

CITY OF WESTLAKE



AGENDA

City Council Budget Workshop

Monday, August 02, 2021 at 6:30 PM

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

In efforts to balance the need for the City of Westlake to function and conduct business during the COVID19 pandemic, we will adhere to the recommended social/physical distancing (staying at least six feet away from each other) guidelines, per the Centers for Disease Control and Prevention (CDC) and Palm Beach County's directives. There will be limited seating available in the Westlake Community Center/City Council Chambers at 4005 Seminole Pratt Whitney Road. Therefore, preregistration will be required for in-person participation.

The instructions for preregistration attendance/participation and viewing of the meeting are outlined below:

IN-PERSON ATTENDANCE (Preregistration Requested):

1. All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses must preregister to attend/participate in a meeting by sending an email to City Clerk, Zoie Burgess at zburgess@westlakegov.com or by phone at 561-530-5880 no later than one (1) business day prior to the meeting date (e.g. by 4:00 P.M. on a Friday, if the meeting is scheduled for that Monday, etc.)
2. In-person attendance/participation will be based upon the order in which the preregistration requests are received by the City Clerk. For Public Hearing Quasi-Judicial meetings, precedence into the Council Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties.

VIRTUAL ATTENDANCE

The City of Westlake will also utilize the video conferencing, online meeting software [Cisco Webex Meetings](#) to broadcast City Meetings and allow for public participation.

Participants may use the Webex platform from personal devices, to include cell phone, tablet, laptop, PC or MacBook. The option to call in and listen may also be utilized. Residents may opt to download the meeting applications from the [Apple](#) or [Google Play](#) stores based on your selected device.

The following link, specific to the City of Westlake, will display upcoming meetings and direct links to join:
<https://cityofwestlake.my.webex.com>

Meeting ID: 132 674 7705

Meeting Password: hello

PHONE ATTENDANCE

You may listen and participate from your phone by dialing 1-408-418-9388 and follow the prompts of entering the Meeting ID: 132 674 7705. Upon access to the meeting, please mute your device.

PUBLIC PARTICIPATION

Residents will have the ability to participate and make comments in one of three ways:

1. Attending in person and completing the appropriate public comment card (available in chambers) prior to meeting.
2. Submitting an online public comment card up to **24 hours** prior to the scheduled Public Meeting. An online Public Comment Card may be retrieved and submitted on the City Website: <https://www.westlakegov.com/cityclerk/webform/public-comment-card>
3. Participants may request to speak during the designated time by utilizing the "Raise Hand" feature within the application at the designated time, and when acknowledged.

For additional information or assistance please contact the City Clerk prior to the meeting.

CITY COUNCIL:

Roger Manning, Mayor
JohnPaul O'Connor, Vice Mayor
Patric Paul, Council Member – Seat 1
Kara Crump, Council Member – Seat 2
Katrina Long Robinson, Council Member – Seat 4

CITY STAFF:

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

[TENTATIVE: SUBJECT TO REVISION]

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

BUDGET PRESENTATION

A. Fiscal Year 2022 Budget with Projections through Fiscal Year 2026

Submitted By: Kenneth Cassel, City Manager

PUBLIC COMMENT

This section of the agenda allows for comments from the public to speak on items only presented on the agenda. Each speaker will be given a total of three (3) minutes to comment. A public comment card should be completed and returned to the City Clerk.

ADJOURNMENT

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

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

AGENDA POSTED: July 26, 2021

City of Westlake



FISCAL YEAR 2022

ANNUAL BUDGET

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City of Westlake

Budget Calendar - Fiscal Year 2022 Annual Budget

Key Dates	Activity / Tasks
By June 1	Receipt of Estimated Assessable Property Values
Thu July 1	Property Appraiser certifies the taxable values
Mon July 12	City of Westlake Regular Council Meeting – Preliminary Budget Presentation; Approve Tentative Millage Rate and date of first public hearing; Set Assessment Rate for Solid Waste Collection.
Wed July 28	County School Board Budget 1st Hearing
Mon August 2	City of Westlake Budget Workshop – Budget Presentation with Council changes
Wed August 4	Deadline for submitting DR 420 to Property Appraiser & Tax Collector a) Include Proposed Millage Rate b) the current rollback rate c) The date, time, and meeting place of the tentative budget hearing
Mon August 23	City of Westlake Budget Workshop – As needed
Thu September 9	County Budget 1st Hearing
Mon September 13	City of Westlake Regular Council Meeting – 1st Budget & Millage Rate Hearing; Assessment Rates for Solid Waste Collection
Tue September 14	County School Board Budget 2nd Hearing
Mon September 20	County Budget 2nd Hearing
Thu September 23	Publish Notice of Budget Increase and Budget Summary in PB Post
Mon September 27	City of Westlake Special Council Meeting - 2nd and Final Budget Hearing
Thu September 30	Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector
Wed October 27	Deadline to Certify Compliance with Florida Department of Revenue

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** Per Florida Statutes, the hearing dates scheduled by the county commission and school board shall not be utilized by any other taxing authority within the county for its public hearings.



Budget Summary

**City of Westlake
Fiscal Year 2022 Budget**

All Funds – Total Budget

Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
FUNDING						
Total Revenue	\$5,269,800	\$7,480,670	\$ 2,210,869	\$6,010,500	\$ 740,700	14.1%
Total Fund Bal. Use / (Addition)	-	(2,940,060)	(2,940,060)	-	-	NA
Total Funding	\$5,269,800	\$4,540,611	\$ (729,191)	\$6,010,500	\$ 740,700	14.1%
EXPENDITURES						
Personnel Expenditures	\$ 157,600	\$ 157,600	\$ -	\$ 118,800	\$ (38,800)	-24.6%
Operating Expenditures	4,743,700	4,376,863	366,837	5,226,400	482,700	10.2%
Debt Service Expenses	-	-	-	-	-	NA
Capital Expenditures	-	-	-	50,000	50,000	NA
Contingency	134,000	6,148	127,852	151,000	17,000	12.7%
Reserves	234,500	-	234,500	464,300	229,800	98.0%
Total Expenditures	\$5,269,800	\$4,540,611	\$ 729,189	\$6,010,500	\$ 740,700	14.1%



**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Summary

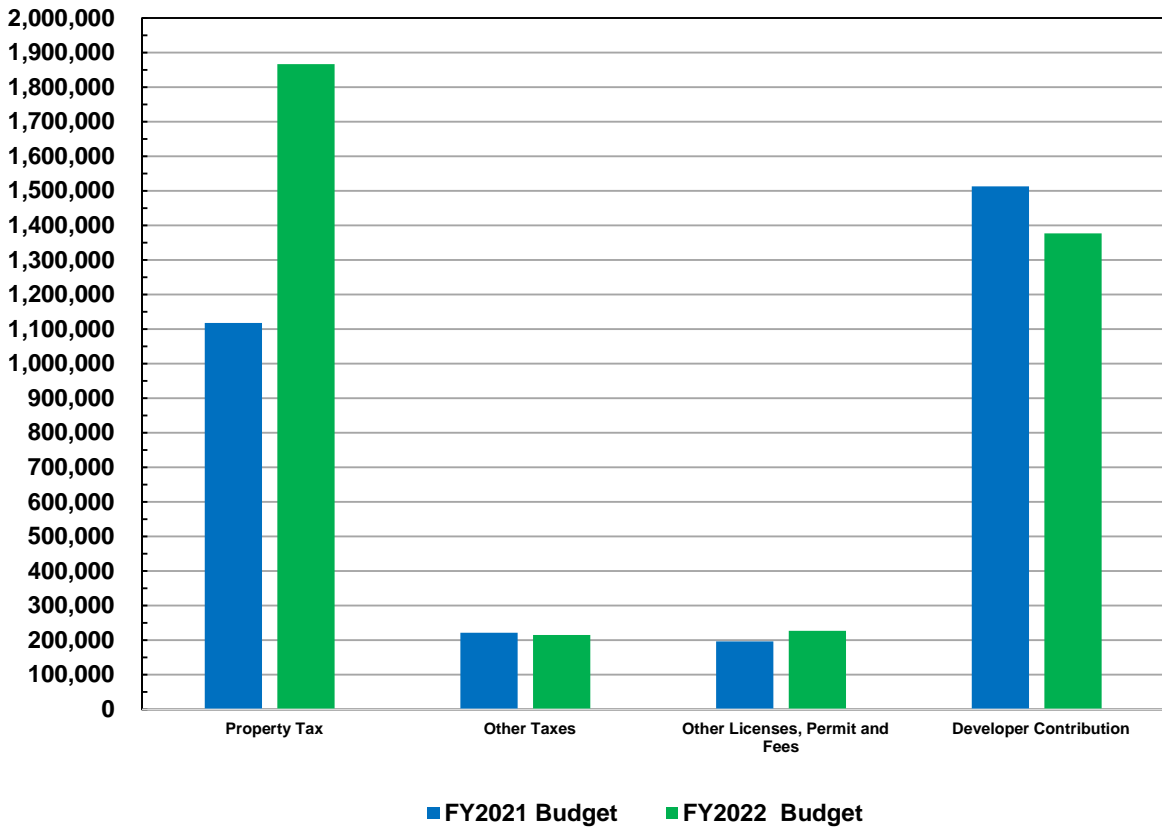
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<u>FUNDING</u>						
Total Revenue	\$3,048,700	\$2,606,284	\$ (442,417)	\$3,685,700	\$ 637,000	20.9%
Total Funding	\$3,048,700	\$2,606,284	\$ (442,417)	\$3,685,700	\$ 637,000	20.9%
<u>EXPENDITURES</u>						
Personnel Expense	\$ 157,600	\$ 157,600	\$ -	\$ 118,800	\$ (38,800)	-24.6%
Operating Expense	2,522,600	2,442,536	80,064	2,901,600	379,000	15.0%
Capital Expenditures	-	-	-	50,000	50,000	NA
Contingency	134,000	6,148	127,852	151,000	17,000	12.7%
Reserves	234,500	-	234,500	464,300	229,800	98.0%
Total Expenditures	\$3,048,700	\$2,606,284	\$ 442,416	\$3,685,700	\$ 637,000	20.9%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	\$ 203,643	\$ 203,643	\$ -	\$ 203,643	\$ -	0.0%
Closing Balance	\$ 203,643	\$ 203,643	\$ -	\$ 203,643	\$ -	0.0%
Closing Bal % Of Total Exp	6.7%	7.8%	1.1%	5.5%	0.0%	N/A

City of Westlake Fiscal Year 2022 Budget

General Fund – Source of Funds

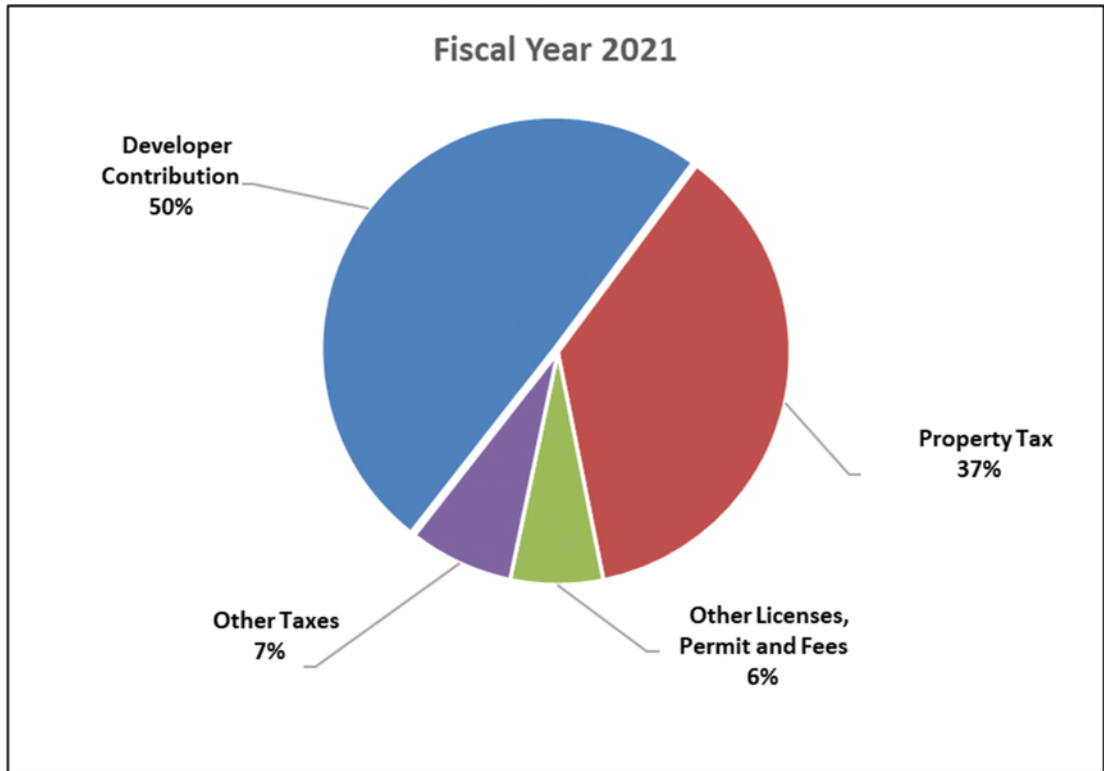
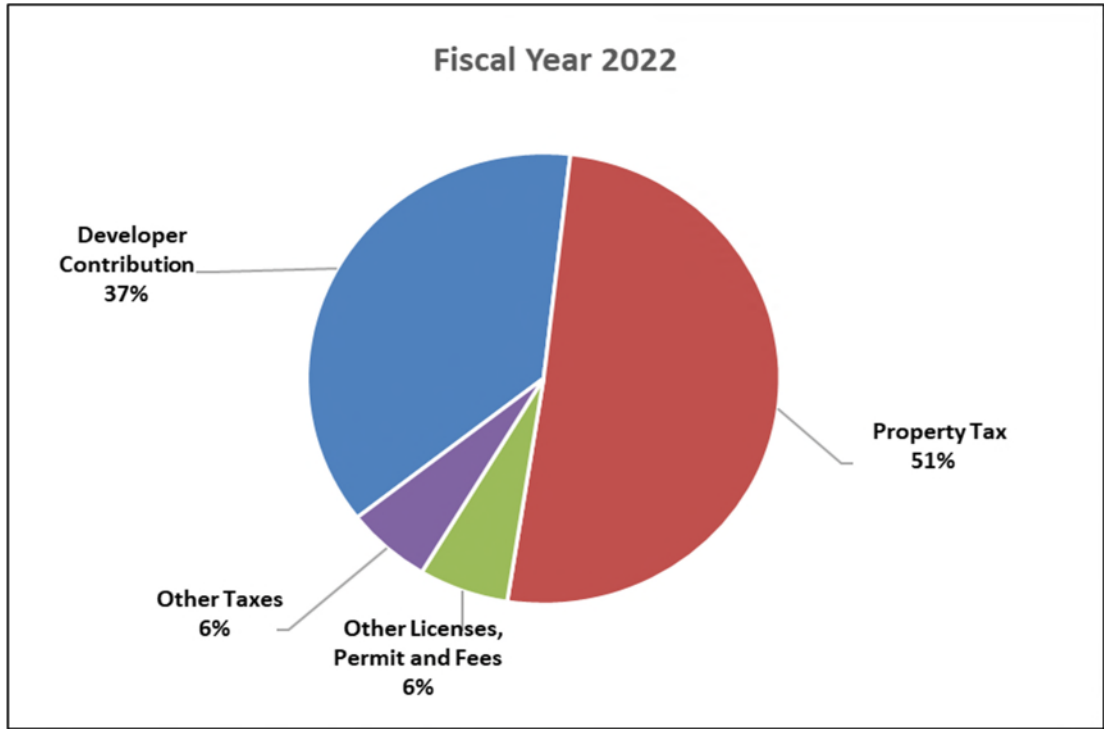
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax	\$1,117,967	\$1,076,807	\$ (41,160)	\$1,866,704	\$ 748,737	67.0%
Other Taxes	221,500	216,226	(5,274)	214,900	(6,600)	-3.0%
Other Licenses, Permit and Fees	196,300	491,014	294,714	226,800	30,500	15.5%
Developer Contribution	1,512,933	821,535	(691,398)	1,377,296	(135,637)	-9.0%
Interest Income	-	702	702	-	-	NA
Total Source of Funds	\$3,048,700	\$2,606,284	\$ (442,417)	\$3,685,700	\$ 637,000	20.9%

FY2021 Budget vs. FY2022 Budget



City of Westlake Fiscal Year 2022 Budget

General Fund – Source of Funds



City of Westlake Fiscal Year 2022 Budget

General Fund – Revenue Detail

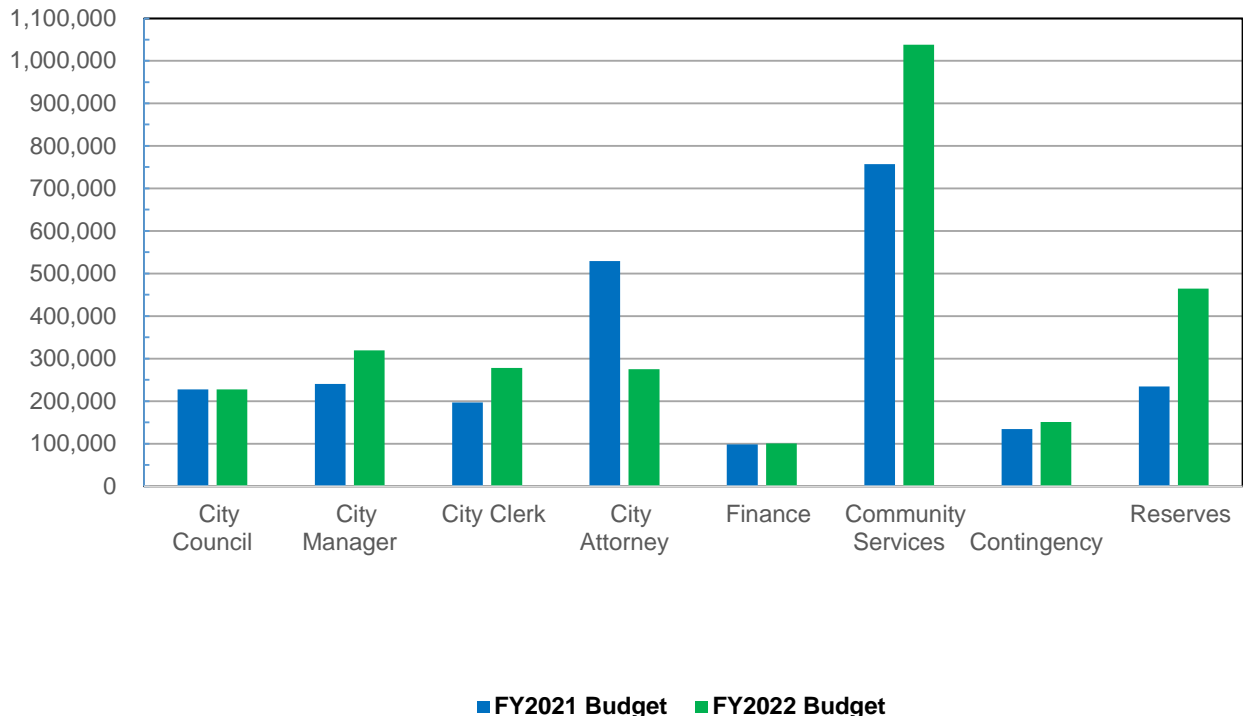
Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax								
Tax Receipts - Current Year	\$ 229,571	\$ 554,887	\$ 1,164,549	\$1,119,844	\$ (44,705)	\$1,711,879	\$ 547,330	47.0%
Tax Receipts - Discounts	(7,573)	(19,605)	(46,582)	(43,037)	3,545	(68,475)	(21,893)	47.0%
Special Assessments-Tax Collector	-	-	-	-	-	232,600	232,600	NA
Special Assmnts- Discounts	-	-	-	-	-	(9,300)	(9,300)	NA
Total - Property Tax	\$ 221,998	\$ 535,282	\$ 1,117,967	\$1,076,807	\$ (41,160)	\$1,866,704	\$ 748,737	67.0%
Other Taxes								
Local Option Fuel Tax	47	138	100	50	(50)	100	-	0.0%
Municipal Revenue Sharing	-	864	4,700	5,186	486	4,700	-	0.0%
Local Gov. Half Cent Sales Tax	-	-	-	-	-	-	-	NA
Public Service Tax-Electricity	28,645	119,672	152,900	120,165	(32,735)	111,500	(41,400)	-27.1%
Public Service Tax-Water	4,603	20,755	27,000	38,051	11,051	43,900	16,900	62.6%
Public Service Tax-Gas	8,118	17,573	19,000	27,038	8,038	36,900	17,900	94.2%
Communications Svcs. Tax	16,353	15,190	17,800	25,736	7,936	17,800	-	0.0%
Total - Other Taxes	\$ 57,766	\$ 174,192	\$ 221,500	\$ 216,226	\$ (5,274)	\$ 214,900	\$ (6,600)	-3.0%
Other Licenses, Permits and Fees Fees								
FPL Franchise Fee	\$ 83,563	\$ 94,338	\$ 113,700	\$ 121,196	\$ 7,496	\$ 112,400	\$ (1,300)	-1.1%
Occupational Licenses	8,700	6,060	5,000	5,000	-	6,100	1,100	22.0%
Building Reinspection Fees	13,400	24,550	-	-	-	-	-	NA
State Building Surcharge Admin.Fees	1,461	3,497	-	-	-	-	-	NA
FPL TUG Program Admin.Fee	16,800	49,500	-	-	-	-	-	NA
Solid Waste Disposal Fees	-	53,917	3,600	210,786	207,186	29,100	25,500	708.3%
County Impact Fee Admin.Fees	63,229	149,209	45,500	112,416	66,916	48,100	2,600	5.7%
County Solid Waste Admin.Fees	5,728	-	-	-	-	-	-	NA
Contractor Registration Fees	4,775	2,175	2,300	953	(1,347)	1,000	(1,300)	-56.5%
Impact Fees	-	-	-	-	-	-	-	NA
Lien Search Fees	570	1,330	-	4,988	4,988	1,300	1,300	NA
Administrative Fees	-	-	10,500	12,216	1,716	21,000	10,500	100.0%
Burgler Alarm Fees	-	2,438.00	2,500	4,529	2,029	2,400	(100)	-4.0%
Other Fees	40,324	7,508	13,200	18,930	5,730	5,400	(7,800)	-59.1%
Total - Other Licenses, Permits and Fees	\$ 238,550	\$ 394,522	\$ 196,300	\$ 491,014	\$ 294,714	\$ 226,800	\$ 30,500	15.5%
Developer Contribution	\$1,100,000	\$ 625,000	\$ 1,512,933	\$ 821,535	\$ (691,398)	\$1,377,296	\$ (135,637)	-9.0%
Interest Income								
Interest Income	\$ 1,161	\$ 28	\$ -	\$ 527	\$ 527	\$ -	\$ -	NA
Interest Income - Tax Collector	42	610	-	175	175	-	-	NA
Total - Interest Income	\$ 1,203	\$ 638	\$ -	\$ 702	\$ 702	\$ -	\$ -	NA
Total Revenue	\$2,492,761	\$3,921,070	\$ 3,048,700	\$2,606,284	\$ (442,417)	\$3,685,700	\$ 637,000	20.9%
Use / (Add't) Fund Balance	161,016	116,791	-	-	-	-	-	NA
Total Funding	\$2,653,777	\$4,037,861	\$ 3,048,700	\$2,606,284	\$ (442,417)	\$3,685,700	\$ 637,000	20.9%

City of Westlake Fiscal Year 2022 Budget

General Fund – Expenditures by Function

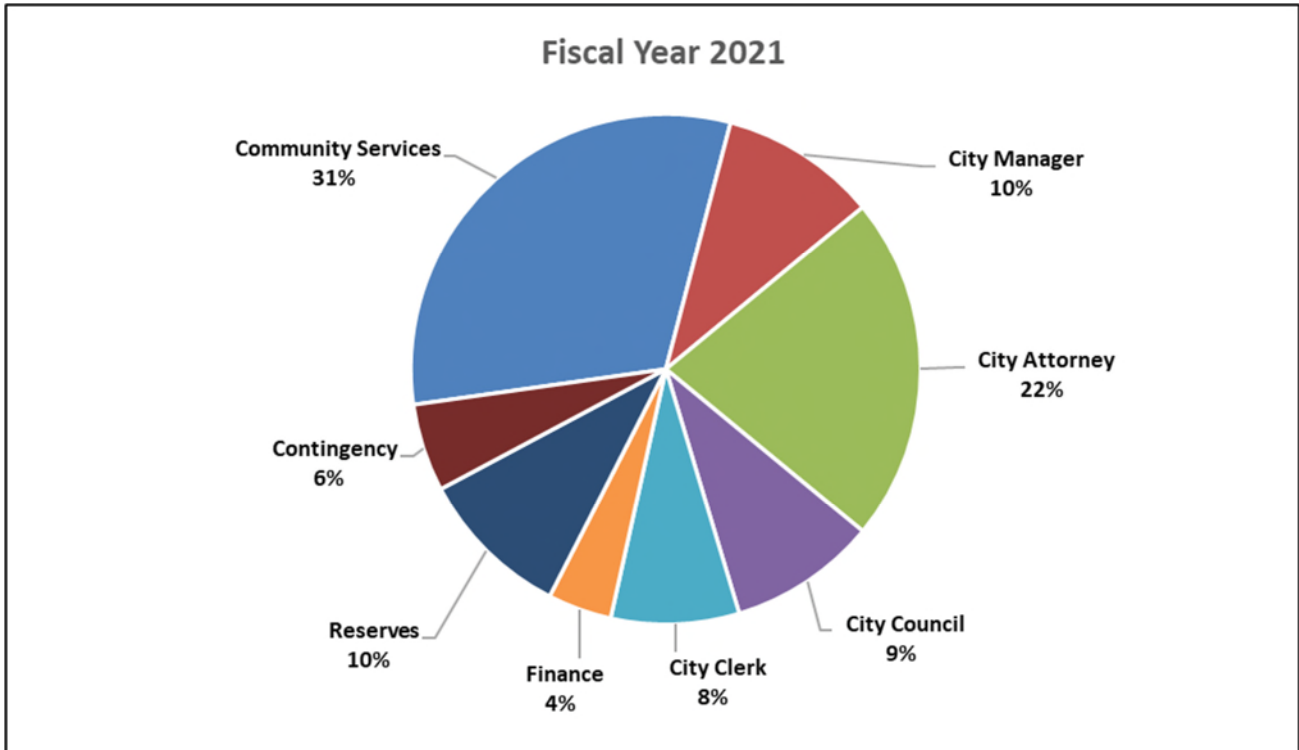
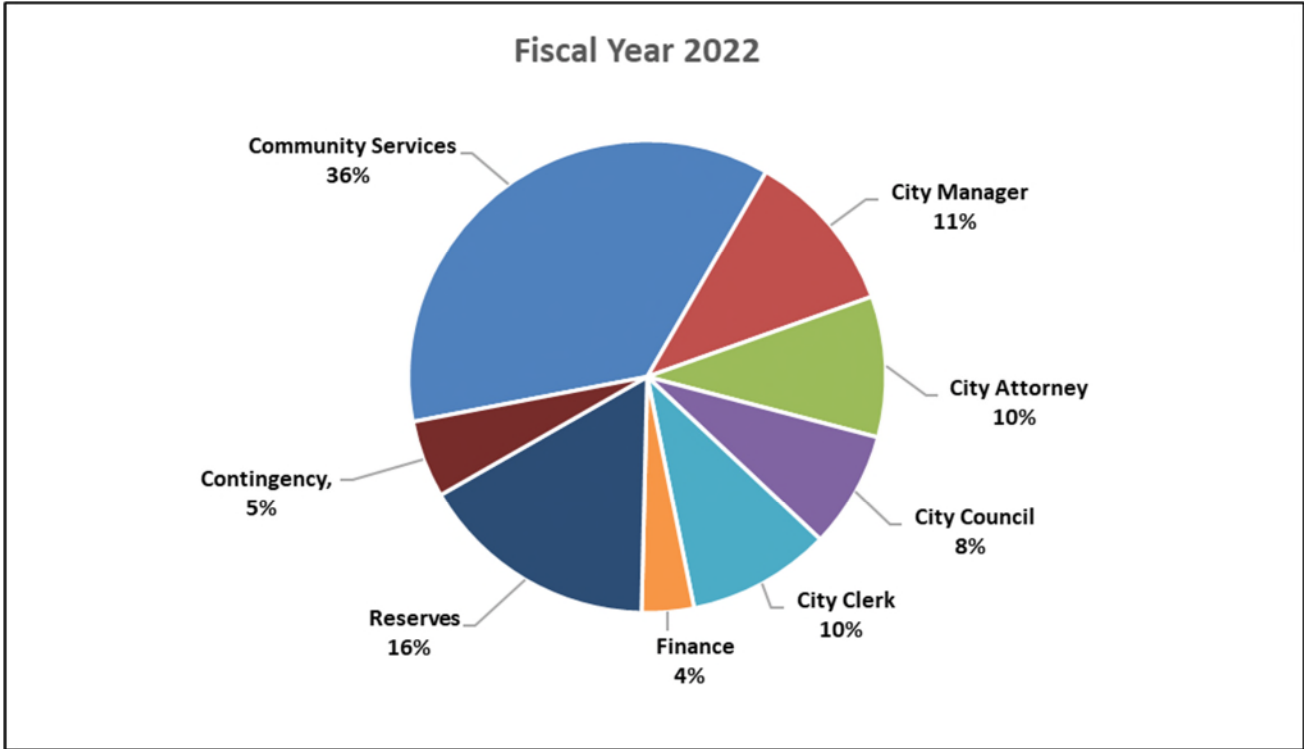
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
City Council	\$ 227,400	\$ 169,018	\$ 58,382	\$ 227,400	\$ -	0.0%
City Manager	240,600	238,033	2,567	319,500	78,900	32.8%
City Clerk	196,600	175,413	21,187	278,100	81,500	41.5%
City Attorney	529,100	460,798	68,302	275,000	(254,100)	-48.0%
Finance	98,000	97,950	50	100,800	2,800	2.9%
Community Services	757,000	1,029,094	(272,094)	1,037,300	280,300	37.0%
Contingency	134,000	6,148	127,852	151,000	17,000	12.7%
Reserves	234,500	-	234,500	464,300	229,800	98.0%
Total Expense	\$2,417,200	\$2,176,454	\$ 240,747	\$2,853,400	\$ 436,200	18.0%

FY2021 Budget vs. FY2022



City of Westlake Fiscal Year 2022 Budget

General Fund – Expenditures by Function



City of Westlake Fiscal Year 2022 Budget

General Fund – City Council Department

Summary

The form of government used by the City of Westlake is a Council-Manager form. The City Council shall conduct regular meetings, special meetings, adopt codes and ordinances, and approve the annual budget by September 30th each year by resolution.

Mission

To serve as the legislative body in accordance with the Charter and applicable statutes.

Current Year Highlights

- Approved over eight plats for future development.
- Adopted ordinances for additional chapters of the City’s Land Development regulations.
- Approved three site plans for nonresidential properties.
- Conducted annual budget workshops with the City Manager and staff.
- Approved plans to remodel the Grove Market Place and Winn Dixie.
- Implemented an evaluation process for applicable staff.
- Released the first video of “Back and Beyond” describing the City’s origin and future.

Next Year Goals

- Improve Communication with the Residents through multiple media methods.
- Finish the adoption of the remaining chapters of the City’s Land Development regulations.
- Approve additional plats as presented by staff.
- Approve nonresidential site plans for developments in conformance with the City’s Land Development Regulations (LDRs).

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Personal Services								
Mayor/Council Stipend	\$ 204,000	\$ 175,200	\$ 146,400	\$ 146,400	\$ -	\$ 110,400	\$ (36,000)	-24.59%
FICA	15,606	13,403	11,200	11,200	-	8,400	(2,800)	-25.00%
Total Personal Services	\$ 219,606	\$ 188,603	\$ 157,600	\$ 157,600	\$ -	\$ 118,800	\$ (38,800)	-24.62%
Operating Expenses								
ProfServ-Legislative Expense	\$ -	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	0.00%
Public Officials Insurance	-	3,500	3,900	4,025	(125)	4,400	500	12.82%
City Events	-	-	25,000	-	25,000	63,800	38,800	155.20%
Election Fees	-	560	-	-	-	-	-	NA
Council Expenses	4,617	8,068	15,000	5,998	9,002	15,000	-	0.00%
Dues, Licenses, Subscriptions	-	-	1,900	1,395	505	1,400	(500)	-26.3%
Total Operating Expenses	\$ 4,617	\$ 12,128	\$ 69,800	\$ 11,418	\$ 58,382	\$ 108,600	\$ 38,300	55.6%
Total City Council	\$ 224,223	\$ 200,731	\$ 227,400	\$ 169,018	\$ 58,382	\$ 227,400	\$ (500)	0.0%

City of Westlake

Fiscal Year 2022 Budget

General Fund – City Manager Department

Summary

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

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

Mission

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

Major Challenges

- Planning for sufficient space or alternate means to provide City services.
- Final implementation of the Building Department software allowing the electronic submission, approval and inspections reporting of the Building Department.
- Maintaining the proper level of service while minimizing the overall cost for services.
- Drafting and passage of the remaining Land Development Regulations in order to move from the interim code.
- Identifying services needed in the future and available revenues.
- Maintaining cooperation with other agencies surrounding and impacting the City.
- Working with the developers and other third parties to maintain the original vision of the City.

Current Year Highlights

- Completed drafting and first reading of Chapter 5 “Land Development”.
- Completed drafting of the Noise ordinance.
- Held monthly “Coffee with the Manager” online discussions with the residents.
- Ensured that development complied with the comprehensive master plan and current LDRs.
- Processed eight additional plats for development within the City.
- Continued to implement the GIS program for all facilities located within the City.
- Made progress toward implementation of a building department software system.
- Made progress toward implementation of administrative processes and software that improves efficiency and minimizes additional staffing requirements.
- Implemented additional social media outreach to the residents through the City Clerk’s office.
- Implemented the Public Relations video for the “Back and Beyond” messaging.

City of Westlake Fiscal Year 2022 Budget

General Fund – City Manager Department

Next Year Goals

- Continue monthly “Coffee with the Manager” to keep residents informed of what is happening within the city.
- Work on City Hall planning and facilities.
- Draft and adopt the final chapters of the City’s Land Development regulations.
- Codify the LDR ordinances in Municode.
- Review all LDRs and modify as necessary.
- Review new commercial and residential plats as submitted for future development and ensure that conflicts with developers and the Seminole Improvement District are minimized.
- Review and draft contracts for additional services as needed.
- Work with new commercial and residential developers to ensure compliance with the City code.
- Improve community outreach through the appropriate combination of meetings and media.
- Improve the City website and ensure compliance with applicable ADA requirements.

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./((Decr.)
Operating Expenses								
Contracts - City Manager	\$ -	\$ 251,882	\$ 222,900	\$ 222,900	\$ -	\$ 251,900	\$ 29,000	13.0%
Office Supplies	8,817	14,851	15,500	12,729	2,771	14,900	(600)	-3.9%
Dues, Licenses, Subscriptions	4,929	5,032	2,200	2,404	(204)	2,700	500	22.7%
Management Services	413,956	-	-	-	-	-	-	NA
Total Operating Expenses	\$ 427,702	\$ 271,765	\$ 240,600	\$ 238,033	\$ 2,567	\$ 269,500	\$ 28,900	12.0%
Capital Expenses								
Capital Outlay	39,646	-	-	-	-	50,000	50,000	NA
Total Capital Expenses	\$ 39,646	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	NA
Total City Manager	\$ 467,348	\$ 271,765	\$ 240,600	\$ 238,033	\$ 2,567	\$ 319,500	\$ 78,900	32.8%

**City of Westlake
Fiscal Year 2022 Budget**

General Fund – City Clerk Department

Summary

The City Clerk reports to the City Manager and serves as a liaison between the City Council, City staff, the public, other local governing bodies, and governmental agencies at various levels. The City Clerk’s office renders unbiased and impartial service to all residents. The City Clerk is the official record keeper responsible for maintaining, preserving, and recording official actions, documents, and legislative history for the City and is responsible for ensuring the order, accessibility, and transparency of such records. The Clerk’s office is the local supervisor of elections for the City. The City Clerk administers the City’s website and other social media.

Mission

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

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

Current Year Highlights

- Filled a Deputy Clerk position.
- Created an additional social media platform to improve resident communications, in conjunction with an archiving platform to maintain compliance with public records law.
- Expanded various website features for enhanced resident communications and transparency.
- Modified and oversaw systems for public meeting notification, publication, virtual meeting broadcasting, and sustained civic engagement.
- Continue developing operating procedures and a manual for the Clerk’s department.
- Implemented business registration software including online application and renewal processes.
- Established various electronic city processes.

City of Westlake Fiscal Year 2022 Budget

General Fund – City Clerk Department

Next Year Goals

- Enhance and promote accessibility to ensure services are provided in an open and transparent manner.
- Maintain and seek strong cooperative partnerships, relationships, and opportunities to improve services, meeting the changing needs of the community, including the rapidly increasing size and variety of its population.
- Develop additional records management policies and procedures in accordance with State guidelines.
- Oversee the 2022 municipal election process.
- Improve virtual meeting access.
- Implement codification project to ensure that accurate information is available and organized for dissemination.
- Improve website redevelopment for enhanced user experience.
- Improve business licensing processes.
- Pursue municipal clerk education opportunities.
- Maintain relationships with local and state municipal clerk associations.

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Operating Expenses								
Website Support	\$ 5,904	\$ 14,641	\$ 18,000	\$ 10,601	\$ 7,399	\$ 10,600	\$ (7,400)	-41.1%
Contracts-City Clerk	-	123,764	125,100	125,100	-	206,000	80,900	64.7%
Postage and Freight	855	866	1,400	1,056	344	1,100	(300)	-21.4%
Printing	3,370	7,047	22,500	3,582	18,918	19,400	(3,100)	-13.8%
Advertising	21,442	31,177	28,200	24,887	3,313	31,200	3,000	10.6%
Miscellaneous Services	532	1,094	-	341	(341)	-	-	NA
Dues, Licenses, Subscriptions	-	-	1,400	9,846	(8,446)	9,800	8,400	600.0%
Total City Clerk	\$ 32,103	\$ 178,589	\$ 196,600	\$ 175,413	\$ 21,187	\$ 278,100	\$ 81,500	41.5%

City of Westlake Fiscal Year 2022 Budget

General Fund – City Attorney

Summary

The City Attorney is a designated Charter Officer appointed by a majority vote of the City Council and serves at its pleasure. The City Attorney provides legal support and advice to the City Council, City Manager, Staff, and Advisory Boards on all legal matters affecting or involving the City. The City Attorney works with the City Manager drafting policies as requested by the City Council. The City Attorney provides services as outlined in the City Charter. The City Attorney is a contracted service.

Mission

To provide efficient, effective, and competent legal advice to the City Council, the City Manager and staff on legal matters and their impacts on the City of Westlake, including legislative and statutory changes.

Current Year Highlights

- Drafted the remaining Land Development Regulations with the City Manager and Planning & Zoning and Engineering personnel.
- Reviewed and approved the plat language and bonds on eight new plats for development.
- Drafted appropriate mortgage documents for Housing Assistance awards.
- Monitored the legislature for potential impacts on the City.
- Advised City Council on plats and LDRs.

Next Year Goals

- Draft and adopt the remaining chapters of the City’s Land Development regulations.
- Provide legal review for the Housing Assistance program to the City Manager and staff.
- Review plat language for consistency with the City’s interests.
- Provide legal advice and reviews as needed and directed by the City Council.

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
Operating Expenditures								
ProfServ-Legal Services	\$ 369,100	\$ 414,079	\$ 404,000	\$ 454,727	\$ (50,727)	\$ 275,000	\$ (129,000)	-31.9%
Miscellaneous Services	-	119	-	180	(180)	-	-	NA
Outside Legal Services	-	23,970	115,000	-	115,000	-	(115,000)	-100.0%
Miscellaneous Expenses	-	-	10,100	5,891	4,209	-	(10,100)	-100.0%
Total City Attorney	\$ 369,100	\$ 438,168	\$ 529,100	\$ 460,798	\$ 68,302	\$ 275,000	\$ (254,100)	-48.0%

City of Westlake Fiscal Year 2022 Budget

General Fund – Community Services Department

Summary

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

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

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

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

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

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
Operating Expenditures								
Contracts-Solid Waste	\$ -	\$ 51,350	\$ -	\$ 244,659	\$(244,659)	\$ 248,600	\$ 248,600	N/A
Contracts-Sheriff	74,067	650,451	662,000	650,000	12,001	656,500	(5,500)	-0.8%
Electricity-Streetlighting	3,866	47,255	43,300	80,497	(37,197)	98,600	55,300	127.7%
R&M-Community Service	-	26,700	26,700	26,700	-	27,500	800	3.0%
Operating Supplies	-	6,121	25,000	27,238	(2,238)	6,100	(18,900)	-75.6%
Total Community Services	\$77,933	\$781,877	\$757,000	\$1,029,094	\$(272,094)	\$1,037,300	\$ 280,300	37.0%

**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Other Departments

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
Finance								
Auditing Services	\$ 3,225	\$ 5,250	\$ 5,300	\$ 5,250	\$ 50	\$ 5,300	\$ -	0.0%
Contracts - Finance	-	91,769	92,700	92,700	-	95,500	2,800	3.0%
Total Finance	\$ 3,225	\$ 97,019	\$ 98,000	\$ 97,950	\$ 50	\$ 100,800	\$ 2,800	2.9%
Comprehensive Planning								
Engineering	188,591	352,565	-	-	-	-	-	NA
Planning & Zoning	237,434	240,146	-	-	-	-	-	NA
Building	738,120	999,480	-	-	-	-	-	NA
Total Comprehensive Planning	\$1,164,145	\$1,592,191	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Other Administrative Services								
ProfServ-Information Technology	190,948	164,744	144,700	160,648	(15,948)	195,100	50,400	34.8%
ProfServ-Compliance Service	-	-	25,000	-	25,000	25,000	-	0.0%
ProfServ-Consultants	13,775	9,625	-	-	-	-	-	NA
Contracts-Admin. Service	-	156,997	158,700	158,700	-	257,000	98,300	61.9%
Misc-Assessmnt Collection Cost	-	-	-	-	-	2,300	2,300	NA
Misc-Public Relations	-	1,244	50,000	-	50,000	75,000	25,000	50.0%
General Government	51,189	278	115,000	34,828	80,172	84,800	(30,200)	-26.3%
Misc. Late Fees	455	-	-	-	-	-	-	NA
Emergency Comm. Program	-	-	25,000	-	25,000	25,000	-	0.0%
Total Community Services	\$ 256,367	\$ 332,888	\$ 518,400	\$ 354,176	\$ 164,224	\$ 664,200	\$ 145,800	28.1%
Facility Services								
Telephone, Cable and Internet Service	22,237	19,104	21,200	13,887	7,313	13,200	(8,000)	-37.7%
Lease - Building	500	500	12,500	500	12,000	86,700	74,200	593.6%
Lease-Copier	-	52,207	20,500	15,980	4,521	16,000	(4,500)	-22.0%
Insurance(Liab,Auto,Property)	7,120	3,620	4,000	4,088	(88)	4,500	500	12.5%
Miscellaneous Services	-	-	1,200	1,021	179	1,000	(200)	-16.7%
Cleaning Services	-	36,497	43,500	29,979	13,521	36,500	(7,000)	-16.1%
Principal-Capital Lease Payments	5,524	6,848	7,600	7,600	-	8,500	900	11.8%
Interest-Capital Lease Payments	2,988	3,366	2,600	2,600	-	1,700	(900)	-34.6%
Total Facility Services	\$ 38,369	\$ 122,142	\$ 113,100	\$ 75,655	\$ 37,445	\$ 168,100	\$ 55,000	48.6%
Contingency	\$ 20,964	\$ 22,491	\$ 134,000	\$ 6,148	\$ 127,852	\$ 151,000	\$ 17,000	12.7%
Reserves								
1st Quarter Operating	-	-	234,500	-	234,500	264,300	29,800	12.7%
Building	-	-	-	-	-	200,000	200,000	NA
Total Reserves	\$ -	\$ -	\$ 234,500	\$ -	\$ 234,500	\$ 464,300	\$ 229,800	98.0%
Total Other Departments	\$ 318,925	\$ 574,540	\$1,098,000	\$ 533,929	\$ 564,071	\$1,548,400	\$ 450,400	41.0%



**City of Westlake
Fiscal Year 2022 Budget**

Special Revenue Fund Summary

Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<u>FUNDING</u>						
Revenue	\$2,221,100	\$4,874,387	\$ 2,653,287	\$2,324,800	\$ 103,700	4.7%
Addition to Fund Balance	-	(2,940,059)	(2,940,059)	-	-	NA
Total Funding	\$2,221,100	\$1,934,327	\$ (286,773)	\$2,324,800	\$ 103,700	4.7%
<u>EXPENDITURES</u>						
Expense	2,221,100	1,934,327	(286,773)	2,324,800	103,700	4.7%
Total Expenditures	\$2,221,100	\$1,934,327	\$ 286,773	\$2,324,800	\$ 103,700	4.7%

**City of Westlake
Fiscal Year 2022 Budget**

Item A.

Special Revenue Fund Detail-Comprehensive Planning Services

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
Revenue								
Building Permits	\$ -	\$ -	\$1,159,200	\$2,497,133	\$ 1,337,933	\$1,208,900	\$ 49,700	4.3%
Reinspection Fees	-	-	8,600	52,125	43,525	24,600	16,000	186.0%
Building Permits-Surcharge	-	-	2,000	7,436	5,436	2,700	700	35.0%
Other Building Permit Fees	-	-	15,000	85,725	70,725	30,000	15,000	100.0%
Building Permits-Admin Fee	-	-	64,400	154,874	90,474	68,100	3,700	5.7%
Engineering Permits	-	-	590,900	629,703	38,803	374,600	(216,300)	-36.6%
Planning/Zoning Permits	-	-	231,000	287,069	56,069	287,100	56,100	24.3%
Developer Contributions	-	-	-	-	-	25,000	25,000	NA
Total Revenue	\$ -	\$ -	\$2,071,100	\$3,714,063	\$ 1,642,963	\$2,021,000	\$ (75,100)	-2.4%
Expenditures								
ProfServ-Engineering	\$ -	\$ -	\$ 562,900	\$ 298,554	\$ 264,346	\$ 352,600	\$ (210,300)	-37.4%
ProfServ-Information Technology	-	-	28,100	119,146	(91,046)	84,000	55,900	198.9%
ProfServ-Planning/Zoning Board	-	-	231,000	287,069	(56,069)	287,100	56,100	24.3%
ProfServ-Consultants	-	-	28,000	6,488	21,513	22,000	(6,000)	-21.4%
ProfServ-Building Permits	-	-	1,219,900	1,198,071	21,829	1,198,100	(21,800)	-1.8%
Postage and Freight	-	-	-	19	(19)	-	-	NA
Telephone, Cable and Internet Service	-	-	1,200	1,145	56	1,100	(100)	-8.3%
Lease - Building	-	-	-	-	-	43,400	43,400	NA
Lease - Copier	-	-	-	5,067	(5,067)	5,100	5,100	NA
Printing	-	-	-	981	(981)	1,000	1,000	NA
Miscellaneous Services	-	-	-	213	(213)	-	-	NA
Office Supplies	-	-	-	1,647	(1,647)	1,600	1,600	NA
Capital Improvements	-	-	-	-	-	25,000	25,000	NA
Total Expenditures	\$ -	\$ -	\$2,071,100	\$1,918,398	\$ 152,702	\$2,021,000	\$ (98,300)	-2.4%
Change in Fund Balance	\$ -	\$ -	\$ -	\$1,795,665	\$ (1,795,665)	\$ -	\$ -	NA
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,795,665	\$ 1,795,665	NA
Ending Fund Balance	\$ -	\$ -	\$ -	\$1,795,665	\$ (1,795,665)	\$1,795,665	\$ 1,795,665	NA

**City of Westlake
Fiscal Year 2022 Budget**

Special Revenue Fund Detail-Housing Assistance

Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
Revenue								
Interest-Investments	\$ 7,549	\$ 6,775	\$ -	\$ 3,824	\$ 3,824	\$ 3,800	\$ 3,800	NA
Donations	349,608	736,863	150,000	1,156,500	1,006,500	300,000	150,000	100.0%
Total Revenue	\$ 357,157	\$ 743,638	\$ 150,000	\$1,160,324	\$ 1,010,324	\$ 303,800	\$ 153,800	102.5%
Expenditures								
Assistance Program	3,713	10,550	138,700	3,713	134,987	282,800	144,100	103.9%
Administration Fee	-	-	11,300	12,216	(916)	21,000	9,700	85.8%
Bank Charges	24	-	-	-	-	-	-	NA
Total Expenditures	\$ 3,737	\$ 10,550	\$ 150,000	\$ 15,929	\$ 134,071	\$ 303,800	\$ 153,800	102.5%
Change in Fund Balance	\$ 353,420	\$ 733,088	\$ -	\$1,144,395	\$(1,144,395)	\$ -	\$ -	NA
Beginning Fund Balance	\$ 336,953	\$ 690,373	\$1,423,461	\$1,423,461	\$ -	\$2,567,856	\$ 1,144,395	80.4%
Ending Fund Balance	\$ 690,373	\$1,423,461	\$1,423,461	\$2,567,856	\$(1,144,395)	\$2,567,856	\$ 1,144,395	80.4%