

CITY OF WESTLAKE



AGENDA

City Council Regular Meeting

Tuesday, February 06, 2024, 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: 2632 888 9851 | Password: hello

or

United States Toll: 408-418-9388

CITY COUNCIL:

JohnPaul O'Connor, Mayor

Greg Langowski, Vice Mayor

Gary Werner, Council Member – Seat 1

Julian Martinez, Council Member – Seat 2

Charlotte Leonard, Council Member – Seat 3

CITY STAFF:

Ken Cassel, City Manager

Zoie P. Burgess, CMC, City Clerk

Donald J. Doody, Esq., City Attorney

Nilsa Zacarias, AICP, Planning and Zoning Director

Suzanne Dombrowski, P.E., ENV SP, City Engineer

[TENTATIVE: SUBJECT TO REVISION]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENTS AND REQUESTS

This section of the agenda allows for comments from the public to speak. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk. When you are called to speak, please go to the podium, and prior to addressing Council, state your name and address for the record.

CONSENT AGENDA

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

- [A.](#) Minutes_City Council Regular Meeting - 01.08.2024 DRAFT
- [B.](#) Financial Report - December

PRESENTATIONS/PROCLAMATIONS

- [A.](#) Proclamation 2024-02 - Declaring February Heart Health Month
- [B.](#) Proclamation 2024-04 - Declaring February Black History Month

NEW BUSINESS

- [A.](#) Education Advisory Board Consideration and Appointment of Members
Submitted By: City Clerk's Office

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING FIVE (5) MEMBERS AND ONE (1) ALTERNATE MEMBER TO SERVE ON THE EDUCATION ADVISORY BOARD; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

CITY COUNCIL COMMENTS

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

REPORT - STAFF

[A.](#) PBSO 2023 Annual Report

REPORT - CITY ATTORNEY

REPORT - CITY MANAGER

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.

ADJOURNMENT

Next Meeting (Subject to Change or be Cancelled): **March 5, 2024**

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: February 2, 2024

File Attachments for Item:

A. Minutes_City Council Regular Meeting - 01.08.2024 DRAFT

CITY OF WESTLAKE



MINUTES

City Council Regular Meeting

Monday, January 08, 2024 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
Julian Martinez, Council Member – Seat 2
Charlotte Leonard, Council Member – Seat 3

CITY STAFF:

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

A regular meeting of the City Council of the City of Westlake was held on Monday, January 8, 2024, 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: 2630 557 5663

Password: hello

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

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

Meeting ID: 2630 557 5663

CALL TO ORDER

Vice Mayor Langowski called the City of Westlake Regular City Council meeting of Monday January 8, 2024, to order at 6:02 PM.

ROLL CALL

Present and constituting a quorum:

Councilwoman Charlotte Leonard
Councilman Julian Martinez (absent)
Councilman Gary Werner
Vice Mayor Greg Langowski
Mayor JohnPaul O'Connor (Arrived at 6:05 PM)

Also present:

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

PLEDGE OF ALLEGIANCE

Vice Mayor Langowski led the Pledge of Allegiance.

ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA

Vice Mayor Langowski called for any additions, deletions, or modifications to the agenda.

There being none, Vice Mayor Langowski called for a motion to approve the agenda as presented.

Motion by Councilman Werner to approve the agenda as presented, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilwoman Leonard	YES
Councilman Werner	YES
Vice Mayor Langowski	YES

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

PUBLIC COMMENTS AND REQUESTS

Vice Mayor Langowski called for public comments.

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

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. Monthly Financial Report - November
- B. Minutes_City Council Regular Meeting - 12.05.2023 DRAFT

Vice Mayor Langowski identified the consent agenda items and called for a motion to approve.

Motion by Councilman Werner to approve the Consent Agenda items A and B, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Werner	YES
Vice Mayor Langowski	YES
Councilwoman Leonard	YES

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

PRESENTATIONS/PROCLAMATIONS

- A. Proclamation 2024-01 - Martin Luther King Jr. Day

Sponsored By: Councilwoman Leonard

Vice Mayor Langowski inquired of Ms. Burgess if the proclamation may be moved in the agenda, to allow Mayor O'Connor to read when he arrives. Ms. Burgess asked the city attorney to advise. Mr. Doody asked for a motion to defer the item until the mayor arrives.

Motion by Councilman Werner to postpone the reading of the proclamation until the mayor arrives, seconded by Councilwoman Leonard.

UPON ROLL CALL:

Councilman Werner	YES
Vice Mayor Langowski	YES
Councilwoman Leonard	YES

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

PUBLIC HEARING - QUASI-JUDICIAL

- A. MPA-2023-03:** The applicant is requesting approval of a Master Plan amendment for a 20.321 acres Commercial Plaza in the Downtown Mixed Use Zoning District. The applicant proposes to relocate previously approved outparcel users. The applicant submitted a concurrent Site Plan application (SPR-2023-05) for Parcel D, a 6.45 acres-(Phase Two) will consists of a 25,000 sq.ft. building for a proposed Planet Fitness facility and an additional 9,000 sq.ft. of in line retail/office/medical and fast-food restaurant with drive through for a total of 34,024 sq. ft. The subject application is located at 16841 Persimmon Blvd. West Westlake, FL 33470 (Pod G South)

Submitted By: Planning and Zoning

Vice Mayor Langowski introduced the item. Mr. Doody identified item and swore in all witnesses who would be providing testimony.

Mayor O'Connor arrived, Ms. Burgess stated for the record, Mayor O'Connor's arrival of 6:05 PM.

Mr. Leon discussed presentation for item. Mr. Osniel stated Planning and Zoning have recommended item for approval with the following conditions:

- Maintain vacant parcels (A, B, C) to keep a visual appearance. The subject parcels will be stabilized, seeded, mulched, regular mowed and receive temporary watering by way of traditional water trucks.
- Applicant shall revise the Land Development Permit for Publix (ENG-2021-05) or submit a new Land Development Permit for Publix Phase II.

Mayor O'Connor called for any applicant presentations.

Mr. Hearing presented and discussed the PowerPoint presentation for Publix at Westlake Plaza Phase II and Planet Fitness. Mr. Hearing proposed the following amendments:

- Add Fitness Use In lieu of Retail Mixed Use
- Add Drive Thru Restaurant Use (end cap of in Line Retail building)
- Relocate the previously approved financial institution from Out Parcel B to Out Parcel C.
- Relocate the previously approved fast-food restaurant with drive-thru from Out Parcel A to Out Parcel B.
- The previously approved sit-down restaurant will be relocated from Parcel C to Parcel A and will be exchanged for a retail tire store.

Mr. Hearing stated they will be adding golf cart parking along the main walkways, adding parking equivalent to two parcels, and adding golf cart charging stations. Mr. Hearing and council further discussed item. Mayor O'Connor stated his disappointment of the removal of the high turnover sit down restaurant. Mayor O'Connor also asked how much time it will take to build Planet Fitness. Mr. Hearing stated he believes the Planet Fitness will build out fast as most of the backbones have already been constructed early on such as the main road that is running through, the buffers, the main drainage connections and all the irrigation is already set up. Mr. Hearing believes construction will start in the first quarter of the year and be completed by the latest in the fourth quarter of the year.

Mayor O'Connor called for any council comments.

Councilman Werner stated he wanted to reiterate the disappointment he also shares in the removal of the high occupancy turnover restaurant. Councilman Werner stated he did not want to see an overabundance of fast-food drive-thrus. Councilwoman Leonard asked if it was true, since Publix owned the parcel, do they contract with the different businesses directly and not the city? Mr. Hearing stated it was leased by Publix to different businesses. Council discussed item further.

Mayor O'Connor asked if the parking signs for golf carts can be changed from LSEV Parking (Low Speed Electric Vehicle) to golf cart parking instead, noting it is confusing to the residents. Mr. Hearing stated the city's code refers to golf carts as Low Speed Vehicles, but it does not have to be named such. Mr. Hearing stated the council may direct the City Manager and they can make sure the signs say golf cart parking.

Mr. Doody asked if the applicant accepted the conditions that were made on record. The applicant confirmed they approved all conditions and the voluntary conditions made on the record. Mayor O'Connor called for any additional council comments.

Mr. Doody asked if any council member had any ex-parte communication regarding this matter. Mayor O'Connor stated he did not have any communications with the applicant except for asking when he would receive the site plan for the gym multiple times.

Mayor O'Connor called for any public comments. Ms. Burgess stated there were no public comment cards received prior to the meeting. Mayor O'Connor asked if there were any audience comments.

Public Comment – Jackie Campbell – 15938 Key Biscayne Lane – Ms. Campbell noted that at the Minto meeting it was explained that any business that were to come to the city would be verified as a reputable company. Mr. Hearing explained that he thinks they were saying that prior to every piece of land that is sold, the businesses are heavily vested and reviewed before there is an agreement. He further noted that when it comes to the individual tenants, they would hope the property owners would follow the same standards.

Mayor O'Connor called for additional comments. Ms. Burgess asked if the public had any additional comments. There being no further comments, Mayor O'Connor called for a motion.

Motion by Vice Mayor Langowski to accept MPA 2023-03, Publix at Westlake Plaza Master Plan with the following conditions: 1) Maintain vacant Parcels A, B, and C to keep a visual appearance, the subject parcels will be stabilized, seeded, mulched, regularly mowed, and receive temporary watering by way of traditional water trucks. 2) The applicant shall revise the land development permit for Publix or will submit a new land development permit for Publix Phase II and adding 3) Any down spots that are on building will be matched by the paint colors of the building in that section, seconded by Councilwoman Leonard.

UPON ROLL CALL:

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

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

- B. SPR-2023-05:** The applicant is requesting approval of a Site Plan Review for Phase Two of the Publix at Westlake Plaza development. Phase Two consists of a 25,000 sq.ft. building for a proposed Planet Fitness facility and an additional 9,000 sq.ft. of in line retail/office/medical and fast-food restaurant wi

drive-through for a total of 34,024 sq. ft. The subject application is located at 16841 Persimmon Blvd. West Westlake, FL 33470 (Pod G South).

Submitted By: Planning and Zoning

Mayor O'Connor introduced the item and asked for Mr. Doody to read item by title only and swear in any members that wish to provide testimony. Mr. Doody identified item and swore in all witnesses who would be providing testimony.

Mr. Leon discussed presentation for item. Mr. Osniel stated Planning and Zoning and Engineering have recommended item for approval with the following conditions:

1. Applicant shall contribute one percent (1%) of the building's construction costs of Phase Two to the City of Westlake Art Acquisition Fund prior to building permit issuance.
2. Applicant shall revise the Land Development Permit for Publix (ENG-2021-05) or submit new Land Development permit for Publix Phase II.

Mr. Doody asked who will determine the cost of the construction of Phase II? Mr. Leon stated per the City of Westlake's Public Spaces Ordinance, the city's building official determines the cost.

Mr. Hearing, on behalf of the applicant stated he did not have anything to add, all the site plan issues were covered in the initial presentation. Mr. Hearing suggested the conditions of approval that were added to the master plan carry over to the site plan.

Mayor O'Connor called for council comments. Mr. Wener asked if the conditions for the Art in Public Places percentage was in an ordinance and if it was required. Mr. Hearing stated it is required, and it was added to the resolution, so developers don't forget it is a requirement.

Mr. Leon clarified that the developers either pay for the funds or bring the artwork, in this case the developers are choosing the payment.

Vice Mayor Langowski expressed his concern for the number of handicapped parking spaces available in the Phase II Planet Fitness location. Mr. Hearing explained the overall distribution and what the Code requires regarding the number of required spots and the placement around the building.

Mayor O'Connor asked for additional council comments. Mr. Doody asked if anyone had any ex-parte communications. There being none, Mayor O'Connor called for any Public Comments. Ms. Burgess asked if the public had any additional comments. There being no further comments, Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve SPR 2023-05 with the two conditions recommended by staff on this application as well as the additional conditions on the prior applications that was discussed earlier, seconded by Vice Mayor Langowski.

UPON ROLL CALL:

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

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

PRESENTATIONS/PROCLAMATIONS

- A. Proclamation 2024-01 - Martin Luther King Jr. Day

Sponsored By: Councilwoman Leonard

Mayor O'Connor identified the Proclamation that was previously approved by Council and read the proclamation into the record.

Next item followed.

PUBLIC HEARING

- A. **SECOND READING:** Ordinance 2023-07 – ARCADE AMUSEMENT CENTERS AND ELECTRONIC GAMING ESTABLISHMENTS

Submitted By: Planning and Zoning

ORDINANCE NO. 2023-07

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 3 ZONING DISTRICTS AND USES AS SET FORTH IN THE CITY'S CODE OF ORDINANCES; PROVIDING FOR THE CREATION OF SECTION _____ TO BE ENTITLED "ARCADE AMUSEMENT CENTERS AND ELECTRONIC GAMING ESTABLISHMENTS" PROVIDING FOR PURPOSE AND FINDINGS; PROVIDING FOR CODIFICATION, PROVIDING CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item and asked for any staff presentations.

Mayor O'Connor asked if there were any staff presentations on the second reading of ordinance 2023-07.

Mr. Leon stated no changes have been made since the first reading and staff have recommended for approval.

Mayor O'Connor called for any council comments. Mr. Cassel stated there was an item that needed correction for grammar.

Mayor O'Connor asked for any additional comments from council. Councilman Werner asked if there was a change to the parking requirements. Mr. Leon stated there were no changes.

Mayor O'Connor opened for public hearing and called for any public comments. Ms. Burgess asked if the public had any additional comments. There being no further comments, Mayor O'Connor closed the public hearing and called for a motion.

Mr. Doody asked to read item into record by title only.

Motion by councilwoman Leonard to approve ordinance 2023-07, seconded by Vice Mayor Langowski.

UPON ROLL CALL:

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

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

B. SECOND READING: Ordinance 2023-08 – Massage Establishment

Submitted By: Planning and Zoning

ORDINANCE NO. 2023-08

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 3 ZONING DISTRICTS AND USES AS SET FORTH IN THE CITY’S CODE OF ORDINANCES; PROVIDING FOR A DEFINITION OF A MASSAGE ESTABLISHMENT; PROVIDING FOR HOURS OF OPERATION; PROVIDING FOR EXEMPTIONS; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

Mayor O’Connor introduced the item and asked for any staff presentations.

Mr. Leon stated the following minor changes were made since the first reading of the item:

- Definition was changed to reference the Florida State Statute.
- Massage therapist language was also removed.
- Hours of operation were modified to 8:00 AM – 8:00 PM on weekdays only otherwise determined by city council.
- His or her were added to the Employee section and certificate of registration section.
- Operative license required is now called Business Tax Receipt.

Mayor O’Connor called for any Council comments. Mayor O’Connor asked if there was anything that couldn’t be addressed between first and second reading. Mr. Leon stated everything was modified.

Mayor O’Connor called for public comments. Ms. Burgess stated no comment cards were received prior to the meeting, however, there is a person in the audience who would like to make a comment.

Public Comment – Mr. Ted Sarandis - 15780 Cresswind Place – Mr. Sarandis urged for extreme caution from the city council and asked they write the name Gordon Chang a noted expert on communist China. Mr. Sarandis stated Mr. Chang has discussed the threat communist China has on our country and how they utilize massage establishments to inquire information from patrons to send back to communist China. Mr. Sarandis continued his comment explaining release of information and an incident that transpired at the Mar-a-Lago Club.

Public Comment – Ms. Pamela Manning – 4632 Citron Way - Ms. Manning asked for clarification if businesses only needed a business tax receipt. Mr. Leon stated it was a conditional use and would have to come before the city council for approval if it meets certain criteria listed on the ordinance. Mr. Cassel stated the section for employees must have one registered masseur or masseuse a registration certificate from the state board of regulation. Ms. Manning asked if the owner had to have a license or just a business tax license. Mr. Leon stated they must have a license by the state. Mr. Cassel stated the item was reviewed carefully to make sure a legitimate massage therapist was able to operate and at the same time keep out what Mr. Sarandis was referring to. Mayor O’Connor stated for the record he wanted to make sure seedy establishments were kept out but allowed legitimate massage therapist.

Mayor O’Connor called for additional public comments.

Public Comment – Mr. Sam Blue – 16153 Mellowgold Drive – Mr. Blue asked if the ordinance covered the weekend. Mr. Leon stated the city council can allow different times. Mr. Doody clarified it’s only on weekdays unless approved by the city council. Mr. Blue stated his other comment was, nowhere on the Florida State Statute does it say ‘masseuse’ or ‘masseur’ and asked if that can be revised to therapist. Mr. Doody stated they can amend that in the motion.

Mayor O’Connor continued and called for a motion.

Motion by Councilwoman Leonard to approve Ordinance 2023-08 with the said corrections of the word Masseuse/Masseur to the word therapist. Mr. Doody interrupted and suggested that with respect

section 2, employees be revised to, if necessary, to comply with Florida Statute. Seconded by Councilman Werner.

UPON ROLL CALL:

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

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

- C. SECOND READING:** Ordinance 2023-09 – Repealing & Reconstituting the Education Advisory Board
Submitted By: Administration

ORDINANCE 2023-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, REPEALING ORDINANCE 2020-05 AND 2020-10 WHICH REGULATED THE CITY EDUCATION AND YOUTH ADVISORY BOARD AND ADOPTING A NEW ORDINANCE RECONSTITUTING THE BOARD AND RESTATING THE TERMS AND CONDITIONS UNDER WHICH THE EDUCATION ADVISORY BOARD WILL OPERATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item and asked for any council comments.

Vice Mayor Langowski stated the ordinance was made in line with what other cities.

Mayor O'Connor asked for any additional comments. There being none, Mr. Doody read the item by title only into the record.

Mayor O'Connor called for any public comments. Ms. Burgess stated no comment cards were received prior to the meeting. There being no further comments, Mayor O'Connor called for a motion.

Motion by Vice Mayor Langowski to approve the second reading of Ordinance 2023-09, seconded by councilman Werner.

UPON ROLL CALL:

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

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

- D. SECOND READING:** ORDINANCE 2023-10 - Amending Art in Public Places - Establishing Terms
Submitted By: Administration

ORDINANCE NO 2023-10

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AMENDING CHAPTER 24 OF THE CITY'S CODE OF ORDINANCES ENTITLED "ART IN PUBLIC PLACES," TO CREATE ARTICLE 24.2 SECTION 6(A)(5) FOR THE PURPOSE OF ESTABLISHING TERMS FOR THE COMPOSITION OF THE ART IN PUBLIC PLACES ADVISORY BOARD; PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read item by title only into the record.

Mayor O'Connor called for any public comments. Ms. Burgess stated no comment cards were received prior to the meeting. There being no further comments, Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve the second reading of Ordinance 2023-10, seconded by councilwoman Leonard.

UPON ROLL CALL:

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

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

NEW BUSINESS

- A. RESOLUTION 2024-01** - Approving and Authorizing the City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2023.

Submitted By: Administration/City Clerk's Office

RESOLUTION NO. 2024-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH BERGER, TOOMBS, ELAM, GAINES, AND FRANK FOR PROFESSIONAL AUDIT SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Connor introduced the item.

Mr. Doody read item by title only into the record.

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

Motion by Vice Mayor Langowski to approve Resolution 2024-01, seconded by councilman Werner.

UPON ROLL CALL:

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

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

- B. Fee increase for Inframark contract - Memorandum of Understanding for Additional Personnel**

Submitted By: Administration

Mayor O'Connor introduced the item and asked Mr. Cassel to explain item.

Mr. Cassel stated at the budget hearing extra dollars were added to hire an event coordinator. Mr. Cassel stated this is a full cost for the individual hired to plan events. Mayor O'Connor asked if this was an annual contract for a person to handle all the planning and management of the events and asked if t

person would have any other cross duties. Mr. Cassel stated they would assist in document management, communications, and special events that council attends in conjunction with the clerk's office. Council discussed hours of the employee. Mayor O'Connor called for additional council comments. Councilwoman Leonard asked if there was a particular skill or background they were looking for. Mr. Cassel stated they have hired a person for the position.

Mayor O'Connor called for a motion.

Motion by Councilman Werner to approve the increase in the Inframark contract in the amount of \$85,000 annually to hire an event coordinator, seconded by councilwoman Leonard.

UPON ROLL CALL:

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

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

CITY COUNCIL COMMENTS

A. Councilwoman Charlotte Leonard – Ms. Leonard wanted to promote a proclamation for the month of February for women's heart health month or go red day. Council agreed.

C. Councilman Gary Werner – Mr. Werner thanked council and stated he is enjoying his time so far on the council.

D. Vice Mayor Greg Langowski – Vice Mayor Langowski stated he wanted to promote a proclamation for the month of February for Black history month. Council agreed.

E. Mayor JohnPaul O'Connor – Mayor O'Connor stated all of council will be in Tallahassee the following day representing the city.

REPORT – STAFF -

Mayor O'Connor called for Palm Beach County Fire Rescue to the podium. She discussed the monthly call reports. Because of HIPPA violation concerns the reports are no longer being provided ahead of time to add to the agenda. Mayor O'Connor stated at the last City Council meeting there was some sort of hazardous material spill or chemical spill and had asked to the details of what the spill was and never received a response. Mayor O'Connor asked if a report could be provided so he can know what the material was.

Lieutenant Sours from Palm Beach Sheriffs Department discussed the monthly call report.

REPORT - CITY ATTORNEY – Mr. Doody had no additional comments.

REPORT - CITY MANAGER – Mr. Cassel stated with the reconstituting of the Education Board makes everyone on the board no longer qualified to serve on the board so the clerk will be readvertising for the positions. Mr. Cassel discussed the new businesses and tat are coming to the city and he also reaches out to businesses to bring them in to bring variety to the city. Mr. Cassel also discussed the Seminole Improvement District did bring in today a grant writer under the board to reach out for grants. Mayor O'Connor asked what the status was on the new Seminole Improvement District building. Mr. Cassel stated they are waiting for the steel building to be delivered. Mayor O'Connor also asked Mr. Cassel why there was an unusually low amount of CO's last week. Mr. Cassel stated it was the end of the year and they were focusing on finalizing the last ones of the year. Mayor O'Connor called for additional council comments. Councilwoman Leonard asked if there was a position fo

person to go out and solicit businesses for the city other than the mayor and himself. Mr. Cassel stated in a lot of cities that is the case but in the unique position of the city we don't have the space and cannot make any commitments, only provide contacts.

PUBLIC COMMENTS AND REQUESTS

Mayor O'Connor called for any public comments. Ms. Burgess stated no comment cards were received prior to the meeting.

Public Comment – Ms. Jackie Campbell – 15938 Key Biscayne Lane – Ms. Campbell asked the fire department chief in the audience if there was any way the fire department could service the Cresswind community and assist the elderly to change their smoke detector. Fire Department stated the community risk reduction division could maybe help. The fire department does not regularly provide those services for the public. Ms. Campbell asked for the service to be provided to only Cresswind. Fire Department stated what is done for one must be done for all. Ms. Campbell asked the City Council why they do not attend the community events. Council acknowledged that they attend most of the events in the city.

Public Comment – Ms. Pamela Manning – 4632 Citron Way – Ms. Manning asked why the position for the event coordinator was just assigned to someone and not advertised to the community. Mr. Cassel stated the position was advertised for four months to the public.

Public Comment – Mr. Ted Sarandis – 15780 Cresswind Place - Mr Serrano asked for a proposed resolution to establish a four way stop sign on Town Center Parkway and Cresswind Place and would also like a speed trap placed at that location. Mr Cassel stated he will discuss with the Seminole Improvement District in doing a traffic assessment. Mr. Serrano also stated he would like to see the history of the city on the city website. Mayor O'Connor gave Mr. Serrano a brief background on the history of the city. Ms. Manning also discussed her desire for the four-way stop. Ms. Campbell stated she was previously informed a traffic study was already done. Mr. Cassel stated a traffic study has not been conducted.

Public Comment – Ms. Pamela Manning – 4632 Citron Way – Ms. Manning asked what the requirements were for the education board and what it entails. Mr. Cassel stated it will be advertised and posted.

ADJOURNMENT

There being no further business, Mayor O'Connor adjourned the meeting at 7:39 PM.

Zoie P. Burgess, City Clerk

JohnPaul O'Connor, Mayor

File Attachments for Item:

B. Financial Report - December



MEMORANDUM

TO: Members of the City Council, City of Westlake
FROM: Steven Fowler, Accountant; Miriam Barahona, Accounting Supervisor
CC: Ken Cassel, City Manager
DATE: January 22, 2024
SUBJECT: December Financial Report

Please find attached the December 2023 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of the City's funds is provided below. Should you have any questions or require additional information, please contact me at Steven.Fowler@inframark.com.

General Fund

- Total Revenues through December were approximately 76% of the annual budget. Collections of the FY2024 Ad Valorem Tax and Special Assessments were approximately 93% and 95%, respectively.
- Total Expenditures and Contingency through December were approximately 23% of the annual budget.

Special Revenue Fund – Housing Assistance Program

- Total Revenues through December were approximately 99% 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 December were approximately 12% of the annual budget.
- Total Expenditures through December were approximately 20% of the annual budget.

City of Westlake

Financial Report

December 31, 2023



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	3 - 5
Special Revenue Fund (Housing Assistance Program)	6
Special Revenue Fund (Comprehensive Planning Services)	7
 <u>SUPPORTING SCHEDULES</u>	
Cash and Investment Report	8

City of Westlake

Financial Statements

December 31, 2023

Balance Sheet
December 31, 2023

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	\$ 8,122,558	\$ -	\$ -	\$ 8,122,558
Assessments Receivable	41,406	-	-	41,406
Due From Other Funds	-	-	530,889	530,889
Investments:				
Money Market Account	313,404	2,918,249	-	3,231,653
Treasury Bills (6 months)	-	1,209,798	-	1,209,798
FMV Adjustment	-	(16,079)	-	(16,079)
Prepaid Items	2,213	-	-	2,213
Deposits	666	-	-	666
Total Current Assets	8,480,247	4,111,968	530,889	13,123,104
Noncurrent Assets				
Mortgages Receivable	-	568,373	-	568,373
Total Noncurrent Assets	-	568,373	-	568,373
TOTAL ASSETS	\$ 8,480,247	\$ 4,680,341	\$ 530,889	\$ 13,691,477

LIABILITIES**Current Liabilities**

Accounts Payable	\$ 168,068	\$ -	\$ 155,318	\$ 323,386
Accrued Expenses	100,465	-	25,700	126,165
DBPR surcharge	6,176	-	-	6,176
DCA surcharge	9,096	-	-	9,096
Impact Fees	358,408	-	-	358,408
Unearned Revenue	341,561	-	-	341,561
Due To Other Districts	7,502	-	-	7,502
Deferred Revenue-Developer Submittals (Minto)	-	-	69,518	69,518
Due To Other Funds	530,889	-	-	530,889
Total Current Liabilities	1,522,165	-	250,536	1,772,701

Balance Sheet
December 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SPECIAL REVENUE FUND - HOUSING ASSISTANCE PROGRAM	SPECIAL REVENUE FUND - COMPREHENSIVE PLANNING SVCS	TOTAL
Long-Term Liabilities				
Deferred Inflow of Resources	41,406	-	-	41,406
Total Long-Term Liabilities	41,406	-	-	41,406
TOTAL LIABILITIES	1,563,571	-	250,536	1,814,107
FUND BALANCES				
Nonspendable:				
Prepaid Items	2,213	-	-	2,213
Deposits	666	-	-	666
Restricted for:				
Special Revenue	-	4,680,341	280,353	4,960,694
Unassigned:	6,913,797	-	-	6,913,797
TOTAL FUND BALANCES	\$ 6,916,676	\$ 4,680,341	\$ 280,353	\$ 11,877,370
TOTAL LIABILITIES & FUND BALANCES	\$ 8,480,247	\$ 4,680,341	\$ 530,889	\$ 13,691,477

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 9,373	\$ 9,373	0.00%
Ad Valorem Taxes	4,721,257	3,777,006	4,406,888	629,882	93.34%
Ad Valorem Taxes - Discounts	(188,850)	(157,375)	(176,339)	(18,964)	93.38%
FPL Franchise	365,200	91,300	128,166	36,866	35.09%
Gas	60,100	15,025	-	(15,025)	0.00%
Solid Waste	22,200	5,550	6,032	482	27.17%
Electricity	430,600	107,650	98,824	(8,826)	22.95%
Water	109,000	27,250	19,543	(7,707)	17.93%
Gas	102,900	25,725	18,553	(7,172)	18.03%
Communication Services Taxes	148,400	37,100	31,369	(5,731)	21.14%
Occupational Licenses	6,100	1,525	3,783	2,258	62.02%
Building Permits - Admin Fee	95,700	23,925	25,210	1,285	26.34%
State Revenue Sharing Proceeds	43,200	10,800	10,786	(14)	24.97%
Other Public Safety Chrgs/Fees	5,400	1,350	2,531	1,181	46.87%
Garbage/Solid Waste Revenue	228,900	57,225	6,879	(50,346)	3.01%
Other Operating Revenues	13,200	3,300	2,423	(877)	18.36%
Special Events	-	-	2,950	2,950	0.00%
Judgements and Fines	-	-	1,498	1,498	0.00%
Special Assmnts- Tax Collector	499,468	462,008	472,873	10,865	94.68%
Special Assmnts- Discounts	(19,979)	(18,481)	(18,931)	(450)	94.75%
Other Miscellaneous Revenues	-	-	240	240	0.00%
Lien Search Fee	5,900	1,475	2,423	948	41.07%
TOTAL REVENUES	6,648,696	4,472,358	5,055,074	582,716	76.03%

EXPENDITURES**Legislative**

Mayor/Council Stipend	60,000	15,000	15,000	-	25.00%
FICA Taxes	4,600	1,150	1,148	2	24.96%
ProfServ-Legislative Expense	24,000	6,000	-	6,000	0.00%
Telephone, Cable & Internet Service	3,800	950	1,183	(233)	31.13%
Lease - Building	16,000	4,000	3,000	1,000	18.75%
Public Officials Insurance	4,200	4,200	4,557	(357)	108.50%
Misc-Election Fee	-	-	240	(240)	0.00%
Misc-Event Expense	250,000	50,000	5,481	44,519	2.19%
Council Expenses	50,000	12,500	28,993	(16,493)	57.99%
Dues, Licenses, Subscriptions	1,600	900	1,752	(852)	109.50%
Total Legislative	414,200	94,700	61,354	33,346	14.81%

City Manager

Contracts-City Manager	220,000	55,000	55,000	-	25.00%
Office Supplies	12,300	3,075	2,426	649	19.72%
Dues, Licenses, Subscriptions	2,900	1,417	1,350	67	46.55%
Total City Manager	235,200	59,492	58,776	716	24.99%

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>City Clerk</u>					
ProfServ-Web Site Maintenance	6,100	1,150	2,249	(1,099)	36.87%
Contracts-City Clerk	218,600	54,650	54,650	-	25.00%
Postage and Freight	1,500	375	90	285	6.00%
Printing	15,500	3,875	7	3,868	0.05%
Legal Advertising	23,200	5,800	3,042	2,758	13.11%
Miscellaneous Services	1,300	325	-	325	0.00%
Office Supplies	2,900	725	-	725	0.00%
Dues, Licenses, Subscriptions	19,700	10,170	8,846	1,324	44.90%
Total City Clerk	288,800	77,070	68,884	8,186	23.85%
<u>Finance</u>					
Auditing Services	7,000	-	-	-	0.00%
Contracts-Finance	85,600	21,400	21,400	-	25.00%
Total Finance	92,600	21,400	21,400	-	23.11%
<u>Legal Counsel</u>					
ProfServ-Legal Services	101,400	25,350	19,703	5,647	19.43%
Total Legal Counsel	101,400	25,350	19,703	5,647	19.43%
<u>Other Administrative Services</u>					
ProfServ-Info Technology	81,100	20,275	24,056	(3,781)	29.66%
Contracts-Admin. Service	286,100	71,525	70,570	955	24.67%
Misc-Assessment Collection Cost	5,000	4,625	4,539	86	90.78%
General Government	150,000	37,500	4,917	32,583	3.28%
Total Other Administrative Services	522,200	133,925	104,082	29,843	19.93%
<u>Facility Services</u>					
Telephone, Cable & Internet Service	16,200	4,050	3,354	696	20.70%
Lease - Copier	12,500	3,125	3,150	(25)	25.20%
Lease - Building	86,700	21,675	-	21,675	0.00%
Insurance (Liab,Auto,Property)	8,100	8,100	8,624	(524)	106.47%
Miscellaneous Services	1,700	425	523	(98)	30.76%
Cleaning Services	26,000	6,500	6,320	180	24.31%
Principal-Capital Lease	18,200	5,560	6,698	(1,138)	36.80%
Interest-Capital Lease	4,400	1,148	1,626	(478)	36.95%
Total Facility Services	173,800	50,583	30,295	20,288	17.43%
<u>Community Services</u>					
Contracts-Solid Waste	926,300	231,575	250,398	(18,823)	27.03%
Contracts-Sheriff	1,025,600	256,400	256,396	4	25.00%
Electricity	142,700	35,675	33,465	2,210	23.45%
R&M-Community Maintenance	29,100	7,275	7,275	-	25.00%
Operating Supplies	57,300	14,325	27,955	(13,630)	48.79%
Roadway Services	28,000	7,000	7,500	(500)	26.79%
Total Community Services	2,209,000	552,250	582,989	(30,739)	26.39%

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Capital Expenditures & Projects</u>					
Capital Improvements	50,000	30,000	-	30,000	0.00%
Cap Outlay - Equipment	-	-	37,761	(37,761)	0.00%
Total Capital Expenditures & Projects	50,000	30,000	37,761	(7,761)	75.52%
<u>Reserves</u>					
Misc-Contingency	201,900	50,475	2,438	48,037	1.21%
1st Quarter Operating Reserves	1,059,800	264,950	-	264,950	0.00%
Reserve - Capital Projects	200,000	50,000	-	50,000	0.00%
Total Reserves	1,461,700	365,425	2,438	362,987	0.17%
TOTAL EXPENDITURES & RESERVES	5,548,900	1,410,195	987,682	422,513	17.80%
Excess (deficiency) of revenues Over (under) expenditures	1,099,796	3,062,163	4,067,392	1,005,229	369.83%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	1,099,796	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	1,099,796	-	-	-	0.00%
Net change in fund balance	\$ 1,099,796	\$ 3,062,163	\$ 4,067,392	\$ 1,005,229	369.83%
FUND BALANCE, BEGINNING (OCT 1, 2023)	2,849,284	2,849,284	2,849,284		
FUND BALANCE, ENDING	\$ 3,949,080	\$ 5,911,447	\$ 6,916,676		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 43,613	\$ 43,613	0.00%
Donations	300,000	75,000	255,000	180,000	85.00%
TOTAL REVENUES	300,000	75,000	298,613	223,613	99.54%
EXPENDITURES					
Public Assistance					
Misc-Admin Fee (%)	21,000	5,250	-	5,250	0.00%
Assistance Program	279,000	69,750	-	69,750	0.00%
Total Public Assistance	300,000	75,000	-	75,000	0.00%
TOTAL EXPENDITURES	300,000	75,000	-	75,000	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	298,613	298,613	0.00%
Net change in fund balance	\$ -	\$ -	\$ 298,613	\$ 298,613	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	4,381,728	4,381,728	4,381,728		
FUND BALANCE, ENDING	\$ 4,381,728	\$ 4,381,728	\$ 4,680,341		

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Building Permits	\$ 2,284,500	\$ 571,125	\$ 266,445	\$ (304,680)	11.66%
Reinspection Fees	4,800	1,200	-	(1,200)	0.00%
Building Permits - Surcharge	4,200	1,050	1,695	645	40.36%
Other Building Permit Fees	30,000	7,500	31,050	23,550	103.50%
Building Permits - Admin Fee	135,400	33,850	41,125	7,275	30.37%
Engineering Permits	330,500	82,625	10,396	(72,229)	3.15%
Planning & Zoning Permits	293,200	73,300	11,225	(62,075)	3.83%
TOTAL REVENUES	3,082,600	770,650	361,936	(408,714)	11.74%
EXPENDITURES					
Comprehensive Planning					
ProfServ-Engineering	308,500	77,125	47,119	30,006	15.27%
ProfServ-Info Technology	200,800	50,200	89,720	(39,520)	44.68%
ProfServ-Legal Services	75,300	18,825	6,510	12,315	8.65%
ProfServ-Planning/Zoning Board	293,200	73,300	73,635	(335)	25.11%
ProfServ-Compliance Service	185,800	46,450	43,920	2,530	23.64%
ProfServ-Consultants	22,000	5,500	-	5,500	0.00%
ProfServ-Building Permits	1,796,000	449,000	303,826	145,174	16.92%
Outside Legal Services	1,800	450	-	450	0.00%
Telephone, Cable & Internet Service	5,300	1,325	1,181	144	22.28%
Lease - Copier	6,800	1,700	1,067	633	15.69%
Lease - Building	43,400	10,850	-	10,850	0.00%
Printing	2,200	550	-	550	0.00%
Miscellaneous Services	1,300	325	298	27	22.92%
Misc-Admin Fee (%)	116,600	29,150	29,150	-	25.00%
Office Supplies	2,100	525	-	525	0.00%
Cleaning Services	15,900	3,975	4,875	(900)	30.66%
Principal-Capital Lease	4,500	1,340	-	1,340	0.00%
Interest-Capital Lease	1,100	287	-	287	0.00%
Total Comprehensive Planning	3,082,600	770,877	601,301	169,576	19.51%
TOTAL EXPENDITURES	3,082,600	770,877	601,301	169,576	19.51%
Excess (deficiency) of revenues					
Over (under) expenditures	-	(227)	(239,365)	(239,138)	0.00%
Net change in fund balance	\$ -	\$ (227)	\$ (239,365)	\$ (239,138)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	519,718	519,719	519,718		
FUND BALANCE, ENDING	\$ 519,718	\$ 519,492	\$ 280,353		

City of Westlake

Supporting Schedules

December 31, 2023

Cash and Investment Report

December 31, 2023

GENERAL FUND

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	\$8,122,558
Money Market	BankUnited	MMA	5.45%	\$313,404
		Subtotal		\$8,435,963

SPECIAL REVENUE FUND

Money Market	BankUnited	MMA	5.45%	\$1,038,966
Government Checking	Valley Bank	Checking Account	5.38%	\$64,275
Brokerage Account	Valley Bank	Government Fund Class A	4.93%	\$1,815,007
Brokerage Account	Valley Bank	Treasury Bills-6 mo		\$1,209,798
		Subtotal		\$4,128,047
		Total		\$12,564,009

File Attachments for Item:

A. Proclamation 2024-02 - Declaring February Heart Health Month

Proclamation

DECLARING FEBRUARY 2024 AMERICAN HEART HEALTH MONTH

WHEREAS, cardiovascular disease affects men, women, and children of every age and race in the United States (U.S.); from 2019-2020, deaths from heart disease increased by 4.8%, the largest increase in heart disease deaths since 2012, and stroke deaths increased in the same period by 6%, cardiovascular disease continues to be the leading cause of death in the U.S.; and

WHEREAS, between 2018 and 2019, cardiovascular disease accounted for \$407,300,000,000 in health care expenditures and lost productivity, and if not addressed, will account for \$1.1 trillion in health care expenditures and lost productivity annually by 2035; and

WHEREAS, individuals in the U.S. have made great progress in reducing the death rate for cardiovascular disease, but this progress has been more modest with respect to the death rate for cardiovascular disease in women and minorities; and

WHEREAS, cardiovascular diseases are the number one killer of women in the U.S., killing more women than all forms of cancer combined, and cardiovascular disease is the leading cause of maternal death in the U.S., or more simply put, heart disease is the No. 1 killer of new moms; and

WHEREAS, for most women, life is measured by ages, stages and seasons. From adolescence to adulthood, into the workforce for some, motherhood for others and for many women – both – as the milestones of a woman’s life changes, so do her unique risks for developing cardiovascular disease.

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 AND RECOGNIZE FEBRUARY 2024:

“AMERICAN HEART MONTH”

BE IT FURTHER PROCLAIMED BY THE CITY OF WESTLAKE that this proclamation is duly sealed, ribboned and approved by the members of this Council. The foregoing proclamation was sponsored by Councilwoman Charlotte Leonard, and upon unanimous consent of the Council, the Mayor declared the proclamation duly enacted.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 6th day of February 2024.

JohnPaul O’Connor, Mayor

ATTEST:

Zoie P. Burgess, CMC
City Clerk

File Attachments for Item:

B. Proclamation 2024-04 - Declaring February Black History Month

Proclamation

DECLARING FEBRUARY 2024 BLACK HISTORY MONTH

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black history throughout our American experience, which dates thousands of years and includes some of the greatest, most advanced, and innovative societies that we can all draw inspiration from; and

WHEREAS, since 1976, every American president has designated February as Black History Month and endorsed a specific theme; and

WHEREAS, the theme for Black History Month 2024 focuses on African Americans and the; and

WHEREAS, because of their determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to our county and our state, achieving exceptional success in all aspects of society, including business, education, politics, science, athletics and the arts; and

WHEREAS, this observance presents a special opportunity to become more knowledgeable about black heritage and to honor the many black leaders who have played a part in the progress of our community;

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 AND RECOGNIZE FEBRUARY 2024:

“BLACK HISTORY MONTH”

BE IT FURTHER PROCLAIMED BY THE CITY OF WESTLAKE that this proclamation is duly sealed, ribboned and approved by the members of this Council. The foregoing proclamation was sponsored by Vice Mayor Greg Langowski, and upon unanimous consent of the Council, the Mayor declared the proclamation duly enacted.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Westlake, Florida to be affixed this 6th day of February 2024.

JohnPaul O’Connor, Mayor

ATTEST:

Zoie P. Burgess, CMC
City Clerk

File Attachments for Item:

A. Education Advisory Board Consideration and Appointment of Members

Submitted By: City Clerk's Office

RESOLUTION NO. 2024-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE,
FLORIDA, APPOINTING FIVE (5) MEMBERS AND ONE (1) ALTERNATE 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:		February 6, 2024		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 Members			
STAFF RECOMMENDATION: (MOTION READY)		Motion to appoint _____ to the education advisory board to serve a two-year term.			
SUMMARY and/or JUSTIFICATION:		<p>On January 8, 2024, City Council passed and approved Ordinance 2023-09, Repealing Ordinance 2023-05 and 2020-10 and adopting a new ordinance reconstituting the board and restating the terms and conditions under which the Education Advisory Board will operate. A notice of Board vacancies was published advertising for five (5) Regular Members to serve a two (2) year term and one (1) alternate to serve a one (1) year term. The City Clerk received applications from three (3) individuals who wish to be considered.</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>		Board Applicants: Barron, Lisa – 5638 Opal Drive Kaplan, Anita – 5439 Santa Rosa Lane Lexima, Krystal – 5840 Whippoorwill Circle			
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>					
FISCAL IMPACT (if any):		N/A			\$

**CITY OF WESTLAKE
RESOLUTION NO. 2024-03**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPOINTING FIVE (5) MEMBERS AND ONE (1) ALTERNATE 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 five (5) members and one (1) alternate 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. RECITALS. The foregoing "WHEREAS" clauses are hereby ratified and confirmed by the City Council and incorporated herein by this reference.

SECTION 2. APPOINTMENT. The City Council of the City of Westlake, Florida, hereby appoints the following five (5) members and one (1) alternate to serve on the Education Advisory Board:

_____ (alternate)

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 6th day of February 2024.

City of Westlake
JohnPaul O'Connor, Mayor

Zoie Burgess, City Clerk



Advisory Board/Committee Application

DATE:	01/10/2024	NAME:	Lisa D. Barron
ADDRESS:	5638 Opal Drive Westlake, Florida		
PHONE:	407-412-4563	E-MAIL:	LDB1014@att.net
What is the Board/Committee of your choice?		Education Advisory Board	
How long have you lived in the City of Westlake?		4 months	
Are you a full-time resident? If not, how many months do you reside in City?			Yes
Are you a registered voter?		Yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Sales Education/Enablement	
Do you currently hold public office? If so, what is the office?			No
Please list any business, volunteer, community activities you have been involved in:			
Golden Retriever Rescue, Kappa Kappa Gamma Alumni Board.			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
No.			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
No.			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
See attached.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

LISA BARRON

Westlake, FL 33470 • 407-412-4563 • ldb1014@att.net • WWW: [Bold Profile](#)

Websites, Portfolios, Profiles

- [linkedin.com/in/12335-b2880b9a](https://www.linkedin.com/in/12335-b2880b9a)

Professional Summary

Master of adult learning, cross-functional collaboration, leadership development, and content creation. With over 18 years of experience in sales, enablement, operations, and leadership roles, I am a seasoned sales strategist, coach, and product expert who enables and empowers sales teams to achieve their goals and grow revenue.

As a seasoned Sales and Enablement professional, I design and deliver global sales enablement programs, provide individualized coaching and mentoring, develop competency metrics and certifications, and act as a subject matter expert for all sales teams across the US and international markets. I have contributed to a 250% closed/won conversion rate, 25% increase in global revenue, improved lead conversion rates by 65%, pipeline velocity by 33%, and enhanced competitive win rate by 67%. I am passionate about leveraging my Communication and Learning Technologies degrees along with my education background to foster a culture of learning, collaboration, and excellence among sales professionals.

Skills

- Zoom
- From Conception to Completion
- Business Metrics
- Adult Learning Methodologies
- Gap Analysis
- New Hires
- Curriculum
- Sales Effectiveness
- End-to-End Sales
- Content Delivery
- Process Improvement
- Cost Control
- Business Development
- Revenue Forecasting
- Business Planning
- Decision-Making

Work History

National Director, Sales Enablement and Development, 04/2021 to Current
Empyrean – Remote

- National Director for Global GTM enablement and skills coach, product enablement and subject matter expert for all sales teams US and International
- Reporting to CSO
- Global revenue increase of 42% from direct coaching, enablement programs
- Responsible for Opportunity conversion rate, Pipeline growth, sufficiency and velocity
- Implementation of MOS and sales management training
- Implemented SPICED, BANT, MEDDPICC, and SPIN Discovery training and certification program
- Provided individualized coaching for all sellers and opportunities - Enterprise (5,001+ units), Strategic (1500-5000 units), SMB and BDR to grow revenue, enhance sales techniques and drive closed/won increases
- Develop competency metric for all sellers, create QBR and monthly status reports, pipeline management, performance reviews and Go To Gemba for each opportunity
- Controlled resources and assets for department activities to comply with industry standards and government regulations

Senior Manager, Global Sales Enablement , 03/2020 to 04/2021

Netradyne – Remote

- Developed and executed Sales, Sales Enablement, Business Continuity, and Leadership programs for over 1400 Team Members
- Delivered high impact curriculum to improve competency of a \$500M organization
- Increased sales production by 27.5% with development of sales coaching program for 400 sales team members
- Designed, managed, and delivered leadership development program with focus on Business Acumen, Agile Methodologies and Talent Development to 300 participants
- Achieved 197% IRR on program
- Consulted across project stakeholders and executives to develop ILT, online, and video-based learnings
- Owned sales on-boarding for five-region footprint averaging \$231MM in annual new business production
- Facilitated change management across the organization footprint to support PMO initiatives
- Managed large-scale projects and introduced new systems, tools, and processes to achieve challenging objectives

Director of Business Development, 01/2017 to 02/2021

BenefitElect Alliance LLC – Remote

- Responsible for driving new pipeline and strategic sales cycles, leading internal teams, collaborating and sharing best practices, implementing value-selling processes, developing trusted relationships with prospective customers and existing partners, and leveraging knowledge of

Workday's products and value realized by customers

- Experience in various roles (Medium Enterprise, Large Enterprise, and Healthcare) and geographic markets
- Majority of experience is net new but have also managed add-on business within customer accounts specific to new product offerings.
- Obtained pricing deals, negotiated contracts, and solidified beneficial agreements
- Met with new customers to share product and service information, listen to needs and learn about business operations
- Analyzed data to discover trends, informing market strategies, and objectives
- Collaborated cross-functionally with sales, marketing, and operations teams to ensure seamless execution of business development initiatives

Orthopedic Sales Consultant, 11/2014 to 04/2017

CHG Healthcare

Director of Salesforce Effectiveness, 08/2008 to 03/2014

The Justice Group

- Entrusted to build, lead, and grow the revenue operations and enablement team of a rapidly growing sales team of a high-growth AI SaaS start-up
- Selected due to success and experience leading high-performance sales teams through solid process, training, and coaching
- Recruited and assembled a high-performing team of 5, selecting top talent and fostering their growth to drive organizational success
- Led the development, pilot and execution of a comprehensive onboarding and ongoing training program to quickly ramp and develop the revenue organization - serving Business Development Representatives, Account Executives, Solutions Consultants, Channel Consultants and supporting the 300% growth of the team
- Improved rep ramp time and performance through developing and delivering a standardized Sales process, Sales forecasting, Sales playbooks (process, sales plays, product), and nimble workshops and training focused on sales skills and product knowledge
- Implemented a performance coaching program for Account Executives, leading to enhanced productivity, stronger communication skills improving discovery and demo meetings, refined sales techniques and a culture of continuous improvement within the team
- Worked closely with organizational leadership and board of directors to guide operational strategy

High School Language Arts Instructor , 01/2005 to 01/2008

Pinellas County Schools – New Port Richey, Florida

- Administered assessments and standardized tests to evaluate student progress

- Evaluated academic skills of each student through verbal assessments, graded assignments, and standardized tests
- Helped students develop academic, social and emotional skills for long-term success
- Kept classroom organized, clean and safe for students and visitors

Senior Sales Consultant, 09/2001 to 06/2005

Compaq Computer Corporation

- Generated new business through effective prospecting, telemarketing, territory planning and relationship building
- Monitored and managed staff performance to attain target metrics both individually and team unit
- Applied consultative sales approach and followed strategic marketing initiatives to develop new business
- Delivered superior service to portfolio of 20+ accounts earning around \$650k annually

Education

Master of Arts: Learning Technologies, 2021

The Ohio State University - Columbus, Ohio

Bachelor of Arts: Organizational Communication, 2002

Kent State University - Kent, Ohio

Certifications

- The Seven Habits of Highly Effective People
- Lean Six Sigma
- The R-Factor - Focus 3
- Professional Certified Coach (PCC)

Activities Awards

- Medium Enterprise AE Advisory Council
- AE Mentor
- Activate Program Participant
- Club Qualifier
- Local Giving & Doing Leader
- Guest Speaker (SKO, CI, CSD)

To be relevant to the Education Advisory Board Committee, here are the experience, knowledge, skills, abilities, and qualifications that I possess that would be beneficial in serving the Westlake Community.

1. Education Experience (6+ years): With experience in high school education, I have a solid foundation in understanding the needs and challenges of the education system. This experience provides insights into the curriculum, teaching methodologies, and student engagement strategies.

2. Higher Education Experience: Experience in higher education is valuable as it demonstrates my familiarity with the unique requirements and dynamics of colleges and universities. This experience allows me to understand the academic landscape, trends, and challenges faced by higher education institutions.

3. Masters Degree in Curriculum Design: A master's degree in curriculum design is a significant qualification for the Education Advisory Board Committee. It showcases my expertise in developing and enhancing educational programs, aligning curriculum with learning objectives, and implementing effective teaching strategies.

4. Career in Training/Enablement: My career in training and enablement is relevant to the committee as it highlights my ability to design and deliver effective training programs. This experience demonstrates my understanding of adult learning principles, instructional design, and the use of technology in education.

5. Knowledge of Education Trends: Staying updated with current trends and advances in education is crucial for the committee role. My knowledge of educational trends, such as personalized learning, competency-based education, and online learning, enables me to provide valuable insights and recommendations to the committee.

6. Analytical and Research Skills: Strong analytical and research skills are essential for analyzing data, conducting research, and synthesizing information to inform decision-making. These skills allow me to evaluate educational programs, assess their effectiveness, and make data-driven recommendations.

7. Communication and Presentation Skills: Effective communication and presentation skills are necessary for conveying ideas, facilitating discussions, and presenting recommendations to the committee. My expertise in articulating complex concepts in a clear and concise manner is crucial for influencing and collaborating with committee members.

8. Collaboration and Stakeholder Management: The ability to collaborate with stakeholders, such as educators, administrators, policymakers, and industry professionals, is important for the committee role. My experience in working with diverse stakeholders and managing relationships will contribute to effective collaboration and decision-making.

9. Strategic Thinking and Problem-Solving: Strong strategic thinking and problem-solving skills are essential for identifying opportunities, addressing challenges, and developing innovative solutions in the education space. This ability to think critically and strategically will allow me to contribute to the committee's efforts in shaping educational policies and practices.

10. Passion for Education: Finally, a genuine passion for education and a commitment to improving educational outcomes are essential for the committee role. My enthusiasm for creating positive change in the education system will drive your contributions and inspire others.

By leveraging these experiences, knowledge, skills, abilities, and qualifications, I will make valuable contributions to the Education Advisory Board Committee and help shape the future of education in Westlake.



Advisory Board/Committee Application

DATE:	1-23-24	NAME:	Anita S Kaplan
ADDRESS:	5459 Santa Rosa Lane, Westlake Fl.		
PHONE:	786-472-0179	E-MAIL:	akaplan8@gmail.com
What is the Board/Committee of your choice?		Education Advisory Board	
How long have you lived in the City of Westlake?		2.5 yrs.	
Are you a full-time resident? If not, how many months do you reside in City?			yes
Are you a registered voter?		yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Ret. Dean Palm Beach State College	
Do you currently hold public office? If so, what is the office?			no
Please list any business, volunteer, community activities you have been involved in:			
Education and Youth Advisory Board- member Leadership Palm Beach County-participant Southern Association of Colleges and Universities- Accreditation Team Jupiter Beach Clean Up-team member			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
no			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
no			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I have worked full time in the field of education for over 35 years as a high school Foreign Language teacher, a college English professor and more recently as an Educational Administrator around the country .I have also worked in dual enrollment programs where students can gain college credit while completing high school.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

ANITA S. KAPLAN, Ed.D.

5459 Santa Rosa Lane
Westlake, Florida 33470

cell 786-472-0179
akaplan8@gmail.com

PROFESSIONAL SUMMARY

Consummate education leader and visionary with significant, comprehensive experience as an academician, diversity advocate, and program innovator. Demonstrated success in the development of community, education, and business partnerships leading to mutually advantageous outcomes. A polished, collaborative, high-energy administrator with integrity, persuasive communication skills, and a strong purposeful focus. Conversant in Spanish and French. Community/business relations are a particular specialty.

Proven Expertise:

- Fundraising through Grants Acquisition
- Foundation Initiatives
- Workplace Responsive Curriculum Design
- Business Partnership Collaboration
- Chairing Interdisciplinary Workshops
- Public Relations
- Curriculum Planning and Application
- Budget Design and Implementation
- Transformational Leadership and Change
- Mentoring and Training Programs
- Community Relations
- Presentations
- Business Sponsored Partnerships
- Time Management

PROFESSIONAL EXPERIENCE

Palm Beach State College, Lake Worth Beach, FL

2011-2020

Dean, Bachelor's Degree Programs (Retired)

Provided leadership for all bachelor's faculty and staff in the design, development, and delivery of all online and in-person bachelor's degree Programs. Managed all Bachelor advisors and admissions staff.

- Lead the growth, and expansion of all bachelor's degree students from 300 to over 3,000 students.
- Selected as a participant in the Leadership Palm Beach County class of 2014.
- Created a community Dean's Council Advisory Board to include input from the community.
- Lead the grant writing process for the acquisition of a three million grant.

MEDICAL CENTER CAMPUS, MIAMI DADE COLLEGE, Miami, FL

2008 - 2010

President

Served as the Campus President for the Medical Center Campus at Miami Dade College which offers more than 22 degree and certificate programs in the Nursing and Health Sciences areas.

Established a unique partnership with the University of Miami Hospital, the South Florida Workforce Board, and the School of Nursing that guaranteed jobs at the UM hospital for a specialized cohort of nursing students with tuition and fees paid by the South Florida Workforce Board and a paid internship by the hospital.

- Led the implementation and delivery of the Nursing BSN program, providing for both online and seated options, and the Physician Assistant BAS Program (Bachelor of Applied Health Sciences).
- Designed and delivered a campus-based, cross-discipline Emerging Leaders President's Panel to explore professional development activities and best practices for faculty and administrators.
- Raised over \$6M in grants and Foundation Funds.

PROFESSIONAL EXPERIENCE

ERIE COMMUNITY COLLEGE, Williamsville, NY 2003 – 2008

Executive Vice President, Academic Affairs

Chief Academic Officer for over 60 degree and certificate programs. Restructured the college academic divisions to reflect institutional priorities leading to over 30 new business/partnership initiatives.

- Initiated and delivered a partnership program for over \$450,000 with a major health care provider and the Health Sciences division.

NEW HAMPSHIRE COMMUNITY TECHNICAL COLLEGE, Manchester, NH 2003

Vice President Student and Community Services

SOUTHERN MAINE TECHNICAL COLLEGE, South Portland, ME 2002

Vice President/Dean of Faculty

NORTHEASTERN UNIVERSITY, Boston, MA 1997 - 1998

American Council on Education (ACE) Fellow

NORTH SHORE COMMUNITY COLLEGE, Danvers, MA 1974 - 2002

Assistant Dean, External Relations

Executive Director Corporate and Economic Development (1999 -2002)

Dean, Curriculum, and Instruction (Academic Affairs) (1991 - 1999)

Division Chair, Liberal Studies (1988 - 1991)

Director, Academic Assistance Dept. (1978 - 1988)

Professor, Academic Assistance Department (1974 - 1978)

PROFESSIONAL ORGANIZATIONS

- WIB Board Member – Erie County, NY
- South Florida Regional Extension Center Executive Board Member, Founding Member
- SUNY Professional Development Committee
- The New England Workforce Network (NEWN), Founding Director
- Women in World Trade, Trade Mission Design Team
- NEASC, SACS, Middle States, Accreditation Site Team Member
- ACE Fellows Board Member
- New England Assessment Network (NEAN), Founding Board of Directors, Annual Conference Planning Coordinator

EDUCATION

UNIVERSITY OF MASSACHUSETTS, Amherst, MA

Ed.D. Higher Education Policy, Research, and Administration

UNIVERSITY OF MASSACHUSETTS, Boston, MA

M.Ed. Secondary Reading Specialist/Counseling

NORTHEASTERN UNIVERSITY, Boston, MA

B.A. Modern Languages/Secondary Education



Advisory Board/Committee Application

DATE:	1/18/24	NAME:	Krystal Lexima
ADDRESS:	5840 Whippoorwill Circle Westlake FL 33470		
PHONE:	9545343392	E-MAIL:	krystallexima@gmail.com
What is the Board/Committee of your choice?		Education Advisory Board	
How long have you lived in the City of Westlake?		5 years	
Are you a full-time resident? If not, how many months do you reside in City?			full time
Are you a registered voter?		yes	
Current occupation and employer, if retired, please list previous occupation and employer:		Board Certified Behavior Analyst	
Do you currently hold public office? If so, what is the office?			no
Please list any business, volunteer, community activities you have been involved in:			
Was previously on the Autism Speaks Walk committee, PTA at Golden Grove Elementary for 1 year and currently on the PTA for HL Johnson Elementary			
Have you ever been convicted, plead no contest, plead guilty or had the adjudication of guilt withheld for any criminal offense other than a minor traffic violation? If yes, please explain.			
no			
Would you and/or any organization with which you are affiliated, benefit from decisions or recommendations made by this advisory board/committee? If yes, explain:			
No more than any other parent with a child attending a school zoned for Westlake.			
Experience. Please list experience and/or and any knowledge, skills, abilities, or qualifications that you possess and believe relevant to the board/committee for which you seek appointment:			
I own an Applied Behavior Analysis company that works with young children diagnosed with autism and related disabilities and work closely with local schools our clients attend. I have extensive knowledge related to the school district's ability to benefit the ESE and special needs population. I am also a mother to a gifted student attending Westlake's gifted feeder school.			

Resumes are encouraged to be attached, and any other information you feel pertinent. This application should be forwarded to the City Clerk, Zoie Burgess: zburgess@westlakegov.com or by mail/in person: City of Westlake, City Clerk's Office 4001 Seminole Pratt Whitney Road, Westlake, Florida 33470.

Thank you for volunteering to serve the citizens of Westlake.

Krystal Lexima, MS, BCBA

Royal Palm Beach, FL | KrystalLexima@gmail.com | 954-534-3392

Education

Nova Southeastern University, Fort Lauderdale, FL 08/13 – 05/15

Master of Science in Developmental Disabilities

Concentration in Advanced Applied Behavior Analysis

University of Central Florida, Orlando, FL 08/08 – 05/13

Bachelor of Science in Communication Sciences and Disorders

Minor: Psychology

Experience

Bridges Behavioral Therapy, LLC, Westlake, FL 01/19 - present

President/Board Certified Behavior Analyst

ABA Therapy Solutions, LLC, Port Saint Lucie, FL 10/17 - 12/18

Clinic Director/Board Certified Behavior Analyst (Apr. 2018 – present)

- Assure center is meeting goals and objectives
- Direct lead to RBT's
- Developed ABA programs using VB-MAPP, ABLLS-R, Vineland, etc.
- Worked closely with company owner to manage enrollment and recruitment

Board Certified Behavior Analyst- in Field (Oct. 2017 – Apr. 2018)

- Conduct FBA, records reviews and caregiver interviews for treatment planning
- Supervise RBTs in the home and community settings to ensure treatment integrity

Developmental Intervention Specialists, Inc., Boca Raton, FL 10/14 – 10/17

Site Director/Board Certified Behavior Analyst (Oct. 2015 – Oct. 2016)

- Assure center is meeting goals and objectives
- Hire and supervise staff
- Create and provide appropriate treatment plans and behavior management techniques for RBT's to execute
- Development of ABA programs using VB-MAPP and ABLLS-R
- Oversee all staff and activities within site and ensuring all company's goals and objective are met
- Supervise RBT's and BACB supervision students

Lead Therapist/Assistant Director (Oct. 2014 – Sept. 2015)

- Executed ABA therapy programs as prescribed by the learner's treatment plan and implements appropriate teaching strategies
- Direct lead to RBT's
- Assured center met goals and objectives
- Worked closely with company owner to manage enrollment and recruitment

Foundations Therapy, Inc., Coral Springs, FL 11/13 – 10/14

Behavior Therapist

- Provided direct ABA therapy in the form of discrete trial teaching
- Provided education and support for families of children with autism and related disabilities

CITY OF WESTLAKE

FLORIDA

CITY COUNCIL

JohnPaul O'Connor
Mayor

Greg Langowski – Seat 4
Vice Mayor

Gary Werner – Seat 1
Julian Martinez – Seat 2
Charlotte Leonard – Seat 3



ADMINISTRATION

Kenneth Cassel
City Manager

CITY ATTORNEY

Donald J. Doody, Esq.
City Attorney

NOTICE OF BOARD VACANCY

THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA IS ACCEPTING APPLICATIONS FROM THOSE RESIDENTS INTERESTED IN SERVING ON THE FOLLOWING BOARD:

Education Advisory Board

Five (5) Regular Members
One (1) Alternate Member

Please download and complete an Advisory Board/Committee Application from the Boards & Committee page on the City's Website - <https://www.westlakegov.com/bc>. Please submit board application and resume to the City Clerk's office by email to zburgess@westlakegov.com by **Tuesday, January 30, 2024**. Please contact the City Clerk's Office at (561) 530-5880 with any questions.

Board Purpose:

1. Serve as a liaison group between the City of Westlake, the Palm Beach County School District (the "School District"), and all public schools which are located within the City to improve and enhance communication between all parties.
2. To promote and provide public awareness for programs, opportunities, and initiatives of public schools located within the City.
3. To recognize and promote accomplishments of students, educators, administrators, public schools located within the City.
4. Monitor School District activities and report on those impacting the City as needed. Schools located outside of the City of Westlake shall not be within the Education Advisory Board's scope or purview. The committee shall be advisory only and may be abolished or disbanded at any time or reorganized at any time by the City Council.

Board Qualifications:

1. Board Members shall be City residents.

2. Board Members shall have a background in education and experience in the field of education. Shall be knowledgeable and concerned with education issues in the community. Be a member of a parent teacher organization or association, school advisory council, or other similar organization associated with or sponsored by the School District, or a public school located within the City; or be a parent/legal guardian of a child currently enrolled in a City public school.
3. Any member of the board may be removed for cause in accordance with state law. The City Council shall promptly fill any vacancy.
4. At the organizational meeting of the board a chairperson and vice-chairperson shall be selected by majority vote of the board. The chairperson and vice-chairperson shall be selected annually at the April Meeting.
5. Lack of attendance at meetings shall constitute neglect of duty. Lack of attendance is defined as failure to attend two (2) consecutive meetings or a failure to attend more than one-half of the meetings scheduled in a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting.
6. School Liaison: Three (3) regular members shall serve as a liaison to one (1) of the three (3) public schools located within the City. Liaison selections will occur at the Board's organizational meeting each July. Liaison duties shall include interacting with the selected school on a regular basis to determine needs, new programs and initiatives, serve as liaison between neighborhood associations and any other information impacting the City and City residents; and reporting such information back to the Board as needed.
7. Should a Board Member fail to maintain these qualifications for service at any time, then that Board Member shall be disqualified from serving and shall either resign immediately or be subject to removal. Additionally, Board Members shall not use Board meetings or their titles as Board Members to promote, advocate for, or advertise their outside employer or business.

The following City residents shall not serve on the Board as regular or alternate members:

1. An employee of the Palm Beach County School District.
2. An employee of an organization funded by the School District (e.g., charter school employee); or
3. An employee of a charter management organization or charter education management organization.

Zoie P. Burgess, CMC

City Clerk

Posted: January 16, 2024

ORDINANCE 2023-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, REPEALING ORDINANCE 2020-05 AND 2020-10 WHICH REGULATED THE CITY EDUCATION AND YOUTH ADVISORY BOARD AND ADOPTING A NEW ORDINANCE RECONSTITUTING THE BOARD AND RESTATING THE TERMS AND CONDITIONS UNDER WHICH THE EDUCATION ADVISORY BOARD WILL OPERATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Westlake Council ("City Council") has determined that there is a need to repeal and reconstitute the City Education & Youth Advisory Board and restate the terms and conditions under which the Board will operate; and

WHEREAS, the City of Westlake has determined that it is in the public interest, welfare, and necessity to repeal and reconstitute the City Education and Youth Advisory Board in order that the Board might operate more effectively and efficiently.

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

Section 1: Repeal of Ordinance 2020-05 and 2020-10. The City Council hereby repeals Ordinance 2020-05 and 2020-10 thereby repealing the existing Education and Youth Advisory Board and the appointments of all current Board Members, and hereby adopts this Ordinance in its place. This Ordinance reconstitutes and re-establishes the City of Westlake Education Advisory Board (the "Board") and sets forth the new rules and procedures that such Board hereinafter shall follow. Appointment of members to the Education Advisory Board shall be in the manner set forth herein. The Board shall be advisory only, and may be abolished or disbanded at any time, or reorganized at any time, by the City Council.

Section 2: Purpose. The City Council for the City of Westlake, hereby creates and establishes an Education Advisory Board whose mission and purpose is to:

- (a) Serve as a liaison group between the City of Westlake, the Palm Beach County School District (the "School District"), and all public schools which are located within the City to improve and enhance communication between all parties.
- (b) To promote and provide public awareness for programs, opportunities, and initiatives of public schools located within the City.
- (c) To recognize and promote accomplishments of students, educators, administrators, public schools located within the City.
- (d) Monitor School District activities and report on those impacting the City as needed. Schools located outside of the City of Westlake shall not be within the Education Advisory Board's scope or purview. The committee shall be advisory only and may be abolished or disbanded at any time or reorganized at any time by the City Council.

1 **Section 3: Composition; Appointments; Term; and Vacancy.**

2 **(1) Compositions:** The Education Advisory Board shall consist of five (5) regular members,
3 and one (1) alternate member. Initially, each member and alternate of the Education
4 Advisory Board shall be appointed for a period of one (1) year or until replaced by the City
5 Council. Thereafter, all appointments shall be for a one (1) year period expiring on the
6 following April 30th. Board members and alternates shall serve until a replacement is
7 appointed by the City Council. The City Council shall make appointments of Board
8 members and alternates at a City Council meeting in April of each year.

9
10 **(1) Appointments:** The City Council shall make appointments at the first regular
11 meeting in April each year after initial appointments are made. All members shall
12 serve without compensation, and at the pleasure of the City Council. The City
13 Council retains the right to remove Board Members for any reason including, but
14 not limited to, Board Members becoming ineligible to serve due to failure to
15 maintain all necessary qualifications as set forth in Section 5 below.

16 **(2) Liaison:** One (1) Councilmember shall serve as liaison but shall have no voting
17 power. The liaison is not a member of the Board but may be counted on in
18 determining if a quorum is present.

19 **(3) Vacancy:** Vacancies on the board shall be filled by the City Council in the same
20 manner as original appointments. Vacancies shall occur on account of a Board
21 Member's death, resignation, removal, disability, or failure to maintain
22 qualifications as set forth in Section 5 below. Any member appointed to serve in
23 lieu of any member on account of a vacancy shall serve only for the unexpired
24 term of such member but shall thereafter be eligible for reappointment.

25
26 **Section 4: Duties.** The duties of the Educational Advisory Board shall act as a fact-finding and
27 advisory board on the following issues and on such other issues as are, from time to time,
28 designated by the City Council:

29 **(1) School Showcases:** Facilitate and oversee showcases and informational sessions
30 for public schools located within the City. Showcases and informational sessions
31 are an opportunity for Board members to interact with schools, their staff, and
32 their students. Showcases and informational sessions also provide public
33 awareness for programs, opportunities, and initiatives occurring at public schools
34 located within the City. The Board shall have the opportunity to invite school
35 officials and staff to attend such showcases and informational sessions.

36 **(2) Chair's Initiative:** At the organizational meeting in July each year, the Chair shall
37 introduce a Chair's Initiative. The Chair's Initiative shall be developed by the Chair
38 and shall be implemented during regular Board meetings over the course of the
39 year. The Chair's Initiative shall be designed to provide the City Council and City
40 residents with additional information about issues that impact public schools
41 within the City. Such additional information may be presented to the Board
42 through presentations, guest speakers, or other communications. Such initiatives

shall not require the use of City staff time or other City resources outside of the regularly scheduled Board meetings.

- (3) **Program Development:** Encourage the development programs that promote development of child and youth advocacy programs to enhance relationships with caring adults in conjunction with local businesses. Programs may include recruiting volunteers to assist students before, during and after school. Programming to benefit the children and youth of the community by involving parents, the business community, civic and neighborhood organizations.
- (4) **Program Implementation:** Contacting community groups and connecting businesses within the geographical boundaries of the City of Westlake for with the schools, to provide professional skills, materials, financial or education support for the schools and with the purpose of implementing programs at local schools that benefit students from Pre- K through grades 12 and vocational schools.
- (5) **Legislative Action:** Develop recommendations to City Council for forwarding to the school board of the county regarding actions which may be taken in support of schools in the city. Develop recommendations to City Council regarding proposed legislation at the federal, state, and local legislative level which affect the needs of students within the city including the Palm Beach County School Board Five Year Plan and Capital Budgets and proposed school sites. The education advisory board shall provide a report to City Council containing any recommendations, observations, concerns, or other information the educational advisory board deems is in the best interest of the public for City Council to receive regarding education facilities.
- (6) **School Safety:** Coordinating with the City Manager and City Council to improve safety for students before, during and after school and developing public relations that highlight successful programs.
- (7) **Other Duties:** Gather input from parents, teachers, principals, and students on issues that may have an impact on the children in the City of Westlake. The Board further shall perform such other duties as may be assigned by the City Council from time to time.

Section 5: Qualifications. Board Members shall meet the following qualifications at the time of their appointment and throughout the course of their service to be eligible to serve:

- (1) Board Members shall be City residents.
- (2) Board Members shall have a background in education and experience in the field of education. Shall be knowledgeable and concerned with education issues in the community. Be a member of a parent teacher organization or association, school advisory council, or other similar organization associated with or sponsored by the School District, or a public school located within the City; or be a parent/legal guardian of a child currently enrolled in a City public school.
- (3) Any member of the board may be removed for cause in accordance with state law. The City Council shall promptly fill any vacancy.

- 1 (4) At the organizational meeting of the board a chairperson and vice-chairperson
2 shall be selected by majority vote of the board. The chairperson and vice-
3 chairperson shall be selected annually at the April Meeting.
- 4 (5) Lack of attendance at meetings shall constitute neglect of duty. Lack
5 of attendance is defined as failure to attend two (2) consecutive meetings or a
6 failure to attend more than one-half of the meetings scheduled in a calendar year.
7 Participation for less than three-fourths of a meeting shall be the same as a failure
8 to attend a meeting.
- 9 (6) School Liaison: Three (3) regular members shall serve as a liaison to one (1) of the
10 three (3) public schools located within the City. Liaison selections will occur at the
11 Board's organizational meeting each July. Liaison duties shall include interacting
12 with the selected school on a regular basis to determine needs, new programs
13 and initiatives, serve as liaison between neighborhood associations and any other
14 information impacting the City and City residents; and reporting such information
15 back to the Board as needed.
- 16 (7) Should a Board Member fail to maintain these qualifications for service at any
17 time, then that Board Member shall be disqualified from serving and shall either
18 resign immediately or be subject to removal. Additionally, Board Members shall
19 not use Board meetings or their titles as Board Members to promote, advocate
20 for, or advertise their outside employer or business.

21 The following City residents shall not serve on the Board as regular or alternate members:

- 22 (1) An employee of the Palm Beach County School District.
23 (2) An employee of an organization funded by the School District (e.g., charter school
24 employee); or
25 (3) An employee of a charter management organization or charter education
26 management organization.

27 **Section 6: Meetings; Organization; and Procedures.**

- 28 (1) **Meetings.** The Board shall meet on a quarterly basis (January, April, July and
29 October) or more frequently if necessary for the transaction of business, which
30 date shall be established by its members. All meetings of the Board shall be open
31 to the public, and the minutes of each meeting shall be recorded by an appointee
32 of the Board Chair. The order of business and procedure to be followed shall be
33 as prescribed within the rules and regulations to be adopted by the education
34 advisory board. Whenever possible, meetings of the Board shall be attended by
35 the City Council member appointed as liaison to the Board.
- 36 (2) **Organization:** At the organizational meeting each year, the Board shall elect a
37 chair and vice chair from its regular members; a recording secretary shall be
38 elected by the Board. A chair shall not serve consecutive terms but may serve
39 more than one (1) non-consecutive term. The Board may prepare written reports
40 for the Council. The Council liaison shall present the Board's reports and
41 informational updates to the City Council on an as-needed basis.

(3) **Quorum and Voting.** A quorum shall consist of three (3) regular members present for the transaction of business. The Board may not conduct business other than to adjourn absent a quorum. Each voting member shall have one (1) vote on every issue submitted to a vote of the Board. The decision of a majority of the voting members present at a meeting at which a quorum is present shall constitute the official action of the Board.

(4) **Rules of Procedure.** All meetings of the Board shall be conducted substantially in conformance with Robert's Rules of Order. The Board is further subject to such rules of procedure and public participation adopted by the City Council and made applicable to the Board. Board Members are subject to the Sunshine Law and the Public Records Law.

Section 7. Codification: It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance entitled "Education Advisory Board" shall become and be made a part of the Code of Ordinances for the City of Westlake, Florida and the sections of this ordinance may be re-numbered or re-lettered to accomplish such intentions, and the word "ordinance" shall be changed to "section" or other appropriate word.

Section 8. Conflicts: All ordinance or part of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

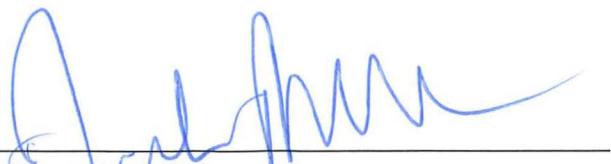
Section 9. Severability: Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

Section 10. Effective Date: This ordinance shall become effective upon second reading.

PASSED AND APPROVED on First Reading on 5th of December 2023.

PUBLISHED on this 15th day of December 2023 in the Sun Sentinel.

PASSED AND ADOPTED by City Council for the City of Westlake, on this 8th day of January 2024.



City of Westlake
JohnPaul O'Connor, Mayor

ATTEST:



Zoie Burgess, CMC City Clerk

File Attachments for Item:

A. PBSO 2023 Annual Report



2022 Annual Report



**Palm Beach County Sheriff's Office
District 18 – City of Westlake**

Table of Contents

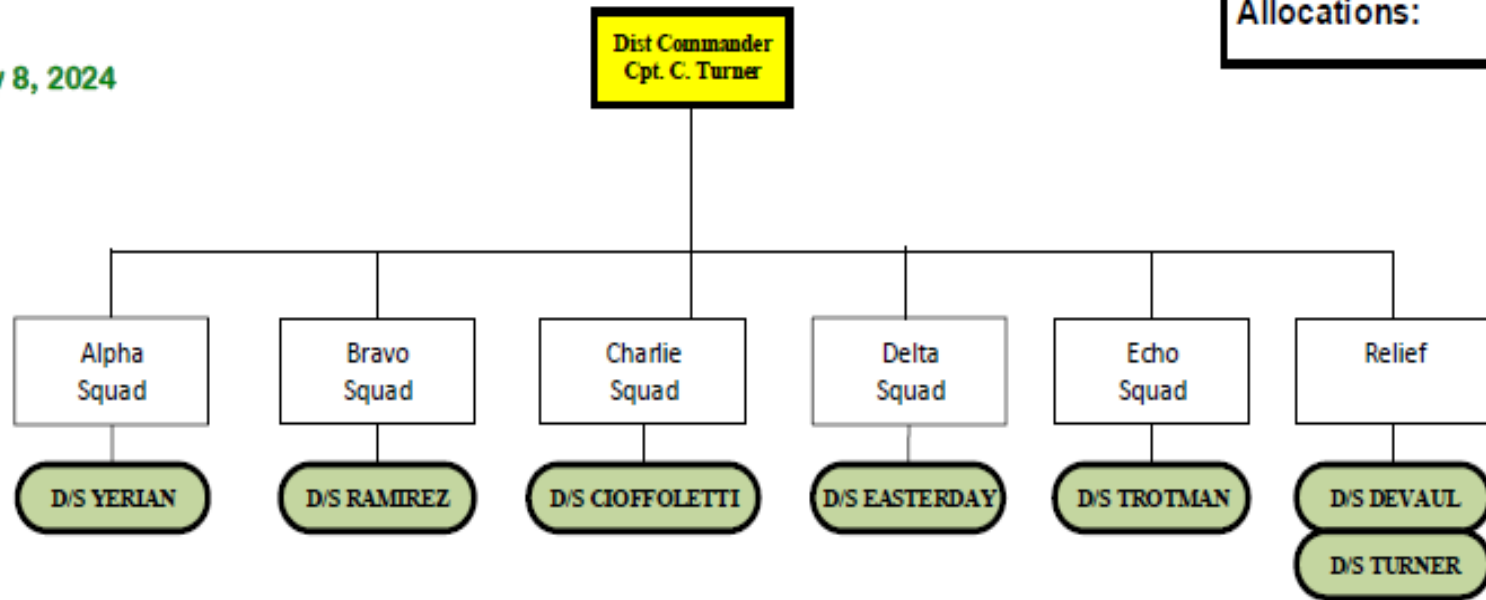
- | | |
|--|---|
| 1. Cover Page | 12. Map of Theft and Vandalism |
| 2. Table of Contents | 13. Accidents |
| 3. Organizational Chart | 14. Map of Accidents |
| 4. Annual Numbers | 15. Traffic Stops, Citations and Warnings |
| 5. Calls for Service | 16. Map of Traffic Stops |
| 6. Person Crime | 17. Arrests & NTAs: Person Crime |
| 7. Property Crime – Burglaries | 18. Arrests & NTAs: Property Crime |
| 8. Map of Burglaries | 19. Arrests & NTAs: Other Crime |
| 9. Property Crime – Stolen Vehicles and Vehicle Recoveries | 20. Community Service |
| 10. Map of Stolen Vehicles and Recoveries | 21. Questions |
| 11. Property Crime – Theft and Vandalism | |

PBSO District 18 – Westlake



January 8, 2024

Organizational Chart



Sworn:	7
Sworn Vacancy:	0
Non-Sworn:	0
Non-Sworn Vacancy:	0
Part time:	0
TDY:	0
Allocations:	7

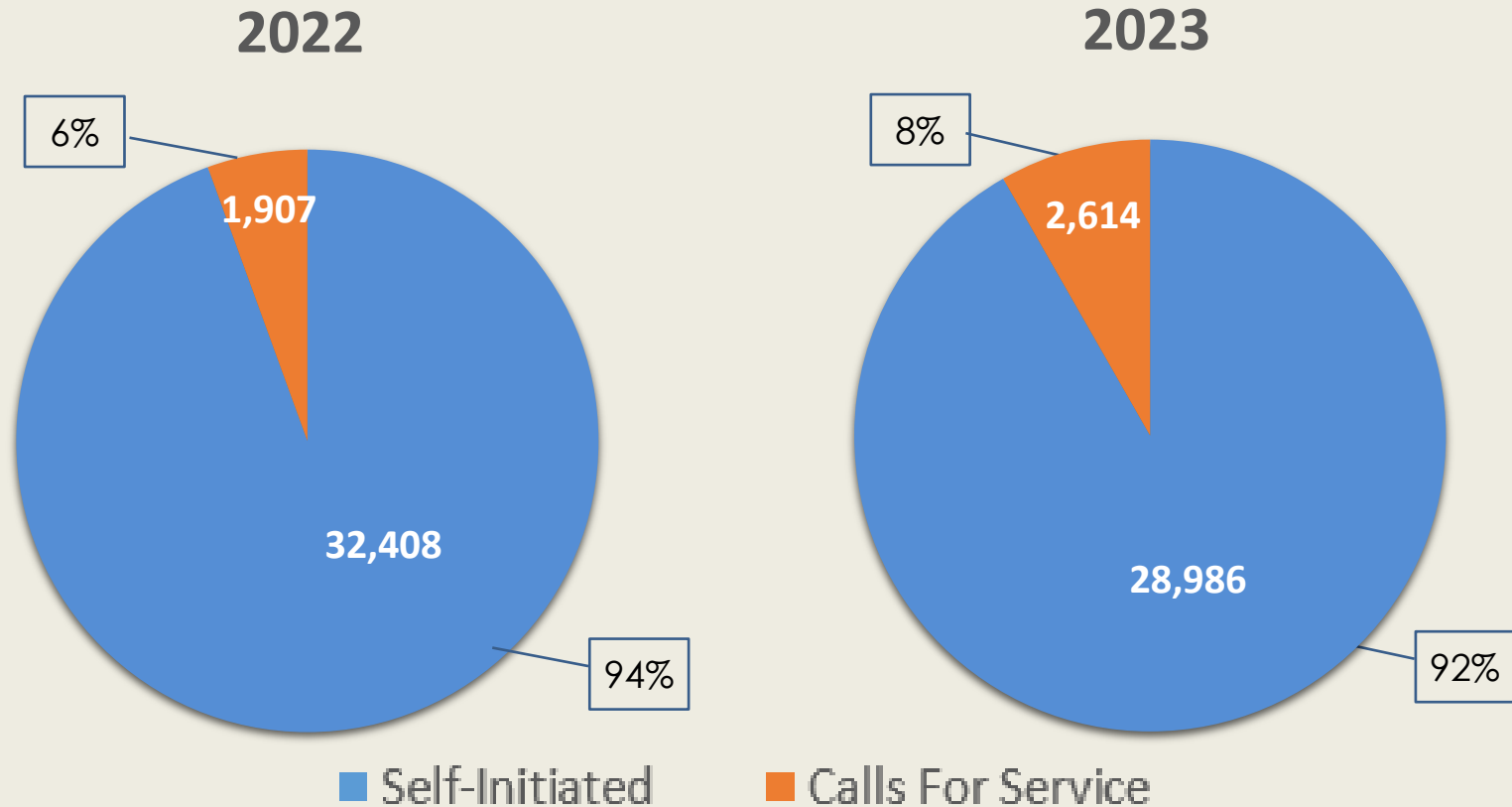
Annual Numbers

Data Source: Motorola P1

Crime		Annual				
		2022	2023		+/-	Percent Change
Person	Homicide	0	0	—	0	N/C
	Robbery	1	0	▼	-1	-100%
	Sexual Assault	0	0	—	0	N/C
	Shooting	0	0	—	0	N/C
	Stabbing	0	0	—	0	N/C
Property	Burglary Business	1	0	▼	-1	-100%
	Burglary Construction	13	18	▲	5	38%
	Burglary Residential	2	0	▼	-2	-100%
	Burglary Vehicle	10	4	▼	-6	-60%
	Larceny	8	15	▲	7	88%
	Stolen Vehicle	1	0	▼	-1	-100%
	Stolen Vehicle Recovery	0	0	—	0	N/C
	Vandalism	7	12	▲	5	71%
Statistics	Arrests and NTAs	38	31	▼	-7	-18%
	Traffic Crashes (3's & 4's)	83	93	▲	10	12%
	Total CAD Incidents	34,315	31,600	▼	-2715	-8%
	Traffic Stop (1050)	912	1,531	▲	619	68%
	Business/Residence (1061)	31,496	27,455	▼	-4041	-13%
	CAD Inc.(less 1050 & 1061)	1,907	2,614	▲	707	37%
FIR	Total FIR's	290	192	▼	-98	-34 %
	Gang FIR's	0	0	—	0	N/C
	Truant FIR's	3	2	▼	-1	-33 %
	FIR's (Less truant & gang)	287	190	▼	-97	-34 %

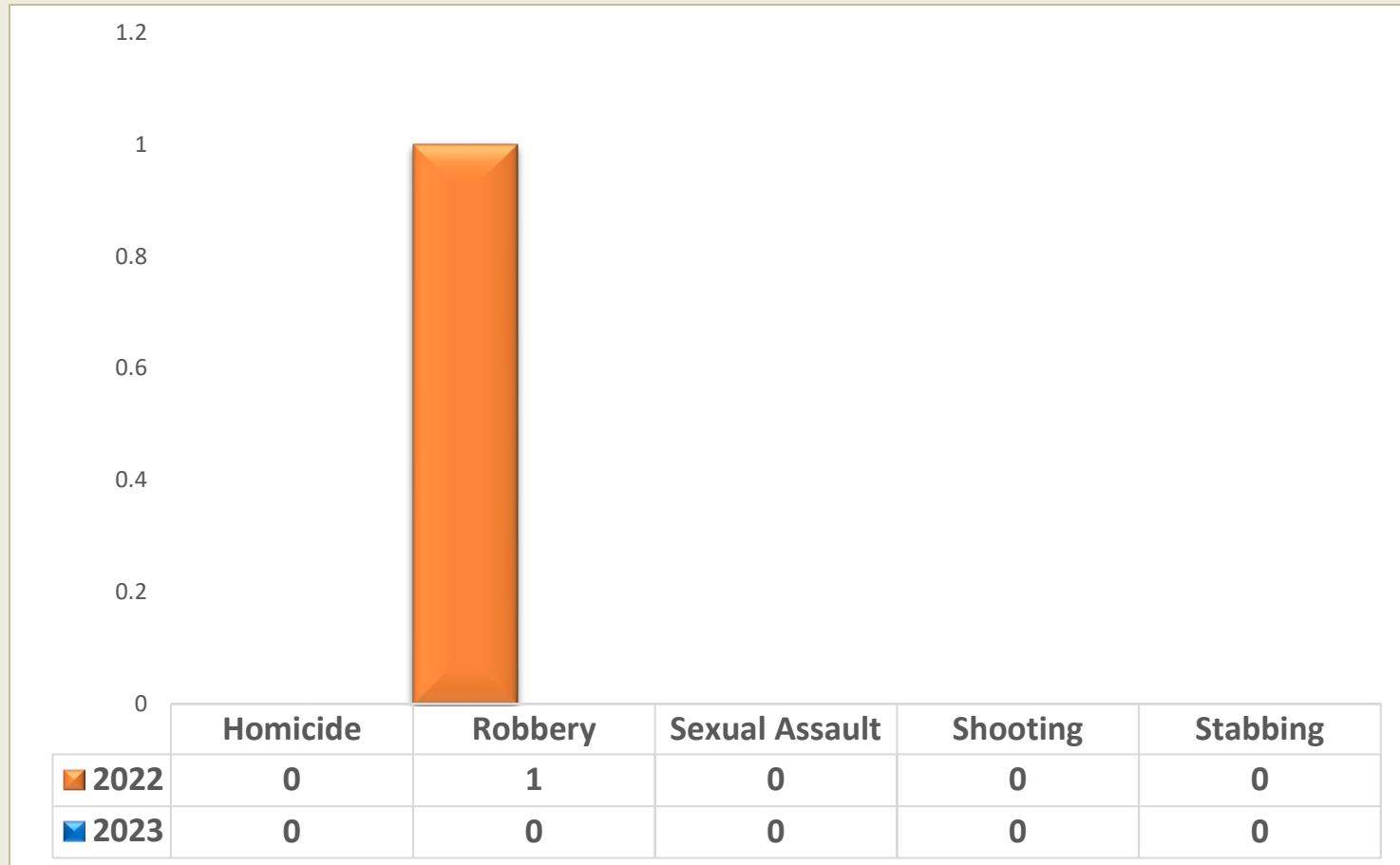
- The information in this report is based on beats within the district.
- Miscellaneous incident type codes: PPI, PRIVATE INVESTIGATOR, RED, REPO, RMS, TEST and WEL are excluded from the total CAD Incidents.
- FIR data is collected from the FIR track application.
- This report is dynamic and subject to change.

Calls for Service



- Self-Initiated Calls equal the total number of traffic stops and business/residence checks.
- Calls for Service includes all other calls.

Person Crime

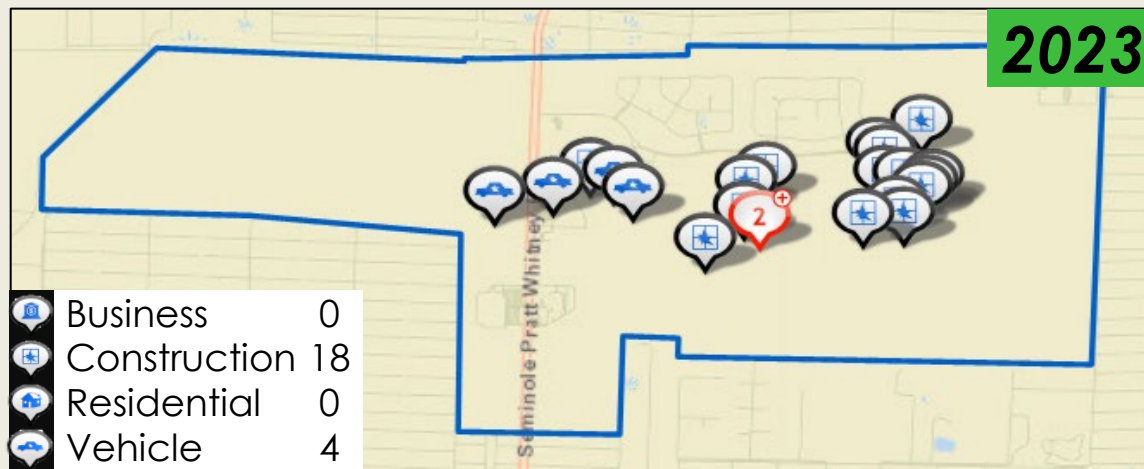
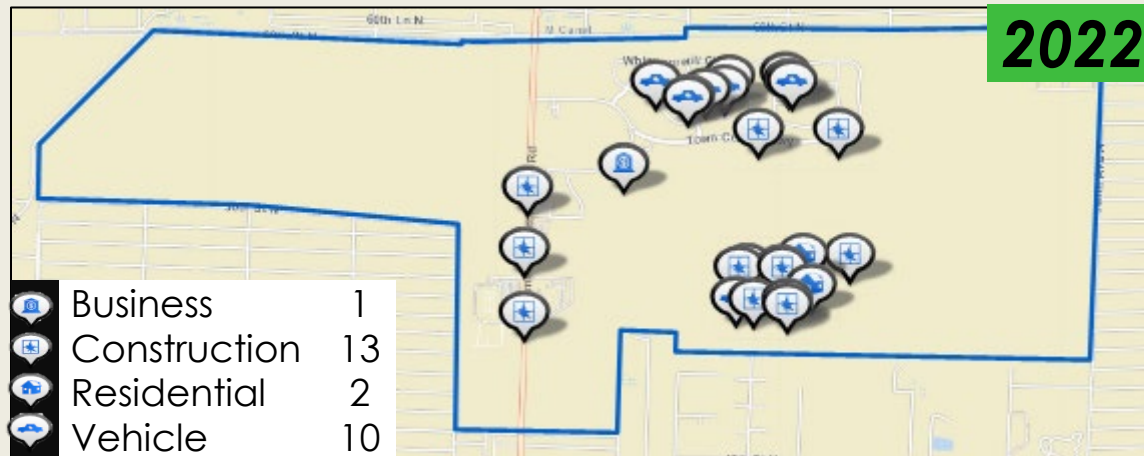


Property Crime



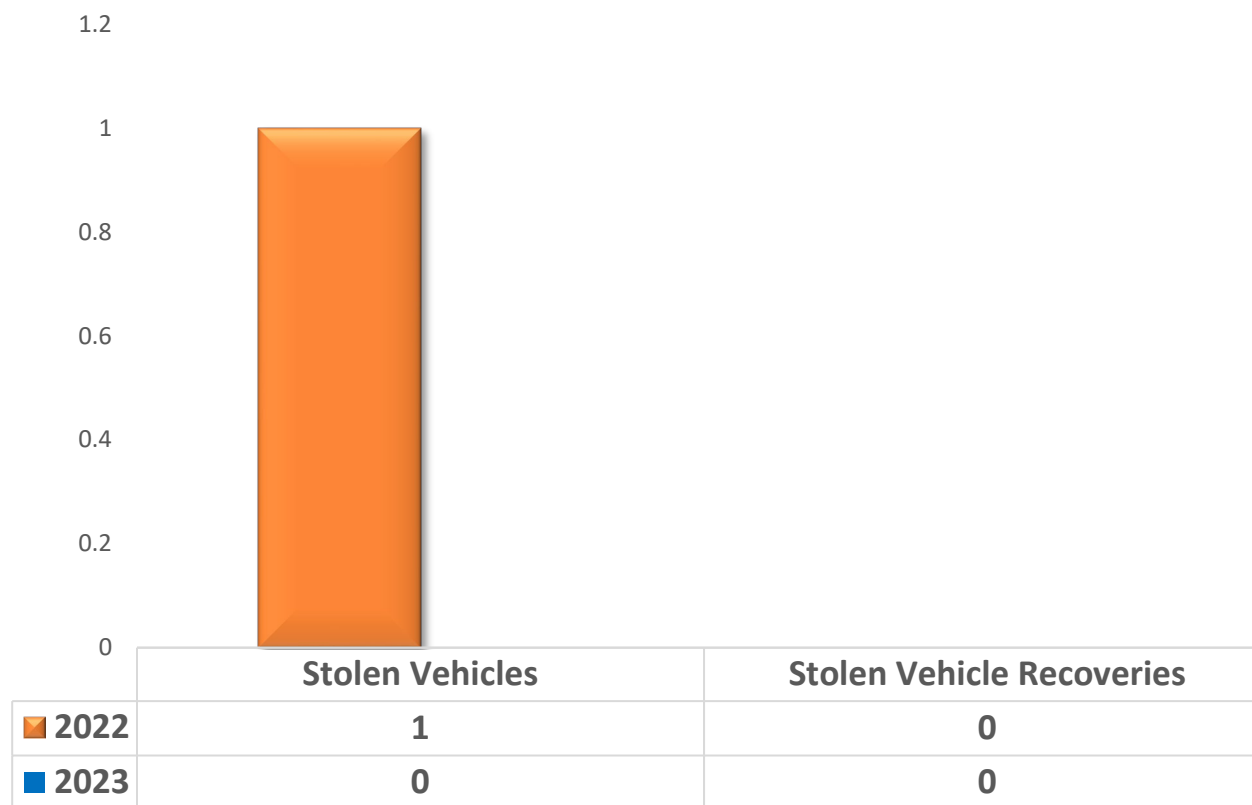
Data Source: Motorola P1

Map of Burglaries



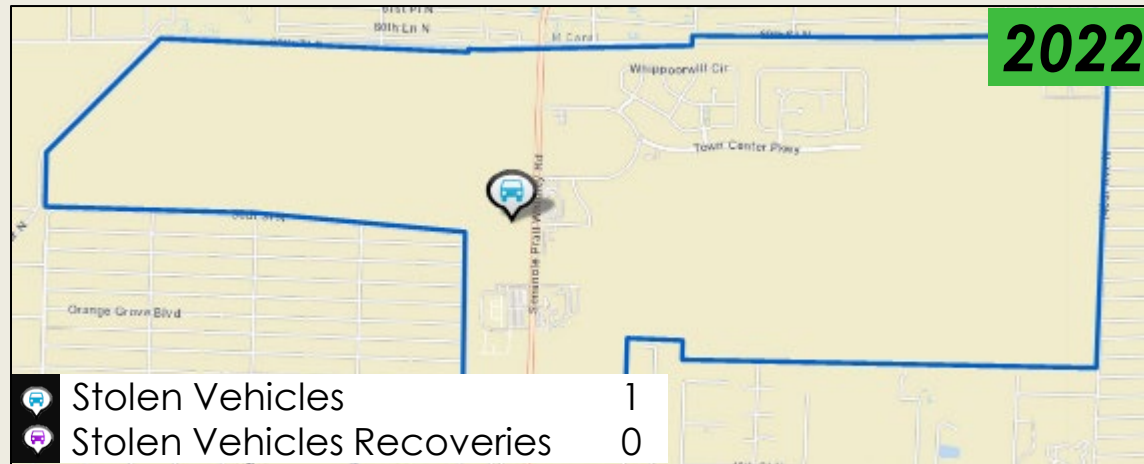
Property Crime

Stolen Vehicles and Recoveries

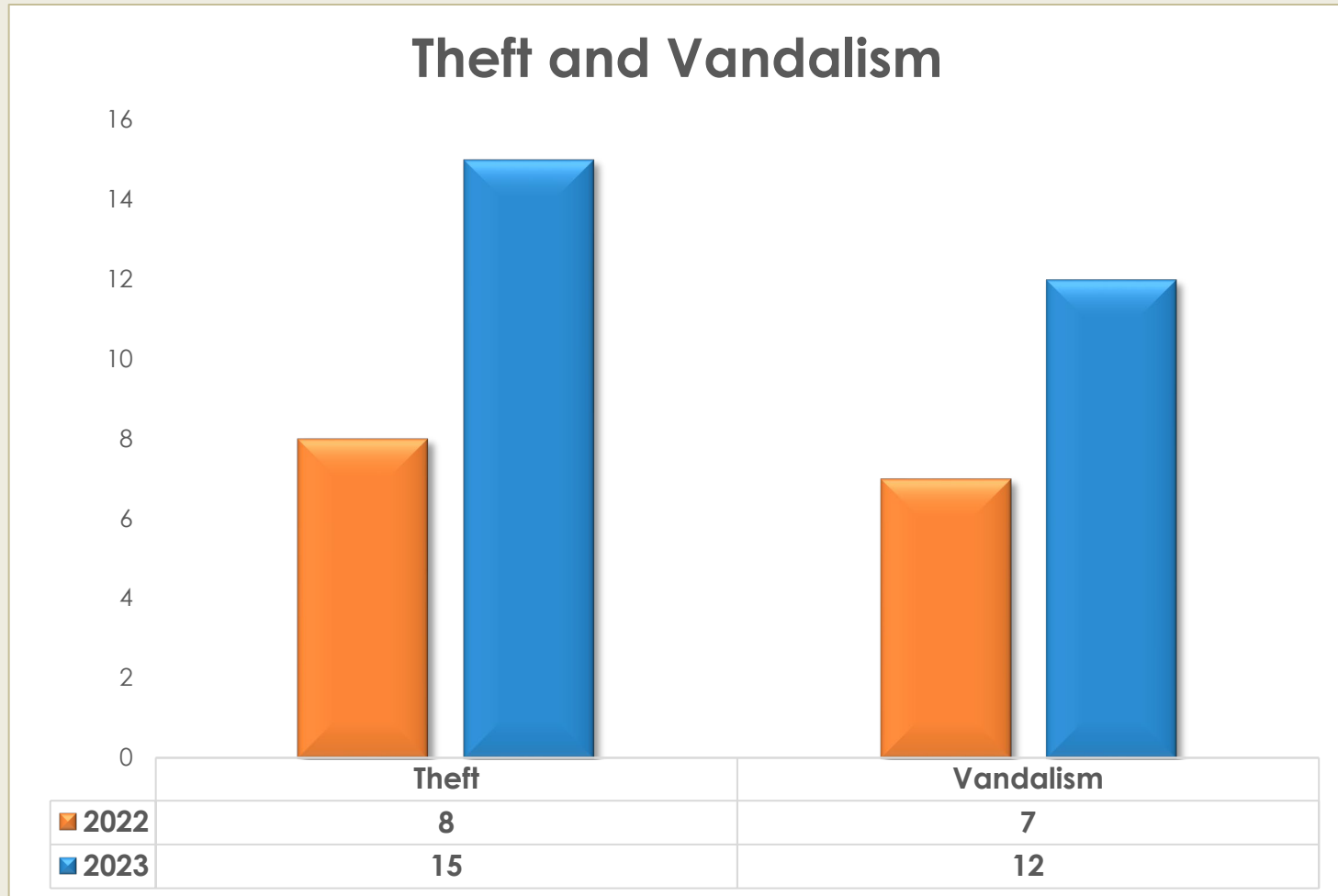


Data Source: Motorola P1

Map of Stolen Vehicles and Recoveries

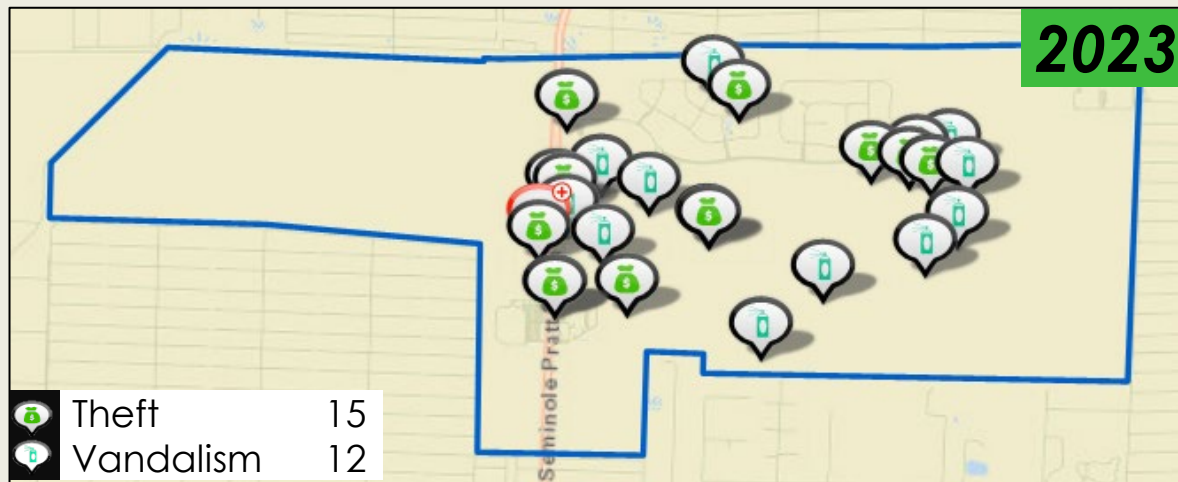
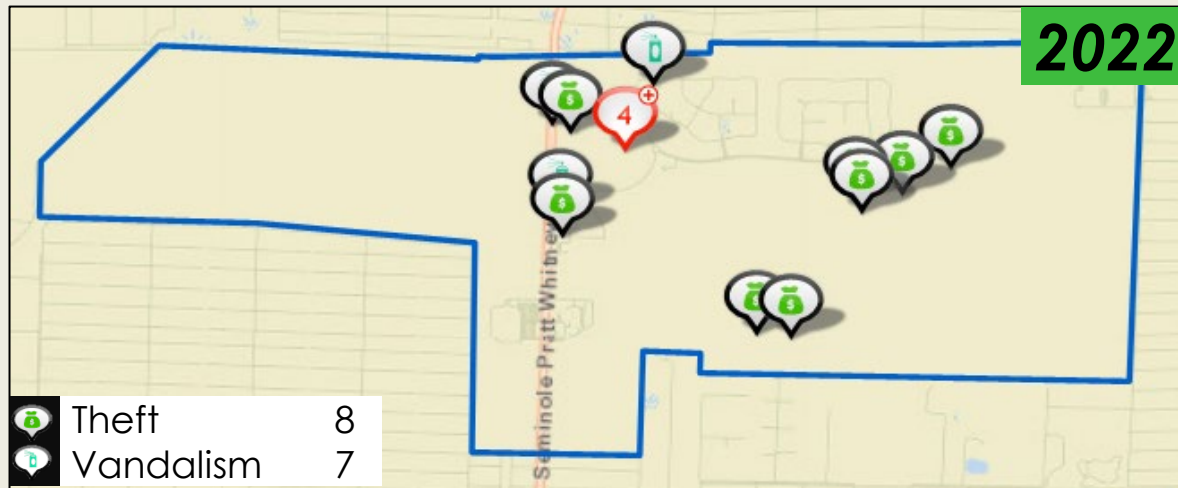


Property Crime

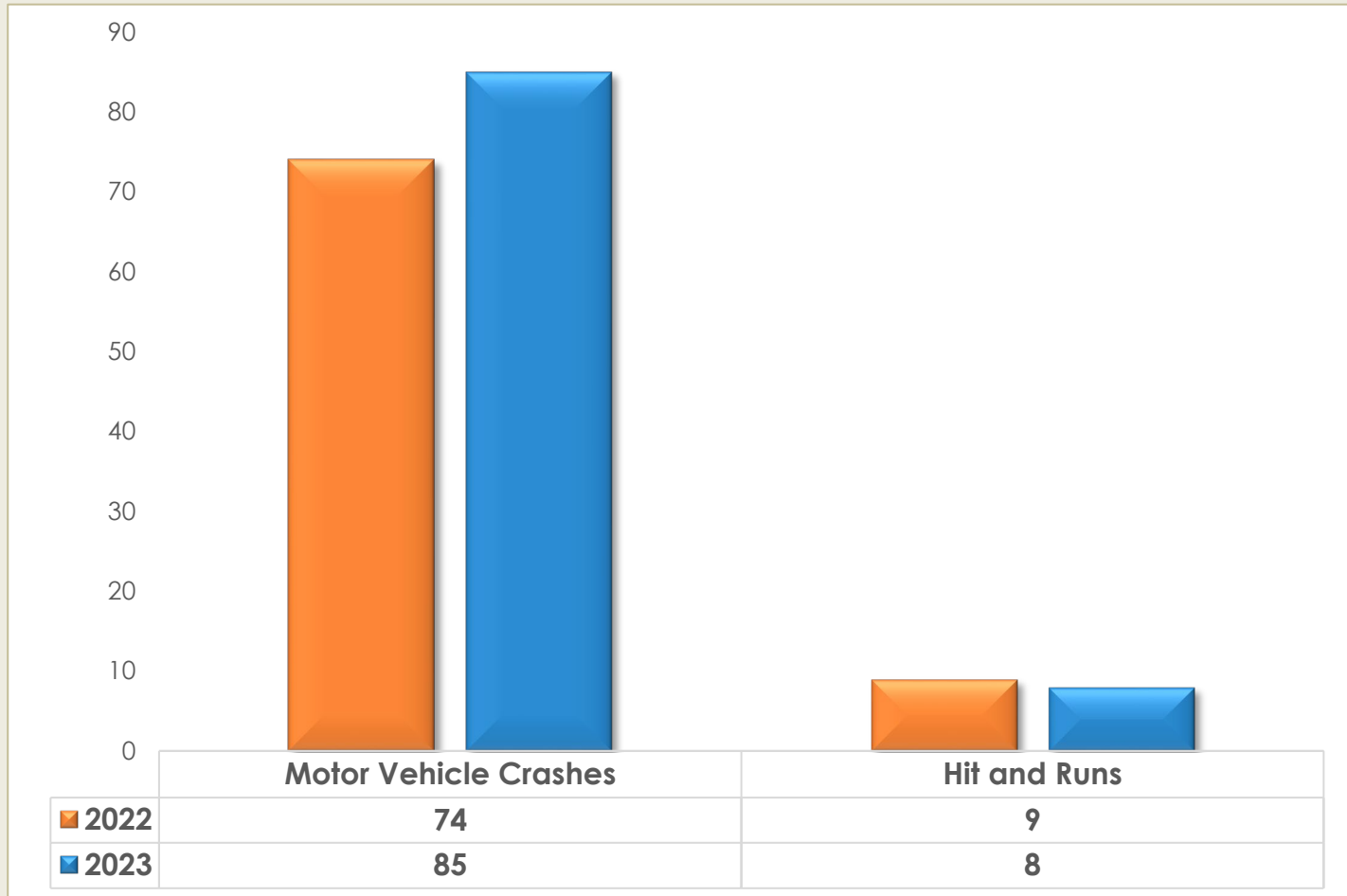


Data Source: Motorola P1

Map of Theft and Vandalism

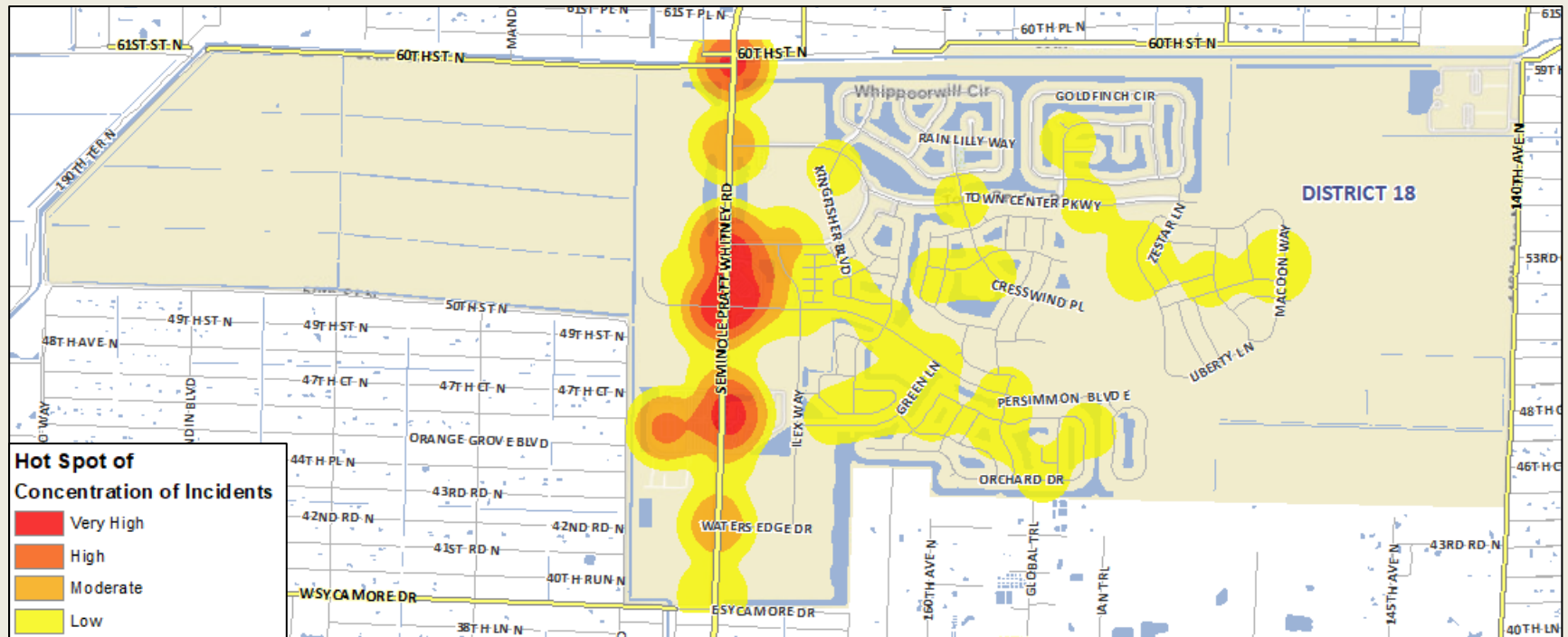


Accidents

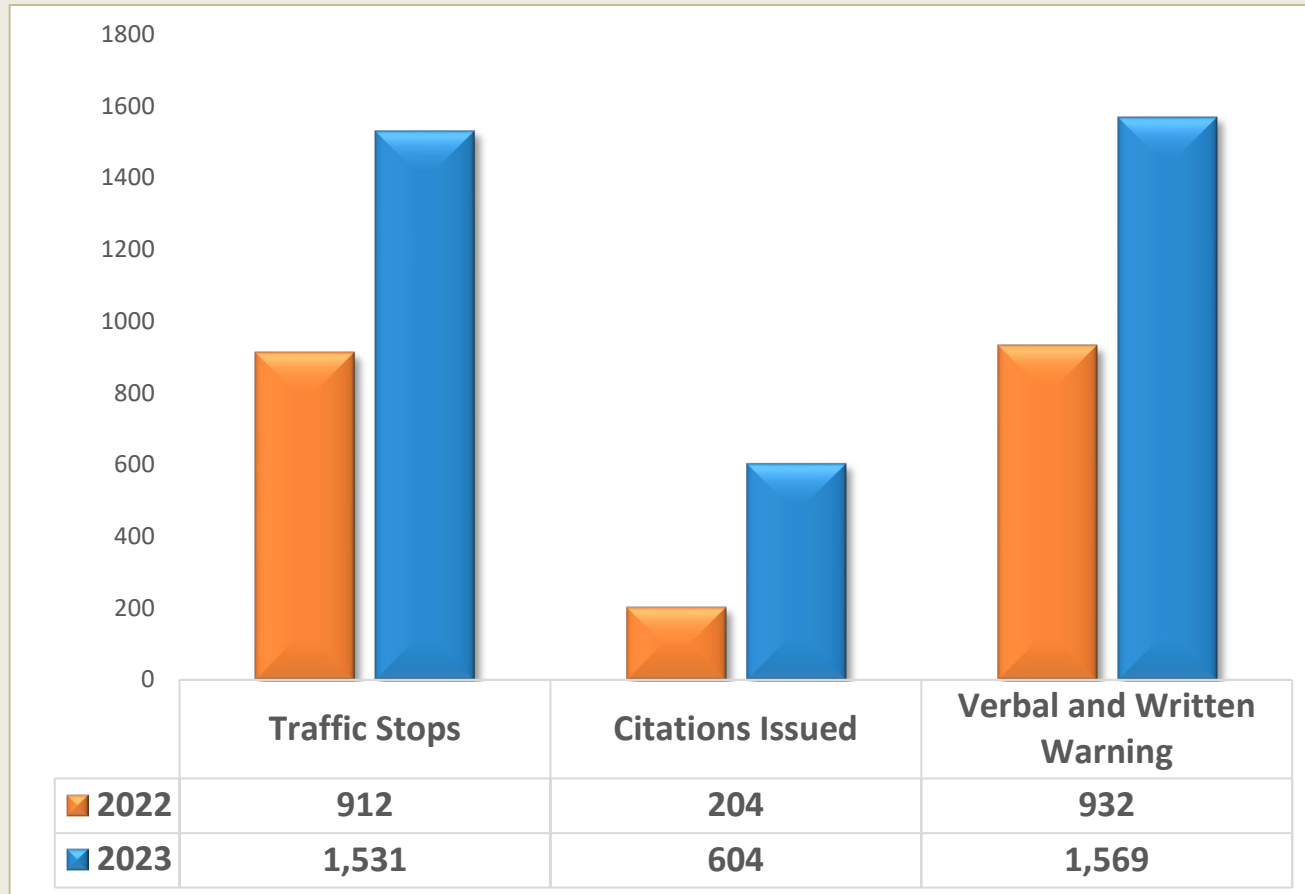


Case Number Incidents Only

Map of Accidents

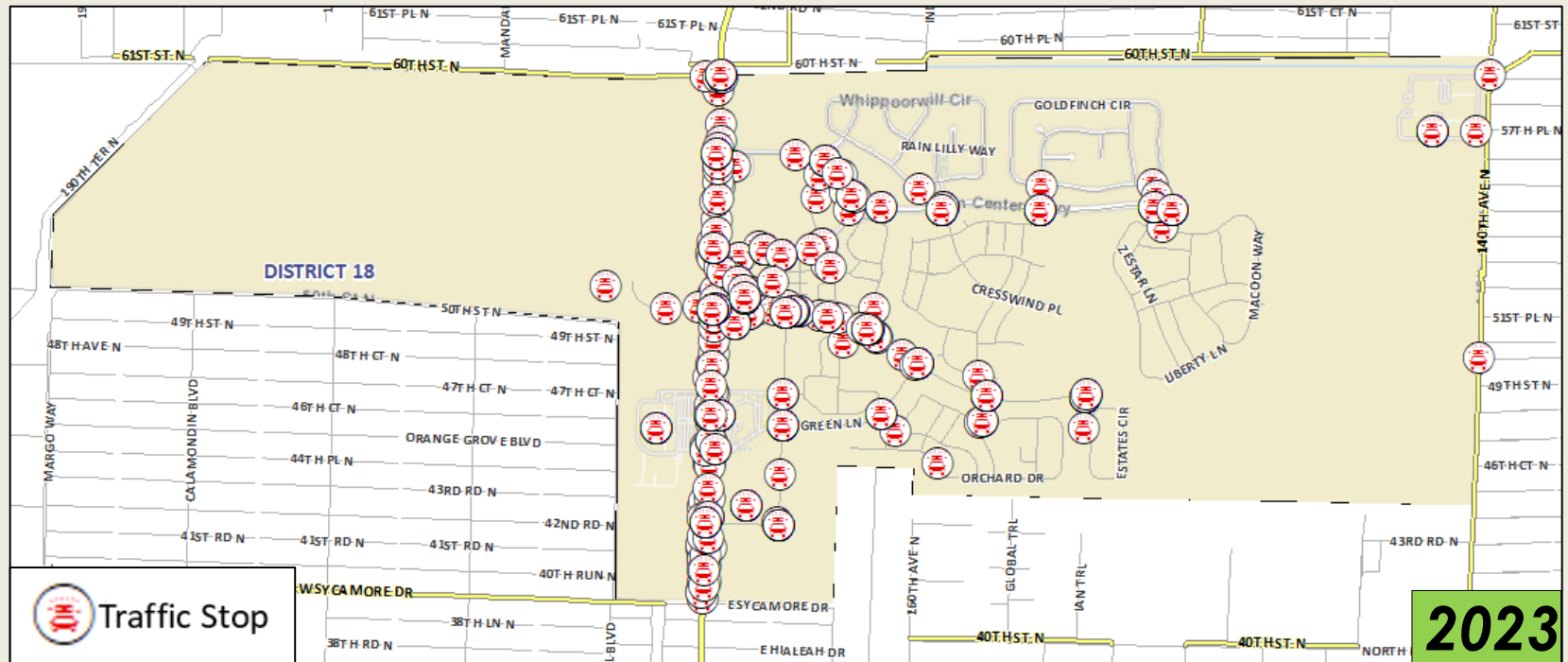


Traffic Stops, Citations and Warnings

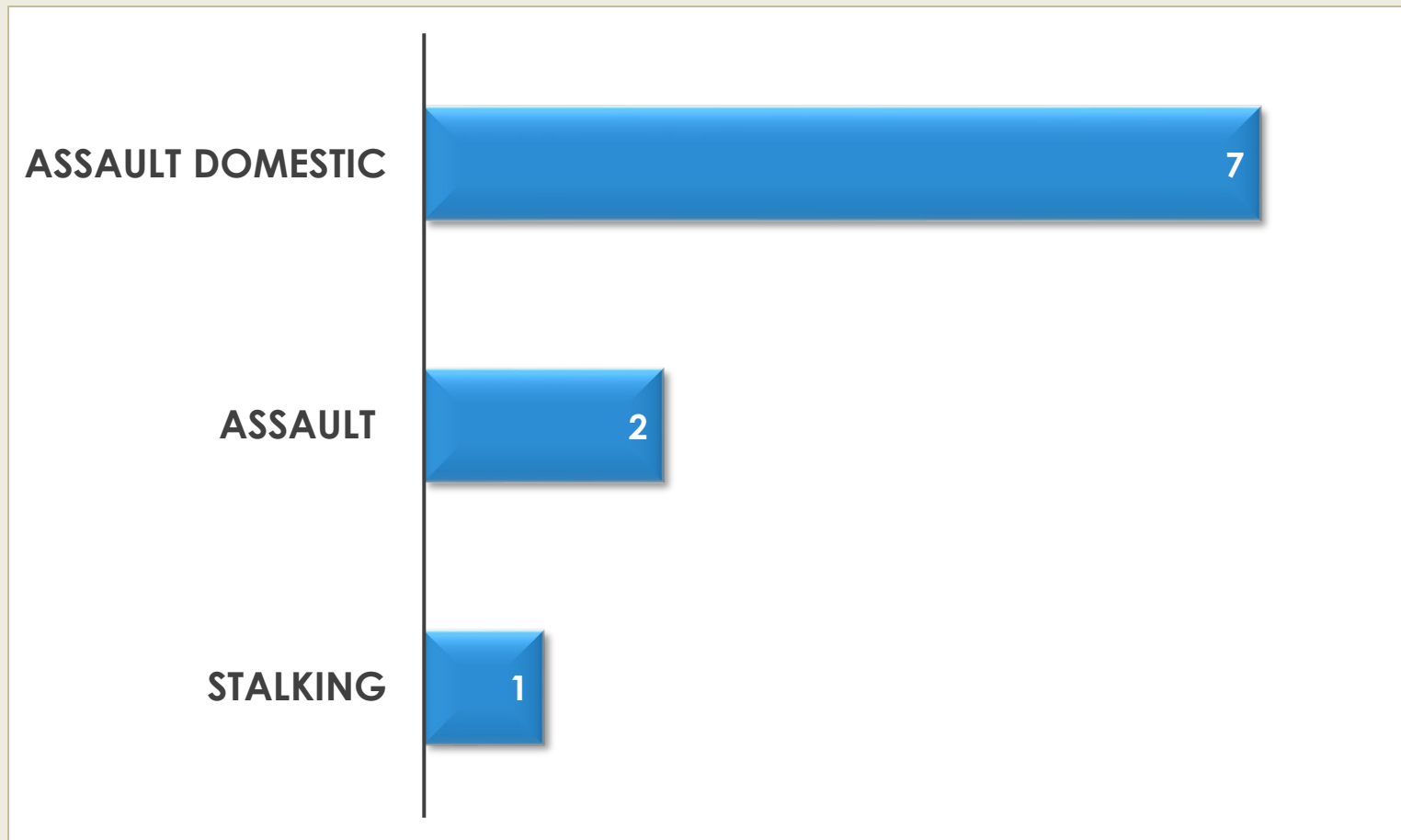


Data Source: TraCs (written warnings and citations) and Motorola P1 (verbal warnings)

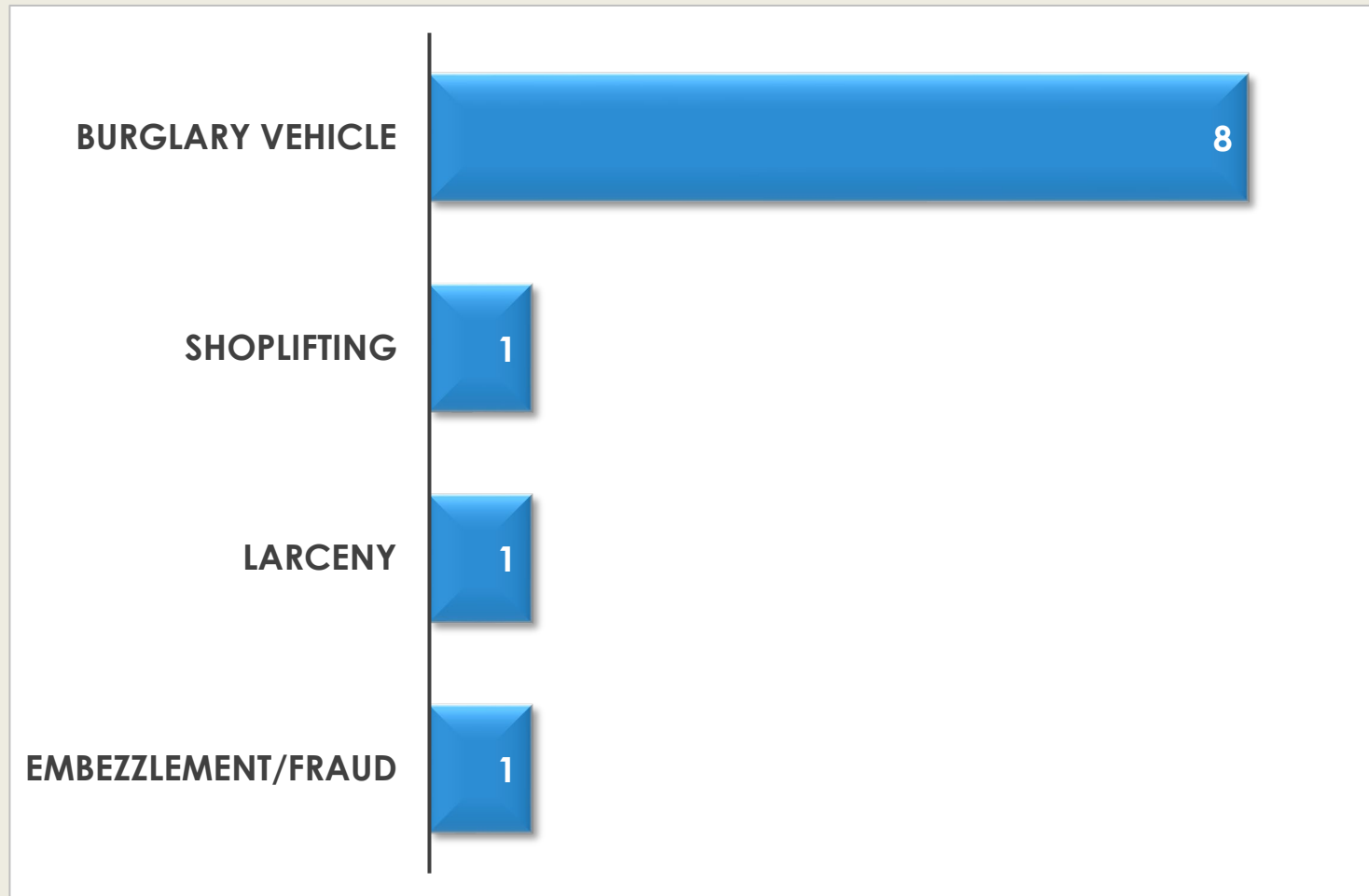
Map of Traffic Stops



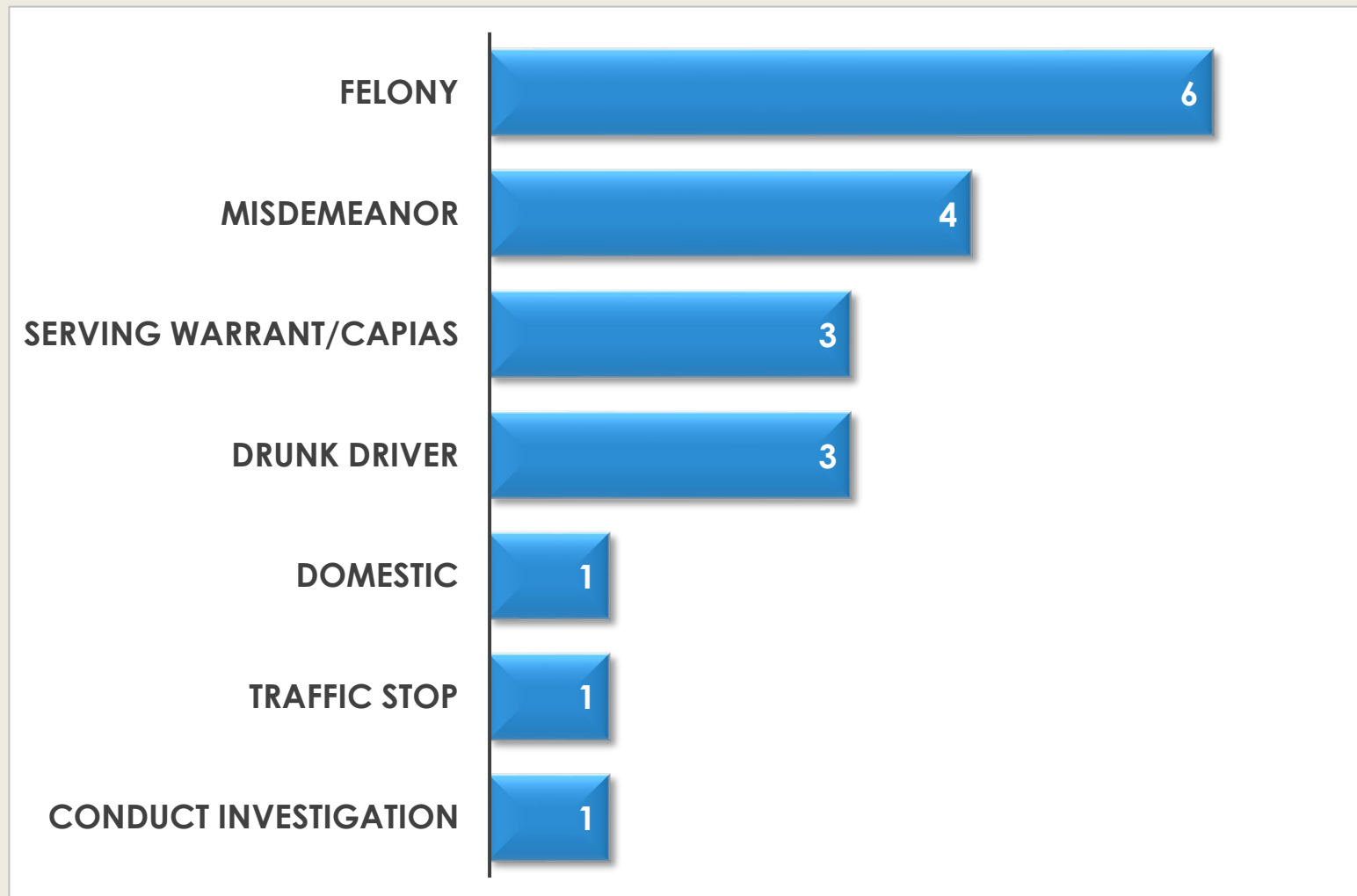
Person Crime Arrests & NTAs (10)



Property Crime Arrests & NTAs (11)



Other Crime Arrests & NTAs (19)



Community Service

- Assisted with 4th of July event
- Attended food truck invasion event



Completed by:
Lillian Arvelo
Criminal Intelligence Analyst
Crime Analysis Unit