

CITY OF WESTLAKE



MINUTES - DRAFT

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 COVID-19 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, City Clerk

Quenton Morgan, Interim City Attorney

A Workshop meeting of the City Council of the City of Westlake was held on Monday, August 2, 2021, at 6:30 PM., at the Westlake Community Center, 4005 Seminole Pratt Whitney Road.

As a preliminary matter, Ms. Burgess noted that Councilman Patric Paul, Vice Mayor JohnPaul O'Connor, Mayor Roger Manning, Councilwoman Katrina Long-Robinson, Councilwoman Kara Crump, are present physically.

Ms. Burgess noted that City Manager Kenneth Cassel, Interim City Attorney Quention Morgan, City Clerk Zoie Burgess and were present physically.

Ms. Burgess provided further instruction regarding public comments, noting that comments will be acknowledged by the Mayor and accepted at the appropriate times as indicated in the Agenda and those who wish to speak may use the "virtual" hand raise feature.

Ms. Burgess provided the disclaimer that the meeting is being recorded by both voice and video, reminding the audience that microphones are live.

Ms. Burgess further explained that microphones will be muted; audience members can unmute themselves and anyone that has called in should mute their device.

Ms. Burgess noted that anyone causing a disruption or being inappropriate will be removed from the meeting. Ms. Burgess reminded Council Members physically present to utilize microphones.

CALL TO ORDER

Mayor Manning called the City of Westlake City Council Budget Workshop of Monday, August 2, 2021, to order at 6:31 PM.

ROLL CALL

Present and constituting a quorum:

Councilwoman Katrina Long-Robinson
Councilwoman Kara Crump
Councilman Patric Paul
Vice Mayor JohnPaul O'Connor
Mayor Roger Manning

Also, present:

Kenneth Cassel, City Manager
Quentin E. Morgan, Interim City Attorney
Zoie P. Burgess, CMC, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Manning led the Pledge of Allegiance.

BUDGET PRESENTATION

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

Submitted By: Kenneth Cassel, City Manager

Mayor Manning introduced the item.

Mr. Cassel reviewed the budget process and clarified taxes, noting that there may be misinformation in the community. He further explained the budget process for developed and undeveloped land; what is included in the tax bill; and what entities receive from the taxes collected. He said that the City receives about 22% of taxes that are collected if a house is valued at \$300k net which is roughly \$1,500. This is received from the taxes collected and advised where the dollars go once received.

Mr. Cassel presented a PowerPoint presentation Fiscal Year 2022 Budget. He advised that the City is looking at \$358 million worth of taxable value projected based on the 758 homes and noted the projection of \$1.6 million in net revenue based on ad valorem taxes coming in. Mr. Cassel further explained the sources of revenue and said that the City is working on six (6%) of taxes.

Mr. Cassel identified the franchise fee and explained the delay in bringing forward the agreement to Council and an upcoming meeting between Florida Public Utilities (FPU), the City's Interim Counsel and Seminole Improvement Districts Counsel to resolve details.

Council discussion and questions on the franchise fee, the timeframe for the agreement; and how the fee will be paid.

Mr. Cassel responded to Council questions and continued presentation of the Projected Revenues by Source Based on Home Construction.

Vice Mayor O'Connor inquired if revenue is based solely on homes.

Mr. Cassel confirmed that it was, noting the commercial projects that should be on site by January 2024.

Councilwoman Crump inquired if the Mobil gas station is on the tax roll.

Mr. Cassel confirmed that it was and he continued presenting the Budget Expenditures by Functions.

Mayor Manning identified the addition of a lobbyist, noting that one had been a part of the budget before, but was not utilized. Mr. Cassel explained that the lobbyist would be under the Legislative Department, and he is not sure that the city needs one this year.

Mr. Cassel continued and presented the Projected Operating Surplus/(Deficit).

Mayor Manning commented that he noticed \$729k less is forecasted in the budget and the budget is set for \$6.10 million which has increased from last year by \$1.5 million.

Mr. Cassel advised that the amended budget for 2021 was \$5.2 million and explained that the city will not spend if it does not need to, but it must be collected, noting that the change is about \$740k, a 14% difference.

Councilman Paul inquired where is the \$740k.

Mr. Cassel responded that it is spread-out in a number of places and advised the areas and line items.

Councilman Paul inquired on the \$2.9 million increase of operating expenses.

Mr. Cassel responded that the City had \$4.7 million last year; it has increased by 10% as a proposed change for operating expenditures for the total funding.

Mayor Manning noted that it shows 15% on page 10 and commented that there is a discrepancy on Council's cost.

Mr. Cassel advised that he does not have the exact detail.

Councilman Paul asked Mr. Cassel if Council can have more details going forward.

Vice Mayor O'Connor commented that he would like an in-depth itemized break down line by line, by function and department.

Mr. Cassel responded that some of it is a little difficult to break down as it is based on the contract by services provided. He said that it can be broken down by departments.

Vice Mayor O'Connor advised that he does not need to know what goes to each individual, he wants to know by departments.

Councilwoman Long-Robinson commented that she does not see the Operations Director position that was added, and she does not see where it is included in the budget; she would like to see it included. She said that she would like to know what and the why behind the 13% increase.

Mr. Cassel advised that the Operations Director is included in the 13% listed on page 23 under the Contract Administrative Services. He said that he will break it down by department.

Councilman Paul inquired what is the Public Service Tax Water.

Mr. Cassel responded that this is revenue; the City placed a 10% tax on utilities that is collected on every water bill, gas, and communications tax.

Councilman Paul inquired on the monthly cost for irrigation.

Mr. Cassel responded that irrigation has nothing to do with the City Budget; it is handled by Seminole Improvement District (SID). He advised that questions would be best presented before the SID Board and not the City Council meeting, as it is a SID function, SID's budget and SID's responsibility.

Councilman Paul requested Mr. Cassel to reach out to SID to obtain the numbers for irrigation.

Mr. Cassel acknowledged that he would.

Councilman Paul inquired of the \$63,800 increase in events.

Council discussion and questions on budget for events, fireworks, sponsorships.

Councilwoman Long-Robinson inquired to the remainder of time left for the Solid Waste collection contract.

Mr. Cassel noted that it is approximately 2 ½ - 3 years remaining.

Councilman Paul commented on the increase in printing cost. He asked whether SID is supposed to pay the City back for printing and cleaning.

Mr. Cassel said he will verify as he does not believe it is for the total portion. He said that the City pays a portion and SID pays a portion. He said that he will obtain the breakdown for printing and cleaning.

Mayor Manning inquired of the increase in the Information Technology budget.

Mr. Cassel responded that this is projection based on the amount of work that the GIS Team is anticipated to need.

Councilwoman Crump inquired on the building lease.

Mr. Cassel explained that it was added as a place holder; the City is looking to lease space for City Hall and noted that there are options in play to house City Hall services and other functions.

Council discussion and questions on the City Attorney fee, Administrative Services, and the Coordinator Operator duties.

Councilwoman Long-Robinson noted the City Manager highlights and goals and recommends Mr. Cassel remove himself from doing the Coffee with the Manager moving forward once the new Mayor comes in office next year; she advised the City Manager to work with the new Mayor to communicate information to the constituents.

Mr. Cassel identified that a transition may be made for Coffee with the Mayor, and it will be removed from the highlights and goals by year 2023.

Mayor Manning identified the Special Revenue and inquired of Council questions.

Mr. Cassel said that the Special Revenue funds are for the Housing Assistance program. He said that there is about \$2.56 million dollars available and currently the city has over \$250k committed that has not closed yet. He mentioned what the city is running up against the criteria threshold of \$367k and noted the increase of lumber bringing the cost to \$400 to \$450K. He expects more applicants for the townhomes.

Mayor Manning inquired of the projected construction for the townhomes.

Mr. Cassel advised that the site work is in progress, he believes that the lift station is installed, and the water, sewer and reuse lines are in. He noted that the permit is in for the first four units that will be used as models.

Council discussion and questions on when townhome sales will begin, and the cost of townhomes and what the development order allows.

Mr. Cassel responded to Council questions and said that he will have the Operations Coordinator identify the number of applicants that just missed the threshold.

Councilwoman Long-Robinson noted that when the program was written it was written by the City Attorney and suggests getting the attorneys involved and have someone at the table who knows about funding and helping people get in homes. She further suggested that Mr. Cassel and the attorney review the program to present before Council to help people get in the homes, identify where there are issues and advise how to move forward and would like to see an update in October or November.

Council discussion on housing program, purchase costs, income, and family size.

Vice Mayor O'Connor inquired if there is a sliding scale based on income verses assets.

Mr. Cassel responded that staff will look at it.

Council discussion on the housing markets.

Vice Mayor O'Connor asked if CARES funding is included in the budget, and if a workshop will be held.

Mr. Cassel said that CARES funding was not included, and a workshop would be held to discuss how funds may be spent.

Mr. Morgan advised that there are many caveats to the money and the City has to be careful how the money is spent. He advised that the City will be fully advised on how to spend.

There being no further comments, the next item followed.

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.

Mayor Manning inquired of public comments.

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

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Alicia Torres 5847 Whipoorwill Circle - Ms. Torres asked Mr. Cassel about the legal expenses listed on page 7 of the PowerPoint showing the amount to zero for the year 2025. Mr. Cassel advised that Legal is \$250K all the way out until the year 2026.

Ms. Torres inquired how SID is funded.

Mr. Cassel noted that SID collects revenue from the Non-Ad Valorem assessments on the tax bill and explained each.

Ms. Torres commented that she did not see the FPU gas franchise fee listed.

Mr. Cassel advised it is not listed; he said that unless he can estimate it, he will not include it in the budget.

Ms. Torres commented that Minto is paying zero in 2025, but if the city is not developed what will Minto pay.

Mr. Cassel advised that Minto pays taxes on everything they own; he said that the developer funding is a short mechanism to fund the City as necessary.

Ms. Torres asked if Minto is in charge until the city is developed.

Mr. Cassel responded that Minto is not in control; the Council is in charge and explained the responsibility of Minto and what they must comply with.

Ms. Torres inquired on the Town Center Parkway extension to Golden Grove and asked if the residents decided they want it now and Council votes to reflect that need or want; why is it not being built.

Mr. Cassel responded that it is not in the development plan. He said that if the residents wanted, they would have to pay the millions out of their own pocket in order to build the road and be paid back in the future. He said that the City would have to go out for bid which is expensive and mentioned that there would be debt service on the project and there is no debt service on any of the resident's property right now for any of the infrastructure.

Ms. Torres asked Mr. Cassel to talk about how operating surplus relates to the reserve; and inquired if the City has a reserved cap established.

Mr. Cassel noted that the city does not and further explained why.

Ms. Burgess gave the virtual participants a moment to raise a virtual hand or unmute their devices and provided a reminder to state name and address.

Mayor Manning thanked Mr. Cassel for the presentation. He commented that he looks forward to the clarifications that will be sent to Council. He thanked Mr. Morgan for attending the meeting.

Mayor Manning inquired of Council questions.

Mr. Cassel said that Council may need to hold a workshop and a special meeting on August 23rd; the Workshop would be for Art in Public Places and Traffic; the Special Meeting would be for the Mobility Chapter 5 on the Land Development Regulations (LDR) if Council is good with the date.

Council consensus on the Workshop and Special Meeting date of August 23rd.

Mr. Cassel said that he will know more by the next meeting, and he explained the reason for the hang up for the mobility fee and how the funds can be used.

Councilman Paul commented that he wants Mr. Cassel to speak with the SID Manager in order for Council to have a better understanding on irrigation. He would like to have a better idea of the Coronavirus cases in the City and inquired what the City has in place regarding masks and vaccinations.

Councilwoman Long-Robinson commented that the City is unable to identify the numbers as the City does not have its own zip code. She mentioned the Western Community call and advised that Betty Argue, President of Indian Trail District has a breakdown of the numbers.

Mr. Cassel said that he will follow up with Dr. Alonso.

Councilwoman Long-Robinson commented that Westlake Urgent Care previously provided vaccinations and requested Mr. Cassel to find out if vaccinations are being distributed again and update the website.

Mr. Cassel said okay.

Mr. Morgan said that he knows that the Coronavirus has affected some City's budgets; he advised that the City should follow the science with the guidance of the CDC. He said that the City would not be making the decision but making the recommendations for individuals to follow the CDC.

There being no further comments, the next item followed.

ADJOURNMENT

Mayor Manning identified the next Regular Council Meeting and adjourned at 7:55 PM.

Zoie P. Burgess, City Clerk

Roger Manning, Mayor