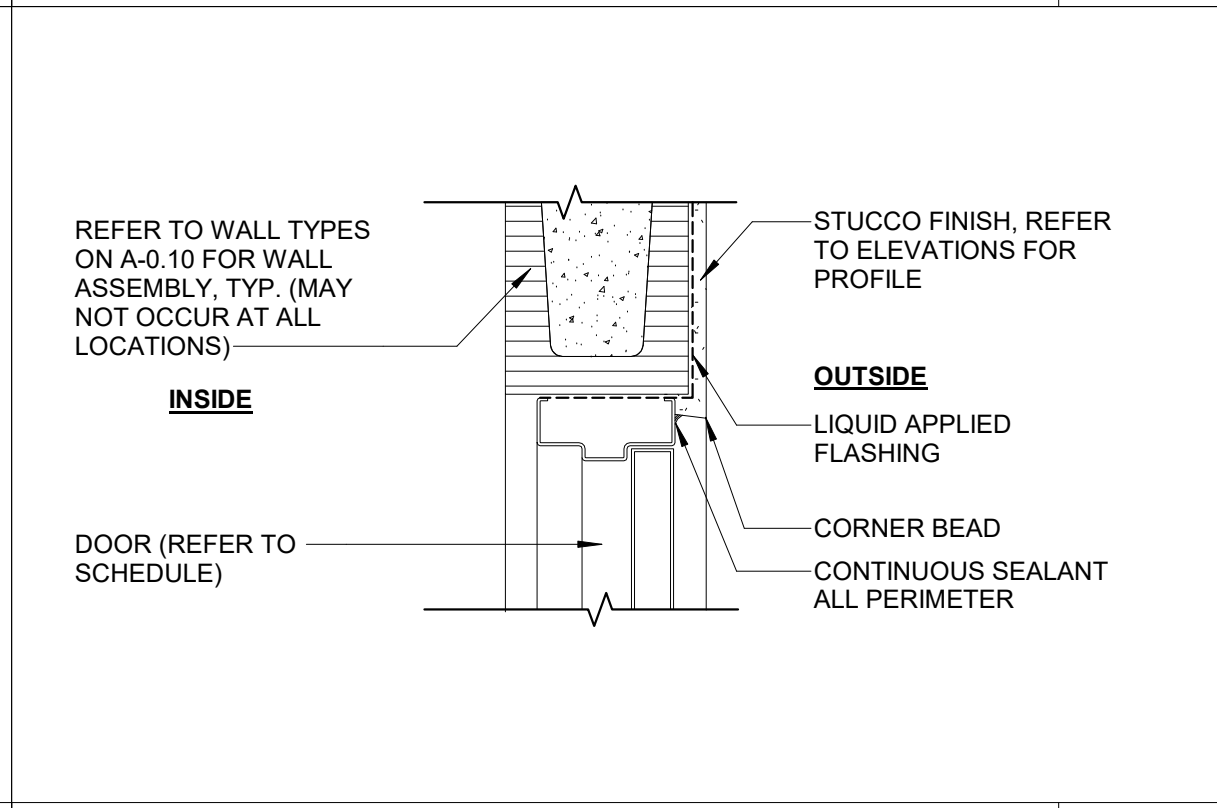
**STOREFRONT DOOR JAMB DETAIL** 2  
1 1/2" = 1'-0"



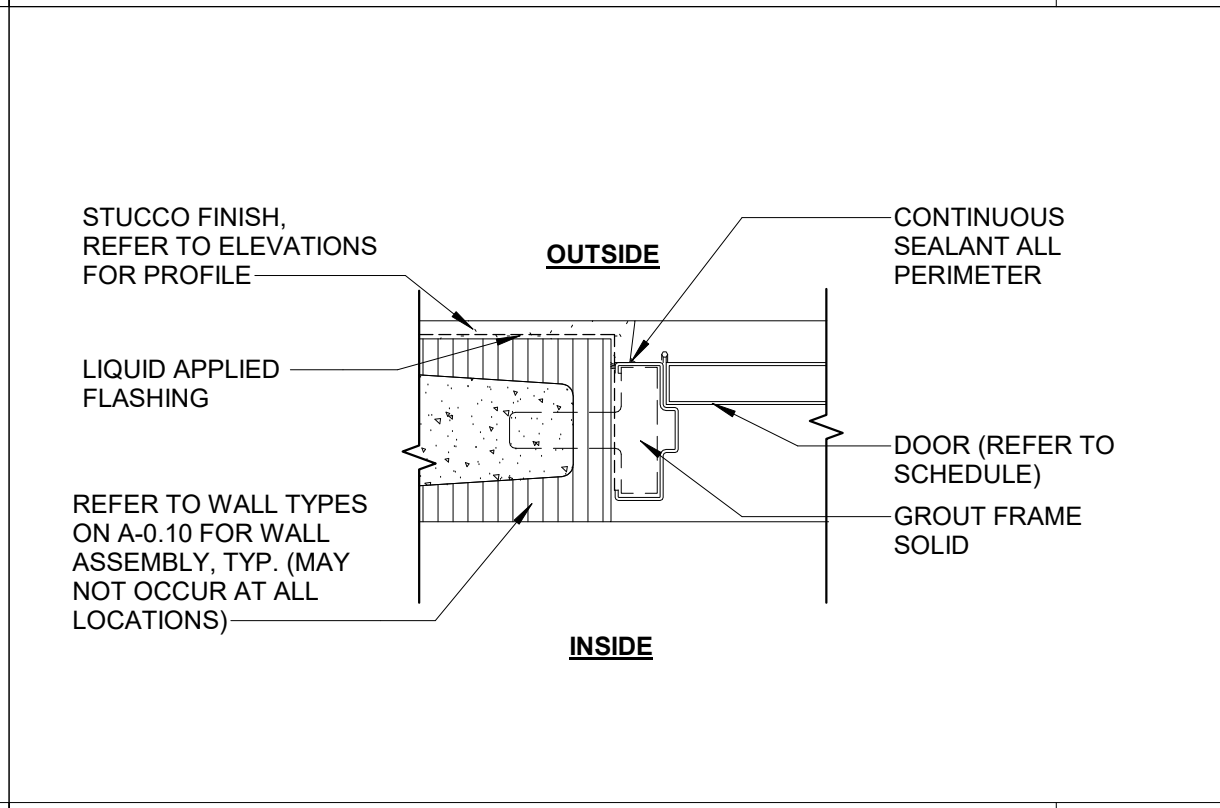
**STOREFRONT DOOR JAMB @ MULLIONS** 3  
1 1/2" = 1'-0"



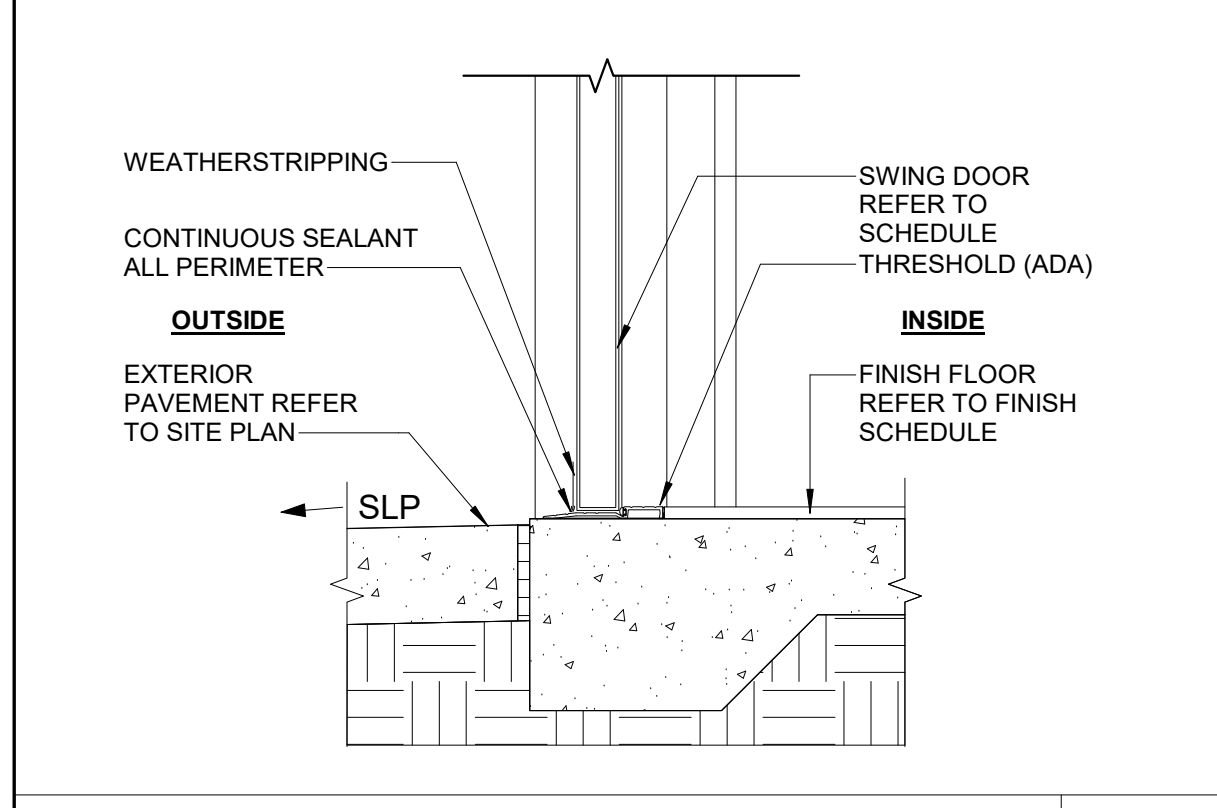
**STOREFRONT DOOR SILL DETAIL** 4  
1 1/2" = 1'-0"



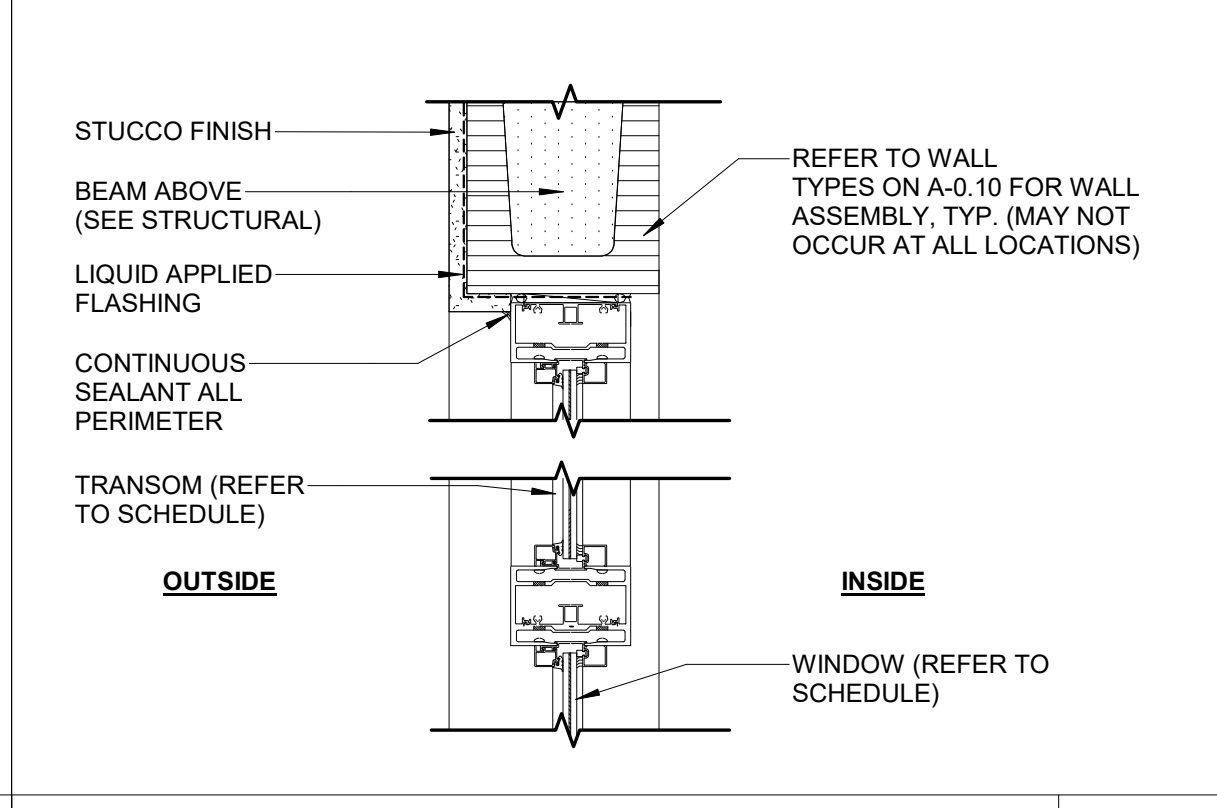
**METAL DOOR HEAD DETAIL** 5  
1 1/2" = 1'-0"



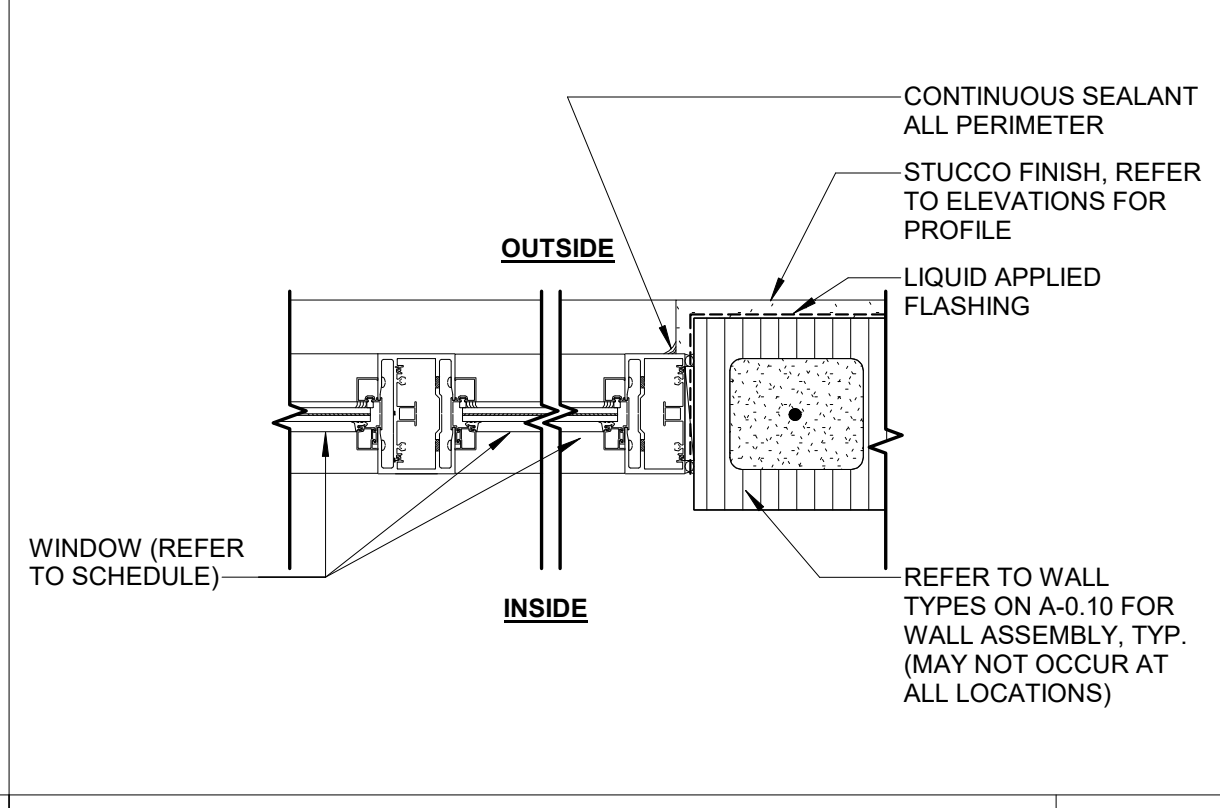
**METAL DOOR JAMB DETAIL** 6  
1 1/2" = 1'-0"



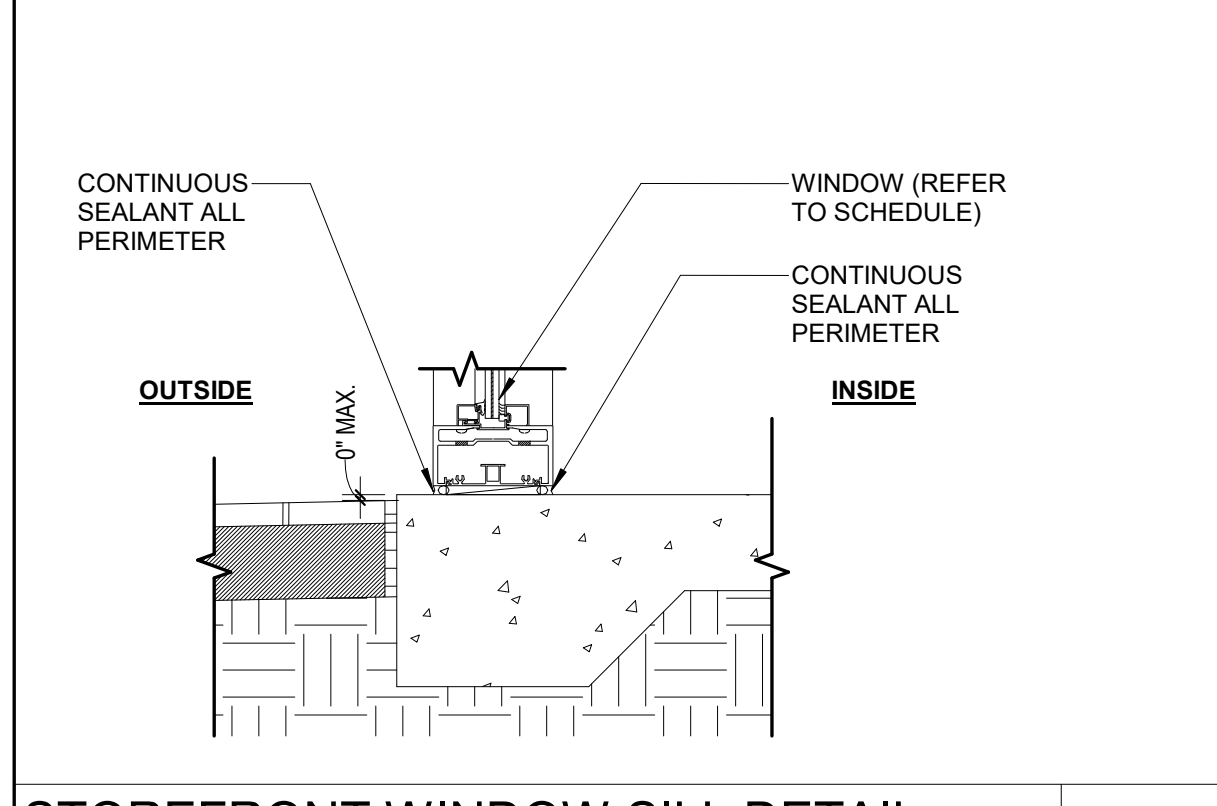
**METAL DOOR THRESHOLD DETAIL** 7  
1 1/2" = 1'-0"



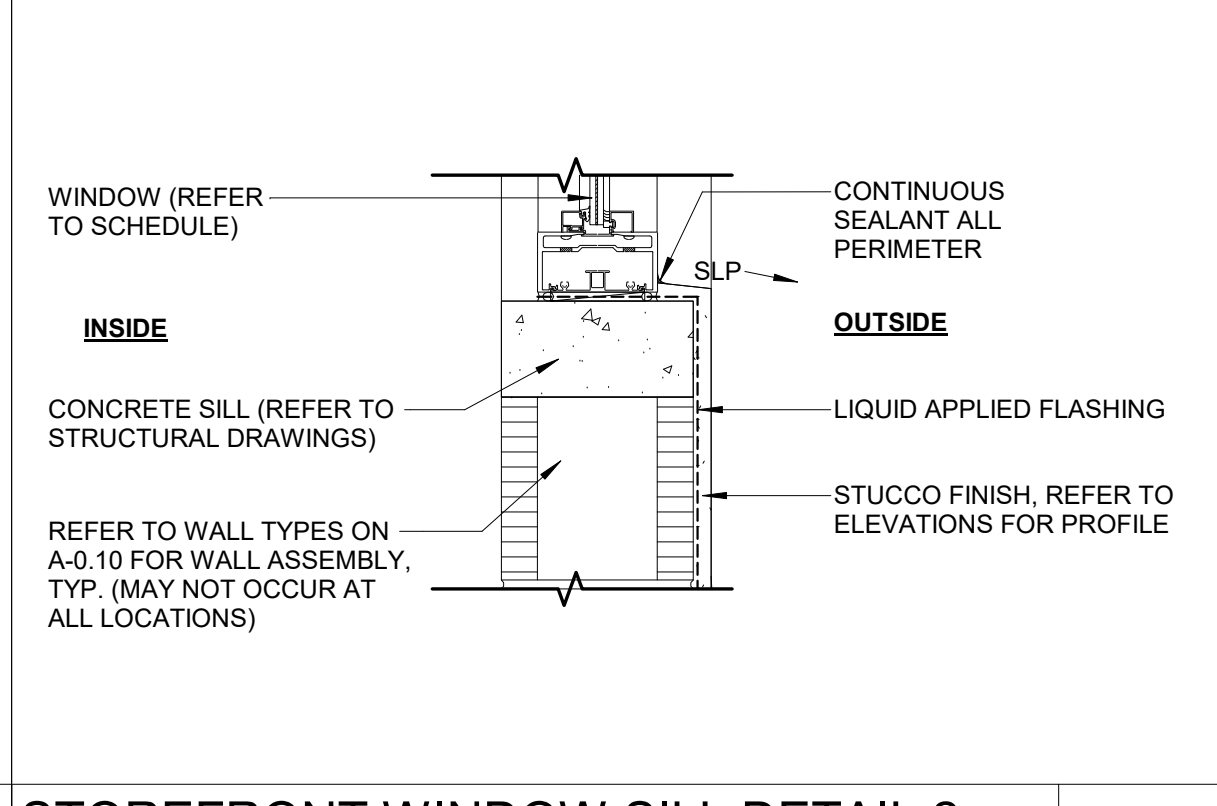
**STOREFRONT WINDOW HEAD DETAIL** 8  
1 1/2" = 1'-0"



**STOREFRONT WINDOW JAMB DETAIL** 9  
1 1/2" = 1'-0"



**STOREFRONT WINDOW SILL DETAIL** 10  
1 1/2" = 1'-0"



**STOREFRONT WINDOW SILL DETAIL 2** 11  
1 1/2" = 1'-0"

**DOOR SCHEDULE**

DOOR #	DOOR TYPE	DOOR MATERIAL	FRAME MATERIAL	WIDTH	HEIGHT	HEAD DETAIL	JAMB DETAIL	SILL DETAIL	HARDWARE GROUP	FIRE RATING	COMMENTS
101	A	GL	HM	3'-1 1/2"	7'-0"						
102	B	HM	HM	3'-0"	7'-0"					20	
103	C	AL	AL	8'-0"	6'-8"	5/A-5.01	6/A-5.01	7/A-5.01		20	

**STOREFRONT SYSTEMS**

WINDOW TYPE	FRAME MATERIAL	WIDTH	HEIGHT	SILL HEIGHT	HEAD DETAIL	JAMB DETAIL	SILL DETAIL	FIRE RATING	COMMENTS	QUANTITY
A	AL	10'-0"	10'-0"	0'-0"	8/A-5.01	9/A-5.01	10/A-5.01			11
B	AL	10'-0"	10'-0"	0'-0"	8/A-5.01	9/A-5.01	10/A-5.01			2
C	AL	10'-0"	6'-10"	3'-2"	8/A-5.01	9/A-5.01	10/A-5.01			5
D	AL	6'-8"	10'-0"	0'-0"	8/A-5.01	9/A-5.01	10/A-5.01			2

**HARDWARE GROUPS**

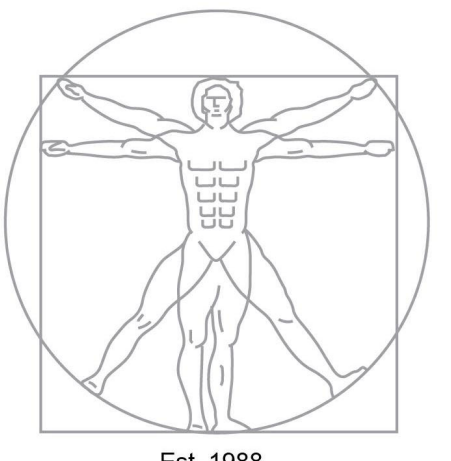
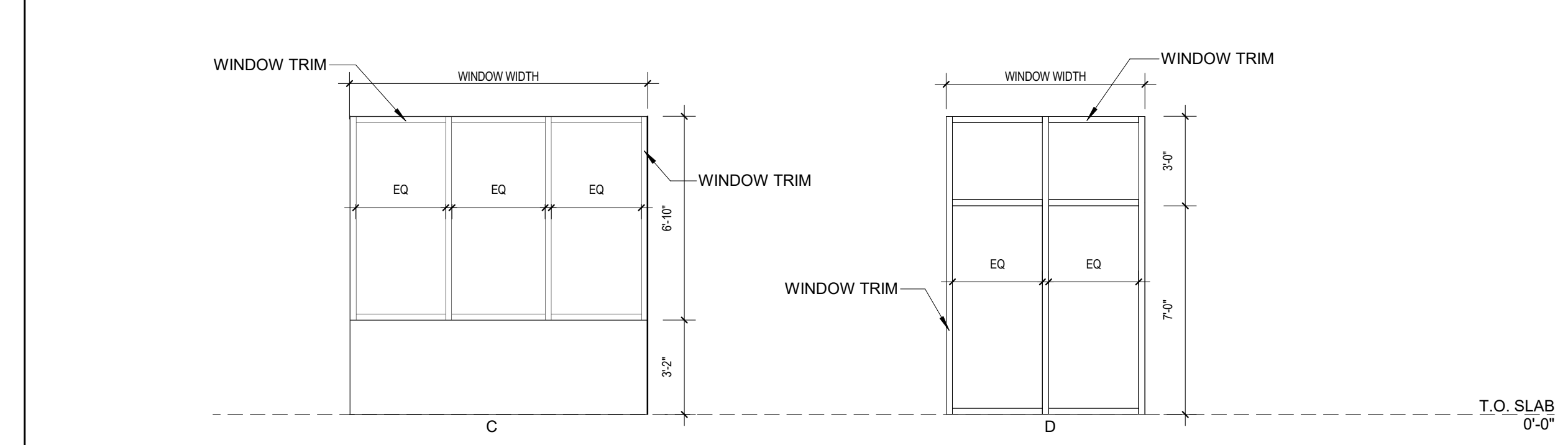
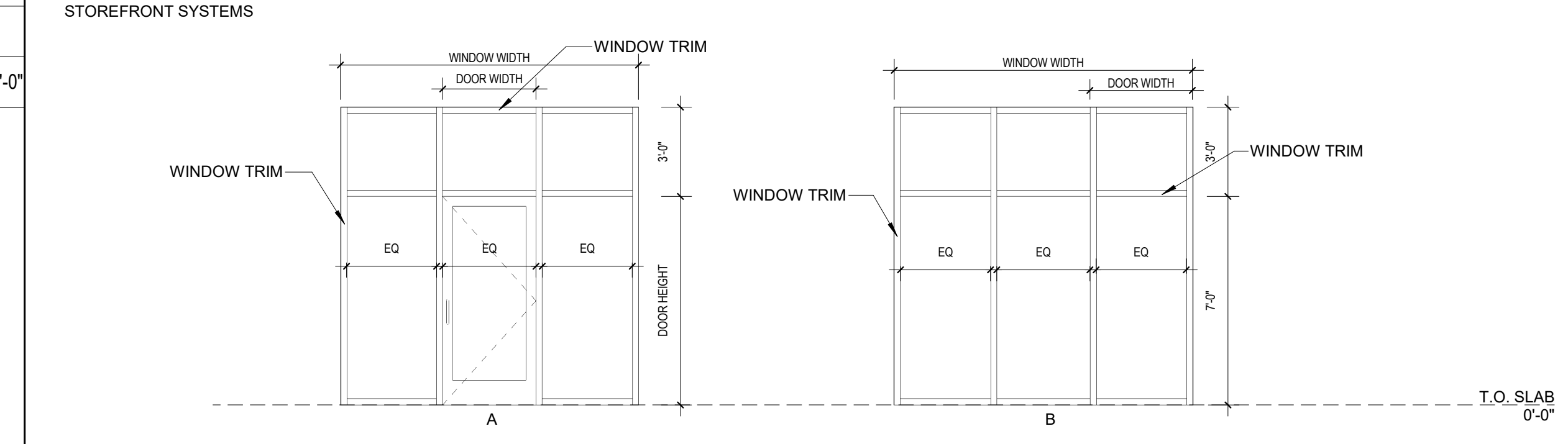
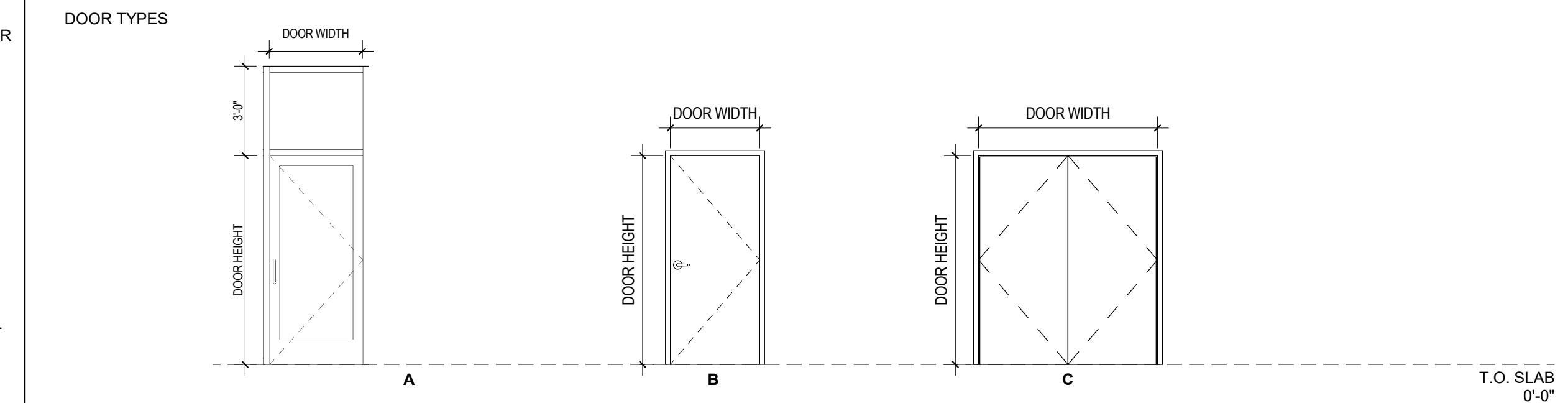
DESCRIPTION	MANUFACTURER	MODEL	FINISH
HINGES	HAGER	BB1199	US32D
KEY CYLINDER	SCHLAGE	EVEREST	US26D
RIM EXIT DEVICE	VON DUPRIN	9847-NLOP	US26D
CLOSER	LCN	4040XP	689 / AC
PULL HANDLES	DELTA	SFD5010T5033	US28D
ADA THRESHOLD	PEMKO	171A	MILL / AL

**DOOR & WINDOW GENERAL NOTES**

- PROVIDE IMPACT RESISTANT, EXTERIOR DOOR AND WINDOW ASSEMBLIES AT ALL OPENINGS THAT COMPLY WITH STATE OF FLORIDA OR MIAMI-DADE COUNTY PRODUCT APPROVAL (AS REQUIRED BY LOCAL BLDG. DEPT.) MANUFACTURER SHALL PROVIDE CURRENT VALID MIAMI DADE COUNTY NOA OR STATE OF FLORIDA PRODUCT APPROVAL FOR ENTIRE SYSTEM ASSEMBLY MEETING OR EXCEEDING DESIGN WIND LOAD REQUIREMENTS.
  - PROVIDE ANSIBHMA STANDARDS, GRADE 1 (COMMERCIAL) HARDWARE ON ALL EXTERIOR DOORS. FINISH AND STYLE SHALL BE SELECTED BY OWNER. ALL HARDWARE TO BE ADA COMPLIANT (INCLUDING THRESHOLDS AND CLOSERS). ALL LOCK HARDWARE TO BE COORDINATED WITH THE OWNER TO MEET KEYING SYSTEM REQUIREMENTS.
  - PROVIDE SHOP DRAWINGS FOR OWNER & ARCHITECT APPROVAL PRIOR TO PURCHASE ORDER AND FABRICATION: WINDOWS, DOORS, HARDWARE & CONNECTIONS. PRODUCT APPROVALS SHALL BE INCLUDED IN SHOP DRAWING SUBMITTAL.
  - PROVIDE PRESSURE TREATED WOOD BUCKS WHEN AS REQUIRED IN CONTACT WITH CONCRETE OR CMU. (SEE STRUCTURAL DRAWINGS)
  - PROVIDE PROSOCO R-GUARD FAST FLASH OR APPROVED EQUAL FLUID APPLIED FLASHING AT ALL EXTERIOR OPENINGS.
- BASIS OF DESIGN:** (NOTE: OWNER / ARCHITECT APPROVED SUBSTITUTIONS MEETING ALL REQUIREMENTS IS ACCEPTABLE)
- STOREFRONT DOORS: E.S. WINDOWS, LLC "SERIES 9000" OUTSWING FRENCH DOOR (LMI) NOA #18-0319.09 REFER TO NOA SYSTEM DETAILS & ASSEMBLY.
  - STOREFRONT WINDOWS: E.S. WINDOWS, LLC "SERIES 8000" ALUMINUM WINDOW WALL SYSTEM (LMI) NOA # 21-0517.02
  - GLAZING: ALL EXTERIOR GLAZING SHALL HAVE A SHGC 0.5 MIN. AND A U-VALUE OF 1.0 OR LOWER.
  - HOLLOW METAL DOOR: CECO DOOR PRODUCTS OMEGA SERIES. FL# 10723.1
  - FOLDING GLASS WINDOW: SOLAR INNOVATIONS INC. S13000 SERIES. FL# 12278.3

NOTE:  
THE MAIN ENTRANCE IS PERMITTED TO HAVE AN INTERIOR KEYPED DOOR LOCK (AND NO LATCH) WITH A READILY VISIBLE SIGN STATING "THIS DOOR TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED". SIGN LETTERS SHALL BE AT LEAST 1 INCH IN HEIGHT. KEYPED LOCK TO BE EQUIPPED WITH AN OPEN/LOCKED INDICATOR WINDOW (SUCH AS ADAMS RITE 4089 OR SIMILAR). A THUMB TURN STYLE LOCK IS NOT PERMITTED TO BE SUBSTITUTED FOR A KEYPED LOCK.

**DOOR & WINDOW TYPES**



**Rick Gonzalez, AIA**  
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West Palm Beach, FL 33401  
P (561) 659-2383  
www.regarchitects.com

**WESTLAKE POINT MIXED-USE CENTER**  
5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA

NO.	DATE	DESCRIPTION

DATE 06/29/2023  
MODELED JE  
CHECKED VD/REG  
PROJECT # 22013  
© REG 2023

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PROGRESS SET -



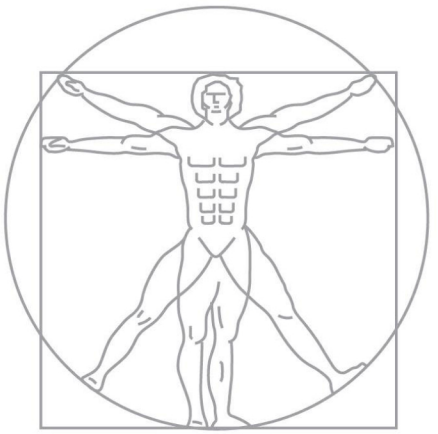


1 | BACK RENDER  
A-7.00

SCALE: 6" = 1'-0"

**REG**

Architects  
Interiors  
Planners



Est. 1988

**Rick Gonzalez, AIA**  
President

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West Palm Beach, FL 33401  
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**WESTLAKE POINT MIXED-USE  
CENTER**

5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA



**NO. DATE DESCRIPTION**

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DATE 06/29/2023

MODELED JE

CHECKED VD/REG

PROJECT # 22013

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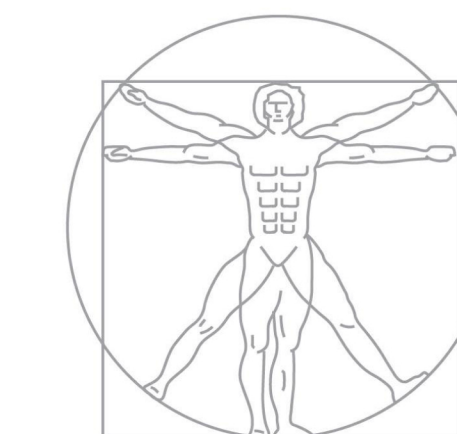
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RENDER VIEWS

PROGRESS SET -

**A-7.00**





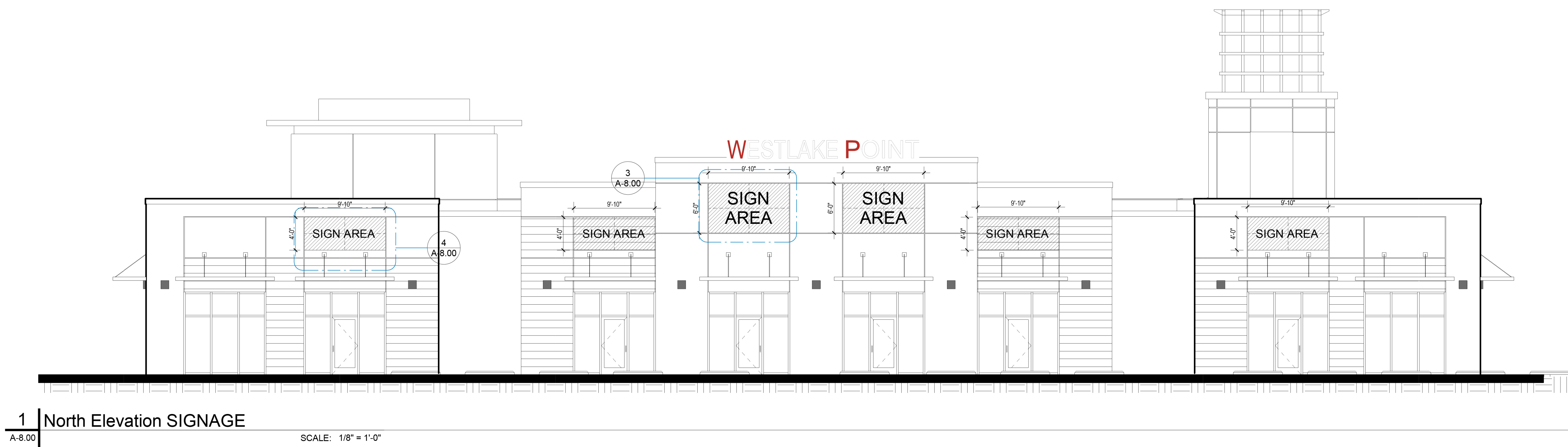
Est. 1988

**Rick Gonzalez, AIA**  
President

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120 South Olive Ave. Ste. 210,  
West Palm Beach, FL 33401  
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www.regarchitects.com

**WESTLAKE POINT MIXED-USE  
CENTER**

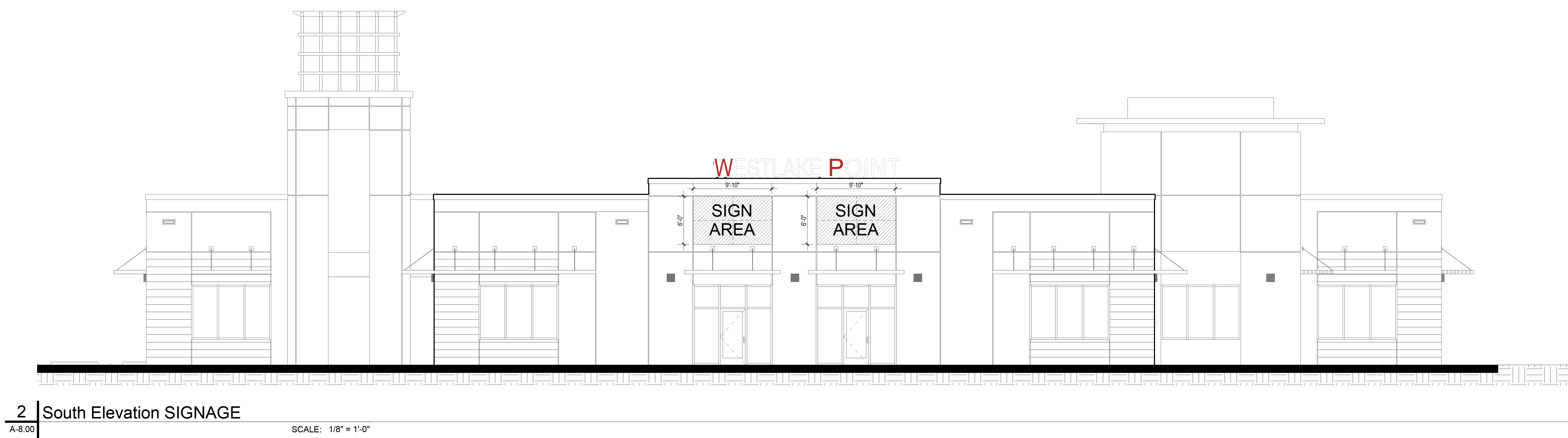
5020 SEMINOLE PRATT,  
WESTLAKE, FLORIDA



**1 North Elevation SIGNAGE**

A-8.00

SCALE: 1/8" = 1'-0"



**2 South Elevation SIGNAGE**

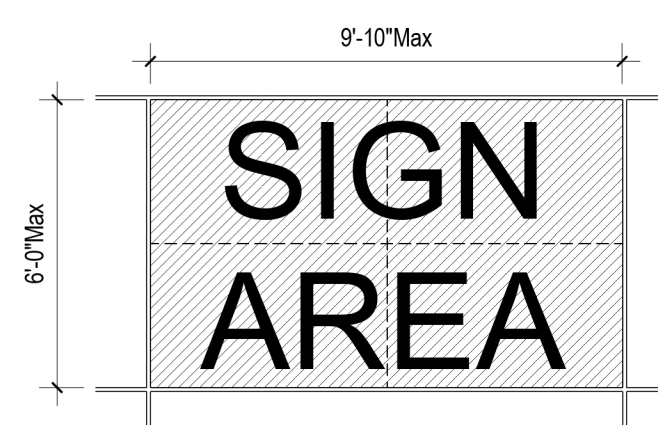
A-8.00

SCALE: 1/8" = 1'-0"

**Tenant Signage Criteria:**

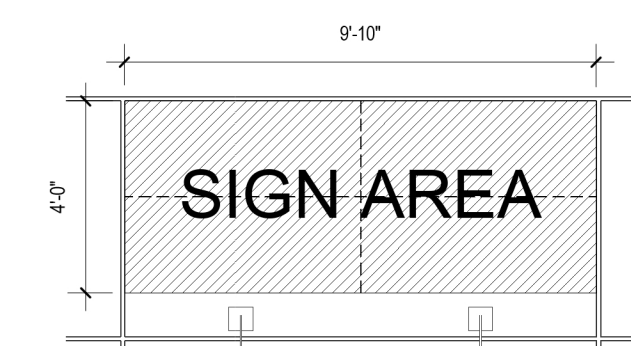
- Max. sign height 24"
- Tenant with double facade (shall be allowed an additional sign).
- Max layout length shall not exceed 75% of the linear length

**Illuminated Tenant Signs**



Scale 1/4"=1'-0"

59sq ft



Scale 1/4"=1'-0"

39.33sq ft

**NO. DATE DESCRIPTION**

NO.	DATE	DESCRIPTION

DATE	06/29/2023
MODELED	JE
CHECKED	VD/REG
PROJECT #	22013
© REG	2023

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SIGNAGE DETAILS

PROGRESS SET -

**A-8.00**



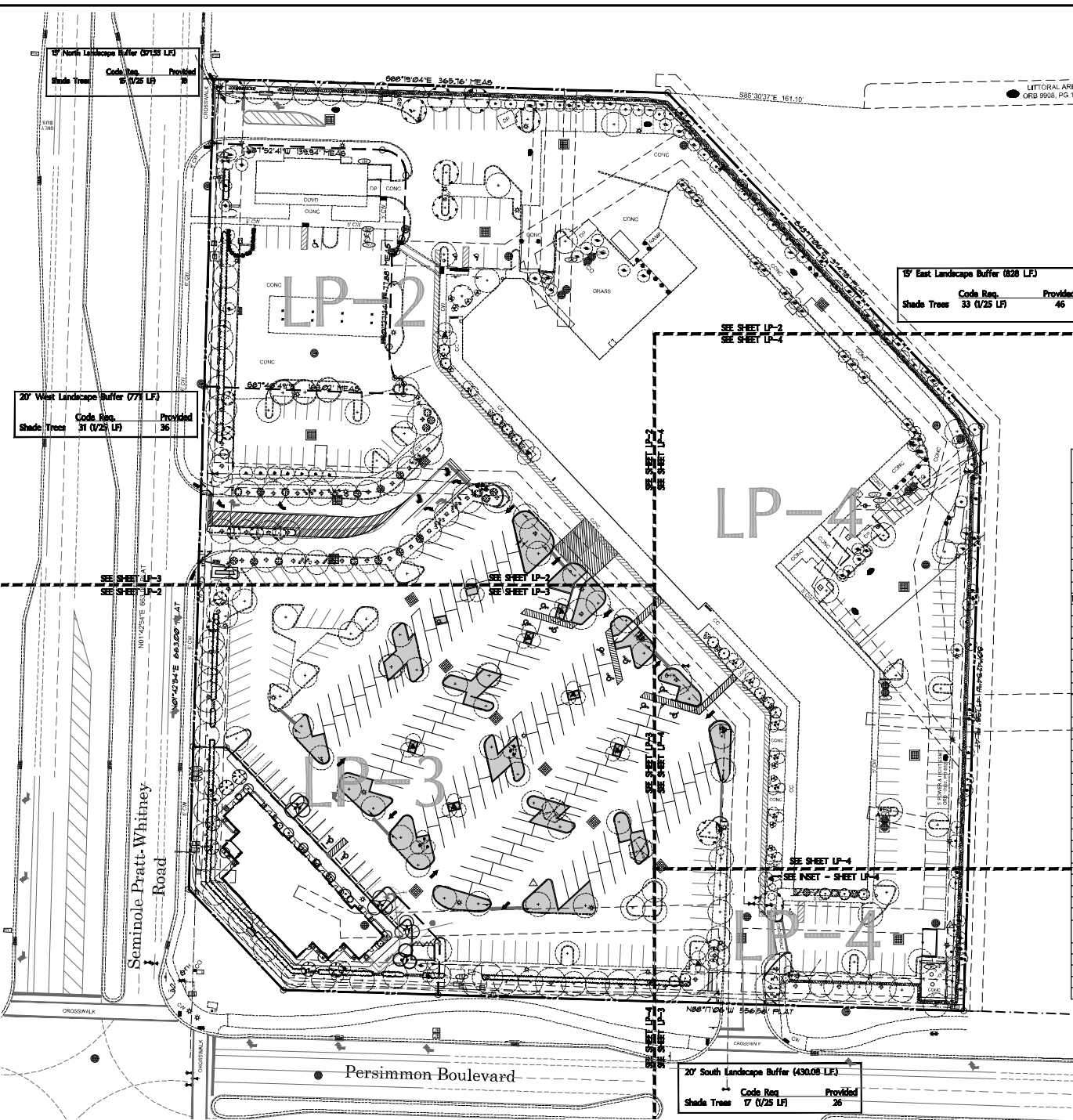


**Legend**

- CP CART STORAGE
- DP DUMPSTER
- HS HANDICAP PARKING SPACE
- PS PARKING SPACES
- PC PARKING COMPACT / MOTORCYCLE
- POB POINT OF BEGINING
- POC POINT OF COMMENCEMENT
- ORB OFFICIAL RECORD BOOK
- PG PAGE(S)
- HT HEIGHT
- MAX MAXIMUM
- MIN MINIMUM
- TYP TYPICAL
- R/W RIGHT-OF-WAY
- SF SQUARE FOOT
- CW CONCRETE WALK
- UE UTILITY EASEMENT
- SM SANITARY MANHOLE
- SI STORM MANHOLE
- SL STORM INLET
- TS TRAFFIC SIGN

**Existing Trees to Remain**

- RE ROYAL PALM
- QV LIVE OAK
- 9P BABAL PALM
- LI CRAPE MYRTLE
- CE GREEN BUTTWOOD
- LL LIGUSTRUM
- PT2 ALEXANDER PALM
- CO SATIN LEAF



15' East Landscape Buffer (828 LF)  
Code Req. 33 (1/25 LF) Provided 46  
Shade Trees

20' West Landscape Buffer (771 LF)  
Code Req. 31 (1/25 LF) Provided 36  
Shade Trees

20' South Landscape Buffer (430.08 LF)  
Code Req. 17 (1/25 LF) Provided 26  
Shade Trees

**LANDSCAPING REQUIREMENTS**

CATEGORY	CODE REQUIREMENT	REQD.	EXISTING	PROPOSED
<b>PERIMETER</b>				
<b>WEST PERIMETER (111 LF.)</b>				
TREES	1 TREE PER 25 LF.	31	36	
SHRUBS	1 PER 2 LF.	113	CONTINUOUS	CONTINUOUS
<b>SOUTH PERIMETER (430.08 LF.)</b>				
TREES	1 TREE PER 25 LF.	17	26	
SHRUBS	1 PER 2 LF.	215	CONTINUOUS	CONTINUOUS
<b>NORTH PERIMETER (311.95 LF.)</b>				
TREES	1 TREE PER 25 LF.	15	18	
SHRUBS	1 PER 2 LF.	186	-	CONTINUOUS
<b>EAST PERIMETER (828 LF.)</b>				
TREES	1 TREE PER 25 LF.	33	46	
SHRUBS	1 PER 2 LF.	414	-	CONTINUOUS
<b>EX. FOUNDATION PLANTINGS</b>				
<b>FRONT (639 LF.) Minimum Landscape 32'</b>				
AREA	WITHIN 30'	1,600sf		
WIDTH	5' AVERAGE 3' MIN			
TREES	1 TREE PER 20 LF.	32	32	
SHRUBS	1 SHRUB PER 10 sf.	292	MET	
<b>REAR (131 LF.) Minimum Landscape 36'</b>				
AREA	WITHIN 30'	1,845sf		
WIDTH	5' AVERAGE 3' MIN			
TREES	1 TREE PER 20 LF.	37	37	
SHRUBS	1 SHRUB PER 10 sf.	369	MET	
<b>SIDES (261 LF.) Minimum Landscape 18'</b>				
AREA	WITHIN 30'	900sf		
WIDTH	5' AVERAGE 3' MIN			
TREES	1 TREE PER 20 LF.	18	12	
SHRUBS	1 SHRUB PER 10 sf.	201	MET	
<b>PROPOSED FOUNDATION PLANTINGS</b>				
<b>TOTAL (454 LF.) Minimum Landscape 22'</b>				
AREA	WITHIN 30'	1,135 sf.	1,696 sf.	
WIDTH	5' AVERAGE 3' MIN			
TREES	1 TREE PER 20 LF.	23	23	
SHRUBS	1 SHRUB PER 10 sf.	114	300	

3: PAVEMENT POINT MIXED USE PROJECT 22:07:00 DRAWING FILED IN C:\PROJECTS\2011\GROVE MARKET OVERALL PLANNING  
 11/15/11 8:00 AM AT: MIAMI BR/DTL PLAN  
 15: PAGE 31: LANDSCAPING 22:07:00 DESIGN BASED ON 2008 2008 SINGLE PLANT - SHEET - A-1-01 - FIRST FLOOR PLANT-DOOR PLAN - FIRST FLOOR PLANNING 22:07:00  
 15:





**Plant List**

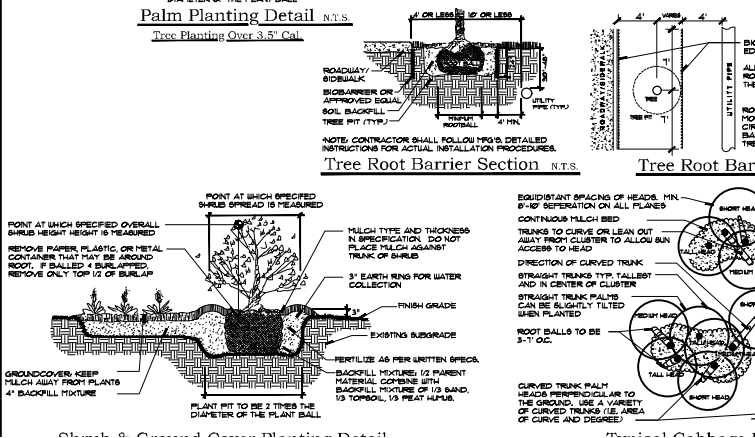
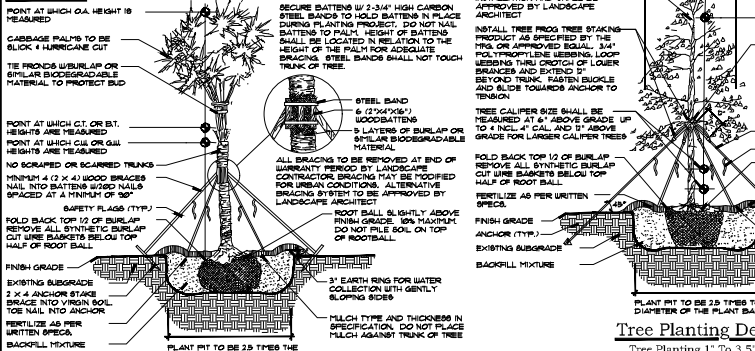
TREES	KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	CALIPER	SPACING	D.T.	NATIVE	REMARKS
GA	5*		GARDENIA AUGUSTA 'MIAMI SUPREME'	MIAMI SUPREME GARDENIA	5-6'	3-4'		A.S.	V	Y	STANDARD; HEAVY CALIPER
KF	7*		KRUGIENDENDRON FERREUM	BLACK IRONWOOD	12'	5-6'	2" MIN.	A.S.	V	Y	SINGLE LEADER; 4 CLEAR TRUNK
PALMS	KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	CALIPER	SPACING	D.T.	NATIVE	REMARKS
PT	3*		PHYCOSPHERA ELEGANS	ALEXANDER PALM 'SINGLE'	18'	O.A.	SINGLE	A.S.	V	Y	WAX CHED
SP	3*		SABAL PALMETTO	CABBAGE PALMETTO	14-20'	C.T.	1/8" MIN.	A.S.	V	Y	HURRICANE CUT-SLICK/IG CURVED
VM3	3*		VEITCHIA MONTGOMERYANA	MONTGOMERY PALM 'TRIPLE'	14'	C.T.	TRIPLE	A.S.	M	N	WATCHED SEEDS
ACCENTS	KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	GAL.	SPACING	D.T.	NATIVE	REMARKS
AM	12*		ALCANTAREA IMPERIALIS	IMPERIAL BROMELIAD	32"	32"	-	A.S.	V	N	NO PUPS
COV	10*		CODIUM VARIEGATUM 'AFD2'	AFD2S CROTON	24"	-	-	A.S.	M	N	3 PFP MINIMUM
SHRUBS	KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	GAL.	SPACING	D.T.	NATIVE	REMARKS
CHR	68*		CHRYSOBALANUS ICACO RED 'IP'	RED TIP COCOPLUM	30"	18"	-	Z.O.C.	V	Y	FULL TO BASE
CLN	148*		CLUSIA ROSEA 'NANA'	MINIATURE PITCH APPLE	16"	16"	-	Z.O.C.	V	Y	FULL TO BASE
GROUND COVER	KEY	QTY.	BOTANICAL NAME	COMMON NAME	HEIGHT	SPREAD	GAL.	SPACING	D.T.	NATIVE	REMARKS
CH4	274*		CHRYSOBALANUS ICACO 'HORIZONTAL'	HORIZONTAL COCOPLUM	12"	12"	-	Z.O.C.	V	Y	FULL TO BASE
FM2	72*		FIGUS MICROCARPA 'GREEN ISLAND'	GREEN ISLAND FIGUS	18"	18"	-	Z.O.C.	L	N	FULL TO BASE

\* INDICATES NATIVE PLANT MATERIAL  
 V INDICATES VERY DROUGHT TOLERANT  
 M INDICATES MODERATE DROUGHT TOLERANCE

**Landscape Notes:**

- MULCH TO BE APPLIED TO ALL PLANTING BEDS, 3" THICK MIN. SHREDDED RECYCLED MULCH.
- ALL PLANT MATERIAL SHALL MEET THE FLORIDA GRADES AND STANDARDS OF FL #1 QUALITY OR BETTER.
- ALL PLANTING AREAS SHALL RECEIVE 100% COVERAGE FROM A FULLY AUTOMATIC IRRIGATION SYSTEM.
- EQUIPPED WITH A RAIN SENSOR.
- BACKFILL MIXTURE, 1/2 PARENT SOIL, 1/2 MIXTURE (1/3 SAND, 1/3 TOPSOIL, 1/3 PEAT HUMUS).
- REMOVE ALL EXOTIC/INVASIVE MATERIALS FROM PERIMETER BUFFER AREAS.

**Details**



**Specifications - Exterior Plants**

- 1.4. QUALITY ASSURANCE:**  
 SOIL ANALYSIS SHALL BE CONDUCTED BY THE LANDSCAPE CONTRACTOR PRIOR TO APPLICATION OF ANY SOIL AMENDMENTS, FERTILIZERS AND BACKFILL MIXTURES. THE LANDSCAPE CONTRACTOR SHALL USE A QUALIFIED SOIL TESTING LABORATORY.  
 THE RESULT OF THE SOIL TESTS SHALL BE SUBMITTED TO THE OWNER AND LANDSCAPE ARCHITECT FOR REVIEW PRIOR TO THE APPLICATION OF SOIL AMENDMENTS. ADJUSTMENTS TO THE SOIL AMENDMENTS MAY BE MADE UPON CONSULTATION WITH THE OWNER AND THE LANDSCAPE ARCHITECT.
- 1.5. DELIVERY, STORAGE AND HANDLING:**  
 PRUNING OF TREES SHALL BE DONE ON SITE AFTER PLANTING FOR DAMAGED LIMBS OR BEING TO IMPROVE OVERALL PLANT APPEARANCE. DO NOT REMOVE MORE THAN 15% OF BRANCHES. PRUNING METHODS SHALL FOLLOW STANDARD HORTICULTURAL PRACTICES USING APPROPRIATE TOOLS, LOOPING, SHEARING OR TOPPING OF PLANT MATERIAL WILL BE GROUNDS FOR REJECTION. DAMAGED, SOAKED, FROZEN, SPILT OR SKINNED BRANCHES, LIMBS OR ROOTS TO BE PRUNED BACK TO LIVE WOOD. THE CENTRAL LEADER OR BUD SHALL BE LEFT INTACT UNLESS SEVERELY DAMAGED.  
 PRUNE SHRUBS TO REMOVE DAMAGED BRANCHES. IMPROVE NATURAL SHAPE. THIN OUT STRUCTURE AND REMOVE NOT MORE THAN 15% OF BRANCHES.
- 1.6. WARRANTY:**  
 WARRANTY ALL PLANT MATERIAL FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE AGAINST DEATH AND UNHEALTHY CONDITION, EXCEPT AS MAY RESULT FROM NEGLECT BY OWNER. DAMAGE BY OTHERS AND UNUSUAL PHENOMENA BEYOND CONTRACTOR'S CONTROL. REPLACEMENTS SHALL BE MADE WITH COMPATIBLE SIZE AND QUALITY OF MATERIAL AT A TIME REQUESTED OR ACCEPTABLE BY THE OWNER OR LANDSCAPE ARCHITECT. PLANT MATERIAL REJECTED DURING THE COURSE OF CONSTRUCTION SHALL BE REMOVED WITHIN FIVE (5) WORKING DAYS AND REPLACED BEFORE THE FINAL INSPECTION FOR COMPLETION WILL BE SCHEDULED. WARRANTY ON REPLACEMENT PLANTS SHALL BE IN EFFECT FROM THE DATE OF FINAL ACCEPTANCE OF THE REPLACEMENTS. ANY DAMAGE TO LANDSCAPE, SOODED OR SEEDED AREAS DURING REJECTION OF PLANT MATERIAL SHALL BE CORRECTED BY THE LANDSCAPE CONTRACTOR.
- 1.7. MAINTENANCE SERVICE:**  
 MAINTENANCE AND GENERAL CLEAN UP SHALL BE PERFORMED DAILY. MAINTENANCE SHALL INCLUDE BUT NOT BE LIMITED TO WATERING, WEEDING, CULTIVATING, RESTORATION OF GRADE, REMOVAL OF LITTER, MOULDING, PRUNING, RESETTING SETTLING PLANTS, REMOVING, REPAIRING OR REPLACING STAKES AND GUYS, PROTECTION FROM INSECTS AND DISEASES. FERTILIZATION AND SIMILAR OPERATIONS AS NEEDED TO ENSURE NORMAL GROWTH AND HEALTHY PLANT MATERIAL. MAINTENANCE SHALL BEGIN AFTER EACH PLANT IS PLANTED AND SHALL CONTINUE FOR NINETY (90) DAYS FROM THE DATE OF FINAL ACCEPTANCE.
- 1.8. QUANTITIES, LOCATION AND SUBSTITUTIONS:**  
 THE QUANTITIES OF PLANT MATERIALS SHOWN ON PLANS SHALL TAKE PRECEDENCE OVER THE PLANT QUANTITIES ON THE PLANT LIST. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO ADJUST THE LOCATION AND LOCATIONS OF THE DESIGNATED TYPES AND SPECIES OF PLANTS TO BE USED AT ANY OF THE LOCATIONS SHOWN. THE OWNER SHALL RECEIVE A CREDIT OR DEBIT FOR THE UNIT PRICE OF THE PLANT MATERIAL. NO SUBSTITUTION OF PLANT MATERIAL TYPES, SPECIFICATIONS OR SIZES WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION FROM THE LANDSCAPE ARCHITECT. THE OWNER AND/OR LANDSCAPE ARCHITECT RESERVES THE RIGHT TO NOT ACCEPT PLANT MATERIAL THAT DOES NOT, IN THE OPINION OF THE OWNER AND/OR LANDSCAPE ARCHITECT, MEET THE SPECIFICATIONS HEREIN.

- 2.1. PLANT MATERIAL:**  
 PROVIDE SIZES AND SPECIFICATIONS OF PLANTS AS SHOWN ON PLANS OR LISTED ON PLANT LIST. ALL TREES, PALMS, SHRUBS, GROUND COVERS AND OTHER PLANTS SHALL CONFORM TO THE STANDARD OF FLORIDA NO. 1 OR BETTER AS GIVEN IN THE LATEST EDITION OF GRADES AND STANDARDS FOR NURSERY PLANTS BY FLORIDA DEPARTMENT OF AGRICULTURE, PART I AND II. PLANT MATERIAL SHALL ALSO CONFORM TO THE AMERICAN ASSOCIATION OF NURSERMEN, INC. (ANSI) BULLETIN 260, 1 - 1990 AND AS REVISED.
- 2.2. SPECIMEN PLANTS:** SHALL BE FLORIDA FANCY OR BETTER AND SHALL CONFORM TO THE LITERATURE STANDARDS LISTED ABOVE.
- 2.4. TOP SOIL:**  
 TOP SOIL SHALL BE FRAGILE FERTILE SOIL WITH REPRESENTATIVE CHARACTERISTICS OF AREA SOILS. IT SHOULD BE FREE OF HEAVY CLAY, SILT, STONE, EXCESS LIME, SHELL ROCK, PLANT ROOTS, WEEDS, DEBRIS OR OTHER FOREIGN MATTER. IT SHALL NOT CONTAIN NOXIOUS PLANT GROWTH (SUCH AS BERGAMOT, TORPEDO OR HUT GRASS). IT SHALL TEST BETWEEN THE PH RANGE OF 5.0 TO 7.0 UNLESS OTHERWISE SPECIFIED AND CONTAIN NO TOXIC RESIDUE OR SUBSTANCES THAT WOULD INHIBIT PLANT GROWTH. TOP SOIL IS NOT AVAILABLE ON SITE. IT SHALL BE IMPORTED FROM LOCAL SOURCES WITH A SOIL CHANGING CONTRACTOR THAT HAS FOUND A SOURCE OF THIS. OBTAIN TOPSOIL ONLY FROM NATURALLY WELLDRAINED SITES WHERE TOPSOIL OCCURS IN A DEPTH NOT LESS THAN 4".
- 2.5. INORGANIC SOIL AMENDMENTS:**  
 SAND SHALL BE CLEAN, SALT-FREE AND CONTAINING NO EXTRANEIOUS MATTER.  
 SOIL CONDITIONER SHALL BE AMS "REGULAR" CALCINATED DIOXOMACEOUS EARTH. MFG. BY BP MINORALS, LLC. APPLIED AT 10% BY VOLUME. CONTACT AMS, INC. 888-646-5722 FOR LOCAL DISTRIBUTORS. SOIL CONDITIONER SHALL CONTAIN THE FOLLOWING PROPERTIES:
- |                        |                |
|------------------------|----------------|
| OPALINE SILICA (SO2)   | 90%            |
| POROSIITY              | 92%            |
| ABSORPTION (ASTM #726) | 114%           |
| PORE SIZE              | 0.1-1.0 MICRON |
| PH                     | 7              |
- 2.6. ORGANIC SOIL AMENDMENTS:**  
 PEAT HUMUS SHALL BE DECOMPOSED PEAT WITH IDENTIFIABLE FIBERS OR IF AVAILABLE, MUCK MAY BE SUBSTITUTED AND SHALL BE FREE FROM STONES, EXCESSIVE PLANT ROOTS, DEBRIS OR OTHER FOREIGN MATTER. MUCK SHALL NOT BE OVERLY SATURATED WITH WATER.
- 2.7. FERTILIZATION:**  
 PROVIDE FERTILIZER UNIFORM IN COMPOSITION, DRY, AND IN A FREE FLOWING CONDITION FOR APPLICATION BY SUITABLE EQUIPMENT, AND DELIVER IN UNOPENED BAGS OR CONTAINERS, EACH FULLY FULFILLED.
- FERTILIZE TREES, SHRUBS AND GROUND COVERS WITH "MILORGANITE" OR AN APPROVED COMPLETE FERTILIZER. APPLY "MILORGANITE" IN A CIRCLE AROUND THE PLANT BEFORE MULCHING. DO NOT TOUCH THE PLANT WITH THE FERTILIZER. WATER IN FERTILIZER AFTER MULCHING. APPLY "MILORGANITE" FERTILIZER AT THE FOLLOWING RATE:**  
 5.0 LBS. OR 14.5 CUP / 3 GAL. PALMS  
 3.00 LBS. OR 8.70 CUPS / 12.15 MATERIAL  
 2.20 LBS. OR 5.80 CUPS / 8.12 MATERIAL  
 0.99 LBS. OR 2.90 CUPS / 3.84 MATERIAL  
 0.19 LBS. OR 1/2 CUP / 3 GAL. MATERIAL  
 0.10 LBS. OR 1/4 CUP / 1 GAL. MATERIAL

- 3.2. PLANTING TREES:**  
 LAYOUT PLANTS ACCORDING TO LANDSCAPE PLANS. IF A CONFLICT ARISES AS TO THE LOCATION, SPACING OR OTHER CONFLICT, CONTACT THE LANDSCAPE ARCHITECT IMMEDIATELY.  
 EXCAVATE TO TWO AND ONE-HALF (2 1/2) TIMES THE DIAMETER OF TREE BALL AND NOT LESS THAN 6" DEEPER. COMPACT A LAYER OF BACKFILL MIXTURE IN PIT TO LOCATE CORNER OF PLANT PROPERLY IN A SLIGHTLY DISHED TRUNK GRADE. BACKFILL AROUND BALL WITH BACKFILL MIXTURE. COMPACTED TO ELIMINATE VOIDS AND AIR POCKETS. WATERING THOROUGHLY AS LAYERS ARE PLACED. BUILD 3" HIGH BERM OF SOIL BEYOND EDGE OF EXCAVATION. APPLY FERTILIZER AS SPECIFIED AND THEN MULCH WITH THE TYPE AND THICKNESS SPECIFIED ON PLANT LIST.  
 GUYS AND STAKE TREES. LESS THAN 3" IN CALIPER, IN FOUR DIRECTIONS WITH "ARBORBRACE" NYLON TREE GUYS WITH HARDENED NYLON ANCHORS AND 3/4" SOIL LB POLYPROP NYLON WEBBING. MODEL (ATCR) OR APPROVED EQUAL. STAKE TREES IMMEDIATELY AFTER PLANTING. FOR MULTITRUNK PLANT MATERIAL, ATTACH GUYS TO FOUR (4) LARGEST LIMBS. CARE MUST BE TAKEN NOT TO MAKE GUYS TOO TIGHT. FOR TREES LESS IN CALIPER AND OVERHEAD GUYS MUST BE STRIKED WITH WOOD 2" METHOD. FOLLOW PALM STAKING DETAIL FOR REQUIREMENTS. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO ELIMINATE GUYS OR STAKING. THE OWNER SHALL RECEIVE A CREDIT OR DEBIT FOR THE UNIT PRICE OF THE GUYS OR STAKING. THE LANDSCAPE CONTRACTOR SHALL REMOVE BRACING IN ONE YEAR.
- 3.2. PLANTING SHRUBS:**  
 EXCAVATE DEEPS OR TRUNK TWO (2) TIMES DIAMETER OF BALLS OR CONTAINERS, AND 3" DEEPER THAN REQUIRED FOR POSITIONING AT PROPER HEIGHT. COMPACT A LAYER OF BACKFILL MIXTURE IN BOTTOM BEFORE PLACING PLANTS. CONTAINER GROWN MATERIALS SHALL BE PLANTED WITH 48 HOURS AFTER DELIVERY TO SITE. PLACE PLANT IN PIT AND BACKFILL AROUND PLANTS WITH BACKFILL MIXTURE. COMPACTED TO ELIMINATE VOIDS AND AIR POCKETS. WATER THOROUGHLY AS LAYERS ARE PLACED. FORM A 3" HIGH BERM OF SOIL BEYOND THE EDGES OF EXCAVATION. APPLY FERTILIZER AS SPECIFIED AND THEN MULCH WITH THE TYPE AND THICKNESS SPECIFIED ON PLANT LIST.
- 3.4. PLANTING GROUND COVERS:**  
 LOOSEN SUBGRADE TO DEPTH OF 4" IN AREAS WHERE TOPSOIL HAS BEEN STRIPPED, AND SPREAD BACKFILL MIXTURE.  
 SPACE PLANTS AS OTHERWISE INDICATED. DIG HOLES LARGE ENOUGH TO ALLOW FOR SPREADING OF TOPSOIL. REMOVE TOPSOIL TO ELIMINATE VOIDS, AND LEAVE GRADE SLIGHTLY DISHED AT EACH PLANT. WATER THOROUGHLY. APPLY FERTILIZER AS SPECIFIED AND THEN MULCH WITH THE TYPE AND THICKNESS SPECIFIED ON PLANT LIST. LIFTING PLANT FOLIAGE ABOVE MULCH. MULCH SHALL BE SPREAD BEFORE PLACING PLANTS IN POTS LESS THAN 1 GALLON SIZE. 4" LINERS, ETC.

**Specifications - Lawns and Grasses**

- 2.1. PRODUCTS:**  
 ALL MUST MEET AMERICAN SOD PRODUCE ASSOCIATION STANDARDS FOR NURSERY GROUND SOD FOR THE THICKNESS OF CUT, PAD SIZE, STRENGTH OF SECTIONS, MOISTURE CONTENT AND THATCH. SOD SHALL BE GUARANTEED TO BE UNIFORM IN COLOR, LEAF TEXTURE, AND SHOOT DENSITY AND FREE OF WEEDS, GRASS, FUNGI, INSECTS OR OTHER IMPERFECTIONS AND SUFFICIENTLY KNITTED TO SUSTAIN GROWTH. SOD SHALL BE MOWED FOR FINAL ACCEPTANCE.
- 2.2. FERTILIZER:**  
 FERTILIZER TURF AREAS WITH TYPE 1 FERTILIZER, COMPLYING WITH THE STATE FERTILIZER LAWS, THE FERTILIZER SHALL BE CHEMICALLY DESIGNATED WITH 12-6-6. ALL PROVIDE AT LEAST 50% OF THE PHOSPHORIC ACID FROM NORMAL SUPER PHOSPHATE OR AN EQUIVALENT SOURCE PROVIDING A MINIMUM OF TWO UNITS OF SULFUR. THE AMOUNTS OF SULFUR AND ALL OTHER CHEMICAL SHALL BE INDICATED ON THE QUANTITATIVE ANALYSIS CARD ATTACHED TO THE UNOPENED BAG.
- 3.1. LAWN PREPARATION:**  
 LOOSEN SUBGRADE TO DEPTH OF 4" AND GRADE WITH TOPSOIL. PROVIDED ON SITE OR IMPORTED TO FINISH DESIGN ELEVATIONS, ROLL PREPARED LAWN SURFACE. WATER THOROUGHLY, BUT DO NOT CREATE MUDDY SOIL CONDITION.  
 FERTILIZE SOIL AT THE RATE OF APPROXIMATELY 10 LBS. PER 1000 SQ. FT. SPREAD FERTILIZER OVER THE AREA TO RECEIVE GRASS BY USING AN APPROVED DISTRIBUTION DEVICE CALIBRATED TO DISTRIBUTE THE APPROPRIATE QUANTITY. DO NOT FERTILIZE WHEN WIND VELOCITY EXCEEDS 15 MPH. THOROUGHLY MIX FERTILIZER INTO THE TOP 2" OF TOPSOIL.
- 3.2. SODDING:**  
 SOD TYPE SPECIFIED ON PLANT LIST SHALL BE MACHINE STRIPPED NOT MORE THAN 24 HOURS PRIOR TO LAYING.  
 LAY SOD STRIPS WITH TIGHT JOINTS. DO NOT OVERLAP. STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES. WORK SETTED SOIL MIX TO MINOR CRACKS BETWEEN PIECES OF SOD AND REMOVE EXCESS SOIL. DEBRIS FROM SOODED AREAS, SOD ON SLOPES GREATER THAN 3:1 SHALL BE STAKED IN PLACE. ROLL OR TAMP LIGHTLY AND WATER THOROUGHLY WITH A FINE SPRAY IMMEDIATELY AFTER PLANTING.
- Landscape Certification:** THE LANDSCAPE ARCHITECT SHALL PROVIDE FINAL CERTIFICATION TO THE OWNER AND MUNICIPALITY THAT PLANTS ARE INSTALLED PER THE DESIGN PLAN, DETS 5 AND SPECIFICATIONS. ANY CHANGES TO THE PLAN WILL NEED TO HAVE THE LANDSCAPE ARCHITECT APPROVAL PRIOR TO INSTALLATION. CONFORMITY TO FLORIDA GRADE #1 IN THE ROOT BALL ORGANIZES THE LANDSCAPE ARCHITECT TO INSPECT TREES PRIOR TO INSTALLATION AT THE SITE. IT IS THE RESPONSIBILITY OF THE OWNER/GENERAL CONTRACTOR/LANDSCAPE CONTRACTOR FOR OBTAINING INSPECTIONS OF PLANT MATERIAL PRIOR TO INSTALLATION.

**General Notes:**

- SO. TO BE ST. AUGUSTINE**  
 ALL PLANTING AREAS SHALL RECEIVE 100% COVERAGE FROM A FULLY AUTOMATIC IRRIGATION SYSTEM EQUIPPED WITH A RAIN SENSOR.  
 ALL CONSTRUCTION DEBRIS & HARDPAN TO BE REMOVED FROM PLANTING BEDS TO A DEPTH OF 30" UTILITIES.  
 ABOVE AND BELOW GROUND UTILITIES SHALL BE VERIFIED AND LOCATED BY THE LANDSCAPE CONTRACTOR PRIOR TO COMMENCING WORK IN THE PROJECT AREA. IF UTILITIES PLANS ARE AVAILABLE THE CONTRACTOR SHALL EXAMINE THEM AND BRING ANY AND ALL CONFLICTS TO THE ATTENTION OF THE OWNER AND/OR LANDSCAPE ARCHITECT. WHEN WORKING IN AN AREA WHERE KNOWN UTILITIES EXIST, UTILTY LOCATIONS MAY NEED TO BE STAKED BY A SURVEYOR OR THE UTILITY COMPANIES. THE CONTRACTOR HAS THE OPTION TO CONTACT 811 TO SCHEDULE A LOCATION OF THE UTILITIES WHICH SUBSCRIBE TO THEIR SERVICE.
- 811**  
 Know what's below. Call before you dig.



**Gentle Glas**  
**Holloway**  
**O'Mahoney**  
 & Associates, Inc.  
 Landscape Architects  
 Planners  
 Environmental Consultants

1801 Commerce Lane  
 Suite 101  
 Jupiter, Florida 33456  
 561-575-9997  
 561-575-5060 FAX  
 www.glas.com

Landscape Specifications  
**Grove Market Shopping Center**  
 West Lake, Florida

Designed: 06/21/21  
 Drawn: 06/21/21  
 Approved: 06/23/21  
 Date: 06/21/21  
 Job No.: 11820  
 Revision: 07/26/21  
 5/20/23 8/12/2021  
 09/01/2021  
 09/26/2021  
 09/26/2021  
 09/26/2021  
 09/26/2021



LC 000011  
 Sheet Title:  
**Landscape**  
**Specification**  
**Sheet**

Not to Scale  
 Sheet No.: 108

**File Attachments for Item:**

A. FIRST READING - Ordinance 2023-03 - Prohibiting Medical Marijuana Treatment Center Dispensing Facilities

**Submitted By:** Administration

**ORDINANCE 2023-03**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. \_\_\_\_\_ AS SET FORTH IN THE CITY'S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION \_\_\_\_\_ TO BE ENTITLED "MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES PROHIBITED" ; PROVIDING FOR PURPOSE AND FINDINGS; PROHIBITING MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES WITHIN THE CITY OF WESTLAKE; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

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**ORDINANCE NO. 2023-03**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING ORDINANCE NO. \_\_\_\_\_ AS SET FORTH IN THE CITY’S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION \_\_\_\_\_ TO BE ENTITLED “MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES PROHIBITED” ; PROVIDING FOR PURPOSE AND FINDINGS; PROHIBITING MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES WITHIN THE CITY OF WESTLAKE; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS, Art. X, § 29, Fla. Const.,** entitled, “Medical Marijuana production, possession and use,” was passed by the electors of Florida in November 2016, and amended the Florida Constitution to allow the use of marijuana in certain medical applications; and,

**WHEREAS, Art. X, § 29, Fla. Const.** defines Medical Marijuana Treatment Centers (“ MMTCs” ) to mean an entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their caregivers and is registered by the Department (of Health); and,

**WHEREAS,** the City Council, pursuant to the authority provided to the City in Section 381.986(11), Florida Statutes, desires to prohibit MMTCs from establishing dispensaries within the municipal limits of the City of Westlake.

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

**SECTION 1. Recitals.** The foregoing recitals are confirmed, adopted and incorporated herein and made a part hereof by this reference.

**SECTION 2.** The City Council hereby amends Ordinance No. \_\_\_\_ by amending Article \_\_\_\_ by specifically creating Section \_\_\_\_ entitled “Medical Marijuana Dispensing Facilities Prohibited” to read as follows:

Sec. \_\_\_\_\_ . - Medical Marijuana Treatment Center Dispensing Facilities Prohibited.

**(a) Purpose.** It is the purpose of this ordinance to prohibit Medical Marijuana Treatment Centers created under Art. X, § 29 of the Florida Constitution from establishing Medical Marijuana Treatment Center Dispensing Facilities within the municipal limits of the City of Westlake;

**(b) Findings.** Based on authority granted to municipalities in Section 381.986(11) Florida Statutes, the City Council finds that a ban on the

1                   establishment of Medical Marijuana Treatment Center Dispensaries within  
2                   the City of Westlake is in the best interest of the City;  
3                   **(c) Prohibition. Medical Marijuana Treatment Center Dispensing Facilities are**  
4                   **prohibited within the municipal boundaries of the City of Westlake:**

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**SECTION 3. Codification.** It is the intention of the City Council of the City of Westlake that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be changed to “Section,” “Article” or such other word or phrase in order to accomplish such intention.

**SECTION 4. Conflicts.** All ordinances or parts of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

**SECTION 5. 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 6. Effective Date.** This ordinance shall be effective upon adoption on second reading.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on first reading.  
**PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2023 in the Palm Beach Post.  
**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on second reading.

\_\_\_\_\_  
City of Westlake  
JohnPaul O’Connor, Mayor

ATTEST:  
  
\_\_\_\_\_  
Zoie Burgess, CMC City Clerk

**File Attachments for Item:**

B. FIRST READING - Ordinance 2023-04 - Dissolution of Education and Youth Advisory Board

**Submitted By:** Administration

**ORDINANCE 2023-04**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY'S CODE OF ORDINANCES BY REVOKING ORDINANCES NO. 2020-05 AND NO. 2020-10 FOR THE PURPOSE OF DISSOLVING THE EDUCATION AND YOUTH ADVISORY BOARD; PROVIDING FOR THE REVOCATION OF THE APPOINTMENT OF BOARD MEMBERS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**





- 1 not limited to, Board Members becoming ineligible to serve due to failure to  
2 maintain all necessary qualifications as set forth in Section 3 below.
- 3 ~~(3) Liaison: One (1) Council member shall serve as liaison, but shall have no voting~~  
4 ~~power. Additionally, a student from Seminole Ridge High School may serve as~~  
5 ~~liaison, but shall have no voting power. The liaisons are not members of the Board~~  
6 ~~and but the Council member liaison may be counted in determining if a quorum is~~  
7 ~~present.~~
- 8 ~~(4) Vacancy: Vacancies on the board shall be filled by the City Council in the same~~  
9 ~~manner as original appointments. Vacancies shall occur on account of a Board~~  
10 ~~Member's death, resignation, removal, disability, or failure to maintain~~  
11 ~~qualifications as set forth in Section 4 below. Any member appointed to serve in~~  
12 ~~lieu of any member on account of a vacancy shall serve only for the unexpired term~~  
13 ~~of such member, but shall thereafter be eligible for reappointment.~~

14  
15 ~~Section 3. — Duties. The Education Advisory Board shall act as a fact-finding and~~  
16 ~~advisory board on the following issues and on such other issues as are, from time to time,~~  
17 ~~designated by the City Council:~~

- 18  
19 ~~(1) School Showcases: Facilitate and oversee showcases and informational sessions~~  
20 ~~for public and charter schools located within the City. Showcases and informational~~  
21 ~~sessions are an opportunity for Board Members to interact with schools, their staff~~  
22 ~~and their students. Showcases and informational sessions also provide public~~  
23 ~~awareness for programs, opportunities, and initiatives occurring at public and~~  
24 ~~charter schools located within the City. The Board shall have the opportunity to~~  
25 ~~invite school officials and staff to attend such showcases and informational~~  
26 ~~sessions.~~
- 27 ~~(2) Chair's Initiative: At the organizational meeting in August each year, the Chair~~  
28 ~~shall introduce a Chair's Initiative. The Chair's Initiative shall be developed by the~~  
29 ~~Chair and shall be implemented during regular Board meetings over the course of~~  
30 ~~the year. The Chair's Initiative shall be designed to provide the City Council and City~~  
31 ~~residents with additional information about issues that impact public and charter~~  
32 ~~schools within the City. Such additional information may be presented to the Board~~  
33 ~~through presentations, guest speakers, or other communications. Such initiatives~~  
34 ~~shall not require the use of City staff time or other City resources outside of the~~  
35 ~~regularly scheduled Board meetings.~~
- 36 ~~(3) Program Development: Development of programs that promote Development~~  
37 ~~of child and youth advocacy programs to enhance relationships with caring adults.~~  
38 ~~Programs may include recruiting volunteers to assist students before, during and~~  
39 ~~after school. Programming to benefit the children and youth of the community by~~  
40 ~~involving parents, the business community, civic and neighborhood organizations.~~
- 41 ~~(4) Incentives: Development of incentives and enhancements which encourage the~~  
42 ~~development of safe places, including improved playgrounds at or near local~~  
43 ~~schools and structured activities during non-school hours.~~
- 44 ~~(5) Communication Initiatives: Developing strategies for communicating with the~~  
45 ~~School Board of Palm Beach County and its staff, advising the City Council as to the~~

1 activities of the Board, and other federal, state and local legislative bodies which  
2 affect the needs of students, within the City. Identification and dissemination of  
3 information on local, county, state and federal programs that provide beneficial  
4 services to children and their families.  
5 (6) Program Implementation: Contacting community groups and businesses within  
6 the geographical boundaries of the City of Westlake for professional skills,  
7 materials, financial or education support for the schools and with the purpose of  
8 implementing programs at local schools that benefit students from Pre- K through  
9 grades 12 and vocational schools.  
10 (7) Legislative Action: Developing recommendations to the City Council for  
11 forwarding to the School Board of Palm Beach County regarding actions which may  
12 be taken in support of schools with respect to proposed legislation at the state level.  
13 (8) School Safety: Coordinating with the local police department to improve safety  
14 for students before, during and after school and developing public relations that  
15 highlight successful programs.

16  
17 Section 4. Qualifications. Board Members shall meet the following qualifications at the time  
18 of their appointment and throughout the course of their service in order to be eligible to  
19 serve:

- 20  
21 (1) Board Members shall be City residents.  
22 (2) Board Members shall have a background in education and experience in the  
23 field of education; be a member of a parent teacher organization, parent teacher  
24 association, school advisory council, or other similar organization associated with  
25 or sponsored by the School District, or a public or charter school located within the  
26 County; or be a parent/legal guardian of a child currently enrolled in a County  
27 public or charter school.  
28 (3) Any member of the board may be removed for cause in accordance with state  
29 law. The City Council shall promptly fill any vacancy.  
30 (4) At the organizational meeting of the board a chairperson and vice chairperson  
31 shall be selected by majority vote of the board. The chairperson and vice  
32 chairperson shall be selected annually at the May meeting of the board.  
33 (5) Should a Board Member fail to maintain these qualifications for service at any  
34 time, then that Board Member shall be disqualified from serving and shall either  
35 resign immediately or be subject to removal. Additionally, Board Members shall not  
36 use Board meetings or their titles as Board Members to promote, advocate for, or  
37 advertise their outside employer or business.

38  
39 Section 5: Meetings; Organization; and Procedures.

40  
41 (1) Meetings. The Board shall meet regularly, on a quarterly basis, or more  
42 frequently if necessary for the transaction of business. All meetings of the Board  
43 shall be open to the public, and minutes of each meeting shall be recorded by the  
44 Board Secretary or an appointee of the Chair. Whenever possible, meetings of the

1       ~~Board shall be attended by the City Council member appointed as liaison to the~~  
2       ~~Board.~~  
3       ~~(2) Officers. At the organizational meeting each year, the Board shall elect a chair~~  
4       ~~and vice chair from its regular members; a recording secretary shall either be~~  
5       ~~provided by the City or shall be elected by the Board. A chair shall not serve~~  
6       ~~consecutive terms, but may serve more than one (1) non-consecutive term. The~~  
7       ~~Board may prepare written reports to Council. The Council liaison shall present the~~  
8       ~~Board's reports and informational updates to the City Council on an as-needed~~  
9       ~~basis.~~  
10       ~~3) Quorum and Voting. A quorum shall consist of three (3) regular members~~  
11       ~~present for the transaction of business. The Board may not conduct business other~~  
12       ~~than to adjourn absent a quorum. Each voting member shall have one (1) vote on~~  
13       ~~every issue submitted to a vote of the Board. The decision of a majority of the voting~~  
14       ~~members present at a meeting at which a quorum is present shall constitute the~~  
15       ~~official action of the Board.~~  
16       ~~(4) Rules of Procedure. All meetings of the Board shall be conducted substantially~~  
17       ~~in conformance with Robert's Rules of Order. The Board is further subject to such~~  
18       ~~rules of procedure and public participation adopted by the City Council and made~~  
19       ~~applicable to the Board. Board Members are subject to the Sunshine Law and the~~  
20       ~~Public Records Law.~~

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22       **SECTION 3.**     Given the dissolution of the Education and Youth Advisory Board,  
23     the appointments by City Council regarding appointing members to the Board, all such  
24     appointments are rescinded.

25  
26       **SECTION 4.**     Codification. It is the intention of the City Council of the City of  
27     Westlake that the provisions of this Ordinance shall become and be made a part of the Code  
28     of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may  
29     be renumbered, re-lettered and the word "Ordinance" may be changed to "Section,"  
30     "Article" or such other word or phrase in order to accomplish such intention.

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32       **SECTION 5.**     Conflicts.     All ordinances or parts of ordinances, resolutions or  
33     parts of resolutions which are in conflict herewith, are hereby repealed to the extent of  
34     such conflict.

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36       **SECTION 6.**     Severability. Should the provisions of this ordinance be declared to be  
37     severable and if any section, sentence, clause or phrase of this ordinance shall for any  
38     reason be held to be invalid or unconstitutional, such decision shall not affect the validity  
39     of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall  
40     remain in effect, it being the legislative intent that this ordinance shall remain  
41     notwithstanding the invalidity of any part.

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43       **SECTION 7.**     Effective Date. This ordinance shall be effective upon adoption on  
44     second reading.

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1<sup>st</sup> Reading \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_

- 1 **PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on first reading.
- 2 **PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2023 in the Palm Beach Post.
- 3 **PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on second reading.

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\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Zoie Burgess, CMC City Clerk

**File Attachments for Item:**

C. FIRST READING - Ordinance 2023-05 - Qualifying & Municipal Election Date Change for March 2024 Election

**Submitted By:** Administration

**ORDINANCE 2023-05**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING QUALIFYING DATES FOR THE MARCH 2024 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR A CHANGE IN DATE OF THE CITY'S MARCH 2024 GENERAL MUNICIPAL ELECTION; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**



1 **NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY FOR THE CITY OF**  
2 **WESTLAKE, FLORIDA, AS FOLLOWS:**

3  
4 **SECTION 1. Recitals.** The foregoing recitals are confirmed, adopted and  
5 incorporated herein and made a part hereof by this reference.

6  
7 **SECTION 2.** In accordance with Section 166.021(4), F.S., and at the request of  
8 the Palm Beach County Supervisor of Elections, the qualifying dates for the City’s March  
9 2024 general election are hereby established as November 7, 2023, at 12:00 p.m. through  
10 November 14, 2023, at 12:00 p.m.

11  
12 **SECTION 3.** The City Council deems it the best interest of the residents of the  
13 City of Westlake to change the date of the regular City election to be held on March of 2024  
14 to be held on March 19, 2024 which is the Presidential Preference Primary Election.

15  
16 **SECTION 4. Conflicts.** All ordinances or parts of ordinances, resolutions or  
17 parts of resolutions which are in conflict herewith, are hereby repealed to the extent of  
18 such conflict.

19  
20 **SECTION 5. Severability.** Should the provisions of this ordinance be declared  
21 to be severable and if any section, sentence, clause or phrase of this ordinance shall for any  
22 reason be held to be invalid or unconstitutional, such decision shall not affect the validity  
23 of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall  
24 remain in effect, it being the legislative intent that this ordinance shall remain  
25 notwithstanding the invalidity of any part.

26  
27 **SECTION 6. Effective Date.** This ordinance shall be effective upon adoption on  
28 second reading.

29  
30 **PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on first reading.

31 **PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2023 in the Palm Beach Post.

32 **PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on second reading.

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\_\_\_\_\_  
City of Westlake  
JohnPaul O’Connor, Mayor

ATTEST:  
\_\_\_\_\_  
Zoie Burgess, CMC City Clerk

**File Attachments for Item:**

D. FIRST READING - Ordinance 2023-06 - Amending Ordinance 2020-11 and 2022-07  
Regulating the Operation of Golf Carts

**Submitted by:** Administration

**ORDINANCE 2023-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA,  
AMENDING THE CITY'S CODE OF ORDINANCES BY SPECIFICALLY AMENDING  
ORDINANCE NO. 2020-11 AND 2022-07 REGULATING THE OPERATION OF GOLF CARTS  
WITHIN THE CITY LIMITS; PROVIDING FOR CODIFICATION, PROVIDING FOR A  
CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE  
DATE.**



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1<sup>st</sup> Reading \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_

**ORDINANCE NO 2023-06**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING THE CITY’S CODE OF ORDINANCES BY SPECIFICALLY AMENDING ORDINANCE NO. 2020-11 AND 2022-07 REGULATING THE OPERATION OF GOLF CARTS WITHIN THE CITY LIMITS; PROVIDING FOR CODIFICATION, PROVIDING FOR A CONFLICTS CLAUSE, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, Section 316.212(8), Florida Statutes, allows a local government to enact restrictions and regulations regarding golf cart operations that are more restrictive than those contained in Section 316.212 on sidewalks adjacent to specific streets, roads, and highways; and

**WHEREAS**, this ordinance is intended to promote the general health, safety and welfare of the public, of the City of Westlake, and

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

**SECTION 1. Recitals.** The foregoing recitals are confirmed, adopted and incorporated herein and made a part hereof by this reference.

**SECTION 2. Recitals.** The foregoing recitals are confirmed, adopted and incorporated herein and made a part hereof by this reference.

**DEFINITIONS**

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

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

3  
4 Golf cart means a motor vehicle designed and manufactured for operation on a golf course  
5 for sporting or recreational purposes and that is not capable of exceeding speeds of 20  
6 miles per hour as defined in Chapters 316 and 320 of the Florida Statutes 316.003(27) and  
7 320.01(22).

8  
9 Hybrid golf cart is a golf cart, which shares its electric motive power with another source,  
10 such as a gasoline engine.

11  
12 Low speed vehicle is any four-wheeled electric vehicle whose top speed is greater than  
13 twenty (20) miles per hour but not greater than twenty-five (25) miles per hour, including  
14 neighborhood electric vehicles.

15  
16 Shared Use Path is a paved facility for use by pedestrians, bicyclists, and/or other users  
17 that is separated from vehicular traffic.

18  
19 Neighborhood electric vehicle {NEV} is an electrically driven vehicle designed for speeds  
20 of twenty (20) to twenty-five (25) miles per hour. A NEV is considered a low speed vehicle.

21  
22 Sidewalk is that portion of a street between the curbline, or the lateral line, of a roadway  
23 and the adjacent property, intended for use by pedestrians, which includes shared use  
24 paths, rural parkway easement, and multimodal paths.

25  
26 Speed modified golf cart is a golf cart originally manufactured for at speeds up to twenty  
27 (20) miles per hour that has been modified after initial manufacture to travel at speeds  
28 over twenty (20) miles per hour.

29  
30 ~~Permit Owner means an official authorization designating that the golf cart to which the~~  
31 ~~authorization is affixed meets the requirements of state law and the City of Westlake Code~~  
32 ~~of Ordinances.~~

33  
34 Prohibited streets mean Seminole Pratt Whitney Road, 60th Street, portions of Town  
35 Center Parkway East, Persimmon Boulevard East of Ilex Way and Sycamore Drive West.

36  
37 Roads/Streets means the entire width between the boundary lines of every way or place  
38 of whatever nature when any part thereof is open to the use of the public for purposes of  
39 vehicular traffic as defined in Chapter 320 of the Florida State Statutes 320.01(16).

40  
41 Slow moving vehicles means any vehicle designed for use and speeds less than 25 miles  
42 per hour.

43  
44 ~~Unlicensed driver means a driver who does not hold and possess a valid state issued~~  
45 ~~driver's license.~~

46

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

8  
9 **ROADS, AND STREETS, AND SIDEWALKS.**

10  
11 1. Golf carts may be operated on those streets, ~~and~~ roads, sidewalks, or portions thereof as  
12 designated by the City of Westlake City Council based upon recommendations of the City  
13 Engineer. These designations shall be in accordance with Florida Statute, Section 316.212  
14 and shall be made in accordance with City of Westlake Code of Ordinances.

15  
16 2. Upon designating any streets or roads as authorized for use by golf carts, the city shall  
17 ensure that proper signage to identify the designate the streets and roads for golf cart  
18 utilization.

19  
20 3. Golf carts may be utilized on sidewalks ~~the Rural Parkway Easements~~, shared use paths  
21 and the multimodal paths that are eight (8') feet or greater in width at a reduced speed of  
22 fifteen (15) miles per hour within the jurisdictional boundaries of the City.

23  
24 4. ~~In addition to the requirements of Florida Statutes, Section 316.212, which is applicable~~  
25 ~~to the operation of golf carts on the aforementioned designated streets and roads, the~~  
26 ~~following restrictions shall also apply:~~

27  
28 ~~(a) No golf carts shall be operated upon those streets or roads that the City has identified~~  
29 ~~as arterial or collector roads unless otherwise authorized by the enabling ordinance.~~

30 ~~(b) No persons shall operate golf carts on designated street or roads or shared use path~~  
31 ~~without a valid driver's license issued in his or her home state.~~

32 ~~(c) It shall be unlawful for an unlicensed driver, defined as a driver who does not hold and~~  
33 ~~possess a valid state issued driver's license, to operate a golf cart upon streets and roads~~  
34 ~~or shared use paths within the jurisdictional boundaries of the City.~~

35 ~~(d) All golf carts operated under this Ordinance shall be restricted to a maximum attainable~~  
36 ~~speed of twenty (20) miles per hour on a street or road and fifteen (15) miles per hour on~~  
37 ~~a Rural Parkway Easement, a shared use path, and/or a multi-modal path. (e) Golf carts~~  
38 ~~and utility vehicles may cross a portion of a county road if the county has reviewed and~~  
39 ~~approved the location and design of the crossing and any traffic control devices needed for~~  
40 ~~safety purposes.~~

41 ~~(f) All golf carts operating subject to this Ordinance must be equipped with efficient brakes,~~  
42 ~~reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning~~  
43 ~~devices in both the front and rear at all times while operated on the designated streets or~~  
44 ~~roads.~~

45 ~~(g) Golf carts may only be operated on the designated streets or roads, Rural Parkway~~  
46 ~~Easement, shared use path or multi-modal path during the hours between sunrise and~~  
47 ~~sunset, unless otherwise designated by the City of Westlake City Engineer.~~

1 ~~(h) Golf carts equipped with headlights, brake lights, turn signals, and windshields may~~  
2 ~~operate at night, if nighttime operation is designated by the City of Westlake City Engineer.~~  
3 ~~(i) In accordance with the provisions of Florida Statute 322.16, a person who holds a~~  
4 ~~driver's license and who is under 17 years of age, when operating a golf cart after 11:00~~  
5 ~~p.m. and before 6:00 a.m., must be accompanied by a driver who holds a valid license to~~  
6 ~~operate the type of vehicle being operated and is at least 21 years of age, unless that person~~  
7 ~~is driving directly to or from work.~~  
8 ~~(j) In accordance with the provisions of Florida Statute 322.16, a person who holds a~~  
9 ~~driver's license who is 17 years of age, when operating a golf cart after 1:00 a.m. and before~~  
10 ~~5:00 a.m., must be accompanied by a driver who holds a valid license to operate the type of~~  
11 ~~vehicle being operated, and is at least 21 years of age, unless that person is driving directly~~  
12 ~~to or from work.~~

13  
14 B. The City of Westlake shall ensure the posting of signs along the designated sidewalks  
15 ~~streets or roads, Rural Parkway Easements,~~ multi-modal paths and shared use paths where  
16 golf cart operation is allowed advising motorists of the possible presence of golf cart traffic  
17 and alerting the public that the operation of such golf carts is subject to the various  
18 requirements of this Ordinance.

19  
20 ~~C. The individual Homeowner's Associations or the Master Homeowner's Association shall~~  
21 ~~be responsible for the posting of signs along the designated streets and roads where golf~~  
22 ~~cart operation is allowed behind the gates in each respective community advising motorist~~  
23 ~~of the possible presence of golf cart traffic alerting the public that the operation of such golf~~  
24 ~~carts is subject to the various requirements of this Ordinance.~~

## 25 26 **MINIMUM REQUIRED EQUIPMENT**

27  
28 (a) All golf carts operated on sidewalks designated streets and roads, ~~Rural Parkway~~  
29 ~~Easements,~~ shared use paths, and/or multi-modal paths pursuant to this ordinance shall,  
30 at a minimum, be equipped with the following:

- 31 (1) Properly functioning brakes.  
32 (2) Two (2) properly functioning brake lights.  
33 (3) Properly functioning steering apparatus.  
34 (4) Safe tires.  
35 (5) A rearview mirror.  
36 (6) Florida Department of Transportation approved lap safety belts for the driver and all  
37 passengers.  
38 (7) Red ReflectORIZED warning devices in the front and the rear of the golf cart.

39  
40 (b) In addition, all golf carts operated on sidewalks ~~city streets or roads~~ in fog, smoke and  
41 rain and/or operated earlier than thirty (30) minutes after sunrise or later than thirty (30)  
42 minutes before sunset shall at a minimum be equipped with the following:

- 43 (1) Two (2) properly functioning headlights.  
44 (2) A properly functioning horn.  
45 (3) Properly functioning left and right turn signals.  
46 (4) An approved windshield.  
47 (5) Reflective devices or reflective tape on both sides of the of the golf cart.

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**RESTRICTIONS**

- (a) Only electric or gas power golf carts are authorized by this ordinance for use upon sidewalks ~~designated streets or roads, Rural Parkway Easements,~~ shared use paths and/or multimodal paths.
- (b) "Speed-modified golf carts", "hybrid golf carts", and "neighborhood electric vehicles" (NEV) or other "low speed vehicles" are not authorized by this ordinance for use upon designated sidewalks ~~streets or roads.~~
- (c) Owners and operators of all golf carts shall comply with applicable state laws pertaining to insurance requirements.

~~Section 6 GOLF CART REGISTRATION~~

- ~~(a) Each golf cart owner shall present an affidavit to the City demonstrating that the golf cart meets all City and state law requirements prior to operating on a designated street and road.~~
- ~~(b) The owner of any golf cart to be operated on designated streets and roads pursuant to this section shall first register said golf cart with the City of Westlake. The owner registering the golf cart must be at least eighteen (18) years of age. The City shall charge an initial registration fee of \$40.00. Regardless of the date of registration, all golf cart registrations shall be valid from January 1 until December 31.~~
- ~~(c) The owner of a golf cart to be operated on designated streets and roads pursuant to this section shall be required to renew the golf cart registration prior to January 1, every three years following initial registration. The city shall charge a renewal fee of \$30.00 for each registration renewal. An owner who fails to renew the registration of a golf cart prior to January 1, every three years following the initial registration, shall be required to obtain a new registration and pay the initial registration fee of \$40.00.~~
- ~~(d) All owners of properly registered golf cart shall be issued a registration sticker which sticker shall be placed and maintained on the left front quarter panel or left side of the front windshield. The City of Westlake shall maintain a list of all golf cart registrations.~~
- ~~(e) Golf carts shall not carry more passengers than those for which the golf cart was designed.~~
- ~~(f) Golf cart operators shall not obstruct or interfere with traffic flow and operators shall yield to pedestrians, bicyclist and all other users on the shared use paths, Rural Parkway Easement and multi-modal paths.~~
- ~~(g) Each golf cart owner shall provide an affidavit to the City demonstrating that the golf cart meets all City and state law requirements prior to operating on a designated street or roads.~~
- ~~(h) Upon submitting a completed permit application, affidavit, proof of insurance and the payment of a \$40.00 application fee or \$30.00 renewal application fee, the City shall issue a permit to operate a golf cart.~~

**SECTION 7 INDEMNIFICATION AND INSURANCE**

- (a) ~~Hold Harmless. Any person operating a golf cart on any designated streets, roads, rural parkway easements, shared use paths or multi-modal paths does so at his/her own risk and must operate such vehicle with due regard for the safety and convenience of other motor vehicles, bicyclists, and pedestrians. The City in designating certain city streets,~~

1 roads, rural parkway easements, shared use paths or multi-modal paths for the operation  
2 of golf carts, extends such operating privileges on the express condition that the operators  
3 of any golf carts under this ordinance undertakes such operation at their own risk and  
4 assumes sole liability for operating the vehicle on the designated streets, roads, rural  
5 parkways, shared use paths or multi-modal paths and by such operation agrees to defend,  
6 release, indemnify, and hold harmless the City, its officials and employees for and regarding  
7 any and all claims, demands, or damages of any nature whatsoever arising from such  
8 operation by any person

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

15  
16 **ENFORCEMENT**

17  
18 (a) Violations of this section shall constitute a non-criminal traffic infraction punishable  
19 pursuant to Chapter 318 as a moving or non-moving violation, enforceable by all duly  
20 authorized law enforcement officers pursuant to the provisions of Florida Statutes,  
21 Sections 316.212(9) and 318.14.

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

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

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

37  
38 **SECTION 3. Codification.** It is the intention of the City Council of the City of  
39 Westlake that the provisions of this Ordinance shall become and be made a part of the Code  
40 of Ordinances of the City of Westlake, Florida, and that the Sections of this Ordinance may  
41 be renumbered, re-lettered and the word "Ordinance" may be changed to "Section,"  
42 "Article" or such other word or phrase in order to accomplish such intention.

43  
44 **SECTION 4. Conflicts.** All ordinances or parts of ordinances, resolutions or  
45 parts of resolutions which are in conflict herewith, are hereby repealed to the extent of  
46 such conflict.

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**SECTION 5. 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 6. Effective Date.** This ordinance shall be effective upon adoption on second reading.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on first reading.

**PUBLISHED** on this \_\_\_\_ day of \_\_\_\_\_, 2023 in the Palm Beach Post.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023, on second reading.

\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

ATTEST:  
\_\_\_\_\_  
Zoie Burgess,CMC City Clerk

**File Attachments for Item:**

E. 2023 Solid Waste Annual Assessment

**Submitted By:** Administration

**RESOLUTION 2023-25**

**A RESOLUTION OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES, IN THE CITY OF WESTLAKE, FLORIDA; APPROVING THE ASSESSMENT RATE FOR RESIDENTIAL SOLID WASTE SERVICES FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; IMPOSING A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF WESTLAKE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**



**RESOLUTION NO. 2023-25**

**A RESOLUTION OF THE CITY OF WESTLAKE, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE SERVICES, IN THE CITY OF WESTLAKE, FLORIDA; APPROVING THE ASSESSMENT RATE FOR RESIDENTIAL SOLID WASTE SERVICES FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; IMPOSING A RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF WESTLAKE FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2023; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Westlake, Florida, enacted Ordinance No. 2021-02, on July 12, 2021, which authorized the imposition of a Residential Solid Waste Services Special Assessment (“the Ordinance”); and,

**WHEREAS**, the imposition of a Residential Solid Waste Services Special Assessment for Residential Solid Waste Services for each Fiscal Year is an equitable and efficient method of allocating and apportioning Residential Solid Waste Services Assessed Costs among parcels of Assessed Property; and,

**WHEREAS**, the Residential Solid Waste Services Special Assessment has been previously levied within the City, the assessment rate is no higher than the authorized rate in the current fiscal year, the boundaries of the City have not changed, and the purpose of the assessment remains the same, namely to provide for the City’s Residential Solid Waste Services; and,

**WHEREAS**, the City Council desires to impose a Residential Solid Waste Services Special Assessment within the City for the Fiscal Year beginning on October 1, 2023 using the tax bill collection method.

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

**SECTION 1.** The aforementioned “WHEREAS” clauses are hereby ratified as true and correct and incorporated herein.

**SECTION 2. AUTHORITY.** This Resolution is adopted pursuant to the provisions of the Ordinance, sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

**SECTION 3. DEFINITIONS AND INTERPRETATION.** All capitalized terms in this Resolution shall have the meanings defined in the Ordinance.

**SECTION 4. IMPOSITION OF RESIDENTIAL SOLID WASTE SERVICES SPECIAL ASSESSMENT.**

(A) The parcels of Assessed Property described in the Assessment Roll, as updated and which is hereby approved, are hereby found to be specially benefitted by the provision of the Residential Solid Waste Services, in the amount of the Residential Solid Waste Services Special Assessment set forth in the Assessment Roll, incorporated herein by reference. It is hereby ascertained, determined, and declared that each parcel of Assessed Property within the City will be specifically benefitted by the City's provision of Residential Solid Waste Services, facilities and programs in an amount not less than the Residential Solid Waste Services Special Assessment of such parcel. Adoption of this Resolution constitutes a legislative determination that all assessed parcels derive a special benefit, from the Residential Solid Waste Services to be provided, and a legislative determination that the Residential Solid Waste Services Special Assessments are fairly and reasonably apportioned among the properties that receive the special benefit.

(B) For the Fiscal Year beginning October 1, 2023, the estimated Residential Solid Waste Services Assessed Cost to be assessed is \$503,677.00. The Residential Solid Waste Services Special Assessment to be assessed and apportioned among benefitted parcels to generate the estimated Residential Solid Waste Services Assessed Costs for the Fiscal Year commencing October 1, 2023, is hereby established at \$280.60 annually, per residential unit. This assessment rate is hereby approved. Except as otherwise provided herein, the Residential Solid Waste Services Special Assessment for Residential Solid Waste Services in the amounts set forth in the Assessment Roll, as herein approved, are hereby levied and imposed on all parcels of Assessed Property described in the Assessment Roll. Interim special assessments are approved.

(C) The Residential Solid Waste Services Special Assessment shall constitute a lien upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem Assessment. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims, until paid.

(D) The Assessment Roll as herein approved, together with the correction of any errors or omissions as provided for in the Ordinance, shall be delivered to the Tax Collector for collection using the tax bill collection method in the manner prescribed by the Ordinance.

**SECTION 5. METHOD OF COLLECTION.** The Residential Solid Waste Services Special Assessment shall be collected on the annual property tax bills pursuant to the Uniform Assessment Collection Act.

**SECTION 6. EFFECT ON ADOPTION OF RESOLUTION.** The adoption of this Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the Assessment Roll and the levy and lien of the Residential Solid Waste Services Special Assessment), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) calendar days from the date of this Assessment Resolution.

**SECTION 7. SEVERABILITY.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

**SECTION 8. CONFLICTS.** That all prior Resolutions or parts of resolutions in conflict herewith, are hereby repealed to the extent of such conflict.

**SECTION 9. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of September, 2023.

---

City of Westlake  
JohnPaul O'Connor, Mayor

---

Zoie Burgess, CMC City Clerk

---

Approved as to Form and Sufficiency  
City Attorney

**CERTIFICATE  
TO  
NON-AD VALOREM ASSESSMENT ROLL**

**I HEREBY CERTIFY** that, I am the City Manager of the City of Westlake, or authorized agent of the City of Westlake, Florida (the "City"); as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for residential Solid Waste Services (the "Non-Ad Valorem Assessment Roll") for the City is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

**I FURTHER CERTIFY** that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Palm Beach County Tax Collector by September 15, 2023.

**IN WITNESS WHEREOF**, I have subscribed this certificate and directed the same to be delivered to the Palm Beach County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF WESTLAKE, FLORIDA

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**[to be delivered to Palm Beach County Tax Collector on or before September 15]**

**CERTIFICATE  
TO  
NON-AD VALOREM ASSESSMENT ROLL**

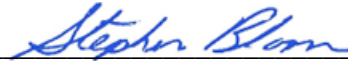
I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of **City of Westlake** located in **Palm Beach** County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain, and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed herein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof that said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 30<sup>th</sup> day of August, 2023.

Total Assessed:       \$503,677

Number of Parcels:       1,795



(Chairman of the Board or Authorized Agent)

of **City of Westlake**,  
**Palm Beach** County, Florida

**File Attachments for Item:**

A. RESOLUTION 2023-24 - First Amendment to Non-Exclusive Use Agreement

**Submitted By:** Administration

**RESOLUTION NO. 2023-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE FIRST AMENDMENT TO THE NON-EXCLUSIVE PERMISSIVE USE AGREEMENT BETWEEN THE WESTLAKE RESIDENCES MASTER HOMEOWNERS ASSOCIATION, INC. AND THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**CITY OF WESTLAKE**

**RESOLUTION NO. 2023-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE FIRST AMENDMENT TO THE NON-EXCLUSIVE PERMISSIVE USE AGREEMENT BETWEEN THE WESTLAKE RESIDENCES MASTER HOMEOWNERS ASSOCIATION, INC. AND THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

---

WHEREAS, the City Council deems it to be in the best interests of the City to approve and authorize the appropriate City Officials to execute the First Amendment To The Non-Exclusive Permissive Use Agreement Between The Westlake Residences Master Homeowners Association, Inc. And The City Of Westlake;

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

**SECTION 1.** The foregoing "WHEREAS" clause is hereby ratified and confirmed by the City Council and incorporated herein by this reference.

**SECTION 2.** The City Council of the City of Westlake, Florida, hereby approves and authorizes the appropriate City Officials to execute the First Amendment To The Non-Exclusive Permissive Use Agreement Between The Westlake Residences Master Homeowners Association, Inc. And The City Of Westlake. A copy of the First Amendment is attached hereto as Exhibit "A".

**SECTION 3. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. SEVERABILITY.** If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage and adoption.



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**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_ day  
of \_\_\_\_\_ 2023.

\_\_\_\_\_  
City of Westlake  
JohnPaul O'Connor, Mayor

\_\_\_\_\_  
Zoie Burgess, CMC City Clerk

## FIRST AMENDMENT

### **FIRST AMENDMENT TO THE NON-EXCLUSIVE PERMISSIVE USE AGREEMENT BETWEEN THE WESTLAKE RESIDENCES MASTER HOMEOWNERS ASSOCIATION, INC. AND THE CITY OF WESTLAKE.**

This First Amendment to the Non-Exclusive Permissive Use between the Westlake Residences Master Homeowners Association, Inc. and the City of Westlake (the “Amendment”) is entered into by and between the Westlake Residences Master Homeowners Association, Inc. (the “Association”) and the City of Westlake (the “City”) (collectively referred to as the “Parties”).

WHEREAS, the Parties entered into the Non-Exclusive Permissive Use Agreement between the Westlake Residences Master Homeowners Association, Inc. and the City of Westlake for the non-exclusive permissive use of the main Lodge building (the “Lodge”); and

WHEREAS, the Parties wish to make certain amendments to the Agreement;

NOW THEREFORE, in consideration of the promises contained herein, and in the Agreement, the sufficiency of which both Parties hereby acknowledge:

1. **Incorporation.** The recitals and other information above is hereby incorporated herein as if fully set forth.
2. **Amendment.** The Agreement is now amended to add the underlined language below:
  6. **Payment of the Use Fee.** The City shall pay the Use Fee no later than thirty-six (36) hours prior to each Scheduled Meeting and Approved Meeting. In the event a Scheduled Meeting or Approved Meeting is cancelled less than thirty-six (36) hours prior its scheduled Use Time, the Use Fee shall be non-refundable; however, the Use Fee shall credited to the City as payment towards a future Meeting. In the event the City fails to pay the Use Fee at least thirty-six (36) hours prior to Meeting, the Association may grant privileges to third parties to use the Property during such Use Time, and the City shall not have the right to use the Property for such Meeting unless and until the Use Fee is paid prior to the time of the Meeting, provided the Association has not granted privileges to a third party to use the Property during such time. At least 45 days prior to the end of the City’s fiscal year, the Association and the City shall determine whether (a) the Association is in receipt of payment for a Use Fee that has been credited towards use of a future meeting but will not be used prior to the expiration of the City’s Fiscal Year or within 30 days thereafter, in which case the Association shall issue a refund to the City; and (b) whether the City owes any Use Fee or other payment to the Association, in which case the City shall make such payment to the Association prior to the end of the fiscal year.
3. **General.** Except as expressly set forth in this Amendment, the Agreement is unmodified and remains in full force and effect, and is hereby ratified and confirmed by the Parties.

IN WITNESS WHEREOF, Association and City have executed this Agreement as of the Effective Date.

**ASSOCIATION:**

**WESTLAKE RESIDENCES  
HOMEOWNERS ASSOCIATION, INC.,**  
a Florida not-for-profit corporation



By: \_\_\_\_\_  
Name: John F. Carter  
Title: President

**CITY:**

**CITY OF WESTLAKE, FLORIDA,** a Florida  
municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

Date: \_\_\_\_\_

**APPROVED AS TO FORM & LEGALITY**

\_\_\_\_\_  
\_\_\_\_\_, City Attorney

**File Attachments for Item:**

B. Fiscal Year 2022 Audited Financial Report

**Submitted By:** Administration



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		09/05/2023	<b>Submitted By:</b> Finance	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		Fiscal Year 2022 Audited Financial Report		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Accept Fiscal Year 2022 Audited Financial Report		
<b>SUMMARY and/or JUSTIFICATION:</b>				
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>	
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>	
	<b>EXHIBIT(S):</b>		<b>OTHER:</b>	X
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Fiscal Year 2022 Audited Financial Report			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>		<b>ORDINANCE:</b>	
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <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> <b><u>Please keep text indented.</u></b>				
<b>FISCAL IMPACT (if any):</b>				\$

**City of Westlake, Florida**  
**ANNUAL FINANCIAL REPORT**  
**September 30, 2022**

**City of Westlake, Florida**  
**ANNUAL FINANCIAL REPORT**

**September 30, 2022**

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# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

## REPORT OF INDEPENDENT AUDITORS

To the City Council  
City of Westlake, Florida

### Report on Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of the governmental activities and each major fund of City of Westlake, Florida (the "City"), as of and for the year ended September 30, 2022, and the related notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of City of Westlake, Florida as of September 30, 2022, and the respective changes in financial position and the budgetary comparison for the General and Special Revenue Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



To the City Council  
City of Westlake, Florida

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

### ***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

To the City Council  
City of Westlake, Florida

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated August 17, 2023 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Westlake, Florida's internal control over financial reporting and compliance.

*Berger Toombs Elam  
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

August 17, 2023

**City of Westlake, Florida**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended September 30, 2022**

Management's discussion and analysis of the City of Westlake, Florida (the "City") financial performance provides an analysis of the City's financial activities. The analysis provides summary financial information for the City and should be read in conjunction with the City's financial statements.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The City's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the City's financial position and results of operations. The *Fund financial statements* present financial information for the City's major funds. The *Notes to financial statements* provide additional information concerning the City's finances.

The *Government-wide financial statements* include the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by taxes.

The **statement of net position** presents information on all assets and liabilities of the City, with the difference between assets and liabilities reported as net position. Net position is reported in two categories; 1) net investment in capital assets and, 2) unrestricted. Assets, liabilities, and net position are reported for all governmental activities.

The **statement of activities** presents information on all revenues and expenses of the City and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the City. To assist in understanding the City's operations, expenses have been reported as governmental activities. Governmental activities funded by the City include general government, public safety, physical environment and debt service.

*Fund financial statements* present financial information for governmental funds. These statements provide financial information for the major funds of the City. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**City of Westlake, Florida**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended September 30, 2022**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

*Fund financial statements* include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the City's General and Special Revenue Funds. *Fund financial statements* provide more detailed information about the City's activities. Individual funds are established by the City to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* are designed to provide the reader with a broad overview of the City's finances, in a manner similar to a private sector business. In the government-wide **statement of net position**, the governmental activities column is presented on a consolidated basis and is reported on a full-accrual economic resource basis, which recognizes all noncurrent assets and receivables as well as all noncurrent debt and obligations. The effect of interfund activity has been eliminated from the *government-wide financial statements*. In contrast, the governmental fund financial statements are grouped into funds to account for and to maintain control over resources that have been segregated for specific activities or objectives. The *fund financial statements* are presented using the current financial resources measurement focus and the modified accrual basis where as revenues are recorded when collected in the current year or within 60 days of year-end and expenditures are recorded when a liability is incurred. The difference between the two statements arises primarily from the long-term economic focus of the *government-wide statements* versus the current financial resources focus of the *fund financial statements*. A reconciliation of the *government-wide* and the *fund financial statement* is provided to illustrate these differences.

*Notes to financial statements* provide additional detail concerning the financial activities and financial balances of the City. Additional information about the accounting practices of the City are included in the *notes to financial statements*.

**Financial Highlights**

The following are the highlights of financial activity for the year ended September 30, 2022.

- ◆ The City's total assets exceeded total liabilities by \$7,427,850 (net position). Net investment in capital assets totaled \$980,307 and unrestricted net position was \$6,447,543.
- ◆ Governmental activities revenues totaled \$6,898,750 while governmental activities expenses totaled \$5,262,650.

**City of Westlake, Florida**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended September 30, 2022**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the City**

The following schedule provides a summary of the assets, liabilities and net position of the City and is presented by category.

	<b>Net Position</b>	
	<b>Governmental Activities</b>	
	<b>2022</b>	<b>2021</b>
Current assets	\$ 7,389,740	\$ 5,741,200
Capital assets	994,562	1,011,101 *
Total Assets	<u>8,384,302</u>	<u>6,752,301</u>
Current liabilities	954,772	936,099
Non-Current liabilities	1,680	24,452 *
Total Liabilities	<u>956,452</u>	<u>960,551</u>
Net position-net investment in capital assets	980,307	979,027
Net position-unrestricted	6,447,543	4,812,723 *
Total Net Position	<u>\$ 7,427,850</u>	<u>\$ 5,791,750</u>

\*Restated

The increase in current assets and net position is related to the excess of revenues over expenses in the current year.

The increase in current liabilities is related to the increase in accounts payable in the current year.

**City of Westlake, Florida**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**For the Year Ended September 30, 2022**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Financial Analysis of the City (Continued)**

The following schedule provides a summary of the changes in net position of the City and is presented by category.

**Change In Net Position**

	<b>Governmental Activities</b>	
	<b>2022</b>	<b>2021</b>
Program Revenues		
Charges for services	\$ 4,001,893	\$ 5,439,643
Operating contributions	-	540,000
General Revenues		
Taxes	2,377,439	1,482,058
Intergovernmental revenues	362,367	362,368
Investment earnings	18,078	4,894
Miscellaneous revenues	138,973	35,456
Total Revenues	<u>6,898,750</u>	<u>7,864,419</u>
Expenses		
General government	3,953,539	3,555,182 *
Public safety	650,002	651,060
Physical environment	656,431	473,546
Interest and other charges	2,678	2,585
Total Expenses	<u>5,262,650</u>	<u>4,682,373</u>
Changes in Net Position	1,636,100	3,182,046
Net Position - beginning of year	<u>5,791,750 *</u>	<u>2,609,704 *</u>
Net Position - end of year	<u>\$ 7,427,850</u>	<u>\$ 5,791,750 *</u>

The decrease in charges for services is related to the decrease in building and engineering permits in the current year.

The increase in taxes is related to the increase in property taxes levied in the current year.

The decrease in developer contributions is related to the increase in other revenues in the current year.

The increase in general government expenses is primarily related to the increase in management services, and engineering fees.

**City of Westlake, Florida  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the Year Ended September 30, 2022**

**OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)**

**Capital Assets Activity**

The following schedule provides a summary of the City's capital assets as of September 30, 2022 and 2021.

Description	Governmental Activities	
	2022	2021
Land improvements	\$ 976,400	\$ 976,400
Equipment	46,665	44,810
Less: accumulated depreciation	(31,611)	(22,538)
Total Capital Assets, Net	\$ 991,454	\$ 998,672

The activity for the year was depreciation of \$9,073 and additions to equipment of \$1,855.

**General Fund Budgetary Highlights**

Budgeted expenditures exceeded actual expenditures primarily because legal services and reserve expenditures were lower than anticipated.

The September 30, 2022 budget was not amended.

**Debt Management**

In December 2018, the City entered into a financed purchase agreement of \$39,646, for software. The balance outstanding at September 30, 2022 was \$11,147.

**Economic Factors and Next Year's Budget**

The City will continue to develop in 2023 and therefore, it is expected revenues and expenditures will increase as the City expands.

**Request for Information**

The financial report is designed to provide a general overview of the City's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the City of Westlake, Florida, Inframark Infrastructure Management Services, 210 North University Drive, Suite 702, Coral Springs, Florida 33071.

**City of Westlake, Florida**  
**STATEMENT OF NET POSITION**  
**September 30, 2022**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Current Assets:	
Cash and cash equivalents	\$ 6,649,481
Accounts receivable	24,949
Taxes receivable	48,048
Assessments receivable	43,059
Due from developer	12,000
Due from other governments	1,240
Deposits	666
Mortgages receivable	610,297
Total Current Assets	7,389,740
Non-current Assets	
Capital Assets	
Land	976,400
Equipment	46,665
Right to use leased equipment, net	3,108
Less: accumulated depreciation	(31,611)
Total Non-current Assets	994,562
Total Assets	8,384,302
 <b>LIABILITIES</b>	
Current Liabilities:	
Accounts payable and accrued expenses	431,862
Due to other governments	452,536
Lease payable	3,489
Unearned revenues	57,418
Financed purchase payable	9,467
Total Current Liabilities	954,772
Non-current Liabilities	
Financed purchase payable	1,680
Total Liabilities	956,452
 <b>NET POSITION</b>	
Net investment in capital assets	980,307
Unrestricted	6,447,543
Total Net Position	\$ 7,427,850

*See accompanying notes to financial statements.*



**City of Westlake, Florida**  
**STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2022**

<b>Functions/Programs</b>	<b>Expenses</b>	<b>Program Revenues Charges for Services</b>	<b>Net (Expense) Revenues and Changes in Net Position</b>
Governmental Activities:			
General government	\$ (3,953,539)	\$ 2,161,046	\$ (1,792,493)
Public safety	(650,002)	915,894	265,892
Physical environment	(656,431)	924,953	268,522
Interest and other charges	(2,678)	-	(2,678)
Total Governmental Activities	\$ (5,262,650)	\$ 4,001,893	(1,260,757)
General Revenues:			
Taxes			
Property taxes levied for general purposes			1,726,681
Communication taxes			47,770
Franchise taxes			602,988
Intergovernmental revenues			362,367
Investment earnings			18,078
Miscellaneous revenues			138,973
Total General Revenues			2,896,857
Change in Net Position			1,636,100
Net Position - October 1, 2021			5,791,750
Net Position - September 30, 2022			\$ 7,427,850

See accompanying note to financial statements.

**City of Westlake, Florida**  
**BALANCE SHEET –**  
**GOVERNMENTAL FUNDS**  
**September 30, 2022**

	General Fund	Special Revenue Funds		Total Governmental Funds
		Housing Assistance	Comprehensive Planning	
<b>ASSETS</b>				
Cash and cash equivalents	\$ 3,752,307	\$ 2,897,174	\$ -	\$ 6,649,481
Accounts receivable	1,072	-	23,877	24,949
Taxes receivable	48,048	-	-	48,048
Assessments receivable	43,059	-	-	43,059
Due from other funds	-	-	1,923,250	1,923,250
Due from developer	-	12,000	-	12,000
Due from other governments	1,240	-	-	1,240
Deposits	666	-	-	666
Mortgages receivable	-	610,297	-	610,297
Total Assets	<u>\$ 3,846,392</u>	<u>\$ 3,519,471</u>	<u>\$ 1,947,127</u>	<u>\$ 9,312,990</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable and accrued expenses	\$ 194,131	\$ 1,500	\$ 236,231	\$ 431,862
Due to other funds	1,923,250	-	-	1,923,250
Unearned revenues	41,999	-	15,419	57,418
Due to other governments	452,536	-	-	452,536
Total Liabilities	<u>2,611,916</u>	<u>1,500</u>	<u>251,650</u>	<u>2,865,066</u>
Deferred Inflows of Resources				
Unavailable revenues	<u>43,059</u>	<u>-</u>	<u>-</u>	<u>43,059</u>
Fund balance:				
Nonspendable - deposits	666	-	-	666
Assigned - loan program/planning	-	3,517,971	1,695,477	5,213,448
Unassigned	1,190,751	-	-	1,190,751
Total Fund Balance	<u>1,191,417</u>	<u>3,517,971</u>	<u>1,695,477</u>	<u>6,404,865</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 3,846,392</u>	<u>\$ 3,519,471</u>	<u>\$ 1,947,127</u>	<u>\$ 9,312,990</u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**  
**September 30, 2022**

Total Governmental Fund Balances	\$ 6,404,865
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, land, \$976,400, and equipment, \$46,665, net of accumulated depreciation, \$(31,611), and right-to-use leased equipment, net, \$3,108, used in governmental activities are not current financial resources and therefore, are not reported at the fund level.	994,562
Unavailable revenues are recognized as deferred inflows of resources at the fund level, however, revenues are recognized as earned at the government-wide level.	43,059
Long-term liabilities, including financed purchases and leases payable, are not due and payable in the current period and therefore, are not reported at the fund level.	<u>(14,636)</u>
Net Position of Governmental Activities	<u><u>\$ 7,427,850</u></u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES – GOVERNMENTAL FUNDS**  
**For the Year Ended September 30, 2022**

	General Fund	Special Revenue Funds		Total Governmental Funds
		Housing Assistance	Comprehensive Planning	
Revenues				
Taxes				
Property	\$ 1,726,681	\$ -	\$ -	\$ 1,726,681
Communication	47,770	-	-	47,770
Special assessments	214,718	-	-	214,718
Licenses and permits	128,717	-	2,394,127	2,522,844
Franchise fees	602,988	-	-	602,988
Intergovernmental revenues	362,367	-	-	362,367
Charges for services	266,233	1,001,028	-	1,267,261
Fines and forfeitures	880	-	-	880
Investment earnings	7,701	10,377	-	18,078
Miscellaneous revenues	138,973	-	-	138,973
Total Revenues	<u>3,497,028</u>	<u>1,011,405</u>	<u>2,394,127</u>	<u>6,902,560</u>
Expenditures				
Current:				
General government	1,533,675	53,246	2,348,224	3,935,145
Public safety	650,002	-	-	650,002
Physical environment	656,431	-	-	656,431
Capital outlay	1,855	-	-	1,855
Debt Service				
Principal	16,450	-	1,865	18,315
Interest	2,495	-	183	2,678
Total Expenditures	<u>2,860,908</u>	<u>53,246</u>	<u>2,350,272</u>	<u>5,264,426</u>
Net change in fund balances	636,120	958,159	43,855	1,638,134
Fund Balances - October 1, 2021	<u>555,297</u>	<u>2,559,812</u>	<u>1,651,622</u>	<u>4,766,731</u>
Fund Balances - September 30, 2022	<u>\$ 1,191,417</u>	<u>\$ 3,517,971</u>	<u>\$ 1,695,477</u>	<u>\$ 6,404,865</u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**For the Year Ended September 30, 2022**

Net Change in Fund Balances - Total Governmental Funds	\$ 1,638,134
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount that depreciation, \$(9,073), and amortization, \$(9,321) exceeded capital outlay, \$1,855, in the current year.	(16,539)
At the fund level, unavailable revenues are recognized as deferred inflows of resources, however, revenues are recognized when earned at the government-wide level. This is the change in unavailable revenues in the current year.	(3,810)
Repayments of principal are expenditures in the governmental funds, but the repayments reduce long-term liabilities in the Statement of Net Position.	<u>18,315</u>
Change in Net Position of Governmental Activities	<u><u>\$ 1,636,100</u></u>

*See accompanying notes to financial statements.*



**City of Westlake, Florida**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES – BUDGET AND ACTUAL –**  
**GENERAL FUND**  
**For the Year Ended September 30, 2022**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<b>Variance with Final Budget Positive (Negative)</b>
Revenues				
Taxes				
Property	\$ 1,643,404	\$ 1,643,404	\$ 1,726,681	\$ 83,277
Communications	36,200	36,200	47,770	11,570
Special assessments	223,300	223,300	214,718	(8,582)
Licenses and permits	259,300	259,300	128,717	(130,583)
Impact fees	62,100	62,100	-	(62,100)
Franchise fees	329,100	329,100	602,988	273,888
Intergovernmental revenues	-	-	362,367	362,367
Charges for services	-	-	266,233	266,233
Fines and forfeitures	-	-	880	880
Developer contributions	1,051,796	1,051,796	-	(1,051,796)
Investment earnings	-	-	7,701	7,701
Miscellaneous revenues	88,200	88,200	138,973	50,773
Total Revenues	<u>3,693,400</u>	<u>3,693,400</u>	<u>3,497,028</u>	<u>(196,372)</u>
Expenditures				
Current:				
General government	2,395,900	2,395,900	1,533,675	862,225
Public safety	656,500	656,500	650,002	6,498
Physical environment	380,800	380,800	656,431	(275,631)
Capital outlay	250,000	250,000	1,855	248,145
Debt Service				
Principal	8,500	8,500	16,450	(7,950)
Interest	1,700	1,700	2,495	(795)
Total Expenditures	<u>3,693,400</u>	<u>3,693,400</u>	<u>2,860,908</u>	<u>832,492</u>
Net change in fund balances	-	-	636,120	636,120
Fund Balances - October 1, 2021	<u>203,643</u>	<u>203,643</u>	<u>555,297</u>	<u>351,654</u>
Fund Balances - September 30, 2022	<u>\$ 203,643</u>	<u>\$ 203,643</u>	<u>\$ 1,191,417</u>	<u>\$ 987,774</u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES – BUDGET AND ACTUAL –**  
**SPECIAL REVENUE FUND - HOUSING ASSISTANCE**  
**For the Year Ended September 30, 2022**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
Revenues				
Charges for services	\$ 300,000	\$ 300,000	\$1,001,028	\$ 701,028
Investment earnings	3,800	3,800	10,377	6,577
Total Revenues	<u>303,800</u>	<u>303,800</u>	<u>1,011,405</u>	<u>707,605</u>
Expenditures				
Current:				
General government	<u>303,800</u>	<u>303,800</u>	<u>53,246</u>	<u>250,554</u>
Net change in fund balances	-	-	958,159	958,159
Fund Balances - October 1, 2021	<u>2,625,992</u>	<u>2,625,992</u>	<u>2,559,812</u>	<u>(66,180)</u>
Fund Balances - September 30, 2022	<u><u>\$2,625,992</u></u>	<u><u>\$2,625,992</u></u>	<u><u>\$3,517,971</u></u>	<u><u>\$ 891,979</u></u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES – BUDGET AND ACTUAL –**  
**SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING**  
**For the Year Ended September 30, 2022**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues				
Licenses and permits	\$2,383,400	\$ 2,598,400	\$ 2,394,127	\$ (204,273)
Developer contributions	25,000	25,000	-	(25,000)
Total Revenues	<u>2,408,400</u>	<u>2,623,400</u>	<u>2,394,127</u>	<u>(229,273)</u>
Expenditures				
Current:				
General government	2,383,400	2,598,400	2,348,224	250,176
Capital outlay	25,000	25,000	-	25,000
Debt Service				
Principal	-	-	1,865	(1,865)
Interest	-	-	183	(183)
Total Expenditures	<u>2,408,400</u>	<u>2,623,400</u>	<u>2,350,272</u>	<u>273,128</u>
Net change in fund balances	-	-	43,855	43,855
Fund Balances - October 1, 2021	<u>-</u>	<u>1,651,623</u>	<u>1,651,622</u>	<u>(1)</u>
Fund Balances - September 30, 2022	<u>\$ -</u>	<u>\$ 1,651,623</u>	<u>\$ 1,695,477</u>	<u>\$ 43,854</u>

See accompanying notes to financial statements.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the City of Westlake, Florida (the “City”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The City’s more significant accounting policies are described below.

**1. Reporting Entity**

The City was incorporated on June 20, 2016 under the authority of Chapter 165, Florida Statutes. The City has a Council-Manager form of government and operates under the City of Westlake Charter. The governing body of the City is the City Council, which is comprised of a Mayor and four council members, the first City Council serves until the first election in March 2020. In the March 2020 election, seats 1 and 3 were elected to a four-year term. In March 2022, the Mayor and seats 2 and 4 will be elected to a four-year term.

As required by GAAP, these financial statements present the City of Westlake, Florida (the primary government) as a stand-alone government. The reporting entity for the City includes all functions of government in which the City Council exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the City has identified no component units.

**2. Measurement Focus and Basis of Accounting**

The basic financial statements of the City are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

**a. Government-wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include separate columns for the governmental and business-type activities of the primary government.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**a. Government-wide Financial Statements (Continued)**

Governmental activities normally are supported by charges for services and interest. Program revenues include charges for services, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

**b. Fund Financial Statements**

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

The City classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The City has various policies governing the fund balance classifications.

**Nonspendable Fund Balance** – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

**Assigned Fund Balance** – This classification consists of the City Councils' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the City's management company.

**Unassigned Fund Balance** – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned Fund Balance is considered to be utilized first.



**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**2. Measurement Focus and Basis of Accounting (Continued)**

**b. Fund Financial Statements (Continued)**

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current year or soon thereafter to pay liabilities of the current year. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal year is considered to be an accrual item and so has been recognized as revenue of the current fiscal year.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a year.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current position, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

**3. Basis of Presentation**

**Governmental Major Funds**

General Fund – The General Fund is the City’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue Funds – The Special Revenue Fund accounts for the housing assistance program and the comprehensive planning services of the City.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Liabilities, Deferred Inflows of Resources, and Net Position or Equity**

**a. Cash and Investments**

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The City is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories; and
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

The City had no investments during the current year.

**b. Capital Assets**

The City defines capital assets as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of one year. The valuation basis is historical cost or estimated historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Equipment	5 years
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**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)**

**c. Mortgages Receivable**

The City holds non-interest bearing second mortgages on homes within the City as part of the Housing Assistance Purchase Program. No payments are received for second mortgages. Instead, second mortgages held by the City are forgiven annually at the rate of 5% to 10% of the loan amount.

**d. Budgets**

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 166, Florida Statutes. The City utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its general fund. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general fund. As a result, deficits in the budget variance columns of the accompanying financial statements may occur.

**e. Deferred Inflows of Resources**

Deferred inflows of resources represent an acquisition of net position that applies to a future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until then. The District only has one time that qualifies for reporting in the category. Unavailable revenues are reported only in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that amounts become available.

**f. Leases**

The City determines if an arrangement is a lease at inception. Lessee arrangements for governmental funds are included as right-to-use lease assets and lease liabilities in the Statement of Net Position, however, these leases are not reflected in the fund financial statements since they are not payable from available resources.

Payment for short-term leases with a lease term of twelve months or less are recognized as expenses as incurred. The City has a \$5,000 threshold, for total annual payments, for leases subject to GASB 87. Short-term leases and leases under the threshold are not included as lease liabilities or right-to-use lease assets on the Statement of Net Position. The right-to-use assets are amortized on a straight-line basis over the terms of the related leases.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**4. Assets, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)**

**f. Leases (Continued)**

**Governmental Accounting Standards Board Statement No. 87**

The City implemented GASB Statement No. 87, Leases, which changes the accounting and financial reporting for leases. GASB Statement No. 87 defines a lease as a contract that conveys the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Under GASB Statement No. 87, leases other than short-term leases, defined as having a maximum possible term of twelve months or less, are required to be recognized on the Statement of Net Position in the financial statements of the City. A lessee should recognize a lease liability and an intangible right-to-use leased asset, and a lessor should recognize a lease receivable and a deferred inflow of resources.

For one year look back at the implementation, October 1, 2020, the City, as lessee under the governmental activities, recognized a lease liability of \$22,260 along with a corresponding right-to-use lease asset of \$21,750.

**NOTE B – CASH AND INVESTMENTS**

All deposits are held in qualified public depositories and are included on the accompanying balance sheet and statement of net position as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned. The investment policy of the City follows the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2022, the City's bank balance was \$6,693,569 and the carrying value was \$6,649,481. The City controls its exposure to custodial credit risk because it maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

Investments

The City's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes.

Interest Rate Risk

The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE B – CASH AND INVESTMENTS (CONTINUED)**

Credit Risk

The City's investments in treasury funds, commercial paper, and government loans are limited by state statutory requirements and bond compliance. The City has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

The City places no limit on the amount it may invest in any one issuer.

The types of deposits and investments and their level of risk exposure as of September 30, 2022 were typical of these items during the year then ended. The City considers any decline in fair value for certain investments to be temporary. In addition, the City has the ability to hold investments that have fair values less than cost until maturity.

The City did not hold any investments as of September 30, 2022.

**NOTE C – LOANS RECEIVABLE**

The activity of loans receivable is as follows:

Beginning balance, October 1, 2021	\$	385,722
Mortgages issued		300,000
Mortgages repaid		(36,000)
Amortized forgiveness of mortgages		(39,425)
Ending Balance, September 30, 2022		\$ 610,297

**NOTE D – CAPITAL ASSETS**

Capital asset activity for the year ended September 30, 2022 was as follows:

	Balance October 1, 2021	Additions	Deletions	Balance September 30, 2022
<u>Governmental Activities:</u>				
Capital assets, not being depreciated				
Land and improvements	\$ 976,400	\$ -	\$ -	\$ 976,400
Capital assets, being depreciated				
Equipment	44,810	1,855	-	46,665
Less accumulated depreciation for:				
Equipment	(22,538)	(9,073)	-	(31,611)
Capital Assets Being Depreciated, Net	22,272	(7,218)	-	15,054
Governmental Activities Capital Assets	\$ 998,672	\$ (7,218)	\$ -	\$ 991,454

Current year depreciation of \$9,073 was charged to general government.

**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE E – LEASES**

In October 2019, the City entered into an agreement to lease a copier for three years. Monthly payments under this agreement range from \$910.92 to \$891.92 due to changes in allocation of monthly payment between funds and entities. The agreement qualifies as a lease under GASB 87 and, therefore, has been recorded at the present value of future minimum lease payments as of the date of inception. In addition, in accordance with the implementation of GASB 87, the City has recorded a right-to-use asset for the leased copier. The lease liability was measured at a discount rate of 10.843%, which is the City’s incremental borrowing rate. The right-to-use asset and related liability is allocated between the City’s General Fund and Comprehensive Planning Special Revenue Fund.

The future minimum payments under this lease agreement and the present value of the minimum payments as of September 30, 2022, are as follows:

Year Ending September 30,	Principal	Interest	Total
<u>2023</u>	<u>\$ 3,489</u>	<u>\$ 79</u>	<u>\$ 3,568</u>

The City recorded a right-to-use leased asset for the copier. Right-to-use asset activity for the year ended September 30, 2022, was as follows:

	Balance October 1, 2021	Additions	Deletions	Balance September 30, 2022
Right-to-use assets				
Copier	\$ 21,750	\$ -	\$ -	\$ 21,750
Less accumulated amortization:				
Copier	(9,321)	(9,321)	-	(18,642)
Right-to-use Assets, Net	<u>\$ 12,429</u>	<u>\$ (9,321)</u>	<u>\$ -</u>	<u>\$ 3,108</u>



**City of Westlake, Florida**  
**NOTES TO FINANCIAL STATEMENTS**  
**September 30, 2022**

**NOTE F – FINANCED PURCHASE**

During the year ended September 30, 2019, the City entered into a 60-month financed purchase agreement for software in the amount of \$39,646. The agreement has an end of finance purchase option which qualifies it as a financed purchase; therefore, the asset has been recorded at the present value of future minimum payments.

The annual requirements to amortize principal and interest of the financed purchase as of September 30, 2022, were as follows:

Year Ending September 30,	Amount
2023	\$ 10,214
2024	1,703
Total minimum lease payments	11,917
Less: amount representing interest	(770)
Present value of minimum lease payments	\$ 11,147

**NOTE G – RISK MANAGEMENT**

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The City has not filed any claims under this commercial coverage during the last three years.

**NOTE H – RELATED PARTY TRANSACTION**

In August 2016, the City entered into a lease agreement with the Developer for the use of certain facilities within the City. The City agreed to pay the Developer \$500 per year for a lease term of ten years with the option to renew for additional terms.

**NOTE I – RESTATEMENT OF NET POSITION**

Governmental Activities

Net position for Governmental activities was restated at October 1, 2021, to properly reflect the implementation of a new accounting standard.

Net Positon October 1, 2021, as previously reported	\$ 5,792,627
Increase in right-of-use assets, net	12,429
Increase in lease liability	(13,306)
Net Position October 1, 2021, Restated	\$ 5,791,750



# Berger, Toombs, Elam, Gaines & Frank

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## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the City Council  
City of Westlake, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of City of Westlake, Florida, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated August 17, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit, we considered City of Westlake, Florida's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Westlake, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Westlake, Florida's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

To the City Council  
City of Westlake, Florida

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether City of Westlake, Florida's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

August 17, 2023



# Berger, Toombs, Elam, Gaines & Frank

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## MANAGEMENT LETTER

To the City Council  
City of Westlake, Florida

### Report on the Financial Statements

We have audited the financial statements of the City of Westlake, Florida as of and for the year ended September 30, 2022, and have issued our report thereon dated August 17, 2023.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated August 17, 2023, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. The following finding was noted in the preceding audit.

#### Finding 2021-01

Finding: The actual expenditures of the Comprehensive Planning Special Revenue Fund exceeded the approved budgeted amounts in violation of Section 166.241(2), Florida Statutes.

Recommendation: The City should monitor expenditures in future years to ensure that actual expenditures do not exceed the budget.

Management Response: Expenditures will be monitored in future years to ensure budget compliance.

Current Status: The finding was corrected in the current year.

To the City Council  
City of Westlake, Florida

### **Financial Condition and Management**

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not City of Westlake, Florida has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the City of Westlake, Florida did not meet any of the conditions described in Section 218.503(1) Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for City of Westlake, Florida. It is management's responsibility to monitor the City of Westlake, Florida's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2022.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did note the following finding.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Mayor and Members of the City Council, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam  
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

August 17, 2023



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

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## INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the City Council  
City of Westlake, Florida

We have examined City of Westlake, Florida's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2022. Management is responsible for City of Westlake, Florida's compliance with those requirements. Our responsibility is to express an opinion on City of Westlake, Florida's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about City of Westlake, Florida's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on City of Westlake, Florida's compliance with the specified requirements.

In our opinion, City of Westlake, Florida complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2022.

Berger, Toombs, Elam, Gaines & Frank  
Certified Public Accountants PL  
Fort Pierce, Florida

August 17, 2023



**File Attachments for Item:**

C. Seminole Improvement District Reclaimed Water Tank Expansion

**Submitted By:** Administration



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

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**DATE:** 8/31/2023  
**APPLICATION NUMBER:** SPR-2023-03  
**DESCRIPTION:** SID Reclaimed Water Tank Expansion  
**APPLICANT:** G. Allan Hendricks, PLA  
**OWNER:** Seminole Improvement District  
**REQUEST:** Site Plan Review  
**LOCATION:** 16955 W Sycamore Drive, Westlake, FL  
**STAFF REVIEW:** **RECOMMENDATION OF APPROVAL WITH CONDITIONS**

The Engineering Department recommends approval with conditions of the plans submitted on 08-11-2023.

1. Prior to the remaining site being developed, SID shall install a landscape buffer in accordance with the City's code. Before this buffer is installed, SID shall submit a modification to the landscape permit. This landscape buffer shall be installed prior to issuance of a land development permit for the remaining site.

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

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

**File Attachments for Item:**

D. Seminole Improvement District Office Facilities

**Submitted By:** Administration



## CITY OF WESTLAKE

### Engineering Department

4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: (561) 530-5880  
[www.westlakegov.com](http://www.westlakegov.com)

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**DATE:** 8/31/2023  
**APPLICATION NUMBER:** SPR-2023-02  
**DESCRIPTION:** Seminole Improvement District Office  
**APPLICANT:** G. Allan Hendricks, PLA  
**OWNER:** Seminole Improvement District  
**REQUEST:** Site Plan Review  
**LOCATION:** 17010 Persimmon Boulevard West, Westlake, FL  
**STAFF REVIEW:** **RECOMMENDATION OF APPROVAL WITH CONDITIONS**

The Engineering Department recommends approval with conditions of the plans submitted on 08-11-2023.

1. If development occurs that is not a utility use to the west of this facility, SID shall install a landscape buffer in accordance with the City's code. Before this buffer is installed SID shall submit a modification to the landscape permit and state any required waivers that are needed because of overhead utility lines and compliance with FPL landscape guidelines. This landscape buffer shall be installed prior to issuance of a building permit to the west of this site.

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

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