

September 13, 2021

RESOLUTION 2021-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING THE TENTATIVE BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022.

WHEREAS, in accordance with applicable provision of the law, the City of Westlake has prepared a tentative budget for the fiscal year beginning on October 1, 2021 and ending on September 30, 2022, and determined the amount of available funds on hand, the estimated revenues, and appropriated amounts for the support of various operations of the City for the fiscal period; and

WHEREAS, a "Notice of Proposed Tax Increase" advising the public that the public hearing on the proposed millage rate and the tentative budget would be held on September 13, 2021, at 6:30 pm, has been mailed as required by Florida Statute 200.065; and

WHEREAS, said public hearing has been held as stated above and comments from the public concerning said proposed millage rates and tentative budget have been heard and considered; and

WHEREAS, as set forth during the tentative budget hearing the City Council acknowledges that said tentative budgets reflect the following revenue and expenditure estimates for the fiscal year beginning on October 1, 2021 and ending September 30, 2022 for all funds total _____; and

WHEREAS, it is the desire of the City Council for the City of Westlake, to adopt a tentative budget for the fiscal year beginning October 1, 2021 and ending on September 30, 2022;

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

SECTION 1. There is hereby approved the tentative budget for the City of Westlake, Florida, as reflected in Exhibit "A", which is attached hereto and made a part hereof, for the fiscal year beginning on October 1, 2021 and ending on September 30, 2022.

SECTION 2. There is hereby appropriated for all the funds of the City of Westlake, Florida, the sum of _____ as the appropriation for the fiscal year, October 1, 2021 through September 30, 2022.

SECTION 3. That the approved tentative operation budget for Fiscal Year 2022 established limitations on expenditures/expenses by fund total. Said limitation meaning that the total sum allocated to each fund for total expenditures/expenses may not be increased without specific authorization by a duly enacted resolution effecting such amendment or transfer.

SECTION 4. That during the course of Fiscal Year 2022 the City Council may authorize transfers of budgeted amounts from one fund or project to another fund or project, or other amendments to the budget by resolution, in accordance with laws of this state and the City Charter.

SECTION 5. This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this 13th day of September 2021.

Roger Manning, Mayor
City of Westlake, Florida

Zoie P. Burgess, City Clerk

Approved as to Legal Form and Sufficiency:

Office of City Attorney

City of Westlake



FISCAL YEAR 2022

ANNUAL BUDGET

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Council Members

Roger Manning-Mayor
JohnPaul O'Connor -Vice Mayor
Kara Crump-Seat 2
Patric Paul-Seat 3
Katrina Long Robinson-Seat 4



City of Westlake

4001 Seminole Pratt Whitney Rd.
Westlake, Florida 33470
Phone: 561-530-5880
Fax: 561-790-5466

Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2022 budget message for the City of Westlake. The City continues to grow quickly. The last of the City's Land Development Regulations (LDR's) were adopted. The next step is to have the ordinance codified. After codification we will begin a thorough review and amend sections that may conflict with other portions of the LDRs. The teamwork between the City Council, City Manager, Interim City Attorney, City Planner, City Engineer, City Clerk, Building Department, administrative staff, Seminole Improvement District and the developers' representatives has allowed us to complete the last several sections.

According to the Palm Beach County Property Appraiser the City of Westlake's taxable value has increased forty-seven (47%) over last year. The growth in home construction and sales continues to be strong. We are seeing a rise in commercial development within the City. The City has processed an additional eleven plats this year to accommodate current and projected development.

Milestones in FY2021 included the following:

- Approved the site plan for the Publix Shopping center on the west side of Seminole Pratt Whitney Road north of Persimmon Blvd.
- Approved the site plan for the self-storage facility in POD H west of Seminole Pratt Whitney Road and south of Persimmon Blvd.
- Approved the site plan for the Shops at Westlake Landings.
- Approved the plats for the Orchards, Crossings town homes, Cresswind phase 3, and Sky South neighborhoods.
- Approved Town Center Parkway South west roadway plat.

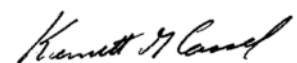
The **proposed millage rate for the FY2022 is 5.125**. This rate is projected to generate \$1,711,879 in ad-valorem taxes to the City based on the taxable value as of January 1st as provided by Palm Beach County Property Appraiser. The total proposed general fund budget for FY2022 is \$3,693,400, which is a 21.1% increase over the current year. The difference between the taxes received and the budget is made up of several components, including interest, licenses, permits & fees, other taxes and deficit funding from the primary developer as needed.

The proposed millage rate of 5.125 mills is a 18.37% tax increase over the rolled-back rate of 4.3296. Generating revenue based on the rolled-back rate would not be practical as the City must be able to provide the administrative infrastructure to operate. With a growing city the administrative expenses occur before the tax revenue is received and therefore, it appears to be a tax increase. The actual ad-valorem tax rate per property remains flat at 5.125 mills. The largest impact on the taxes is the assessed value established by the County Property Appraiser.

Due to the lag time of taxable values and the budget cycle, this budget is again dependent on deficit funding from the primary developer. One of the areas that has increased is the reserve and contingency funds. This increase is necessary in order to have the appropriate level of funds for first quarter reserves and contingency balances needed by FY2024. It is still important to remember that a portion of land within the City limits is assessed based on agricultural use by the property assessor. The agricultural land use assessed value is a lower taxable value therefore generates lower tax revenues. As the City continues to develop residential and commercial properties the tax base will continue to increase. This increase in taxable value reduces the dependency on deficit funding.

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

Respectfully submitted,



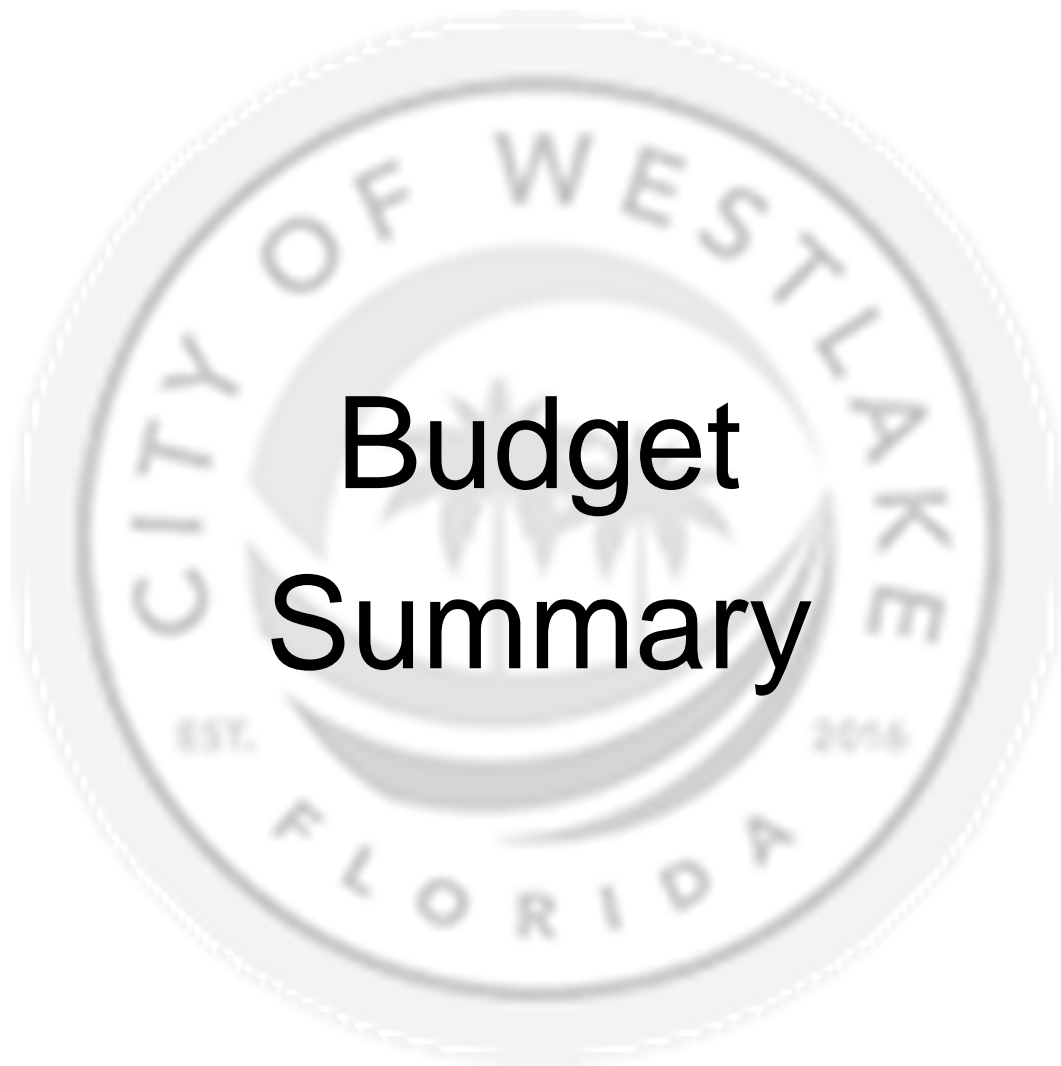
Kenneth Cassel

City of Westlake

Budget Calendar - Fiscal Year 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	

** 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	\$7,899,076	\$ 2,629,275	\$6,405,600	\$ 1,135,800	21.6%
Total Fund Bal. Use / (Addition)	-	(3,075,145)	(3,075,145)	-	-	NA
Total Funding	\$5,269,800	\$4,823,931	\$ (445,870)	\$6,405,600	\$ 1,135,800	21.6%
EXPENDITURES						
Personnel Expenditures	\$ 157,600	\$ 157,600	\$ -	\$ 118,800	\$ (38,800)	-24.6%
Operating Expenditures	4,743,700	4,657,594	86,106	5,620,500	876,800	18.5%
Debt Service Expenses	-	-	-	-	-	NA
Capital Expenditures	-	-	-	50,000	50,000	NA
Contingency	134,000	8,737	125,263	151,400	17,400	13.0%
Reserves	234,500	-	234,500	464,900	230,400	98.3%
Total Expenditures	\$5,269,800	\$4,823,931	\$ 445,869	\$6,405,600	\$ 1,135,800	21.6%



General Fund

**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Summary

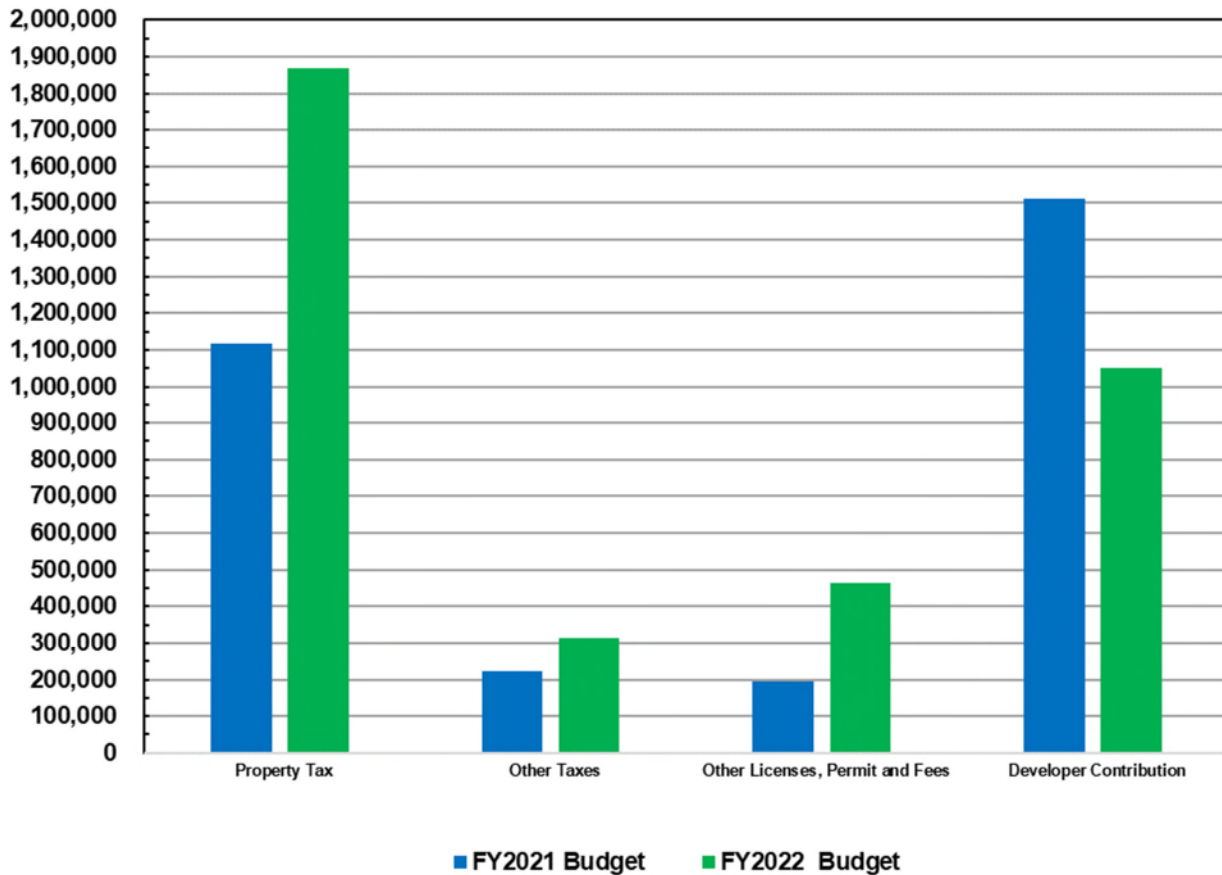
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<u>FUNDING</u>						
Total Revenue	\$3,048,700	\$2,646,325	\$ (402,375)	\$3,693,400	\$ 644,700	21.1%
Total Funding	\$3,048,700	\$2,646,325	\$ (402,375)	\$3,693,400	\$ 644,700	21.1%
<u>EXPENDITURES</u>						
Personnel Expense	\$ 157,600	\$ 157,600	\$ -	\$ 118,800	\$ (38,800)	-24.6%
Operating Expense	2,522,600	2,479,988	42,612	2,908,300	385,700	15.3%
Capital Expenditures	-	-	-	50,000	50,000	NA
Contingency	134,000	8,737	125,263	151,400	17,400	13.0%
Reserves	234,500	-	234,500	464,900	230,400	98.3%
Total Expenditures	\$3,048,700	\$2,646,325	\$ 402,375	\$3,693,400	\$ 644,700	21.1%
<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%	7.7%	1.0%	5.5%	0.0%	N/A

City of Westlake Fiscal Year 2022 Budget

General Fund – Source of Funds

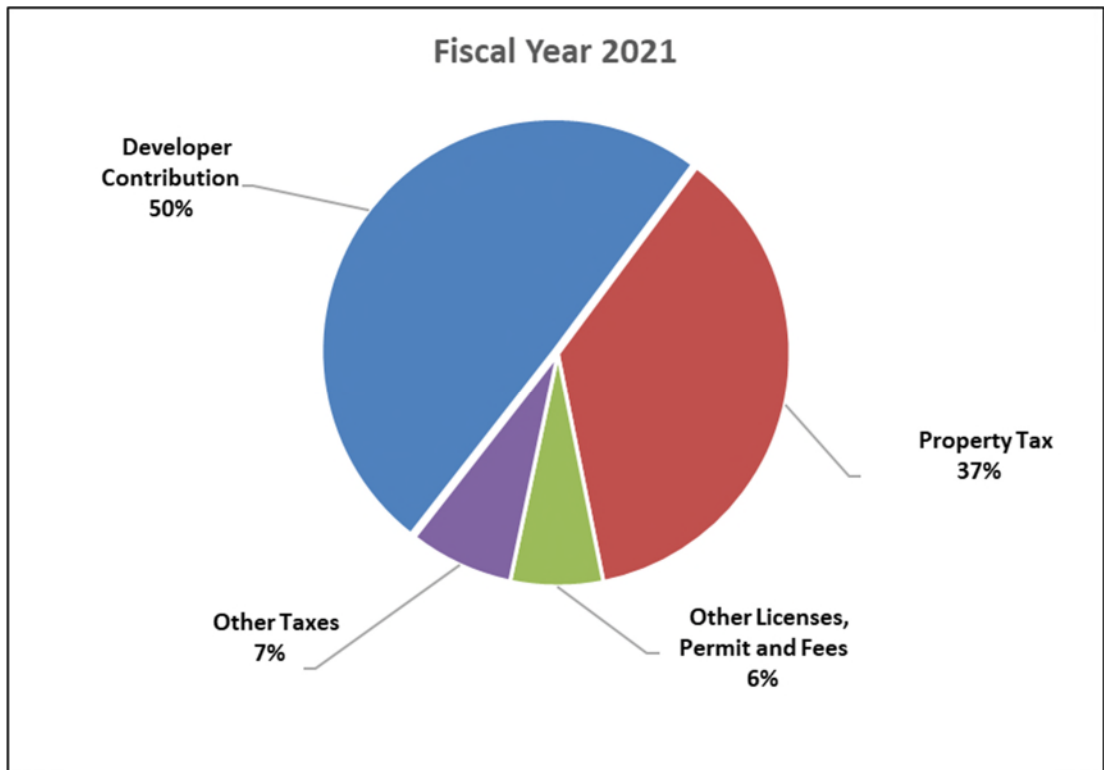
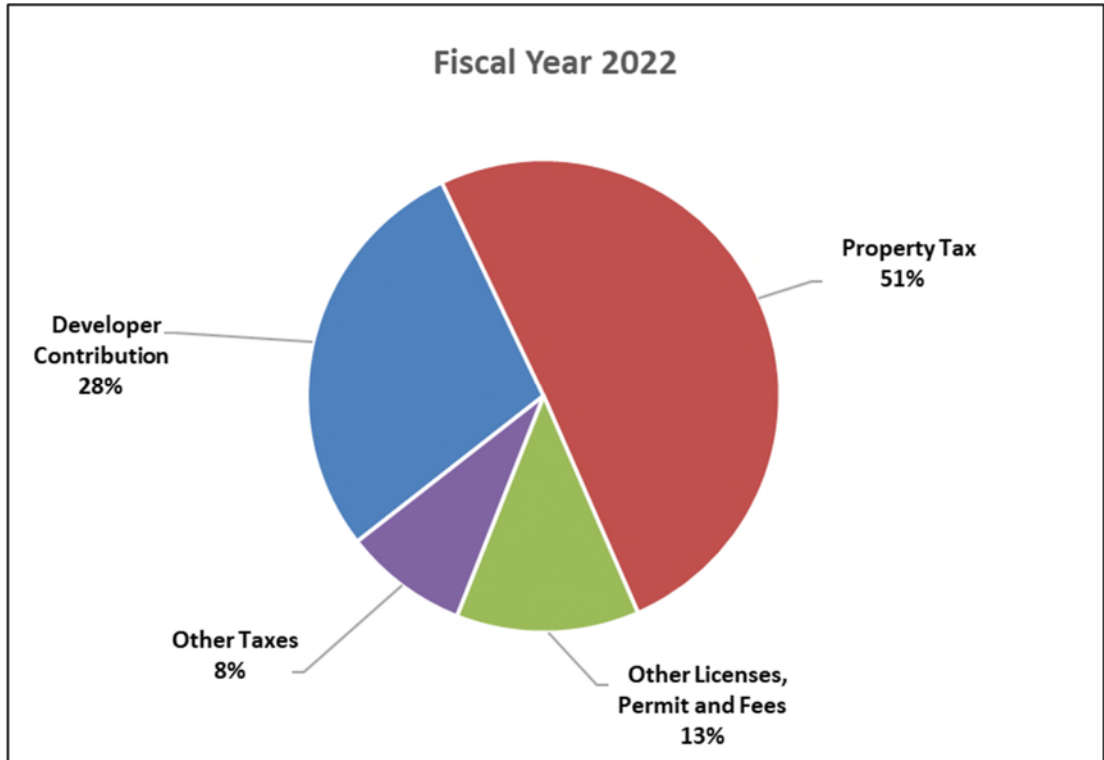
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax	\$1,117,967	\$1,087,432	\$ (30,535)	\$1,866,704	\$ 748,737	67.0%
Other Taxes	221,500	217,605	(3,895)	312,800	91,300	41.2%
Other Licenses, Permit and Fees	196,300	775,967	579,667	462,100	265,800	135.4%
Developer Contribution	1,512,933	564,175	(948,758)	1,051,796	(461,137)	-30.5%
Interest Income	-	1,146	1,146	-	-	NA
Total Source of Funds	\$3,048,700	\$2,646,325	\$ (402,375)	\$3,693,400	\$ 644,700	21.1%

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

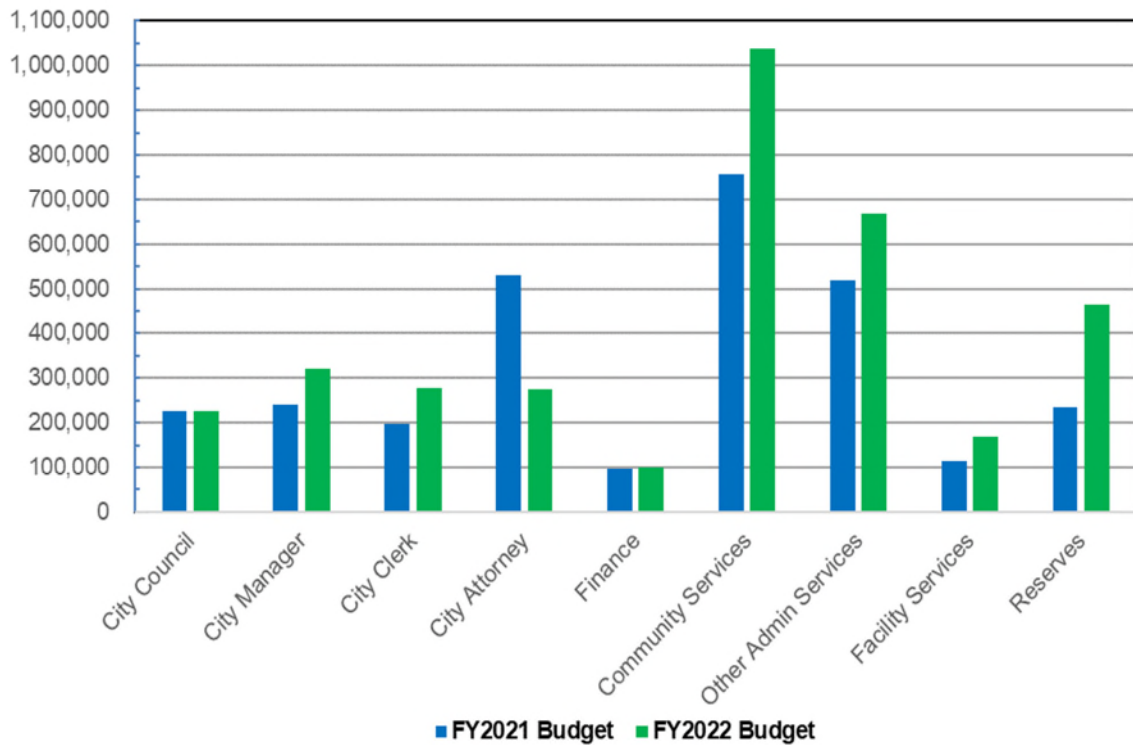
Description	FY 2019	FY 2020	FY 2021			FY 2022		
	Actual	Actual	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax								
Tax Receipts - Current Year	\$ 229,571	\$ 554,887	\$ 1,164,549	\$ 1,130,469	\$ (34,080)	\$ 1,711,879	\$ 547,330	47.0%
Tax Receipts - 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	\$ 1,087,432	\$ (30,535)	\$ 1,866,704	\$ 748,737	67.0%
Other Taxes								
Local Option Fuel Tax	47	138	100	20	(80)	-	(100.00)	-100.0%
Municipal Revenue Sharing	-	864	4,700	5,930	1,230	17,200	12,500	266.0%
Local Discretionary Sales Tax	-	-	-	-	-	69,700	69,700	NA
Public Service Tax-Electricity	28,645	119,672	152,900	129,161	(23,739)	113,600	(39,300)	-25.7%
Public Service Tax-Water	4,603	20,755	27,000	30,440	3,440	41,500	14,500	53.7%
Public Service Tax-Gas	8,118	17,573	19,000	25,352	6,352	34,600	15,600	82.1%
Communications Svcs. Tax	16,353	15,190	17,800	26,702	8,902	36,200	18,400	103.4%
Total - Other Taxes	\$ 57,766	\$ 174,192	\$ 221,500	\$ 217,605	\$ (3,895)	\$ 312,800	\$ 91,300	41.2%
Other Licenses, Permits and Fees Fees								
FPL Franchise Fee	\$ 83,563	\$ 94,338	\$ 113,700	\$ 125,318	\$ 11,618	\$ 110,300	\$ (3,400)	-3.0%
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	229,824	226,224	29,100	25,500	708.3%
County Impact Fee Admin.Fees	63,229	149,209	45,500	120,824	75,324	62,100	16,600	36.5%
County Solid Waste Admin.Fees	5,728	-	-	-	-	-	-	NA
Contractor Registration Fees	4,775	2,175	2,300	762	(1,538)	-	(2,300)	-100.0%
Impact Fees	-	-	-	-	-	-	-	NA
Lien Search Fees	570	1,330	-	5,302	5,302	1,300	1,300	NA
Administrative Fees	-	-	10,500	265,519	255,019	245,400	234,900	2237.1%
Burgler Alarm Fees	-	2,438.00	2,500	4,693	2,193	2,400	(100)	-4.0%
Other Fees	40,324	7,508	13,200	18,725	5,525	5,400	(7,800)	-59.1%
Total - Other Licenses, Permits and Fees	\$ 238,550	\$ 394,522	\$ 196,300	\$ 775,967	\$ 579,667	\$ 462,100	\$ 265,800	135.4%
Developer Contribution	\$ 1,100,000	\$ 625,000	\$ 1,512,933	\$ 564,175	\$ (948,758)	\$ 1,051,796	\$ (461,137)	-30.5%
Interest Income								
Interest Income	\$ 1,161	\$ 28	\$ -	\$ 652	\$ 652	\$ -	\$ -	NA
Interest Income - Tax Collector	42	610	-	494	494	-	-	NA
Total - Interest Income	\$ 1,203	\$ 638	\$ -	\$ 1,146	\$ 1,146	\$ -	\$ -	NA
Total Revenue	\$ 2,492,761	\$ 3,921,070	\$ 3,048,700	\$ 2,646,325	\$ (402,375)	\$ 3,693,400	\$ 644,700	21.1%
Use / (Add't) Fund Balance	161,016	116,791	-	-	-	-	-	NA
Total Funding	\$ 2,653,777	\$ 4,037,861	\$ 3,048,700	\$ 2,646,325	\$ (402,375)	\$ 3,693,400	\$ 644,700	21.1%

City of Westlake Fiscal Year 2022 Budget

General Fund – Expenditures by Function

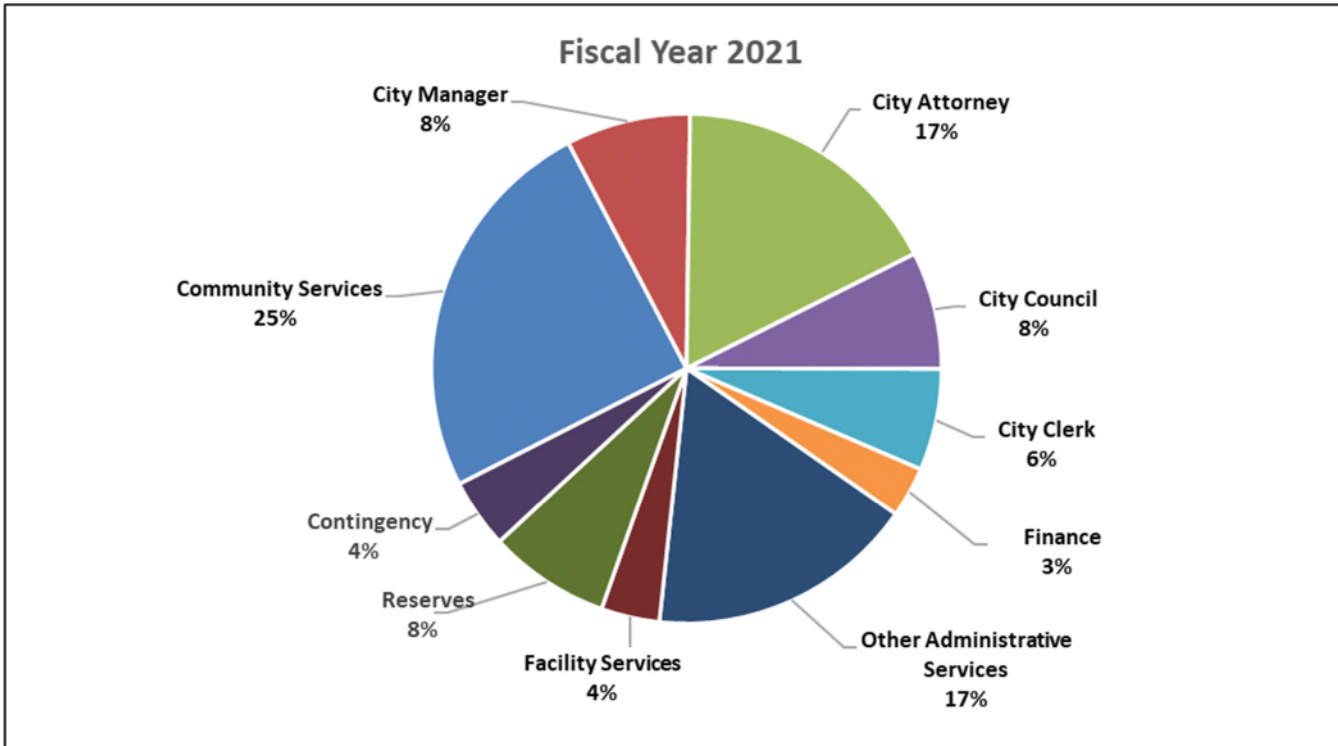
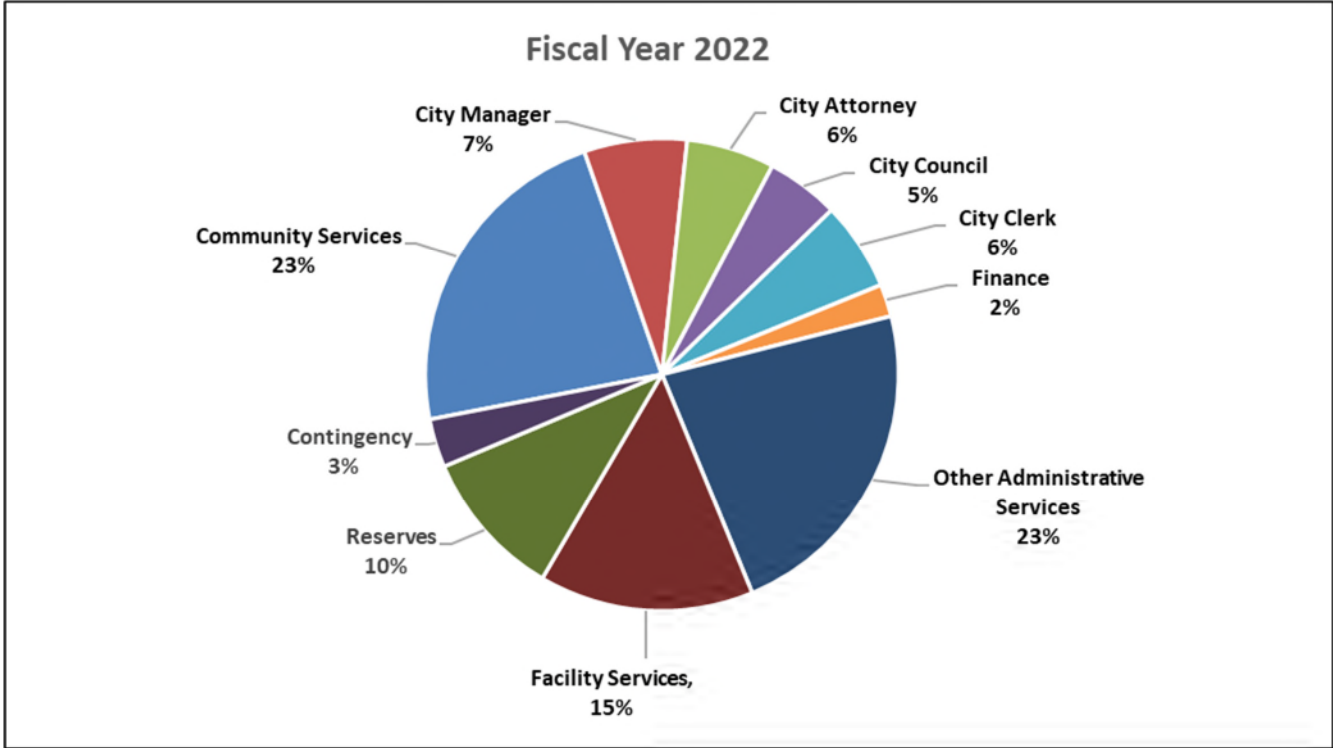
Description	FY 2021			FY 2022		
	Amended Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
City Council	\$ 227,400	\$ 168,751	\$ 58,649	\$ 227,400	\$ -	0.0%
City Manager	240,600	238,122	2,478	320,700	80,100	33.3%
City Clerk	196,600	176,248	20,352	278,200	81,600	41.5%
City Attorney	529,100	438,730	90,370	275,000	(254,100)	-48.0%
Finance	98,000	97,950	50	100,800	2,800	2.9%
Community Services	757,000	1,071,994	(314,994)	1,037,300	280,300	37.0%
Other Administrative Services	518,400	368,051	150,349	669,400	151,000	29.1%
Facility Services	113,100	77,741	35,359	168,300	55,200	48.8%
Contingency	134,000	8,737	125,263	151,400	17,400	13.0%
Reserves	234,500	-	234,500	464,900	230,400	98.3%
Total Expense	\$3,048,700	\$2,646,325	\$ 402,375	\$3,693,400	\$ 644,700	21.1%

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	5,731	9,269	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	\$ 11,151	\$ 58,649	\$ 108,600	\$ 38,300	55.6%
Total City Council	\$ 224,223	\$ 200,731	\$ 227,400	\$ 168,751	\$ 58,649	\$ 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.
- 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 Code.
- 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	11,470	4,030	14,900	(600)	-3.9%
Dues, Licenses, Subscriptions	4,929	5,032	2,200	3,752	(1,552)	3,900	1,700	77.3%
Management Services	413,956	-	-	-	-	-	-	NA
Total Operating Expenses	\$ 427,702	\$ 271,765	\$ 240,600	\$ 238,122	\$ 2,478	\$ 270,700	\$ 30,100	12.5%
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	\$ 238,122	\$ 2,478	\$ 320,700	\$ 80,100	33.3%

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

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	\$ 10,600	\$ 7,400	\$ 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	1,009	391	1,000	(400)	-28.6%
Printing	3,370	7,047	22,500	4,265	18,235	19,400	(3,100)	-13.8%
Advertising	21,442	31,177	28,200	23,743	4,457	31,200	3,000	10.6%
Office Supplies	-	-	-	1,117	(1,117)	-	-	NA
Miscellaneous Services	532	1,094	-	341	(341)	-	-	NA
Dues, Licenses, Subscriptions	-	-	1,400	10,073	(8,673)	10,000	8,600	614.3%
Total City Clerk	\$ 32,103	\$ 178,589	\$ 196,600	\$ 176,248	\$ 20,352	\$ 278,200	\$ 81,600	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	\$ 93,484	\$ 310,516	\$ 275,000	\$ (129,000)	-31.9%
ProfServ-Other Legal Charges	-	-	-	339,175	(339,175)	-	-	NA
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	\$ 438,730	\$ 90,370	\$ 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	\$ -	\$ 261,205	\$(261,205)	\$ 248,600	\$ 248,600	N/A
Contracts-Sheriff	74,067	650,451	662,000	650,000	12,000	656,500	(5,500)	-0.8%
Electricity-Streetlighting	3,866	47,255	43,300	81,115	(37,815)	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	52,974	(27,974)	6,100	(18,900)	-75.6%
Total Community Services	\$77,933	\$781,877	\$757,000	\$1,071,994	\$(314,994)	\$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	169,389	(24,689)	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	39,962	75,038	90,000	(25,000)	-21.7%
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	\$ 368,051	\$ 150,349	\$ 669,400	\$ 151,000	29.1%
Facility Services								
Telephone, Cable and Internet Service	22,237	19,104	21,200	14,864	6,336	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	15,982	4,518	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	1,204	(4)	1,200	-	0.0%
Cleaning Services	-	36,497	43,500	30,904	12,596	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	\$ 77,741	\$ 35,359	\$ 168,300	\$ 55,200	48.8%
Contingency	\$ 20,964	\$ 22,491	\$ 134,000	\$ 8,737	\$ 125,263	\$ 151,400	\$ 17,400	13.0%
Reserves								
1st Quarter Operating	-	-	234,500	-	234,500	264,900	30,400	13.0%
Building	-	-	-	-	-	200,000	200,000	NA
Total Reserves	\$ -	\$ -	\$ 234,500	\$ -	\$ 234,500	\$ 464,900	\$ 230,400	98.3%
Total Other Departments	\$ 318,925	\$ 574,540	\$1,098,000	\$ 552,479	\$ 545,521	\$1,554,800	\$ 456,800	41.6%



Special Revenue Funds

**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	\$ 5,252,751	\$ 3,031,651	\$ 2,712,200	\$ 491,100	22.1%
Addition to Fund Balance	-	(3,075,145)	(3,075,145)	-	-	NA
Total Funding	\$ 2,221,100	\$ 2,177,607	\$ (43,493)	\$ 2,712,200	\$ 491,100	22.1%
<u>EXPENDITURES</u>						
Expense	2,221,100	2,177,607	(43,493)	2,712,200	491,100	22.1%
Total Expenditures	\$ 2,221,100	\$ 2,177,607	\$ 43,493	\$ 2,712,200	\$ 491,100	22.1%

**City of Westlake
Fiscal Year 2022 Budget**

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	\$ 2,800,891	\$ 1,641,691	\$ 1,561,100	\$ 401,900	34.7%
Reinspection Fees	-	-	8,600	52,080	43,480	24,600	16,000	186.0%
Building Permits-Surcharge	-	-	2,000	29,600	27,600	3,500	1,500	75.0%
Other Building Permit Fees	-	-	15,000	85,860	70,860	30,000	15,000	100.0%
Building Permits-Admin Fee	-	-	64,400	167,622	103,222	87,900	23,500	36.5%
Engineering Permits	-	-	590,900	593,654	2,754	374,600	(216,300)	-36.6%
Planning/Zoning Permits	-	-	231,000	301,714	70,714	301,700	70,700	30.6%
Developer Contributions	-	-	-	-	-	25,000	25,000	NA
Total Revenue	\$ -	\$ -	\$ 2,071,100	\$ 4,031,422	\$ 1,960,322	\$ 2,408,400	\$ 337,300	16.3%
Expenditures								
ProfServ-Engineering	\$ -	\$ -	\$ 562,900	\$ 300,169	\$ 262,731	\$ 352,600	\$ (210,300)	-37.4%
ProfServ-Information Technology	-	-	28,100	32,223	(4,123)	170,900	142,800	508.2%
ProfServ-Planning/Zoning Board	-	-	231,000	301,714	(70,714)	301,700	70,700	30.6%
ProfServ-Consultants	-	-	28,000	4,325	23,675	22,000	(6,000)	-21.4%
ProfServ-Building Permits	-	-	1,219,900	1,258,229	(38,329)	1,258,200	38,300	3.1%
Outside Legal Services	-	-	-	825	(825)	-	-	NA
Postage and Freight	-	-	-	19	(19)	-	-	NA
Telephone, Cable and Internet Service	-	-	1,200	1,142	58	1,100	(100)	-8.3%
Lease - Building	-	-	-	-	-	43,400	43,400	NA
Lease - Copier	-	-	-	5,066	(5,066)	5,100	5,100	NA
Printing	-	-	-	1,757	(1,757)	1,800	1,800	NA
Miscellaneous Services	-	-	-	378	(378)	-	-	NA
Administration Fee	-	-	-	250,761	(250,761)	224,400	224,400	NA
Office Supplies	-	-	-	2,200	(2,200)	2,200	2,200	NA
Capital Improvements	-	-	-	-	-	25,000	25,000	NA
Total Expenditures	\$ -	\$ -	\$ 2,071,100	\$ 2,158,808	\$ (87,708)	\$ 2,408,400	\$ 337,300	16.3%
Change in Fund Balance	\$ -	\$ -	\$ -	\$ 1,872,613	\$ (1,872,613)	\$ -	\$ -	NA
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,872,613	\$ 1,872,613	NA
Ending Fund Balance	\$ -	\$ -	\$ -	\$ 1,872,613	\$ (1,872,613)	\$ 1,872,613	\$ 1,872,613	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	\$ -	\$ 3,808	\$ 3,808	\$ 3,800	\$ 3,800	NA
Donations	349,608	736,863	150,000	1,217,522	1,067,522	300,000	150,000	100.0%
Total Revenue	\$ 357,157	\$ 743,638	\$ 150,000	\$1,221,330	\$ 1,071,330	\$ 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	15,085	(3,785)	21,000	9,700	85.8%
Bank Charges	24	-	-	-	-	-	-	NA
Total Expenditures	\$ 3,737	\$ 10,550	\$ 150,000	\$ 18,798	\$ 131,202	\$ 303,800	\$ 153,800	102.5%
Change in Fund Balance	\$ 353,420	\$ 733,088	\$ -	\$1,202,531	\$(1,202,531)	\$ -	\$ -	NA
Beginning Fund Balance	\$ 336,953	\$ 690,373	\$1,423,461	\$1,423,461	\$ -	\$2,625,992	\$ 1,202,531	84.5%
Ending Fund Balance	\$ 690,373	\$1,423,461	\$1,423,461	\$2,625,992	\$(1,202,531)	\$2,625,992	\$ 1,202,531	84.5%