

# CITY OF WESTLAKE



## MINUTES - DRAFT

**City Council Final Budget Hearing**  
Monday, September 21, 2020 at 6:30 PM

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

Via Communications Media Technology WebEx (<https://cityofwestlake.my.webex.com/>)

This meeting shall be held in accordance with the Governor's Executive Order 2020-179. Due to COVID-19, and the need to ensure public health safety and welfare, this meeting may be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes.

Members of the public may participate in the meeting through electronic means and may access as follows:

1. Join the Webex meeting from your computer, tablet or smartphone at the following link:  
<https://cityofwestlake.my.webex.com/>

Meeting ID: 132 641 7818

Password: hello

2. Participants may also dial in using your phone with any of the following number(s):

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

Meeting ID: 132 641 7818

Public Comments will be accepted via an electronic comment card, at least 24 hours prior to the public meeting and also acknowledged during the meeting when participants utilize the "raise your hand" feature during the designated time. Procedures for Public Comment are provided via the City website: <https://www.westlakegov.com/cityclerk/page/covid-19-public-meetings>

### **CITY COUNCIL:**

Roger Manning, Mayor  
Katrina Long Robinson, Vice Mayor  
Patric Paul, Council Member – Seat 1  
Kara Crump, Council Member – Seat 2  
JohnPaul O'Connor, Council Member – Seat 3

### **CITY STAFF:**

Ken Cassel, City Manager  
Pam E. Booker, City Attorney  
Zoie P. Burgess, City Clerk

A Final Public Budget Hearing of the City Council of the City of Westlake was held on Monday, September 21, 2020 at 6:30 PM., at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida 33470 and via Communications Media Technology in accordance with the Governor's Executive Order 2020-69, due to COVID-19 and the need to ensure public health, safety and welfare.

As a preliminary matter, Ms. Burgess noted that Mayor Manning, Councilman Paul, and Councilman O'Connor are present physically. Ms. Burgess noted that Councilwoman Crump and Vice Mayor Long-Robinson are attending via communications media technology.

Ms. Burgess confirmed Councilwoman Crump and Vice Mayor Long-Robinson were able to hear and speak. Ms. Burgess also noted, City Manager, Kenneth Cassel and City Attorney Pam Booker were present physically and City Clerk Burgess was attending via communications media technology.

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 have the ability to 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 Final Budget Hearing of Monday September 21, 2020, to order at 6:32 PM.

Mayor Manning acknowledged that meeting was being held in accordance with the Governor's Executive Order 2020-69 (as extended by Executive Order 20-179) and as Adopted by the City of Westlake City Council in Emergency Ordinance 2020-08.

Mayor Manning also noted that that due to COVID-19 and the need to ensure the public health, safety and welfare, the meeting may be conducted without a quorum of its members present physically or at any specific location and utilizing communications media technology such as telephonic or video conferencing, as provided by Florida Statute.

### **ROLL CALL**

Present and constituting a quorum:

Mayor Roger Manning  
Vice Mayor Katrina Long- Robinson - Present via communications media technology  
Councilman JohnPaul O'Connor  
Councilman Patric Paul  
Councilwoman Kara Crump - Present via communications media technology

Also present:

Kenneth Cassel, City Manager  
Pam E. Booker, Esq. City Attorney  
Zoie P. Burgess, CMC, City Clerk - Present via communications media technology

## **PLEDGE OF ALLEGIANCE**

Mayor Manning led the Pledge of Allegiance.

## **PUBLIC HEARING**

### A. Second Public Hearing - Fiscal Year 2021 Budget

**Submitted By:** Kenneth Cassel, City Manager

Mr. Cassel introduced the final budget as presented at the first public budget hearing with no changes. Council discussion and inquiry from Vice Mayor Long-Robinson inquired if the City were self-sufficient would the City be able to afford each of the department's budget.

Mr. Cassel explained that the City would not if they were no backed by the developer, as the tax base does not cover expenses, he noted that planing and zoning and building departments are self sufficient, but others are short.

Vice Mayor Long-Robinson further inquired of the City Manager where he foresees municipal budgets and if other budgets are being cut.

Mr. Cassel explained that expenses would need to be closely monitored and would need to see commercial project growth and noted that the tax base of single-family homes would not be sufficient.

Mr. Cassel further explained that staffing levels have been cut, revenue streams are being reviewed, reserves are closely monitored and , putting capital projects on hold. Mr. Cassel explained that it is not this year or next, but years 2024, 2025 budgets will need be tightened due to the long-term effects.

Vice Mayor Long-Robinson inquired as to when the City would not be carried by Minto. Mr. Cassel confirmed in the year 2023.

Mayor Manning explained that the City is unique, starting off with nothing and not in a position needing to roll back and fortunately the home sales have been increased.

Vice Mayor Long-Robinson further expressed that her concern is that there were no sales for 2020 and is concerned for the future.

Council discussion and Mayor Manning noted that in the current proposed budget the developer contribution has decreased.

Vice Mayor Long-Robinson further inquired of the City Attorney's budget and the funds that have been requested and if these funds are not used will these be going back in to general, especially if commercial projects are not increased.

Ms. Booker explained that those funds will stay if not used as they are allocated for outside services or litigation and if that does not occur Council will decide on the budget next year.

Mayor called for any additional discussion, there being none the next item followed.

### B. Resolution 2020-29 Adopting the Final Millage Rate for FY2021

**Submitted By:** Finance

#### **RESOLUTION - 2020-29**

**A RESOLUTION OF OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL AD VALOREM MILLAGE RATE TO BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021.**

Mr. Cassel introduced item.

Ms. Burgess read, by title only, Resolution 2020-29.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments received. 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 read into record that the final ad valorem millage rate of \$1,000.00 of assessed value for real and personal property value as established by the Palm Beach County Property Appraiser for the fiscal year beginning October 1, 2020 and ending on September 30, 2021 is hereby set at 5.125 mills.

Motion by Councilman O'Connor to adopt Resolution 2020-29 Adopting the Final Millage Rate for FY2021, seconded by Councilwoman Crump.

**UPON ROLL CALL:**

Councilman O'Connor	YES
Councilwoman Crump	YES
Vice Mayor Long-Robinson	YES
Councilman Paul	YES
Mayor Manning	YES

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

C. Resolution 2020-30 Adopting the Final Budget for FY2021

**Submitted By:** Finance

**RESOLUTION 2020-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2020, AND ENDING ON SEPTEMBER 30, 2021.**

Mayor Manning introduced item.

Ms. Burgess read, by title only, Resolution 2020-30.

Mayor Manning opened the Public Hearing portion of the agenda and called for any public comments.

Ms. Burgess noted there were no previous public comments received. 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.

Motion by Councilman Paul to adopt Resolution 2020-30 Adopting the Final Budget for FY2021, seconded by Councilman O'Connor.

**UPON ROLL CALL:**

Councilman O'Connor	YES
Mayor Manning	YES
Councilman Paul	YES
Vice Mayor Long- Robinson	NO
Councilwoman Crump	YES

The Motion carried (4-1).

**ADJOURNMENT**

Mayor Manning adjourned the meeting at 6:51 PM

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Zoie P. Burgess, City Clerk

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Roger Manning, Mayor