

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting

Tuesday, October 07, 2025, at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

Live Broadcasting:

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

Meeting ID: 2868 144 9421 | Password: hello

or

United States Toll: +1-650-479-3208

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, Council Member – Seat 2
Charlotte Leonard, Council Member – Seat 3

CITY STAFF:

Zoie P. Burgess, CMC, Acting City Manager
Odet Izquierdo, Acting City Clerk
Donald J. Doody, Esq., City Attorney
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

[TENTATIVE: SUBJECT TO REVISION]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENTS

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, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

PRESENTATIONS/PROCLAMATIONS

- [A.](#) Proclamation 2025-13 - National Breast Cancer Awareness Month
- [B.](#) Proclamation 2025-14 - Florida City Government Week October 2025
- [C.](#) Proclamation 2025-15 - Kenneth Cassel

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 Special Meeting - 08.26.2025 DRAFT
- [B.](#) Minutes_City Council and Seminole Improvement District Joint Workshop 09.02.2025 DRAFT
- [C.](#) Minutes_ City Council Comprehensive Plan Workshop - 09.02.2025 DRAFT
- [D.](#) Minutes_City Council Regular Meeting - 09.02.2025 DRAFT
- [E.](#) Minutes_City Council First Budget Hearing - 09.03.2025 DRAFT
- [F.](#) Minutes_City Council Special Meeting - 09.11.2025 DRAFT
- [G.](#) Minutes_City Council Final Budget Hearing - 09.11.2025 DRAFT
- [H.](#) Minutes_City Council Workshop - 09.22.2025 DRAFT
- [I.](#) Monthly Financial Report - August

PUBLIC HEARING

- [A.](#) **SECOND READING:** Ordinance 2025-07 - Establishing the qualifying dates for the March 2026 general municipal elections on first reading.

Submitted By: City Clerk's Office

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING THE QUALIFYING DATES FOR THE MARCH 2026 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE

NEW BUSINESS

- A.** Resolution 2025-26 - Delegating All Canvassing Duties to the County Canvassing Board

Submitted By: City Clerk

RESOLUTION 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY'S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- B.** RESOLUTION 2025-27 - Palm Beach County Fire Rescue Use of City Seal

Submitted By: Administration

RESOLUTION 2025-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE REQUEST BY THE PALM BEACH FIRE RESCUE DEPARTMENT TO PLACE AND DISPLAY THE WESTLAKE CITY SEAL ON THE PALM BEACH FIRE RESCUE DEPARTMENT MOTOR VEHICLES SERVICING THE CITY OF WESTLAKE; THE AUTHORIZATION TO USE THE CITY SEAL BY THE PALM BEACH FIRE RESCUE DEPARTMENT IS EXPRESSLY LIMITED TO THOSE MOTOR VEHICLES ASSIGNED TO AND UTILIZED WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- C.** RESOLUTION 2025-28 - Authorized Signatures for Conducting the City's Financial Matters

Submitted By: Administration

RESOLUTION 2025-28

A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, PROVIDING AUTHORITY FOR AGENTS OF THE CITY TO ACT ON THE CITY'S

BEHALF AND PROVIDING AUTHORIZED SIGNATURES FOR CONDUCTING THE CITY'S FINANCIAL MATTERS AND FOR BANKING AND ACCOUNTING PURPOSES.

- [D.](#) Education Advisory Board - Consideration and Appointment of Dr. Christopher A. Tompkins as a Regular Advisory Board Member

Submitted By: Administration

RESOLUTION 2025-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

- [E.](#) Resolution 2025-30 - Approving and authorizing the Mayor or Vice Mayor to execute the second amendment to franchise agreement for Solid Waste Collection Services

Submitted By: Administration

RESOLUTION 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR OR VICE MAYOR TO EXECUTE THE SECOND AMENDMENT TO FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES BETWEEN THE CITY OF WESTLAKE AND WASTE MANAGEMENT INC. OF FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- F. Authorizing the Acting City Manager to Submit Letter of Engagement of Services with ICMA/FCCMA for the recruitment of a City Manager

Submitted By: Administration

- [G.](#) 2026 Election Polling Location Agreement

Submitted By: Administration

- [H.](#) Discussion and Finalization of City Manager Job Description

Submitted by: Administration

- [I.](#) Engagement with WebsEdge, for the National League of Cities 2025 Film Series

Submitted By: Administration

CITY COUNCIL COMMENTS

- A. Councilwoman Charlotte Leonard
B. Councilman Erik Gleason
C. Councilman Gary Werner

D. Vice Mayor Greg Langowski

E. Mayor JohnPaul O'Connor

REPORT - STAFF

REPORT - CITY ATTORNEY

REPORT - CITY MANAGER

PUBLIC COMMENTS

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ADJOURNMENT

Next Meeting (Subject to Change or be Cancelled): **Tuesday, November 4, 2025**

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

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

AGENDA POSTED: September 26, 2025

File Attachments for Item:

A. Proclamation 2025-13 - National Breast Cancer Awareness Month

Proclamation

DECLARING OCTOBER 2025 NATIONAL BREAST CANCER AWARENESS MONTH

WHEREAS, breast cancer touches the lives of Americans from every background and in every community across our Nation; and

WHEREAS, though we have made great strides in combating this devastating illness, more than 316,950 women will be diagnosed with breast cancer this year, and tens of thousands are expected to lose their lives to the disease; and

WHEREAS, during the month of October, National Breast Cancer Awareness Month, we honor those we have lost, lend our strength to those who carry on the fight, and pledge to educate ourselves and our loved ones about this tragic disease; and

WHEREAS, though the exact causes of breast cancer are unknown, understanding its risk factors is *essential* to prevention; and

WHEREAS, early detection is also key in the fight against breast cancer and getting recommended screening mammograms can help to detect breast cancer early.

NOW, THEREFORE, I, JohnPaul O'Connor, by virtue of the authority vested in me as Mayor of the City of Westlake, Florida, do hereby proclaim October 2025 as National Breast Cancer Awareness Month.

NOW, THEREFORE, ON BEHALF OF THE CITY COUNCIL AND THE PEOPLE OF THE CITY OF WESTLAKE, I, JOHNPAUL O'CONNOR, MAYOR OF THE CITY OF WESTLAKE, BY VIRTUE OF THE AUTHORITY VESTED IN ME, DO HEREBY OFFICIALLY PROCLAIM OCTOBER 2025 AS NATIONAL BREAST CANCER AWARENESS MONTH.

FURTHER, I call upon the residents of the City of Westlake to join in activities that will increase awareness of what Americans can do to prevent breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 7th day of October 2025.

JohnPaul O'Connor, Mayor

ATTEST:

Zoie P. Burgess, CMC
City Clerk

File Attachments for Item:

B. Proclamation 2025-14 - Florida City Government Week October 2025

Proclamation

FLORIDA CITY GOVERNMENT WEEK - OCTOBER 20-26, 2025

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WESTLAKE AS FOLLOWS:

Section 1. That the City of Westlake encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week.

Section 2. That the City of Westlake encourages educational partnerships between city government and schools, as well as civic groups and other organizations.

Section 3. That the City of Westlake supports and encourages all Florida city governments to actively promote and sponsor Florida City Government Week.

NOW, THEREFORE, I JohnPaul O'Connor, Mayor of the City of Westlake, Florida, in the State of Florida on behalf of the City of Westlake, do hereby proclaim October 20-26, 2025, as

“FLORIDA CITY GOVERNMENT WEEK”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 7th day of October 2025.

JohnPaul O'Connor, Mayor

ATTEST:

Zoie P. Burgess, CMC
City Clerk

File Attachments for Item:

C. Proclamation - 2025-15 - Kenneth Cassel

Proclamation

HONORING MR. KENNETH CASSEL FIRST CITY MANAGER OF THE CITY OF WESTLAKE

WHEREAS, the City of Westlake, Florida, was incorporated in 2016 as the newest municipality in Palm Beach County, embarking on the journey of building a vibrant, sustainable, and united community; and

WHEREAS, Mr. Kenneth Cassel was appointed as the first City Manager of the City of Westlake, entrusted with the critical responsibility of establishing the foundation upon which the City would grow; and

WHEREAS, through his vision, leadership, and steadfast commitment, Mr. Cassel was instrumental in creating the framework for Westlake's government operations, public services, and community development; and

WHEREAS, Mr. Cassel's guidance fostered strong collaboration between the City Council, contracted staff, residents, and community partners, ensuring that the City of Westlake would not only meet the immediate needs of its citizens but also prepare for its future growth; and

WHEREAS, his pioneering efforts set in motion the policies, infrastructure, and organizational structure necessary for the City to thrive as a model of excellence in municipal governance; and

WHEREAS, Mr. Cassel's dedication and service leave a legacy as a respected leader, mentor, and advocate for the residents of Westlake.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and City Council of the City of Westlake, Florida, do hereby honor and recognize Mr. Kenneth Cassel for his outstanding contributions as the first City Manager and his role in pioneering the future of Westlake.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 7th day of October 2025.

JohnPaul O'Connor, Mayor

ATTEST:

Zoie P. Burgess, CMC
City Clerk

File Attachments for Item:

A. Minutes_City Council Special Meeting - 08.26.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Special Meeting

Tuesday, August 26, 2025, at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Eric Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A special meeting of the City Council of the City of Westlake was held on Tuesday, August 26, 2025, at 6:00 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2861 481 5509
Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208
Meeting ID: 2861 481 5509

CALL TO ORDER

Mayor O'Connor called the City of Westlake special meeting of Tuesday, August 26, 2025, to order at 6:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
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
Odet Izquierdo, Deputy 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.

Vice Mayor Langowski made a motion to approve the agenda as presented. Seconded by Councilwoman Leonard.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

PUBLIC COMMENTS

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There being no comments, the next item followed.

SPECIAL AGENDA

- A. Consideration of the City's options and potential action relative to position of City Manager.

The Council held a wide-ranging discussion on the future of the city manager position considering City Manager Kenneth Cassel's upcoming departure on September 26, 2025.

Mayor O'Connor started the discussion by mentioning his involvement in a recent executive director's search for Palm Beach. He advised the Council not to rush the search for a permanent city manager but noted that there are many options available for an interim position. He expressed his preference for a dedicated city manager solely focused on Westlake's needs.

Vice Mayor Langowski agreed that the Council should take time with the search process, suggesting a timeframe of 4-6 months to ensure the right outcome. He concurred that it was time for separation from Seminole Improvement District stating that one person should not be controlling both entities and the city manager should be fully separate.

Councilman Gleason offered a different perspective, acknowledging the need for the city manager role to be carved out from Seminole Improvement District. However, he emphasized that Westlake has a symbiotic relationship with Seminole Improvement District that needs to be maintained, as they would eventually be part of the City.

Councilman Werner raised concerns about transparency and accountability with the current Inframark contract. He advocated reviewing the entire contract with Inframark for greater transparency.

Councilwoman Leonard suggested considering an acting city manager rather than an interim, noting that municipalities can function with an acting city manager without disruption. She proposed exploring whether someone within the current staff could potentially serve in this capacity temporarily. Councilwoman Leonard expressed concern about bringing in a completely new person with the upcoming budget approval and elections. She supported the idea of an interim manager but wanted to ensure continuity during this critical period. She noted that whoever comes in would need guidance, as Westlake's structure is different from other cities in Palm Beach County.

Mr. Chris Tarase, President of Community Management at Inframark addressed the Council, acknowledging that it is time for the city manager role to be separated from Seminole Improvement District. He confirmed they would support amending the agreement and offered to present Zoie Burgess, the current City Clerk, as a candidate for interim city manager. He noted that they had conducted several interviews for potential city manager candidates and could share these with the Council.

Dr. Sugerman, who previously worked with the city on strategic planning, was suggested as a potential interim candidate by Councilman Werner.

After additional Council discussion, Madam City Clerk, Ms. Burgess, expressed her willingness to serve in a temporary capacity as interim city manager, acknowledging government continuity

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard – no comments.

B. Councilman Erik Gleason – Councilman Gleason, thanked Mr. Cassel for his service to the City.

C. Councilman Gary Werner - Councilman Werner, thanked Mr. Cassel for his service to the city as well as the audience for their attendance to this special meeting.

D. Vice Mayor Greg Langowski – Vice Mayor Langowski thanked Mr. Cassel for his service and shared his excitement about the future direction of the city.

E. Mayor JohnPaul O'Connor – Mayor O'Connor mentioned that September is Suicide Awareness Prevention Month and proposed introducing a proclamation. He also suggested lighting the City in purple and teal colors, which are the suicide prevention awareness colors. Mayor O'Connor also expressed his appreciation for Mr. Cassel's service to the City, acknowledging the City's progress would not have been possible without him.

REPORT - CITY ATTORNEY

City Attorney, Mr. Doody, offered to help the city manager's transition process to ensure it meets legal requirements. He assured the Council he would provide guidance without interfering with their policy decisions and would support Ms. Zoie Burgess if she were appointed to ensure a smooth transition.

REPORT - CITY MANAGER

City Manager, Mr. Cassel, thanked the Council for the opportunity to serve. He noted that he has committed to being available to answer questions after his departure. He praised the Council for their diligence, stating that they do their homework, read information in advance, ask questions upfront, and discuss issues openly and transparently.

Mr. Cassel reflected on his time with the city, describing it as "a great time" and "fun." He mentioned the work done with the team to establish codes and land development regulations designed to avoid creating legacy issues that could impede future development. He expressed hope that they had "set the table" for predictability that would continue to attract businesses and residents to Westlake for the long term.

PUBLIC COMMENTS

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Public Comment – Richard Weber – 15950 Key Biscayne Lane - Mr. Weber expressed how he would like to stay informed about Seminole Improvement District and City issues via email, Westlake correspondence or any other type of available communication system.

Public Comment – Raymond Hicks – 15756 Key Biscayne Lane – Mr. Hicks would like the City and Seminole Improvement District to have separate managers, also would like more transparency regarding the Inframark contract.

Public Comment – Ana Rodriguez - 5991 Whippoorwill Circle - Ms. Rodriguez raised concerns about the current Inframark contract, also voiced how Seminole Improvement District and the City of Westlake should have two separate managers.

Public Comment - Alicia Torres – 5847 Whippoorwill Circle - Ms. Torres is also in agreeance with the separation of Seminole Improvement District and the City of Westlake. Ms. Torres acknowledged Ms. Burgess as the best candidate for interim city manager.

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber expressed how the best candidate for interim city manager would be Ms. Burgess, as she has all the experience needed and has been working for the city for the last couple of years. Mr. Farber also suggested council conduct their own search for city manager and not using Inframark for the hiring process.

Public Comment – Ms. Jackie Campbell - 15220 Siesta Key Lane - Ms. Campbell echoed the sentiments regarding Ms. Burgess, noting that she would be best candidate for interim city manager. She also mentioned a 7:00 PM start time for council meetings to allow more residents to attend.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:37 PM.

Odet Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

B. Minutes_City Council and Seminole Improvement District Joint Workshop 09.02.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City of Westlake and Seminole Improvement District Joint Workshop

Tuesday, September 02, 2025, at 4:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A City Council and Seminole Improvement District Joint Workshop was held on Tuesday, September 2, 2025, at 4:00 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2864 515 9727

2. United States Toll: +1-650-479-3208

Meeting ID: 2864 515 9727

CALL TO ORDER

Mayor O'Connor called the City Council and Seminole Improvement District Joint Workshop on Tuesday, September 2, 2025, to order at 4:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

District President Scott Massey
District Secretary Leolani Gevers

Also Present:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Odet Izquierdo, Deputy City Clerk
Donald J. Doody, Esq., City Attorney

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance

WORKSHOP AGENDA

A. CITY/SID Vision Update

Mayor O'Connor introduced the item, and City Manager Ken Cassel opened the discussion by emphasizing the importance of maintaining effective communication between the City and Seminole Improvement District (SID), especially as he prepares to depart from his position. He stressed that exceptional communication between the new city manager and district manager would be vital, along with long-range planning, noting that the city would need to look at least a year and a half ahead to coordinate with SID on budgeting matters.

Mr. Cassel reminded everyone that SID predated the city and is an independent government entity, not subservient to the city. He explained that by serving in dual roles, he had been able to consider both perspectives simultaneously and find mutually beneficial solutions. He cautioned that having two different managers would require careful coordination to determine how to accomplish goals that might require partial funding from both entities.

He clarified that SID would not officially become a dependent district until approximately 30 years from now, unless there was a mutual agreement between SID and the city to transition earlier. The city charter clearly defines the responsibilities of both entities to avoid duplication of efforts.

Regarding the park project, Mr. Cassel reported that the city cannot apply for a Florida Recreation Development Assistance Program (FRDAP) grant because it does not own the property or have a 30-year lease. Instead, he instructed SID's grant writer to apply for the FRDAP grant. He noted that SID has approximately \$400,000 in matching funds, but the first phase would cost about \$1.1 million, so the city might need to provide additional funding to complete this phase.

Mr. Cassel indicated that the park plans include two traffic circles at the entrances, with flagpoles at each entrance. He mentioned that President Massey had suggested placing a second flagpole at the second traffic circle. The first phase would include both entrances, traffic circles, parking areas, and spaces for food trucks. He reported that the lot would be finished with seeding and mulching by the end of the week, making it operational for basic public use like soccer and other activities.

Mr. Cassel reminded everyone that while often referred to as a city park, it is SID's park within city limits, making it a joint park.

Council asked about park operations once the grass is seeded. Mr. Cassel explained it would likely operate from 7 AM to 7 PM, similar to the fitness park pathway, allowing staff to open and close both facilities simultaneously. He confirmed that fencing would be installed around the water towers in the back corner.

Mayor O'Connor inquired about the timeline for the FRDAP grant. Mr. Cassel stated that the application deadline is the end of September, after which applications would be processed and ranked. Mayor O'Connor also mentioned the possibility of finding additional funding through appropriations or the governor's office, noting that a new legislative session would begin in January.

The council and board discussed whether they were satisfied with the current park plan. Councilman Werner asked about leasing arrangements, and Mr. Cassel explained that having the city lease the property would not be advantageous as it would make the city responsible for everything on the property. He recommended keeping the property under SID ownership and using the city as an additional funding source. When the park is fully developed, SID will retain ownership of the underlying land, with the interlocal agreement between the city and SID determining operational responsibilities and funding.

President Massey described the planned Phase 1, which would include the two entrances, two roundabouts, and parking between them, with approximately 20 food truck spots featuring water and electrical service. The council and board agreed this was a good starting point. SID Engineer Ryan Wheeler confirmed that the \$1.1 million budget should cover this first phase including the entrances, roundabouts, electrical and water utilities.

President Massey suggested that at the upcoming SID board meeting on Monday, they could authorize going out to bid for Phase 1 to determine if the estimated costs were accurate. Mayor O'Connor expressed support for the city matching SID's funding, particularly if grants were secured.

The group discussed the history of the park project, including a previous plan for a public-private partnership that fell through when COVID hit. Mayor O'Connor indicated he would still be receptive to a public-private partnership if an operator could fund the entire project (estimated at \$12-13 million) while benefiting the city.

President Massey explained that Phase 1 would include conduits for future lighting and electrical vehicle spaces, though the actual lighting would come in a later phase. The group agreed that Phase 1 was necessary regardless of what ultimately happens with the park.

Councilman Werner inquired about the timeline for SID to potentially come together with the City of Westlake. President Massey explained that while the sunset date is set for 30 years, he anticipated the transition would

happen sooner, perhaps in 10-15 years, once development slows and SID's role becomes primarily management rather than construction. He explained that at that point, SID would become a dependent district with the City Council sitting as the SID board.

Mayor O'Connor emphasized that both entities serve the same constituents, and the transition would happen when it makes the most sense for the city.

Mr. Cassel announced that SID has contracted with the Palm Beach Sheriff's Office for a 40-hour per-week deputy dedicated to patrolling SID lakes and property for trespassing and other issues.

President Massey reported that SID's new building is expected to be completed and occupied by February, with space being saved for anticipated city needs.

Regarding the city's search for temporary office space, Mr. Cassel reported that the RFP is out, but no one attended the pre-bid meeting. He mentioned they would continue reaching out to potential locations including any open spaces in Publix, and the Grove marketplace plazas. The RFP is for approximately 3,500 square feet with terms of 5 years.

Mayor O'Connor asked about the status of road connection issue but was informed it remains in litigation with an appeal filed and no resolution yet.

There being no further council and board discussion the Mayor O'Connor opened for public comments.

PUBLIC COMMENTS

Public Comment – Alicia Torres – 5447 Whippoorwill Circle - Ms. Torres wanted to confirm the next joint SID/City meeting would be December 2nd. She also reported witnessing cars running stop signs in front of Cresswind and the Hammocks, suggesting more law enforcement. Ms. Torres asked about Sunshine Law compliance with two new managers.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 4:55 PM.

Odet Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

C. Minutes_ City Council Comprehensive Plan Workshop - 09.02.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Comprehensive Plan Workshop

Tuesday, September 02, 2025, at 5:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Eric Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

CALL TO ORDER

Mayor O'Connor called the City Council Comprehensive Plan Workshop on Tuesday, September 2, 2025, to order at 5:00 PM.

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also present:

Kenneth Cassel, City Manager
Zoie Burgess, CMC City Clerk
Odet Izquierdo, Deputy City Clerk
Osniel Leon, AICP, Planning and Zoning
Thuha Nguyen, PE, PTOE, PTP via Planning, Inc.

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance.

WORKSHOP AGENDA

A. Comprehensive Plan update: Capital Improvement, Infrastructure, Transportation Element

Mr. Leon, Planning Director for the City of Westlake, introduced the second workshop for the Comprehensive Plan. He explained that this workshop would focus on three elements: transportation, capital improvement, and infrastructure elements. He noted that the first workshop had taken place on August 5th and covered administrative, future land use, and housing elements.

Mr. Leon reviewed the timeline for the comprehensive plan update, noting that after all workshops are completed, they anticipate having a Local Planning Agency meeting on December 2nd. He noted that following state submission and review, they expect to adopt the new comprehensive plan by February or March. He explained that the current comprehensive plan was adopted in 2018 through Ordinance 2017-7, and the main policy update required by the state is that planning periods now need to reflect 10-year and 20-year planning horizons instead of the previous 5 and 10 years.

Mr. Ryan Wheeler, Seminole Improvement District's (SID) Engineer, presented on capital improvement and infrastructure elements. He explained that SID's responsibility is to provide service for both existing and future residents within the city. He outlined the two main goals they focused on for the comprehensive plan updates:

1. Capital Improvement Element: Ensuring timely and efficient provision of adequate public facilities for existing and future residents.
2. Infrastructure Element: Providing and maintaining necessary public infrastructure for potable water, wastewater reuse, drainage, solid waste, and aquifer recharge in a manner that encourages a sustainable community.

Mr. Wheeler presented a 5-year capital improvements map, noting that there were fewer projects left within the next 5 years compared to the previous update due to complete development. He displayed maps showing the existing and proposed stormwater and road systems, potable water infrastructure, wastewater infrastructure, and reuse water systems. He emphasized that they must project, design, and be ready for any changes, requiring long-range planning and regular model updates to ensure adequate capacity for both existing and future residents.

Council discussion.

During the question period, Mr. Wheeler provided the following information:

- The city's water is supplied by Palm Beach County Water Utilities through an interlocal agreement, with connections along Seminole Pratt Whitney and a fifth connection by the schools.
- Sewage is treated by Palm Beach County Water Utilities east of the turnpike.
- Reuse irrigation water comes from Palm Beach County Water Utilities, with the city as a secondary user after FPL. The irrigation system serves public streets, homes, and businesses.
- SID tests the water daily at all entry points for parameters including free chlorine and total chlorine, with additional monthly testing. Annual consumer confidence reports are published on the SID website. There have been no significant water quality issues in recent years.

Ms. Thuha Nguyen from Via Planning, serving as the traffic engineer for the project, presented the transportation element. She explained that transportation planning aims to create a safe, convenient, multi-modal transportation system that coordinates with planned future land use.

Data sources for the transportation analysis included:

- The adopted 2018 comprehensive plan
- Palm Beach County Transportation Performance Standards database
- FDOT traffic online resources
- Context classification guidelines

Ms. Nguyen presented roadway context classifications, noting that Seminole Pratt Whitney has a (rural) classification, while most other roads in Westlake are (suburban residential).

The transportation assessment showed:

1. Existing conditions: All roadways are operating at Level of Service (LOS) C or better.
2. 2035 short-term forecast: With the addition of several new roadway segments and the widening of Seminole Pratt Whitney, all roads will operate at LOS C or better.
3. 2045 long-term forecast: Most roadways will meet LOS D, with the exception of Persimmon Boulevard, which will need widening. Ms. Nguyen noted the foresight in the original design that allows for easy widening without major reconstruction.

Ms. Nguyen also discussed non-vehicular transportation, highlighting the city's existing bicycle lanes, shared use paths, and golf cart accommodations. She noted that the future bicycle and pedestrian network would match the roadway network, providing alternative transportation options consistent with the city's vision.

Regarding other transportation considerations, she mentioned:

- No evacuation routes within the city
- No current Palm Tran service, though shuttle service discussions continue
- No airports within the city (closest is 7 miles away)
- The Port of Palm Beach is over 13 miles away

During the question period, the following points were discussed:

- The context classification of Seminole Pratt Whitney as (rural) is determined by FDOT based on surrounding land use, block size, and roadway characteristics.
- The new school construction was already accounted for in the original master plan and traffic volume projections.
- Persimmon Boulevard is planned for future widening to four lanes from its current two lanes. It has been designed with adequate right-of-way for expansion.
- Sixtieth Street east of Seminole Pratt is within city limits but is a county road that would be built and maintained by the county.
- The standard for evacuation routes is Level of Service D.

It was noted that the final workshop in the comprehensive plan update process will cover conservation, recreation and open space, and intergovernmental coordination elements.

CITY COUNCIL COMMENTS

No comments.

CITY ATTORNEY COMMENTS

No comments.

CITY MANAGER COMMENTS

No comments.

PUBLIC COMMENTS

No public comments.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 5:48 PM.

Odette Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

D. Minutes_City Council Regular Meeting - 09.02.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Tuesday, September 02, 2025, at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Eric Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A regular meeting of the City Council of the City of Westlake was held on Tuesday, September 2, 2025, at 6:00 PM., at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2864 515 9727
Password: hello

2. Participants also dialed in using the following number:

United States Toll: +1-650-479-3208
Meeting ID: 2864 515 9727

CALL TO ORDER

Mayor O'Connor called the City of Westlake regular meeting of Tuesday, September 2, 2025, to order at 6:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
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
Odet Izquierdo, Deputy City Clerk
Osniel Leon, AICP, Planning and Zoning

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.

Vice Mayor Langowski made a motion to approve the agenda as presented. Seconded by Councilwoman Leonard.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

Vice Mayor Langowski YES
Mayor O'Connor YES

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

PUBLIC COMMENTS

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, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Mr. Cassel requested the PBSO sergeant's report to be presented ahead of scheduled public comments due to the sergeant being on duty.

PBSO presented their monthly report.

Fire Rescue presented reports for July and August.

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber provided council with traffic lights/city lights update. Mr. Farber also brought up concerns about Aldi and their having adequate refrigeration for their products.

PRESENTATIONS/PROCLAMATIONS

A. Proclamation 2025-08 - Hunger Action Month

Mayor O'Connor read the proclamation recognizing Hunger Action Month, noting Feeding South Florida has worked to address hunger and food insecurity. The proclamation recognized October 2025 as Hunger Action Month.

B. Proclamation 2025-09 - Patriot Day and National Day of Service and Remembrance

Mayor O'Connor read the proclamation recognizing September 11, 2025, as Patriot Day, acknowledging the 24th anniversary of September 11, 2001, attacks and honoring those who lost their lives, first responders, and service members.

C. Proclamation 2025-10 - Veterans Day

Mayor O'Connor read the proclamation honoring veterans for their valor, loyalty, and dedication, recognizing their sacrifices to preserve and protect the country and constitution.

D. Proclamation 2025-11 - Constitution Week

Mayor O'Connor read the proclamation recognizing September 17-23, 2025, as Constitution Week, marking the 238th anniversary of the drafting of the Constitution of the United States of America.

E. Proclamation 2025-12 - National Suicide Prevention Month

Mayor O'Connor read the proclamation declaring September 2025 as National Suicide Prevention Month, emphasizing that prevention is possible, treatment is effective, and people do recover.

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 Comprehensive Plan Workshop - 08.05.2025 DRAFT
- B. Minutes_City Council Budget Workshop - 08.05.2025 DRAFT
- C. Minutes_City Council Regular Meeting - 08.05.2025 DRAFT
- D. Monthly Financial Report – July

Mayor O'Connor called for a motion to approve Consent Agenda.

Motion by Councilman Gleason to approve Consent Agenda as presented, seconded by Councilman Werner.

ROLL CALL

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

PUBLIC HEARING

- A. Ordinance 2025-07 - Establishing the qualifying dates for the March 2026 general municipal elections on first reading.

Submitted By: City Clerk's Office

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING THE QUALIFYING DATES FOR THE MARCH 2026 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the ordinance by title only.

Ms. Burgess explained that this item was to amend the city's charter for candidate qualifying dates for the city's municipal general election. She further explained that in section 11 of the city's charter it sets the qualifying dates from noon on the first Tuesday in January to noon on the second Tuesday in February of the election year and to comply with the Supervisor of Elections deadline, staff requested that qualifying dates be changed to noon on November 4 to noon on November 12, 2025.

Mayor O'Connor opened the public hearing. There were no public comments, and the hearing was closed.

Council discussion clarified that the ordinance was not changing the actual charter but was an action pursuant to state statute Chapter 166, as referenced in the ordinance.

Motion by Councilman Werner to approve Ordinance 2025-07, seconded by Vice Mayor Langowski.

ROLL CALL

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

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

NEW BUSINESS

A. RFP 2025-01 - Solid Waste & Recycling Collection and Disposal

Submitted By: Administration

Mayor O'Connor introduced item.

Mr. Cassel presented the results of RFP 2025-01 for solid waste and recycling collection and disposal. The evaluation committee had reviewed four proposals and ranked Waste Management as the highest, followed by Coastal Waste and Recycling, Waste Pro, and the Goode Companies.

Representatives from Waste Management and Coastal Waste and Recycling gave presentations to the Council.

Mr. Jeff Sabin from Waste Management highlighted:

- Their experience as the incumbent provider
- Their extensive national and Florida operations
- Commitment to service and environmental sustainability
- Local operations in Boynton Beach
- Benefits of automation in their collection process
- 5% annual escalation clause in their proposal
- Current service schedule of Tuesday and Friday pickups

Mr. John Casagrande from Coastal Waste and Recycling highlighted:

- Their local headquarters in Palm Beach County
- Experience with 18 exclusive municipal contracts over 7 years
- Successful transitions from other providers, including 6 from Waste Management
- Proposal to provide brand new trucks
- Split pickup schedule proposal (Monday/Thursday and Tuesday/Friday)
- Lower pricing than Waste Management by approximately \$1 per household per month

During extensive Council discussion, several key points emerged:

- Waste Management's current rate was \$27.22 per household versus Coastal's proposed \$26.25
- Both companies offered 5-year contracts with two 1-year extensions
- Concerns were raised about the disruption a transition might cause for relatively small savings
- The importance of maintaining consistent service was emphasized
- Council members debated whether the cost savings justified changing providers

Motion by Vice Mayor Langowski to approve Waste Management to be the Hauler for the City of Westlake, seconded by Councilman Gleason.

ROLL CALL

Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES

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

B. Planning & Zoning Board - Consideration and Appointment of Alternate Board Member

Submitted By: City Clerk's Office

RESOLUTION NO. 2025-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) ALTERNATE MEMBER TO SERVE ON THE PLANNING & ZONING BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced item.

Motion by Vice Mayor Langowski to approve Bobby Farber to fill the open, seconded by Councilman Werner.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

Mr. Doody read the resolution by title only.

Motion by Vice Mayor Langowski, seconded by Councilwoman Leonard.

ROLL CALL

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

C. Fiscal Year 2024 Audited Financial Report

Submitted By: Finance

Mayor O'Connor introduced item.

Mr. Cassel presented the Fiscal Year 2024 Audited Financial Report, noting that the auditors did not find anything that required correction.

Motion by Councilwoman Leonard to accept the Fiscal Year 2024 Audit Report. Seconded by Vice Mayor Langowski.

ROLL CALL

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

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

D. Annual Ceremonial Proclamations List

Submitted By: City Clerk's Office

Mayor O'Connor introduced the item.

Ms. Burgess presented the list of ceremonial proclamations for fiscal year 2025-2026, including those previously approved by Council.

Councilman Werner requested adding National Holocaust Remembrance Day (January 27) to the list, which was unanimously supported by the Council.

Motion by Councilman Gleason to approve the proclamation list as amended, seconded by Councilwoman Leonard.

ROLL CALL

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

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

There being nor further business, the next item followed.

Motion by Councilwoman Leonard to amend the agenda to move item F in front of Item E., seconded by Vice Mayor Langowski.

ROLL CALL

Mayor O'Connor	YES
Councilman Werner	NO
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES

Motion carried with dissent (4-1, Councilman Werner).

F. Discussion to Amend the Contract with Inframark, Inc.

Submitted By: Administration

Item discussed prior to Item F. Council Discussion regarding removing the City Manager position from the Inframark Contract.

Motion by Councilman Gleason of the intent to notify Inframark to amend the contract removing the City Manager functions from the scope of services.

Council deliberation about the appropriate terminology and timing to amend the contract and needing an effective date.

Motion by Councilman Werner to amend the Inframark agreement by inserting the term "acting" in front of city manager, effective September 27th, seconded by Councilwoman Leonard.

ROLL CALL

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES

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

Council discussion regarding further amending the contract to remove the city manager's role from Inframark services.

Council discussion regarding an acting city manager until a permanent manager is determined.

Discussion and consensus to hold a special meeting September 11 to determine city manager selection and amending the agreement with Inframark.

E. Discussion of Hiring a Recruitment Firm for the Position of City Manager

Submitted By: Administration

Mr. Cassel informed the Council about the Florida City County Managers Association (FCCMA), a professional association of city and county managers in Florida. He explained that FCCMA offers senior advisers who could help with the city manager search at no cost to the city, potentially saving the city approximately \$60,000.

The Council reached consensus to direct the City Manager to contact FCCMA regarding recruitment for a permanent city manager position and to invite a representative to a special meeting to be held on September 11th.

CITY COUNCIL COMMENTS

No Council comments.

REPORT – STAFF

No Staff comments.

REPORT - CITY ATTORNEY

No City Attorney comments.

REPORT - CITY MANAGER

No City Manager comments.

PUBLIC COMMENTS

Public Comment – Ms. Anita Kaplan – 5459 Santa Rosa Ln - Ms. Kaplan expressed concerns about who would handle the Educational Advisory Board responsibilities if Ms. Burgess becomes acting City Manager. Ms. Burgess responded that Deputy City Clerk Odet has been the primary staff support for the board and would continue in that role, with additional support available from Inframark if needed.

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber explained that garbage bins are turned upside down after collection to signal to residents that they have been emptied. He also announced he was starting a 9/11 remembrance first responder group in Westlake, with the first meeting scheduled for that Friday at 6:30 PM and expressed hope to organize a ceremony for the 25th anniversary of 9/11 next year.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 8:20 PM.

File Attachments for Item:

E. Minutes_City Council First Budget Hearing - 09.03.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council First Budget Hearing

Wednesday, September 03, 2025, at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A first budget hearing of the City Council of the City of Westlake was held on Wednesday, September 3, 2025, at 6:00 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2633 520 6190

2. United States Toll: +1-650-479-3208

Meeting ID: 2633 520 6190

CALL TO ORDER

Mayor O'Connor called the City of Westlake First Budget Hearing on Wednesday, September 3, 2025, to order at 6:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also Present:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Donald J. Doody, Esq., City Attorney
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

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.

Mayor O'Connor called for a motion.

Motion by Vice Mayor Langowski, to approve the agenda as is, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice mayor Langowski	YES
Mayor O'Connor	YES

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

FIRST BUDGET HEARING

A. RESOLUTION 2025-20 - Approval of Tentative Millage Rate for Fiscal Year 2026

Submitted By: Administration

RESOLUTION 2025-20

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, 2025, ENDING ON SEPTEMBER 30, 2026; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Cassel stated there were minor budget changes from last meeting, including a reduction of millage rate from 4.7 to 4.6.

Mayor O'Connor opened discussion to Council. Scenarios discussed if the rate went lower, what would be the effect on reserves and taxes. Mr. Cassel strongly advised against further reductions, citing financial responsibility and the uncertainties of new revenue sources.

Motion made by Vice Mayor Langowski to approve a tentative millage rate of 4.6 a 6.31% increase over the rollback rate. Seconded by Councilman Werner.

Mr. Cassel identified the rollback rate of 4.3269 an increase of 6.31% increase over rollback rate.

Councilman Werner withdrew second. Motion failed.

Mayor O'Connor opened discussion to the public:

PUBLIC COMMENTS

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, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber requested clarification on whether part of the budget would be going to future street lighting, flashing stop signs and roadway services.

Public Comment -- Alphie Aiken -- 5416 Liberty Lane – Ms. Aiken advocates for a lower millage rate of 4.5, which would increase surplus reserve amounts.

Public Comment -- John Shuman -- 5399 Liberty Lane – Mr. Shuman suggested, while discussing numbers, to include a color chart for more impact and clarification.

No additional public comments.

Council had further discussion regarding proposed millage rate.

Motion by Vice Mayor Langowski for the proposed millage rate of 4.6, which is a 6.31% increase over the rollback rate. Motion seconded by Councilman Werner.

UPON ROLL CALL:

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

Motion made by Vice Mayor Langowski to approve Resolution 2025-21 approving the tentative budget and the milage rate of 4.6. Seconded by Councilman Gleason.

UPON ROLL CALL:

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

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

B. RESOLUTION 2025-21 - Approval of Tentative Budget for Fiscal Year 2026

Submitted By: Administration

RESOLUTION 2025-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING ON SEPTEMBER 30, 2026; 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.

Mayor O'Connor introduced the item.

Mayor O'Connor opened for council discussion, there being none.

Mayor O'Connor opened the floor to the public.

PUBLIC COMMENTS

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, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Public Comment -- Dana Aiken -- 5416 Liberty Lane – Mr. Aiken mentioned his bill last year was at a 4.7 and was appreciative that it was going to be reduced to 4.6. Reminded council to consider residents when it comes to tax increases.

Councilman Werner made a motion to approve Resolution 2025-21 approving the tentative budget for fiscal year of 2026, as presented, seconded by Councilman Gleason.

UPON ROLL CALL:

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

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

CITY COUNCIL COMMENTS

A. Councilwoman Leonard thanked the mayor for his hard work by lowering the tax rate and thanked the residents for sharing their comments.

B. Councilman Gleason thanked staff, accountant, and Mr. Cassel for the hard work put in making sure the budget was balanced and equal.

C. Councilman Werner thanked his colleagues and staff for doing a good job putting materials together.

D. Vice Mayor Langowski stated he was glad taxes went down and looks forward to seeing that every year

E. Mayor O'Connor stated he was pleased tax number dropped to 4.6, he has been successful in lowering taxes each year

REPORT - CITY ATTORNEY

No comments.

REPORT - CITY MANAGER

No comments.

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, and prior to addressing Council, state your name and address for the record. All public comments will be noted and may receive a response if necessary. Any follow-up will be handled by staff later.

Public Comment -- Bobby Farber -- 4829 Saint Armands Way -- Mr. Farber asked for clarification on how much the millage rate reduction would save the average homeowner. City Manager Cassel explained that for a home valued at \$500,000, the reduction from 4.7 to 4.6 would save approximately \$50 per year.

Mayor O'Connor added that of resident's total tax bills, only about 20% goes to the city, with the remainder going to schools, county, fire services, and other taxing authorities.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 6:47 PM.

Odet Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

F. Minutes_City Council Special Meeting - 09.11.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Special Meeting

Thursday, September 11, 2025, at 5:30 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A special meeting of the City Council of the City of Westlake was held on Thursday, September 11, 2025, at 5:30 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2862 511 3588

2. United States Toll: +1-650-479-3208

Meeting ID: 2862 511 3588

CALL TO ORDER

Mayor O'Connor called the City of Westlake Special Meeting on Thursday, September 11, 2025, to order at 5:30 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also Present:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Odet Izquierdo, Deputy City Clerk
Donald J. Doody, Esq., City Attorney
Osniel Leon, AICP, Planning and Zoning

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance

Mayor O'Connor, called for a moment of silence in honor of those fallen on 9/11 and for recent tragedies the nation had endured.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

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

Mayor O'Connor called for a motion to approve the agenda as is.

Motion by Vice Mayor Langowski, to approve the agenda as is, seconded by Councilman Werner.

UPON ROLL CALL:

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice mayor Langowski	YES
Mayor O'Connor	YES

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

PUBLIC COMMENTS

No public comments.

SPECIAL AGENDA

A. Determination of City Manager Selection

Mayor O'Connor opened the discussion regarding the determination of the city manager selection process.

Mr. Cassel introduced Mr. Russell Blackburn from the Florida City County Management Association (FCCMA) senior advisors' program. Mr. Blackburn provided a detailed presentation on the city manager selection process.

Mr. Blackburn explained he had previously served as the City Manager of Port Saint Lucie, worked as a City Manager in Gainesville, and as a Martin County Administrator. With 45 years of local government experience.

He described three methodologies for recruiting and selecting a city manager:

1. Professional recruitment firms - which charge between \$30,000-\$50,000 per recruitment
2. Self-conducted recruitment by the city
3. Utilizing FCCMA senior advisors' assistance at no cost

Mr. Blackburn explained that the senior advisors would:

- Help guide the process
- Assist in advertising the position
- Screen applications to identify suitable candidates
- Provide recommendations to the council

He noted two things the senior advisors do not provide that professional recruiters do:

- Background checks (though he recommended the city obtain these separately)
- Extensive knowledge of current applicant pools

Mr. Blackburn recommended the process begin with a council workshop to determine the desired characteristics for the next city manager, taking into consideration the city's projected growth and needs. He outlined the typical timeline:

- Initial workshop: 1 month
- Recruitment and selection process: approximately 90 days
- Notice period for selected candidate: 30-60 days
- Total timeline: approximately 3-6 months (with an estimated February start date)

In response to questions from council members:

- Mayor O'Connor asked about the overall timeline, with Mr. Blackburn confirming it would be approximately 3-6 months.
- Councilman Werner inquired about contract city experience among applicants. Mr. Blackburn noted that while there aren't many contract cities, managers often appreciate not having to deal with personnel issues.
- Councilman Werner also asked about application numbers, with Mr. Blackburn sharing that in a recent recruitment, they initially received 120 applications (many unqualified) through Indeed, and after readvertising more strategically, received 30 applications with 20 qualified candidates.
- Councilman Gleason asked about reference checks, which Mr. Blackburn confirmed they do not provide but could be included in background checks.
- Councilwoman Leonard inquired about the challenges for individual contractors regarding benefits like healthcare and retirement. Mr. Blackburn explained these would be negotiated as part of the employment agreement, noting that many managers come with different needs based on their situation.
- Councilman Werner asked about the interview process, with Mr. Blackburn recommending both one-on-one interviews between candidates and council members, followed by public session interviews with standardized questions.

Mayor O'Connor indicated the council had consensus to move forward with utilizing the FCCMA senior advisors' program, noting that a formal motion would be made at the next regular meeting.

B. Approval of First Amended Agreement with Inframark, Inc.

Mayor O'Connor opened the discussion regarding the approval of first amended agreement with Inframark, Inc.

Mr. Cassel explained that the amendment would remove his name from the original contract and name Zoie Burgess as the acting city manager until further modifications are made.

Mayor O'Connor called for a motion to approve the First Amended Agreement with Inframark, Inc.

Motion was made by Councilman Werner, to approve the First Amended Agreement with Inframark, Inc. Seconded by Councilman Gleason.

UPON ROLL CALL:

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

CITY COUNCIL COMMENTS

Mayor O'Connor waved council comments due to time constraints, with no objections from council members.

REPORT - CITY ATTORNEY

The City Attorney had no report.

REPORT - CITY MANAGER

The City Manager had no report.

PUBLIC COMMENTS

No public comments.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 6:04 PM.

Odet Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

G. Minutes_City Council Final Budget Hearing - 09.11.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Final Budget Hearing

Thursday, September 11, 2025 at 6:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A final budget hearing of the City Council of the City of Westlake was held on Thursday, September 11, 2025, at 6:05 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2862 511 3588

2. United States Toll: +1-650-479-3208

Meeting ID: 2862 511 3588

CALL TO ORDER

Mayor O'Connor called the City of Westlake Final Budget Hearing on Thursday, September 11, 2025, to order at 6:05 PM

ROLL CALL

Present and constituting a quorum:

Councilman Gary Werner
Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also Present:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Odet Izquierdo, Deputy City Clerk
Donald J. Doody, Esq., City Attorney
Osniel Leon, AICP, Planning and Zoning

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.

Mayor O'Connor called for a motion to approve the agenda as is.

Motion by Vice Mayor Langowski, to approve the agenda as is, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice mayor Langowski	YES
Mayor O'Connor	YES

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

FINAL PUBLIC BUDGET HEARING

A. RESOLUTION 2025-25 - Residential Solid Waste Services Annual Special Assessment

Submitted By: Administration

RESOLUTION 2025-25

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, 2025; 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, 2025; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only.

Mr. Cassel noted that the assessment rate would remain the same as the current year, and it would cover the proposed contract with Waste Management going forward over the next five years.

Mayor O'Connor opened for public hearing.

No public comments, Mayor O'Connor closed public hearing.

Council discussion.

Motion made by Councilman Gleason to approve Resolution 2025-25, Residential Solid Waste Services Annual Special Assessment. Seconded by Vice Mayor Langowski.

UPON ROLL CALL:

Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES

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

B. RESOLUTION 2025-23 - Adoption of Final Millage Rate for Fiscal Year 2026

Submitted By: Administration

RESOLUTION 2025-23

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING A FINAL MILLAGE RATE OF _____ FOR THE CITY'S GENERAL OPERATING FUND FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mayor O'Connor opened for public hearing.

Public Comment – Dan Aiken - 5416 Liberty Lane – Mr. Aiken wanted to clarify and confirm that the proposed millage rate is 4.6.

There being no further public comment, the public hearing was closed and there was council discussion.

Motion made by Vice Mayor Langowski to approve the millage rate of 4.6. Seconded by Councilman Werner.

UPON ROLL CALL:

Councilwoman Leonard	YES
Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES

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

Mr. Doody asked staff to clarify the roll back rate and percentage.

Mr. Cassel reported that the 4.6 mills rate is 6.31 percent above the rollback rate of 4.327 mills.

Mr. Doody read Resolution 2025-23 into record.

Motion made by Councilman Werner to adopt Resolution 2025-23. Seconded by Vice Mayor Langowski.

UPON ROLL CALL:

Vice Mayor Langowski	YES
Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES

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

C. RESOLUTION 2025-24 - Adoption of Final Budget for Fiscal Year 2026

Submitted By: Administration

RESOLUTION 2025-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE CITY FOR THE ENSUING YEAR; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read the resolution by title only.

Mayor O'Connor opened for public hearing.

Public Comment – Dan Aiken - 5416 Liberty Lane – Mr. Aiken wanted to know where he could find the details of the entire budget.

Public Comment – Alicia Torres – 5447 Whippoorwill Circle - Ms. Torres asked if any money was set aside in the budget for the city manager job search, also inquired about payment for the city manager was that included in the budget.

There being no additional public comments, Mayor O'Connor closed the public hearing.

Motion made by Councilman Werner to approve Resolution 2025-24. Seconded by Vice Mayor Langowski.

UPON ROLL CALL:

Mayor O'Connor	YES
Councilman Werner	YES
Councilman Gleason	YES
Councilwoman Leonard	YES
Vice Mayor Langowski	YES

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

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard - no comments.

B. Councilman Gleason thanked the staff and Mr. Cassel and wished him luck, noting this was his last meeting. He congratulated Ms. Burgess on becoming the acting city manager.

C. Councilman Werner thanked Mr. Cassel for his service and congratulated Ms. Burgess. He suggested the council schedule a workshop session as soon as possible to develop proper descriptions for the city manager recruitment process, expressing his availability for the following week.

D. Vice Mayor Langowski echoed appreciation for Mr. Cassel's service and congratulated Ms. Burgess on becoming acting city manager. He agreed with the need for a workshop and supported scheduling it as soon as possible.

E. Mayor O'Connor thanked Mr. Cassel for his nearly 10-year tenure with the city, noting that "your fingerprints will be on the city forever." He also congratulated Ms. Burgess on her appointment as acting city manager.

REPORT - CITY ATTORNEY

Mr. Doody thanked Mr. Cassel for the opportunity to work with him and the City of Westlake. He described Mr. Cassel as the "ultimate professional" with integrity, honesty, and credibility that would continue in his absence.

REPORT - CITY MANAGER

Mr. Cassel thanked Mr. Doody and council for their kind words. He emphasized that the city's success was the result of teamwork, not just his efforts. He explained that the city was set up with a unique contract-based operational model to ensure predictability and efficiency in development, contrasting it with the county's previous approach that had resulted in significant delays. He noted that this model had allowed Westlake to accomplish in less than 10 years what would have taken much longer under the county's processes.

Mr. Cassel confirmed that September 26, 2025, would be his last official day, though he would be returning on weekends to complete some work. He emphasized the importance of maintaining the city's operational model and thanked his staff, particularly Ms. Burgess, for their professionalism and support.

PUBLIC COMMENTS

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber congratulated Ms. Burgess on her appointment as acting city manager and thanked Mr. Cassel for his service, particularly for the "Coffee with the City Manager" events that had engaged him in city activities.

Public Comment – Alicia Torres – 5447 Whippoorwill Circle – Ms. Torres expressed appreciation for Waste Management's services and inquired about the solid waste assessment rate. Mr. Cassel explained that in previous years, the city had slightly subsidized the actual cost of other funds, but this was now resolved. Ms. Torres also thanked Mr. Cassel for his service, noting the beauty of Seminole Pratt Whitney Road and appreciating their respectful relationship over the years.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 6:30 PM.

Odet Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

H. Minutes_City Council Workshop - 09.22.2025 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Workshop

Monday, September 22, 2025 at 4:00 PM

The Lodge at Westlake Adventure Park
5490 Kingfisher Blvd.
Westlake, Florida 33470

CITY COUNCIL:

JohnPaul O'Connor, Mayor
Greg Langowski, Vice Mayor
Gary Werner, Council Member – Seat 1
Erik Gleason, 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
Osniel Leon, AICP, Planning and Zoning
Suzanne Dombrowski, P.E., ENV SP, Engineering

A workshop of the City Council of the City of Westlake was held on Monday, September 22, 2025, at 4:00 PM, at The Lodge at Westlake Adventure Park, 5490 Kingfisher Blvd. Members of the public also attended 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: 2867 388 6186

2. United States Toll: +1-650-479-3208

Meeting ID: 2867 388 6186

CALL TO ORDER

Mayor O'Connor called the City of Westlake Workshop on Monday, September 22, 2025, to order at 4:00 PM

ROLL CALL

Present and constituting a quorum:

Councilman Erik Gleason
Councilwoman Charlotte Leonard
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor

Also Present:

Ken Cassel, City Manager
Zoie P. Burgess, CMC, City Clerk
Odet Izquierdo, Deputy City Clerk

PLEDGE OF ALLEGIANCE

Mayor O'Connor led the Pledge of Allegiance.

WORKSHOP AGENDA

- A. Discussion of City Manager job description and qualifications

Mayor O'Connor began the discussion by distributing a framework he had prepared for the City Manager job description, noting that there would likely be overlap with what other council members had prepared. The Council then proceeded to compare and discuss the different versions of the job description to create a comprehensive document.

The Council first determined the structure of the job description, agreeing it should include : Position Overview (or Summary), Qualifications, Key Responsibilities, Working Conditions, Physical Requirements, and Compensation and Benefits.

For the position qualifications, the Council agreed on:

- Experience as a city manager or assistant city manager in Florida
- Experience and knowledge of Land Development Regulations and ability to facilitate the development process

- ICMA credentialed manager preferred
- Innovative thinker who embraces Westlake's "government light" model of efficiency and contract management

Under key responsibilities, the Council included:

- Demonstrates ability to secure significant appropriations and grants
- Identify, pursue, and administer grant opportunities that support the city's long-term strategic goals and infrastructure needs
- Oversee all financial operations of the city, including preparation and submission of timely annual audited financial statements
- Ensure strong internal financial controls, transparency, and fiscal responsibility
- Manage a diversified staff of contract employees across all city departments
- Develop leadership capacity within the organization
- Actively support the council in building and maintaining strong positive relationships with the Palm Beach County League of Cities, Florida League of Cities, and National League of Cities
- Collaborate with elected officials to develop, communicate, and implement strategic goals for the city
- Provide policy guidance, professional advice, and administrative leadership to the mayor and council
- Anticipate and address challenges associated with rapid population growth and infrastructure development
- Effective public communicator who engages with residents and provides regular updates

The Council discussed the working conditions, noting that work is performed primarily in an office environment with frequent attendance at evening and weekend meetings, and the position requires travel within Florida and occasional national travel.

For compensation and benefits, the Council agreed on a salary range of \$155,000 to \$190,000, depending on qualifications and experience.

The Council agreed that when they hire a new city manager, they would make it a contractual obligation that the manager continue the "Coffee with the Manager" program on a monthly basis to maintain community engagement.

Mayor O'Connor emphasized the importance of finding someone who understood Westlake's unique government structure, with its focus on contract management for most city services.

The Council instructed the clerk to compile all the agreed-upon elements into a final draft that would be sent to Council members for review, with feedback due by the end of the week so that it could be presented at the October 7 meeting and then submitted to the ICMA for publication.

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard - no comments.

B. Councilman Gleason – no comments.

C. Vice Mayor Langowski brought up a proclamation for Mr. Cassel to be presented at the next council meeting. Also, Vice Mayor Langowski introduced a WebsEdge, for the National League of Cities 2025 Film Series to the council as a promotional city video idea.

E. Mayor O'Connor mentioned that he had attended the Read for the Record luncheon and expressed interest

in having the city participate in the Read for the Record program. He encouraged his colleagues and the Education Advisory Board to participate by reading to students at local schools.

CITY MANAGER COMMENTS

Mr. Cassel complimented the Council for efficiently establishing parameters for the City Manager job description. He noted that they had stayed true to creating a general framework appropriate for hiring a CEO-level position.

PUBLIC COMMENTS

Public Comment – Mr. Bobby Farber – 4829 Saint Armands Way – Mr. Farber expressed appreciation for inclusion of coffee with the manager with the new City Manager in the job description, noting that these meetings help him stay informed and disseminate information to other residents through his social media. He also suggested that the Council consider using the proposed \$26,000 city promotional video (discussed during Council comments) as a fundraising opportunity to offset its cost. Regarding the City Manager search, he recommended that the Council consider adding language indicating that the salary is "negotiable" to avoid deterring qualified candidates who might otherwise not apply due to the stated salary range.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 4:57 PM.

Odette Izquierdo, Acting City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

I. Monthly Financial Report - August



MEMORANDUM

TO: Members of the City Council, City of Westlake
FROM: Steven Fowler, Accountant; Lucus McDonald, Accounting Supervisor
CC: Ken Cassel, City Manager
DATE: September 16, 2025
SUBJECT: August Financial Report

Please find attached the August 2025 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 Lucus McDonald at lucus.mcdonald@inframark.com.

General Fund

- Total Revenues through August were approximately 105% of the annual budget. Collections of the FY2025 Ad Valorem Tax and Special Assessments were approximately 99% and 99%, respectively.
- Total Expenditures and Contingency through August were approximately 97% of the annual budget.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through August were approximately 295% 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 August were approximately 47% of the annual budget.
- Total Expenditures through August were approximately 74% of the annual budget.

City of Westlake

Financial Report

August 31, 2025



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City of Westlake

Financial Statements

August 31, 2025

CITY OF WESTLAKE

Balance Sheet Governmental Funds August 31, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<u>ASSETS</u>				
Current Assets				
Cash - Checking Account	\$ 1,886,408	\$ -	\$ -	\$ 1,886,408
Cash Restricted for Donated Funds	128,671	-	-	128,671
Assessments Receivable	38,548	-	-	38,548
Due From Other Districts	19,237	-	-	19,237
Due From Other Funds	1,867,932	-	-	1,867,932
Investments:				
Money Market Account	7,251,245	1,434,536	-	8,685,781
Other	-	3,248,666	-	3,248,666
Deposits	666	-	-	666
Total Current Assets	11,192,707	4,683,202	-	15,875,909
Noncurrent Assets				
Mortgages Receivable	-	1,588,911	-	1,588,911
Total Noncurrent Assets	-	1,588,911	-	1,588,911
TOTAL ASSETS	\$ 11,192,707	\$ 6,272,113	\$ -	\$ 17,464,820
<u>LIABILITIES</u>				
Current Liabilities				
Accounts Payable	\$ 153,807	\$ -	\$ 161,731	\$ 315,538
Accrued Expenses	16,800	1,302	46,600	64,702
DBPR surcharge	1,829	-	-	1,829
DCA surcharge	2,672	-	-	2,672
Impact Fees	35,385	-	-	35,385
Unearned Revenue	356,457	-	-	356,457
Due To Developer	-	-	93,801	93,801
Due To Other Gov'tl Units	6,657	-	-	6,657
Deferred Revenue-Developer Submittals (Minto)	-	-	45,105	45,105
Due To Other Funds	-	-	1,867,932	1,867,932
Total Current Liabilities	573,607	1,302	2,215,169	2,790,078
Long-Term Liabilities				
Deferred Inflow of Resources	38,548	-	-	38,548
Total Long-Term Liabilities	38,548	-	-	38,548
TOTAL LIABILITIES	612,155	1,302	2,215,169	2,828,626

CITY OF WESTLAKE

Balance Sheet Governmental Funds August 31, 2025

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
<u>FUND BALANCES</u>				
Nonspendable:				
Deposits	666	-	-	666
Restricted for:				
Special Revenue	-	6,270,811	-	6,270,811
Unassigned:	10,579,886	-	(2,215,169)	8,364,717
TOTAL FUND BALANCES	\$ 10,580,552	\$ 6,270,811	\$ (2,215,169)	\$ 14,636,194
TOTAL LIABILITIES & FUND BALANCES	\$ 11,192,707	\$ 6,272,113	\$ -	\$ 17,464,820

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

General Fund

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 294,359	\$ 294,359
Ad Valorem Taxes	6,058,611	6,058,611	6,033,986	(24,625)
Ad Valorem Taxes - Discounts	(242,300)	(242,300)	(226,657)	15,643
FPL Franchise	456,400	418,367	417,935	(432)
Gas	68,200	62,517	47,359	(15,158)
Solid Waste	32,000	29,333	26,541	(2,792)
Electricity	559,000	512,417	500,145	(12,272)
Water	187,400	171,783	139,085	(32,698)
Gas	126,200	115,683	133,925	18,242
Communication Services Taxes	159,800	146,483	153,448	6,965
Occupational Licenses	27,300	25,025	61,126	36,101
Building Permits - Admin Fee	85,600	78,467	83,786	5,319
State Revenue Sharing Proceeds	70,100	64,258	78,044	13,786
Alcoholic Beverage License	1,100	825	722	(103)
Other Public Safety Chrgs/Fees	6,500	5,958	10,838	4,880
Garbage/Solid Waste Revenue	233,400	213,950	365,898	151,948
Penalties	-	-	2,869	2,869
Other Operating Revenues	12,800	12,800	10,619	(2,181)
Special Events	-	-	16,200	16,200
Event Sponsors	-	-	29,420	29,420
Judgements and Fines	-	-	6,641	6,641
Interest - Tax Collector	-	-	8,403	8,403
Special Assmnts- Tax Collector	802,900	802,900	802,801	(99)
Special Assmnts- Delinquent	-	-	281	281
Special Assmnts- Discounts	(32,100)	(32,100)	(30,410)	1,690
Lien Search Fee	10,000	9,167	12,398	3,231
TOTAL REVENUES	8,622,911	8,454,144	8,979,762	525,618

EXPENDITURES

Legislative

Mayor/Council Stipend	60,000	55,000	54,143	857
FICA Taxes	4,600	4,217	4,142	75
ProfServ-Legislative Expense	75,000	68,750	32,000	36,750
Telephone, Cable & Internet Service	5,300	4,858	3,559	1,299
Lease - Building	9,100	8,342	9,000	(658)
Public Officials Insurance	5,500	5,500	4,557	943
Misc-Event Expense	274,400	274,400	235,934	38,466
Council Expenses	78,400	71,867	58,462	13,405
Dues, Licenses, Subscriptions	3,800	3,800	6,104	(2,304)
Total Legislative	516,100	496,734	407,901	88,833

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

General Fund

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>City Manager</u>				
Contracts-City Manager	249,800	228,983	228,983	-
Misc-Public Relations	50,000	45,833	33,641	12,192
Office Supplies	12,700	11,642	6,075	5,567
Dues, Licenses, Subscriptions	2,700	2,689	1,741	948
Total City Manager	315,200	289,147	270,440	18,707
<u>City Clerk</u>				
ProfServ-Web Site Maintenance	8,300	7,608	5,592	2,016
Contracts-City Clerk	233,300	213,858	205,525	8,333
Postage and Freight	-	-	3,817	(3,817)
Printing	15,500	14,208	-	14,208
Legal Advertising	17,500	16,042	11,008	5,034
Miscellaneous Expenses	6,000	5,500	5,126	374
Office Supplies	2,900	2,658	-	2,658
Dues, Licenses, Subscriptions	26,100	26,000	28,569	(2,569)
Total City Clerk	309,600	285,874	259,637	26,237
<u>Finance</u>				
Auditing Services	7,800	7,800	8,275	(475)
Contracts-Finance	104,400	95,700	95,700	-
Miscellaneous Expenses	-	-	1,160	(1,160)
Total Finance	112,200	103,500	105,135	(1,635)
<u>Legal Counsel</u>				
ProfServ-Legal Services	120,000	110,000	83,070	26,930
ProfServ-Legal Litigation	-	-	52,359	(52,359)
Total Legal Counsel	120,000	110,000	135,429	(25,429)
<u>Other Administrative Services</u>				
ProfServ-Info Technology	76,600	70,217	79,950	(9,733)
Contracts-Admin. Service	441,100	404,342	404,342	-
Misc-Assessment Collection Cost	8,000	8,000	6,166	1,834
General Government	150,000	137,500	-	137,500
Total Other Administrative Services	675,700	620,059	490,458	129,601

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

General Fund

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Facility Services</u>				
Telephone, Cable & Internet Service	9,200	8,433	7,603	830
Lease - Copier	12,900	11,825	-	11,825
Lease - Building	25,000	22,917	-	22,917
Insurance (Liab,Auto,Property)	13,200	13,200	9,048	4,152
Miscellaneous Services	1,700	1,558	611	947
Cleaning Services	13,300	12,192	12,792	(600)
Principal-Capital Lease	19,100	17,508	29,424	(11,916)
Interest-Capital Lease	2,100	1,925	5,809	(3,884)
Total Facility Services	96,500	89,558	65,287	24,271
<u>Community Services</u>				
Contracts-Solid Waste	1,212,000	1,111,000	1,139,863	(28,863)
Contracts-Sheriff	1,066,600	977,717	977,722	(5)
Electricity	132,300	121,275	137,361	(16,086)
R&M-Community Maintenance	30,100	27,592	27,592	-
Operating Supplies	57,300	57,300	29,832	27,468
Roadway Services	6,800	5,100	8,163	(3,063)
Total Community Services	2,505,100	2,299,984	2,320,533	(20,549)
<u>Capital Expenditures & Projects</u>				
Capital Improvements	50,000	50,000	-	50,000
Total Capital Expenditures & Projects	50,000	50,000	-	50,000
<u>Reserves</u>				
Misc-Contingency	232,500	213,125	5,418	207,707
1st Quarter Operating Reserves	1,220,700	1,118,975	-	1,118,975
Reserve - Capital Projects	1,500,000	1,375,000	-	1,375,000
Total Reserves	2,953,200	2,707,100	5,418	2,701,682
TOTAL EXPENDITURES & RESERVES	7,653,600	7,051,956	4,060,238	2,991,718
Excess (deficiency) of revenues				
Over (under) expenditures	969,311	1,402,188	4,919,524	3,517,336
<u>OTHER FINANCING SOURCES (USES)</u>				
Grants/Donations-Other Sources	-	-	45,915	45,915
Nonoperating Grant Expense	-	-	(724,735)	(724,735)
Contribution to (Use of) Fund Balance	969,311	-	-	-
TOTAL FINANCING SOURCES (USES)	969,311	-	(678,820)	(678,820)

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

General Fund

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Net change in fund balance	\$ 969,311	\$ 1,402,188	\$ 4,240,704	\$ 2,838,516
FUND BALANCE, BEGINNING (OCT 1, 2024)	6,339,848	6,339,848	6,339,848	
FUND BALANCE, ENDING	\$ 7,309,159	\$ 7,742,036	\$ 10,580,552	

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

Special Revenue Fund - Housing Assistance Program

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ -	\$ -	\$ 71,497	\$ 71,497
Dividends	-	-	121,254	121,254
Donations	300,000	275,000	691,088	416,088
TOTAL REVENUES	300,000	275,000	883,839	608,839
EXPENDITURES				
Public Assistance				
Misc-Admin Fee (%)	21,000	19,250	-	19,250
Assistance Program	279,000	255,750	-	255,750
Total Public Assistance	300,000	275,000	-	275,000
TOTAL EXPENDITURES	300,000	275,000	-	275,000
Excess (deficiency) of revenues Over (under) expenditures	-	-	883,839	883,839
Net change in fund balance	\$ -	\$ -	\$ 883,839	\$ 883,839
FUND BALANCE, BEGINNING (OCT 1, 2024)	5,386,972	5,386,972	5,386,972	
FUND BALANCE, ENDING	\$ 5,386,972	\$ 5,386,972	\$ 6,270,811	

CITY OF WESTLAKE

Statement of Revenues, Expenditures and Changes in Fund Balances

Special Revenue Fund - Comprehensive Planning Svcs

For the Period Ending August 31, 2025

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Building Permits	\$ 1,966,300	\$ 1,802,442	\$ 936,450	\$ (865,992)
Reinspection Fees	-	-	850	850
Building Permits - Surcharge	7,600	6,967	5,166	(1,801)
Other Building Permit Fees	30,000	27,500	67,950	40,450
Building Permits - Admin Fee	129,700	118,892	119,430	538
Engineering Permits	300,600	275,550	80,720	(194,830)
Planning & Zoning Permits	307,700	282,058	66,667	(215,391)
TOTAL REVENUES	2,741,900	2,513,409	1,277,233	(1,236,176)
EXPENDITURES				
Comprehensive Planning				
ProfServ-Engineering	300,600	275,550	191,277	84,273
ProfServ-Info Technology	290,200	266,017	222,603	43,414
ProfServ-Legal Services	62,700	57,475	24,270	33,205
ProfServ-Planning/Zoning Board	307,700	282,058	359,619	(77,561)
ProfServ-Compliance Service	186,500	170,958	167,760	3,198
ProfServ-Building Permits	1,431,900	1,312,575	1,211,278	101,297
Special Magistrate	30,000	27,500	155	27,345
Telephone, Cable & Internet Service	7,000	6,417	4,323	2,094
Lease - Copier	3,100	2,842	-	2,842
Lease - Building	24,000	22,000	-	22,000
Printing	1,000	1,000	4,258	(3,258)
Miscellaneous Services	1,300	1,192	133	1,059
Misc-Admin Fee (%)	32,700	29,975	29,975	-
Billing Service Fees	42,800	39,233	35,029	4,204
Office Supplies	2,100	1,925	-	1,925
Cleaning Services	13,000	11,917	11,960	(43)
Principal-Capital Lease	4,800	4,400	1,958	2,442
Interest-Capital Lease	500	450	823	(373)
Total Comprehensive Planning	2,741,900	2,513,484	2,265,421	248,063
TOTAL EXPENDITURES	2,741,900	2,513,484	2,265,421	248,063
Excess (deficiency) of revenues				
Over (under) expenditures	-	(75)	(988,188)	(988,113)
Net change in fund balance	\$ -	\$ (75)	\$ (988,188)	\$ (988,113)
FUND BALANCE, BEGINNING (OCT 1, 2024)	(1,226,981)	(1,226,981)	(1,226,981)	
FUND BALANCE, ENDING	\$ (1,226,981)	\$ (1,227,056)	\$ (2,215,169)	

City of Westlake

Supporting Schedules

August 31, 2025

Cash and Investment Report

August 31, 2025

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	\$1,886,408
Money Market	BankUnited	MMA	4.07%	\$7,379,916
		Subtotal		\$9,266,324

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	4.07%	\$1,364,228
Government Checking	Valley Bank	Checking Account	4.33%	\$70,308
Brokerage Account	Valley Bank	Government Fund Class A	4.01%	\$3,248,666
		Subtotal		\$4,683,203
		Total		\$13,949,526

File Attachments for Item:

A. SECOND READING: Ordinance 2025-07 - Establishing the qualifying dates for the March 2026 general municipal elections on first reading.

Submitted By: City Clerk's Office

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING THE QUALIFYING DATES FOR THE MARCH 2026 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE

ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ESTABLISHING THE QUALIFYING DATES FOR THE MARCH 2026 GENERAL MUNICIPAL ELECTIONS, IN ACCORDANCE WITH THE DIRECTION OF THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 11 (Elections) of the City Charter sets the dates for qualifying for municipal elections from and including noon on the last Tuesday in January to and including noon on the second Tuesday in February, of the year in which the election is held; and

WHEREAS, in order to accommodate the statutory vote-by-mail requirements, the Palm Beach County Supervisor of Elections (“SOE”) has requested that the City amend its qualifying period to ensure that it ends no later than ninety-five (95) days before Election Day.

WHEREAS, the SOE has further advised that it may not be able to accommodate the elections of those municipalities that do not change their qualifying dates, as requested; and

WHEREAS, Section 166.021(4) and Section 100.3605, F.S., authorize the City Council, by ordinance, to amend the qualifying dates and the regular City Council election date as set forth in the City Charter; and

WHEREAS, in response to the SOE's request, the City Council seeks to change the qualifying dates for the City's general elections; and

WHEREAS, the City Council finds that changing the qualifying dates of the City's general municipal elections, as requested by the SOE, is in the best interest of the citizens and residents of the City.

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

1st Reading _____
2nd Reading _____

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

3

4 **SECTION 2.** In accordance with Section 166.021(4) and Section 100.3605, F.S.,
5 and at the request of the Palm Beach County Supervisor of Elections, the qualifying dates
6 for the City's March 2026 general election are hereby established as Tuesday, November 4 –
7 Wednesday, November 12, 2025.

8

9 **SECTION 3. Conflicts.** All ordinances or parts of ordinances, resolutions or
10 parts of resolutions which are in conflict herewith, are hereby repealed to the extent of
11 such conflict.

12

13 **SECTION 4. Severability.** Should the provisions of this ordinance be declared
14 to be severable and if any section, sentence, clause or phrase of this ordinance shall for any
15 reason be held to be invalid or unconstitutional, such decision shall not affect the validity
16 of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall
17 remain in effect, it being the legislative intent that this ordinance shall remain
18 notwithstanding the invalidity of any part.

19

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

22

23 **PASSED** this ____ day of _____, 2025, on first reading.

24 **PUBLISHED** on this ____ day of _____, 2025 in the Palm Beach Post.

25 **PASSED AND ADOPTED** this ____ day of _____, 2025, on second reading.

26

27

City of Westlake
John Paul O'Connor, Mayor

28

29 **ATTEST:**

30

31 _____
Zoie Burgess, City Clerk

File Attachments for Item:

A. Resolution 2025-26 - Delegating All Canvassing Duties to the County Canvassing Board

Submitted By: City Clerk

RESOLUTION 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY'S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



Meeting Agenda Item Coversheet

MEETING DATE:		October 7, 2025		Submitted By: City Clerk	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Resolution 2025-26, Delegating All Canvassing Duties to the County Canvassing Board			
STAFF RECOMMENDATION: (MOTION READY)		Motion to Approve Resolution 2025-26, Delegating All Canvassing Duties to the County Canvassing Board and Designating the City Clerk to serve as the City's Official representative with the Palm Beach County Supervisor of Election			
SUMMARY and/or JUSTIFICATION:		<p>Section 102.141 F.S., provides for the establishment of a canvassing board for Palm Beach County. The Palm Beach County Supervisor of Election (PBCSOE) has outlined provisions to handle most of the responsibilities it would during a normal county-wide election should municipalities designate the County canvassing board for the City's municipal elections.</p> <p>Staff is requesting that the Palm Beach County Canvassing Board serve as the City's canvassing board for municipal elections to remove redundancy of officials attending the same election activities, such as pre-election testing of tabulation equipment, opening, tabulation, duplication, and the canvassing of ballots.</p> <p>The municipality will be responsible for all costs associated with their elections and the municipality will still be the qualifying officer, but the municipal clerk will not be responsible for administering or canvassing the election. The municipal clerk will still hold the responsibility of securing polling locations.</p>			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
				X	

RESOLUTION 2025-26		
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY'S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.	
FISCAL IMPACT <i>(if any):</i>		\$

CITY OF WESTLAKE

RESOLUTION NO. 2025-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, DELEGATING ALL CANVASSING DUTIES, AS DEFINED IN THE FLORIDA ELECTION CODE AND THE FLORIDA ADMINISTRATIVE CODE, TO THE COUNTY CANVASSING BOARD ESTABLISHED IN ACCORDANCE WITH SECTION 102.141, F.S., AUTHORIZING AND DESIGNATING THE CITY CLERK TO SERVE AS THE CITY'S OFFICIAL REPRESENTATIVE IN ALL TRANSACTIONS WITH THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS IN RELATION TO MATTERS PERTAINING TO THE USE OF THE REGISTRATION BOOKS AND RECORDS NECESSARY FOR HOLDING MUNICIPAL ELECTIONS WITHIN THE CITY; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 102.141, F.S., provides for the establishment of a canvassing board for Palm Beach County; and

WHEREAS, the Palm Beach County Supervisor of Elections ("PBSOE") requires that the City Council designate, by resolution, a canvassing board for the City's municipal elections; and

WHEREAS, designating the Palm Beach County Canvassing Board as the City of Westlake's (the "City") canvassing board for municipal elections would remove redundancy of officials attending the same election activities, such as pre-election testing of tabulation equipment, opening, tabulation, duplication, and the canvassing of ballots; and

WHEREAS, the City Council has determined that the responsibility to canvass the returns is a ministerial and non-legislative function that can be delegated by the City Council and that the Palm Beach County Canvassing Board is designated as the City's canvassing board for municipal election purposes; and

WHEREAS, the City Council further seeks to designate and appoint the City Clerk as the City's official representative in all transactions with the PBSOE, in relation to matters pertaining

to the use of the registration books and records herein mentioned for holding municipal elections within in the City; and

WHEREAS, the City Council finds that designating the Palm Beach County Canvassing Board as the City's canvassing board for municipal election purposes and that designating the City Clerk as the City's official representative in all transactions with the PBSOE, as set forth herein, is in the best interests of the citizens and residents of the City.

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

SECTION 1. RECITALS. The foregoing "WHEREAS" clauses are hereby ratified and confirmed by the City Council and incorporated herein by this reference.

SECTION 2. DESIGNATION. The City Council hereby designates the Palm Beach County Canvassing Board as the City's canvassing board for municipal elections, in accordance with the Florida Election Code and the Florida Administrative Code. The Palm Beach County Canvassing Board will handle the canvassing of ballots for the City's general municipal election and for runoff elections, if necessary. The City Council hereby further authorizes and designates the City Clerk to serve as the City's official representative in all transactions with the PBSOE in relation to matters pertaining to the use of the registration books and records for holding municipal elections in the City.

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 Initial Assessment 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 _____, 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Odet Izquierdo, Acting City Clerk

Approved as to Form and Sufficiency
City Attorney

File Attachments for Item:

B. RESOLUTION 2025-27 - Palm Beach County Fire Rescue Use of City Seal

Submitted By: Administration

RESOLUTION 2025-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE REQUEST BY THE PALM BEACH FIRE RESCUE DEPARTMENT TO PLACE AND DISPLAY THE WESTLAKE CITY SEAL ON THE PALM BEACH FIRE RESCUE DEPARTMENT MOTOR VEHICLES SERVICING THE CITY OF WESTLAKE; THE AUTHORIZATION TO USE THE CITY SEAL BY THE PALM BEACH FIRE RESCUE DEPARTMENT IS EXPRESSLY LIMITED TO THOSE MOTOR VEHICLES ASSIGNED TO AND UTILIZED WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.



Meeting Agenda Item Coversheet

MEETING DATE:		October 7, 2025		Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		RESOLUTION 2025-27 - Palm Beach County Fire Rescue Use of City Seal			
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve Palm Beach County Fires Rescue's use of City Seal on the fire rescue apparatus assigned to the City of Westlake			
SUMMARY and/or JUSTIFICATION:		Chief Vomero has requested use of the City Seal in efforts to display on the fire rescue apparatus assigned to the city.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>		RESOLUTION 2025-27 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE REQUEST BY THE PALM BEACH FIRE RESCUE DEPARTMENT TO PLACE AND DISPLAY THE WESTLAKE CITY SEAL ON THE PALM BEACH FIRE RESCUE DEPARTMENT MOTOR VEHICLES SERVICING THE CITY OF WESTLAKE; THE AUTHORIZATION TO USE THE CITY SEAL BY THE PALM BEACH FIRE RESCUE DEPARTMENT IS EXPRESSLY LIMITED TO THOSE MOTOR VEHICLES ASSIGNED TO AND UTILIZED WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WESTLAKE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):				\$	

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CITY OF WESTLAKE

RESOLUTION NO. 2025-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE REQUEST BY THE PALM BEACH FIRE RESCUE DEPARTMENT TO PLACE AND DISPLAY THE WESTLAKE CITY SEAL ON THE PALM BEACH FIRE RESCUE DEPARTMENT MOTOR VEHICLES SERVICING THE CITY OF WESTLAKE; THE AUTHORIZATION TO USE THE CITY SEAL BY THE PALM BEACH FIRE RESCUE DEPARTMENT IS EXPRESSLY LIMITED TO THOSE MOTOR VEHICLES ASSIGNED TO AND UTILIZED WITHIN THE MUNICIPAL BOUNDARIES OF 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 the request by the Palm Beach Fire Rescue Department to place and display the Westlake City Seal on the Palm Beach Fire Rescue Department motor vehicles servicing 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 the request by the Palm Beach Fire Rescue Department to place and display the Westlake City Seal on the Palm Beach Fire Rescue Department motor vehicles servicing the City of Westlake. The authorization to use the City Seal by the Palm Beach Fire Rescue Department is expressly limited to those motor vehicles assigned to and utilized within the municipal boundaries of the City of Westlake.

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.

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SECTION 5. 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 ____ 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Odet Izquierdo, Acting City Clerk

File Attachments for Item:

C. RESOLUTION 2025-28 - Authorized Signatures for Conducting the City's Financial Matters

Submitted By: Administration

RESOLUTION 2025-28

**A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, PROVIDING
AUTHORITY FOR AGENTS OF THE CITY TO ACT ON THE CITY'S BEHALF AND
PROVIDING AUTHORIZED SIGNATURES FOR CONDUCTING THE CITY'S FINANCIAL
MATTERS AND FOR BANKING AND ACCOUNTING PURPOSES.**

RESOLUTION 2025-28

A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, PROVIDING AUTHORITY FOR AGENTS OF THE CITY TO ACT ON THE CITY'S BEHALF AND PROVIDING AUTHORIZED SIGNATURES FOR CONDUCTING THE CITY'S FINANCIAL MATTERS AND FOR BANKING AND ACCOUNTING PURPOSES.

WHEREAS, agents of the City must be given authority to act on behalf of the City of Westlake to conduct financial and accounting matters on behalf of the City with banking and/or financial institutions for the payment of the City's financial obligations as they become due and for the collection of revenues as they are received; and

WHEREAS, the City of Westlake consents to providing authority for Zoie Burgess, Acting City Manager, and Stephen Bloom, Finance Director of Inframark LLC., as Treasurer and a secondary signor to conduct business and financial transactions on behalf of the City of Westlake with banking and/or other financial institutions, and the authority to exercise all of the powers listed herein, the power to open all deposits in the name of the City of Westlake, the power to endorse all checks, orders for payment of money or otherwise withdraw funds, transfer funds on deposit with the banking and/or financial institution, the power to borrow money on behalf of the City of Westlake, sign, execute and deliver promissory notes or other evidences of indebtedness, the power to endorse, assign, transfer bill receivable owned or acquired by the City of Westlake;

NOW THEREFORE, be it resolved by the City Council for the City of Westlake, Florida:

Section 1. The City of Westlake, Florida hereby provides consent and authorization for Zoie Burgess, Acting City Manager and/or Stephen Bloom, of Inframark LLC. to act as Treasurer, on the City's behalf to conduct financial and accounting matters with banking and/or financial institutions.

Section 2. The City of Westlake, Florida hereby provides consent and authorization for Zoie Burgess, Acting City Manager and/or Stephen Bloom, of Inframark LLC, as Treasurer, to pay expenditures as they become due and to receive revenues and are received on behalf of the City of Westlake.

Section 3. The City of Westlake, Florida consents to providing authority for Zoie Burgess, Acting City Manager, and Stephen Bloom, Finance Director of Inframark, LLC., as Treasurer and a secondary signor on accounts, the following authority:

- (1) Authority to conduct business and financial transactions on behalf of the City of Westlake with banking and/or other financial institutions.
- (2) Authority and power to open all deposits in the name of the City of Westlake.
- (3) Authority and the power to endorse all checks, orders for payment of money or otherwise withdraw funds, transfer funds on deposit with the banking and/or financial institution.
- (4) Authority and the power to borrow money on behalf of the City of Westlake, sign, execute and deliver promissory notes or other evidences of indebtedness.
- (5) Authority and the power to endorse, assign, transfer bill receivable owned or acquired by the City of Westlake.
- (6) This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this _____ day of _____ 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Odet Izquierdo, Acting City Clerk



Meeting Agenda Item Coversheet

MEETING DATE:		October 7, 2025		Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		RESOLUTION 2025-28 - Authorized Signatures for Conducting the City's Financial Matters			
STAFF RECOMMENDATION: (MOTION READY)		Motion to Approve Resolution 2025-28 authorizing agents of the city to act on the city's behalf and providing authorized signatures for conducting the city's financial matters and for banking and accounting purposes.			
SUMMARY and/or JUSTIFICATION:		This item seeks City Council approval of a resolution granting designated officials (Zoie Burgess as acting City Manager) the authority to conduct business and financial transactions on behalf of the City of Westlake.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>		<p style="text-align: center;">RESOLUTION 2025-28</p> <p>A RESOLUTION BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, PROVIDING AUTHORITY FOR AGENTS OF THE CITY TO ACT ON THE CITY'S BEHALF AND PROVIDING AUTHORIZED SIGNATURES FOR CONDUCTING THE CITY'S FINANCIAL MATTERS AND FOR BANKING AND ACCOUNTING PURPOSES.</p>			
FISCAL IMPACT (if any):					\$

File Attachments for Item:

D. Education Advisory Board - Consideration and Appointment of Dr. Christopher A. Tompkins as a Regular Advisory Board Member

Submitted By: Administration

RESOLUTION 2025-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.



Meeting Agenda Item Coversheet

MEETING DATE:		October 7, 2025		Submitted By: City Clerk's Office	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Education Advisory Board - Consideration and Appointment of Dr. Christopher A. Tompkins as a Regular Advisory Board Member			
STAFF RECOMMENDATION: (MOTION READY)		Motion to appoint Dr. Christopher A. Tompkins as a Regular Member of the Education Advisory Board.			
SUMMARY and/or JUSTIFICATION:		<p>Per City Ordinance, The Education Advisory Board shall consist of five (5) regular members, one (1) alternate member.</p> <p>There now remains one vacant regular board member seat due to the resignation of regular board member Collen Forlizzi. Currently Dr. Christopher A. Tompkins holds the alternate board member seat in which council may appoint him as regular board member to fill the open seat.</p> <p>There currently is one vacant alternate board member seat to be filled.</p>			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is not a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i>					
FISCAL IMPACT (if any):		N/A			\$

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**CITY OF WESTLAKE
RESOLUTION NO. 2025-29**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING ONE (1) MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council deems it to be in the best interests of the City of Westlake to appoint one (1) member to serve on the Education Advisory Board.

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 appoints the following one (1) member to serve on the Education Advisory Board:

Board Member

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.

PASSED AND APPROVED by City Council for the City of Westlake, on this ____ day of _____ 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Odete Izquierdo, Acting City Clerk

File Attachments for Item:

E. Resolution 2025-30 - Approving and authorizing the Mayor or Vice Mayor to execute the second amendment to franchise agreement for Solid Waste Collection Services

Submitted By: Administration

RESOLUTION 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR OR VICE MAYOR TO EXECUTE THE SECOND AMENDMENT TO FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES BETWEEN THE CITY OF WESTLAKE AND WASTE MANAGEMENT INC. OF FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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CITY OF WESTLAKE

RESOLUTION NO. 2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR OR VICE MAYOR TO EXECUTE THE SECOND AMENDMENT TO FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES BETWEEN THE CITY OF WESTLAKE AND WASTE MANAGEMENT INC. OF FLORIDA; 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 Mayor or Vice Mayor to execute the Second Amendment to Franchise Agreement for Solid Waste Collection Services between the City of Westlake and Waste Management Inc. of Florida;

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 Mayor or Vice Mayor to execute the Second Amendment to Franchise Agreement for Solid Waste Collection Services between the City of Westlake and Waste Management Inc. of Florida. A copy of the Second 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.

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SECTION 5. 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 _____ 2025.

City of Westlake
JohnPaul O'Connor, Mayor

Odet Izquierdo, Acting City Clerk

**SECOND AMENDMENT TO
FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES**

THIS SECOND AMENDMENT TO FRANCHISE AGREEMENT FOR SOLID WASTE COLLECTION SERVICES ("Second Amendment") is made this _____ day of ___, 2025 between the **City of Westlake, Florida**, a Florida municipal corporation ("CITY"), and Waste Management Inc. of Florida, a corporation authorized to do business in the State of Florida ("CONTRACTOR").

RECITALS

WHEREAS, for ease of reference, the Franchise Agreement for Solid Waste Collection Services, as amended by Ordinance No. 2022-38, will be referred to hereafter as the "Agreement";

WHEREAS, the Agreement shall terminate on September 30, 2025;

WHEREAS, the parties desire to extend the Agreement to November 30, 2025;

WHEREAS, the CITY finds that adopting this Second Amendment serves a valid public purpose.

NOW THEREFORE, in consideration of the mutual promises herein contained, the sufficiency of which is hereby acknowledged by both parties, the parties agree as follows:

- 1) Section 3 – Term of Agreement is amended as follows:

The term of the Agreement shall continue until November 30, 2025. The term of the Agreement shall apply retroactively to October 1, 2025.

- 2) In all other respects and unless otherwise stated, the terms and conditions of the Agreement shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF the parties hereto have made and executed this Second Amendment to Franchise Agreement for Solid Waste Services on the day and year first above written.

By: _____
JohnPaul O'Connor, Mayor

Donald J. Doody, City Attorney

Title: _____

STATE OF FLORIDA)
COUNTY OF _____)

Print Name: _____
My commission expires: _____

File Attachments for Item:

G. 2026 Election Polling Location Agreement

Submitted By: Administration



Meeting Agenda Item Coversheet

MEETING DATE:		October 7, 2025		Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		2026 Election Polling Location Agreement			
STAFF RECOMMENDATION: (MOTION READY)		Staff recommends approval of the 2026 Election Polling Location Agreement as presented.			
SUMMARY and/or JUSTIFICATION:		The purpose of this agreement is to identify and confirm the designated polling location for the March 10, 2026, Municipal Election. The agreement also encompasses provisions for a possible runoff election, should one be necessary on March 24, 2026.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>					
FISCAL IMPACT (if any):					\$

CONTRACT FOR ELECTION DAY POLLING LOCATION (The Lodge at Westlake Adventure Park)

This Contract is made as of the 9 day of 26, 2025, by and between City of Westlake, a Political Subdivision of the State of Florida, hereinafter referred to as (City/Town/Village); and by and through (its City/Town/Village Clerk/Supervisor of Elections), hereinafter referred to as (SUPERVISOR) and Westlake Residences Master Homeowners association, inc, a Florida not-for-profit corporation (the "Association").

PRECINCT NUMBER(S): 7501

POLLING ROOM: The Lode at Westlake Adventure Park ("Facility")

In consideration of the mutual promises contained herein, the CITY/TOWN/VILLAGE and Association agree as follows:

ARTICLE 1 - SERVICES

The ASSOCIATION'S responsibility under this Contract is to provide Election Day polling location services for the following General Municipal Election and Run-off Election Days scheduled for the CITY/TOWN/VILLAGE (2026) Election Cycle, as well as make a good faith effort to accommodate any additional Special Election Days that may be required due to unforeseen circumstances.

A. General/Municipal Election Day – Tuesday, March 10, 2026

B. Run-off Election Day – Tuesday, March 24, 2026

(CITY/TOWN/VILLAGE'S) representatives/liaisons during the performance of this Contract shall be Odet Izquierdo, 561-530-5880, info@westlakegov.com

The ASSOCIATION'S representative/liaison during the performance of this Contract shall be:

Name/Title Robynn Johnson/ Lifestyle Director telephone no. 561-644-9954

mailing address 16290 Town Center Pkwy N., Westlake FL 33470

Name and telephone number of emergency contact person before and after regular business hours, **MUST be available to answer in the event of any emergency:**

<u>George Klein/ Clubhouse Manager</u>	<u>561-437-3409</u>	<u>561-729-9545</u>	<u>gklein@vestapropertyservices.com</u>
Name	Work Telephone	Home/Cell Phone	Email

Name and telephone number of contact person at Facility on Election Day:

<u>Perry Baldwin/ General Manager</u>	<u>561-437-3405</u>	<u>561-298-2730</u>	<u>plbaldwin@vestapropertyservices.com</u>
Name	Work Telephone	Home/Cell Phone	Email

Two alternate contacts:

Name	Work Telephone	Home/Cell Phone	Email
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Name	Work Telephone	Home/Cell Phone	Email
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ARTICLE 2 - SCHEDULE

The ASSOCIATION agrees to allow voters, poll workers, poll watchers, other designated campaign representatives, and representatives of the (CITY/TOWN/VILLAGE) to enter and exit premises **without delay or screening of any kind** on Election Day, until completion of voting. This shall include but is not limited to:

- A. None of the above-listed individuals shall be required to present identification upon entry, including at any gate during the hours when the polls are open for voting.
- B. None of the above-listed individuals shall be required to undergo health screening upon entry to the FACILITY.

The ASSOCIATION agrees to accept delivery of equipment and supplies at a time and date to be determined by The ASSOCIATION and (CITY/TOWN/VILLAGE) prior to Election Day. The ASSOCIATION and (CITY/TOWN/VILLAGE) will also determine a date and time for (CITY/TOWN/VILLAGE) to remove equipment and supplies.

Please provide the days and hours of operation at the Facility when access will be available for delivery and pickup of voting equipment. An election official will contact you to make arrangements:

Set up can occur the Monday prior to Election Day between 9 AM - 4PM

The ASSOCIATION shall agree to provide a secure location to store Elections Equipment upon delivery to the FACILITY and until removal.

Please indicate where election equipment will be stored and how it will be secured:

The Adventure PArk at Weslake inside the Lodge 5490 Kingfisher BLVD, Westlake FL 33470 Bldg # 2000

The ASSOCIATION shall agree to allow (CITY/TOWN/VILLAGE) or (CITY/TOWN/VILLAGE)'s designee(s) to inspect and set up the designated Polling Room **on the Monday prior to Election Day** (Monday, March 9, 2026, for the General Election and if necessary, Monday, March 23, 2026, for the Run-off Election).

The ASSOCIATION agrees:

- To open the Polling Location and Polling Room no later than **5:30 A.M.** on Election Day

The ASSOCIATION agrees to provide from **5:30 A.M.** until completion of voting and clean-up on Election Day:

- Chairs for election workers
- Tables for election workers
- Access to power outlets
- Use of restroom facilities.
- Air conditioning.

ARTICLE 3 – REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 4 - EXCUSABLE DELAYS

The ASSOCIATION shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the ASSOCIATION or its employees. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies which have been classified by the Governor of Florida or the President of the United States as a State of Emergency and subsequently issue in an Emergency Order allowing for the specific breach of this Contract (i.e. an order specifically disallowing use of this or this kind of facility by the public), and abnormally severe and unusual weather conditions which render the facility unusable.

ARTICLE 5 - ENTIRETY OF CONTRACTUAL AGREEMENT

(CITY/TOWN/VILLAGE) and The ASSOCIATION agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties.

ARTICLE 6 - PUBLIC RECORDS

This Contract is subject to the requirements provided under Section 119.0701, F.S.

ARTICLE 7 - STATEMENT OF INDEMNITY

(CITY/TOWN/VILLAGE) shall be responsible for damages, to the extent permitted by law, arising out of injury or damage to persons or property caused by or resulting from the negligence of the (CITY/TOWN/VILLAGE) or any of its officers or employees. Nothing in this provision shall constitute a waiver of sovereign immunity.

ARTICLE 8- FEE

(CITY/TOWN/VILLAGE) agrees to pay the ASSOCIATION \$2000 fee for the use of the above described location when used for an election.

Please initial if your facility elects to waive compensation of \$2000 for use of the facility _____. Page 3 of 4

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, (CITY/TOWN/VILLAGE) and the ASSOCIATION for purposes of executing this agreement on the dates set forth below.

JohnPaul O'Connor, Mayor, City of Westlake	Date
--	------

<i>Leolani Gevers</i>	9/26/2025
Association Representative (Signature)	Date

File Attachments for Item:

H. Discussion and Finalization of City Manager Job Description

Submitted by: Administration

City of Westlake, Florida

Job Description

Position Title: City Manager / Chief Administrative Officer

Position Type: Full-Time, Contractual

Compensation: Salary range of **\$155,000 – \$190,000**, commensurate with qualifications and experience, plus a comprehensive benefits package.

Position Overview

The City of Westlake, Florida, is seeking a highly skilled and visionary City Manager/Chief Administrative Officer (CAO) to lead and manage a dynamic, growing community with a projected population of 50,000. The ideal candidate will have a proven history of securing significant state appropriations and grants, strong financial leadership skills, and the ability to build and inspire a high-performing team while working effectively with elected officials and community stakeholders.

Qualification

- Innovative thinker who embraces Westlake’s “government light” model of efficiency and contract management.
- Experienced municipal City Manager in Florida, or significant progressive executive-level management experience within a single municipal organization.
- Exceptional ability to communicate, negotiate, and build strong relationships with elected officials, community stakeholders, and partner agencies.
- Ability to thrive in a new and rapidly growing city environment, developing strategies that balance growth, infrastructure, and quality of life.
- Experience collaborating with landowners, developers, and managing large-scale economic development and commercial projects.

Key Responsibilities

- **Grant and Appropriations Leadership:**
 - Demonstrate ability to secure significant appropriations and grants.
 - Skilled in identifying, pursuing, and administering grant opportunities that align with the City’s long-term strategic goals and infrastructure priorities.

- **Financial Management and Accountability:**
 - Oversee all financial operations of the City, including preparation and submission of timely annual audited financial statements.
 - Ensure strong internal financial controls, transparency, and fiscal responsibility.
- **Organizational Leadership:**
 - Manage a diversified staff of contract employees across all City departments, fostering collaboration, morale, and a culture of excellence.
 - Develop leadership capacity within the organization, ensuring continuous improvement in service delivery.
 - Implement policies, programs, and systems that support operational efficiency in a fast-growing city.
- **Intergovernmental and Organizational Relations:**
 - Actively support the Council in building and maintaining a strong, positive relationships with the Palm Beach County League of Cities, Florida League of Cities, and the National League of Cities.
 - ICMA credentialed manager.
 - Skilled public communicator with a proven ability to engage residents, foster transparency, and provide timely community updates.
 - Represent the City's interests effectively at the local, state, and national levels.
- **Strategic Planning and Governance:**
 - Collaborate with elected officials to develop, communicate, and implement cohesive strategic goals for the City.
 - Provide policy guidance, professional advice, and administrative leadership to the Council.
 - Anticipate and address challenges associated with rapid population growth and infrastructure development.

Working Conditions

- Work is performed primarily in an office environment with frequent attendance at evening and weekend meetings.
- The position requires travel within the State of Florida and occasional national travel for professional conferences.

Physical Requirements

- Ability to sit for extended periods, operate standard office equipment, and communicate effectively in person and by telephone.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Employment Terms

- The City Manager / Chief Administrative Officer is an at-will employee hired by and serving at the pleasure of the Council.
- Compensation and benefits will be established by contract and are commensurate with experience and qualifications.

Compensation & Benefits

- The City of Westlake offers a competitive compensation package commensurate with qualifications and experience, including an excellent benefits program. The salary range is \$155,000 to \$190,000.

File Attachments for Item:

I. Engagement with WebsEdge, for the National League of Cities 2025 Film Series

Submitted By: Administration

Summary document prepared for the City of Westlake detailing the production, broadcast & distribution of the NLC TV broadcast at the National League of Cities 2025 City Summit Conference

Background

WebsEdge, an international broadcasting house with over two decades' experience of producing TV and films for cities and local government, has partnered with the National League of Cities to produce NLC TV, the official broadcast of the National League of Cities' City Summit 2025, set to take place in Salt Lake City UT, November 20 – 22, 2025.

The NLC City Summit is the premier meeting of local electrical officials and municipal staff, bringing together more than 3,000 local government leaders to shape and strengthen the future of our nation's cities.

NLC TV

NLC TV is an official component of the Summit and the highlight of the broadcast is the NLC Film Series. NLC TV will have a prominent presence onsite at the conference, the films are shown on screens around the venue and at the NLC TV studio, where the NLC TV host will also conduct interviews.

The Thought Leadership Film Series

The NLC TV Film Series is an exclusive collection of pre-recorded case studies profiling cities and partners who are shaping the future of local government and playing a fundamental role in advancing community well-being. This initiative raises the national visibility of those addressing the most pressing challenges facing municipalities today –through innovative programs, forward-thinking leadership, and solutions that improve quality of life.

If you would like to familiarize yourself with the editorial style and structure of the films, please see the following links below:

- City of Miami Police Department, FL: How We Make Miami the Safest City in America
<https://www.youtube.com/watch?v=NvmOoVqoLFg>
- Hallandale Beach: Progressing with Innovation and Opportunity
<https://www.youtube.com/watch?v=s4avQGkpfeU>
- Cape Coral Police Department - Policing in one safest cities in Florida
<https://www.youtube.com/watch?v=dxSv75lygqA>
- City of Lauderdale Lakes – Showing How We Care Today and Everyday
<https://www.youtube.com/watch?v=9DSS636k80s>
- City of North Miami Beach, FL
<https://www.youtube.com/watch?v=wf1PsnzEeCE>



Your Film

The finished edited 5-minute film can be supplied to you in any file format. WebsEdge will supply master copies of the final edited film as above, in addition to a 1-minute social media friendly version, and all the raw material will be sent to you via a link where you can download them for your own purposes.

Editorial Control

You will have editorial oversight over the content of the film. WebsEdge will not distribute any content until you have signed off the final proof of the film.

Production & Filming

You will work with an assigned producer who will ensure your film reflects your intended story and message. WebsEdge will manage the entire production process, from pre-production to post-production, and take care of distributing your content effectively.

1. Pre-production consultation with a WebsEdge Producer to discuss the details and messages of the film, potential interviewees, visuals, case study material, filming locations and dates for the filming to take place.
2. The producer will provide a filming schedule for you to approve.
3. The filming will take place on the selected date.
4. WebsEdge will produce a first edit of the film.
5. You will then be able to view the film on a secure location online and dictate any changes required for the film.
6. WebsEdge will implement any changes and continue the process until you sign off the final proof of the film.
7. The final edit of the film will be shown at the 2025 City Summit Conference.

Filming can take place on any day before October 30th 2025.

Distribution

The film will be distributed at several key distribution points to extend the reach and impact of your film. We will distribute your film as follows:

- Broadcast on large screen at the NLC TV studio.
- Broadcast throughout the conference on large, branded screens continuously.
- Broadcast on dedicated cable channels in official HQ delegate hotel rooms.
- Your one-minute film will be integrated into the overall daily NLC TV news show WebsEdge produces.
- The NLC TV show and your film is also distributed online, on our YouTube Society Channel.
- Your film will appear on the NLC conference website and included in any social media activities carried out by NLC TV for and around the conference.
- Available on the NLC TV YouTube channel for at least 12 months after the conference.

Rights

WebsEdge will grant an indefinite royalty free license to use all content and material shot on your behalf for any purpose you wish.

Your investment

The cost of this package is fixed at **\$26,300 USD** for a fully inclusive one-day film shoot and the distribution of your film. This covers all aspects of the pre-production, filming, editing, post- production, broadcasting, and distribution, including travel to film location, sustenance, equipment hire, insurance, etc. There are no additional costs.