

# *City of Westlake*



## **FISCAL YEAR 2024**

## **ANNUAL BUDGET**

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# Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2024(FY2024) budget message for the City of Westlake. The city continues to grow at a sustained pace. The first of the commercial developments is online with more soon This development is not reflected in the FY2024 budget but it will have a larger impact in next year's budget. As explained in the past there is a period of approximately a year to a year and a half after completion before the full impact of new commercial buildings affects the budget. As development continues, we will continue to review and correcting sections of the Land Development Regulations where theory conflicts with applicability. The continued teamwork between the City Council, City Manager, City Attorney, City Planner, City Engineer, City Clerk, Building Department, administrative staff, Seminole Improvement District, and the developers' representatives will allow us to move forward and respond to market conditions.

According to the Palm Beach County Property Appraiser the City of Westlake's taxable value has increased fifty-five-point twenty-nine percent (55.29%) over last year's value. The growth in home construction and sales continue to be strong.

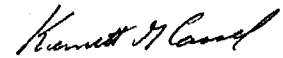
The ***proposed millage rate for the FY2024 is 5 mils***. This rate is projected to generate approximately \$4,721,257 in ad-valorem taxes to the City based on the taxable value as of January 1<sup>st</sup> as provided by Palm Beach County Property Appraiser. The total proposed FY2024 budget for the General Fund is \$5,548,900, which is a 12.25% increase over the budget for the current year. The difference between the property tax received and budgeted expenditures is made up of several components, including interest, licenses, permits & fees, other taxes.

The proposed millage rate of 5 mills is a 19.07% increase over the rolled-back rate. 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. Additionally, FY2024 is the first year that the city no longer can receive funding from the master developer. The largest impact on the taxes the individual pays is the assessed value established by the County Property Appraiser.

This is the first year that deficit funding is no longer available from the primary developer. Based on projections, the proposed millage rate of 5 mills should provide sufficient funds to accomplish all the items within the budget. The city is funding contingency and first quarter operating reserves. This is standard for municipal budgets to provide the cash needed to pay expenditures incurred before current year tax disbursements are received. It is important to remember that a portion of land within the City limits is assessed by the County Property Appraiser based on agricultural use. The agricultural land use assessed value is a lower and therefore generates lower tax revenue. As the City continues to develop residential and commercial properties the tax base will continue to increase.

There are approximately fifty-five individuals involved in the overall operation and administration of the city. These individuals are part of the contracted services 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,

A handwritten signature in black ink, appearing to read "Kenneth Cassel". The signature is written in a cursive style with a large initial 'K'.

Kenneth Cassel

# City of Westlake

## Budget Calendar - Fiscal Year 2024 Annual Budget

Key Dates	Activity / Tasks	
By June 1	Receipt of Estimated Assessable Property Values	
Fri July 1	Property Appraiser certifies the taxable values	
<b>Tue July 11</b>	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.	
<b>Tue August 1</b>	City of Westlake Budget Workshop	
Fri 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 first public budget hearing	
Wed August 16	County School Board Budget 1st Hearing	**
<b>Tue September 5</b>	City of Westlake Regular Council Meeting – 1st Budget & Millage Rate Hearing; Assessment Rates for Solid Waste Collection	
Thu September 7	County Budget 1st Hearing	**
Fri September 8	Publish Notice of Budget Increase and Budget Summary in PB Post	
<b>Tue September 12</b>	City of Westlake Special Council Meeting - 2nd and Final Budget Hearing	
Wed September 13	County School Board Budget 2nd Hearing	**
Fri September 15	Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector	
Wed September 27	County Budget 2nd Hearing	**
Thu October 12	Deadline to Certify Compliance with Florida Department of Revenue	

\*\* Per Florida Statutes, the public hearing dates scheduled by a county government or school board shall not be used by any other taxing authority within the county for its public hearings.



# Budget Summary

**City of Westlake  
Fiscal Year 2024 Budget**

**All Funds – Total Budget**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b><u>FUNDING</u></b>						
Total Revenue/Other Financing Sources	\$ 7,899,000	\$ 7,890,416	\$ (8,585)	\$ 10,031,296	\$ 2,132,296	27.0%
Total Fund Bal. Use / (Addition)	-	(1,518,057)	(1,518,057)	(1,099,796)	(1,099,796)	NA
<b>Total Funding</b>	<b>\$ 7,899,000</b>	<b>\$ 6,372,359</b>	<b>\$ (1,526,642)</b>	<b>\$ 8,931,500</b>	<b>\$ 1,032,500</b>	<b>13.1%</b>
<b><u>EXPENDITURES</u></b>						
Personnel Expenditures	\$ 64,600	\$ 64,625	\$ (25)	\$ 64,600	\$ -	0.0%
Operating Expenditures	6,466,900	6,294,092	172,808	7,355,200	888,300	13.7%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 7,899,000</b>	<b>\$ 6,372,359</b>	<b>\$ 1,526,641</b>	<b>\$ 8,931,500</b>	<b>\$ 1,032,500</b>	<b>13.1%</b>



# General Fund



**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Summary**

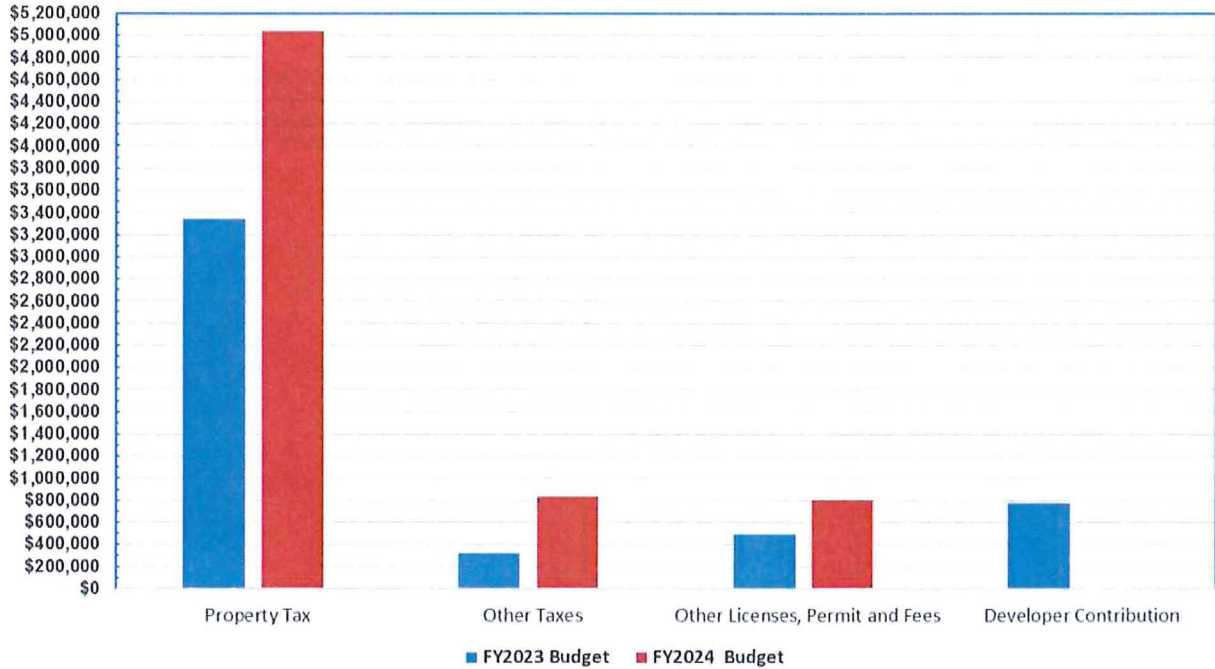
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b><u>FUNDING</u></b>						
Total Revenue	\$ 4,943,300	\$ 4,934,342	\$ (8,958)	\$ 6,648,696	\$ 1,705,396	34.5%
Total Fund Bal. Use / (Addition)	-	(1,585,509)	(1,585,509)	(1,099,796)	(1,099,796)	NA
<b>Total Funding</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>
<b><u>EXPENDITURES</u></b>						
Personnel Expense	\$ 64,600	\$ 64,625	\$ (25)	\$ 64,600	\$ -	0.0%
Operating Expense	3,511,200	3,270,566	240,634	3,972,600	461,400	13.1%
Capital Expenditures	50,000	-	50,000	50,000	-	0.0%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ 1,594,467</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Source of Funds**

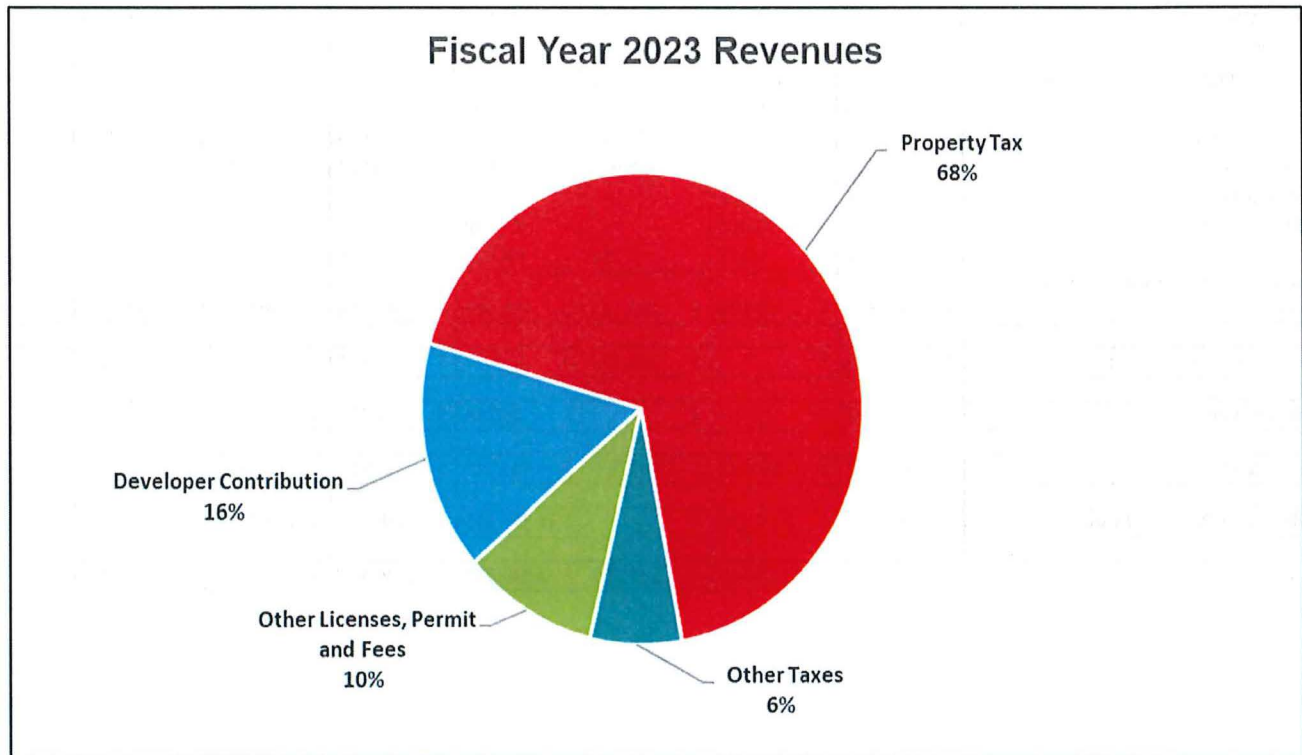
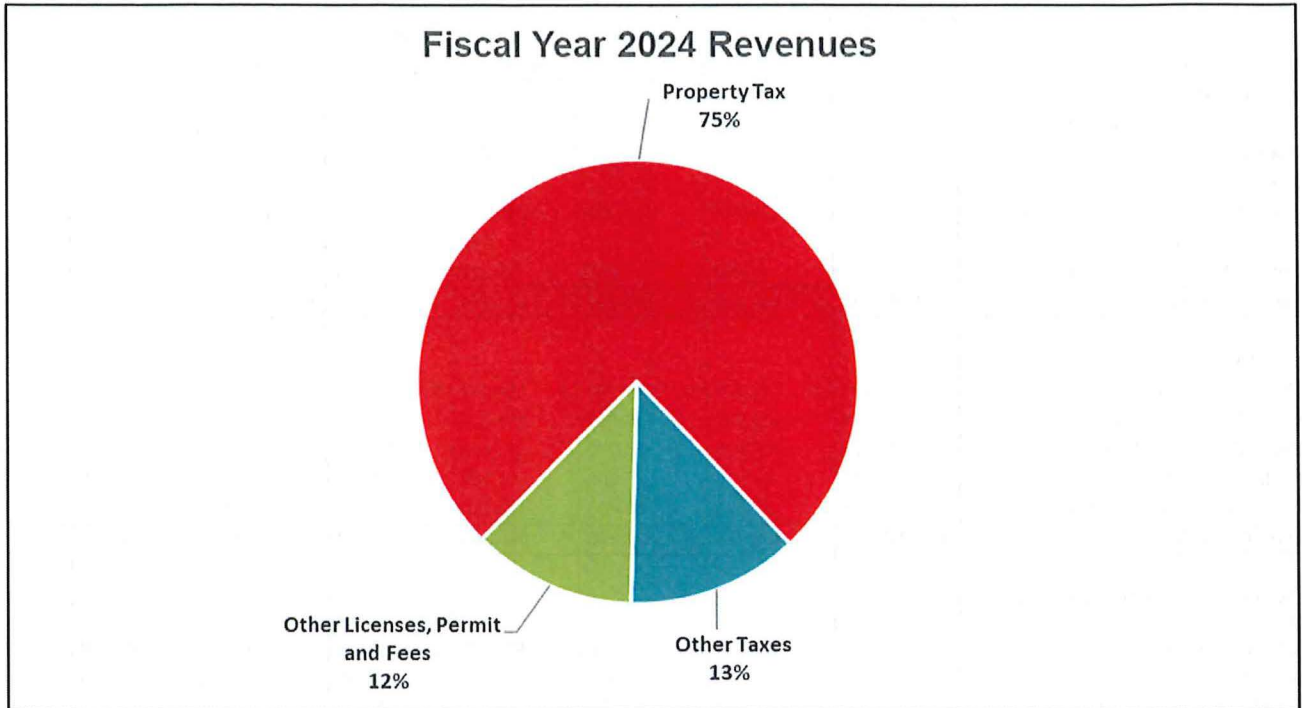
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Taxes	\$ 3,345,563	\$ 3,353,681	\$ 8,118	\$ 5,011,896	\$ 1,666,333	49.8%
Other Taxes	327,300	690,363	363,063	834,100	506,800	154.8%
Other Licenses, Permit and Fees	493,700	835,994	342,294	802,700	309,000	62.6%
Developer Contribution	776,737	-	(776,737)	-	(776,737)	-100.0%
Interest Income	-	54,304	54,304	-	-	NA
<b>Total Revenues</b>	<b>\$ 4,943,300</b>	<b>\$ 4,934,342</b>	<b>\$ (8,958)</b>	<b>\$ 6,648,696</b>	<b>\$ 1,705,396</b>	<b>34.5%</b>
Use (Add To) Fund Balance	-	(1,585,509)	(1,585,509)	(1,099,796)	(1,099,796)	NA
<b>Total Source of Funds</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

FY2023 Revenues vs. FY2024 Revenues



**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Source of Funds**



**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Revenue Detail**

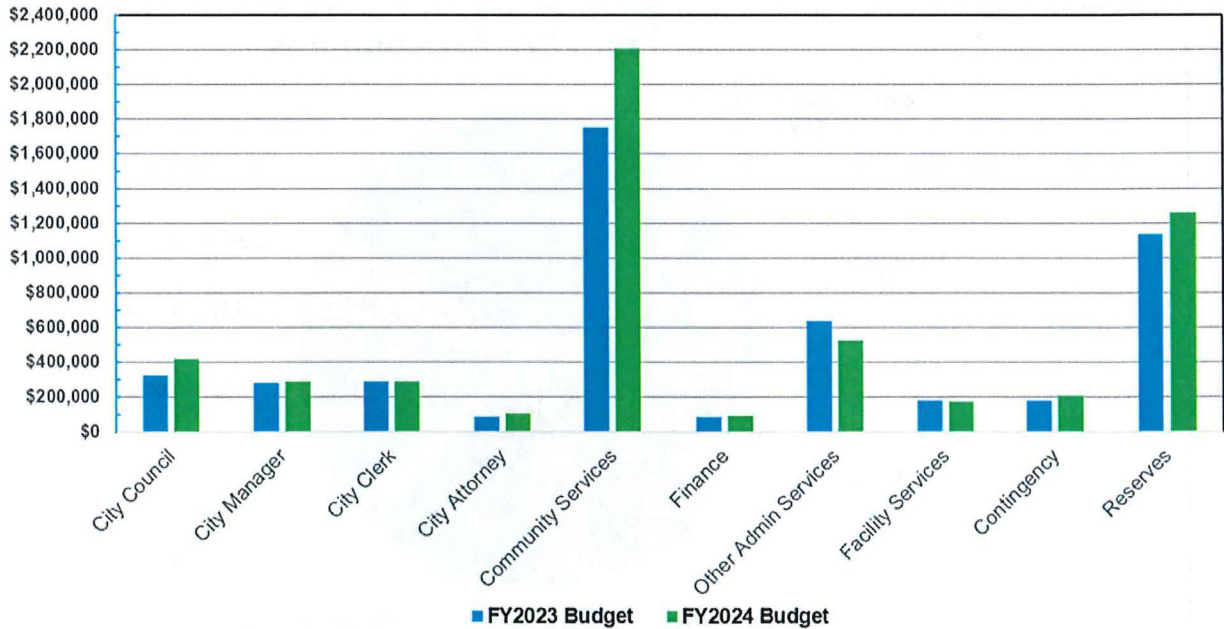
Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Property Tax</b>								
Tax Receipts - Current Year	\$ 1,130,469	\$ 1,796,354	\$ 3,126,601	\$ 3,126,601	\$ -	\$ 4,721,257	\$ 1,594,656	51.0%
Tax Receipts - Discounts	(43,037)	(69,673)	(125,064)	(119,809)	5,255	(188,850)	(63,800)	51.0%
Tax Receipts - Delinquent	-	-	-	1,308	1,308	-	-	NA
Special Assessments-Tax Collector	-	223,216	358,326	358,326	-	499,468	141,142	39.4%
Special Assessments-Delinquent	-	-	-	281	281	-	-	NA
Special Assmnts- Discounts	-	(8,498)	(14,300)	(13,026)	1,274	(19,979)	(5,679)	39.7%
<b>Total - Property Tax</b>	<b>\$ 1,087,432</b>	<b>\$ 1,941,399</b>	<b>\$ 3,345,563</b>	<b>\$ 3,353,681</b>	<b>\$ 8,118</b>	<b>\$ 5,011,896</b>	<b>\$ 1,666,319</b>	<b>49.8%</b>
<b>Other Taxes</b>								
Municipal Revenue Sharing	\$ 7,167	\$ 15,822	\$ 24,200	\$ 24,643	\$ 443	\$ 43,200	\$ 19,000	78.5%
Public Service Tax-Electricity	154,984	243,889	116,000	364,319	248,319	430,600	314,600	271.2%
Public Service Tax-Water	45,776	68,332	58,700	92,241	33,541	109,000	50,300	85.7%
Public Service Tax-Gas	32,933	62,315	75,200	87,080	11,880	102,900	27,700	36.8%
Communications Svcs. Tax	28,638	47,770	53,200	122,080	68,880	148,400	95,200	178.9%
<b>Total - Other Taxes</b>	<b>\$ 269,498</b>	<b>\$ 438,128</b>	<b>\$ 327,300</b>	<b>\$ 690,363</b>	<b>\$ 363,063</b>	<b>\$ 834,100</b>	<b>\$ 506,800</b>	<b>154.8%</b>
<b>Other Licenses, Permits and Fees</b>								
FPL Franchise Fee	\$ 132,295	\$ 215,079	\$ 119,700	\$ 309,025	\$ 189,325	\$ 365,200	\$ 245,500	205.1%
Gas Franchise Fee	-	-	-	44,735	44,735	60,100	60,100	NA
Solid Waste Franchise Fee	-	13,373	15,200	18,808	3,608	22,200	7,000	46.1%
Occupational Licenses	6,135	27,536	6,100	34,421	28,321	6,100	-	0.0%
Solid Waste Disposal Fees	250,643	266,233	250,600	228,947	(21,653)	228,900	(21,700)	-8.7%
Penalties	-	13,000	-	-	-	-	-	NA
County Impact Fee Admin.Fees	118,873	100,006	77,100	95,717	18,617	95,700	18,600	24.1%
Lien Search Fees	5,938	10,023	1,300	13,396	12,096	5,900	4,600	353.8%
Administrative Fees	-	-	13,000	-	(13,000)	-	(13,000)	-100.0%
Trash Bin Fees	16,958	13,215	5,400	15,624	10,224	13,200	7,800	144.4%
Federal Grants	362,368	362,367	-	-	-	-	-	NA
Special Events	-	79,450	-	61,300	61,300	-	-	NA
Other Fees	7,327	9,518	5,300	14,021	8,721	5,400	100	1.9%
<b>Total - Other Licenses, Permits and Fees</b>	<b>\$ 900,537</b>	<b>\$ 1,109,800</b>	<b>\$ 493,700</b>	<b>\$ 835,994</b>	<b>\$ 342,294</b>	<b>\$ 802,700</b>	<b>\$ 309,000</b>	<b>62.6%</b>
<b>Developer Contribution</b>	<b>\$ 540,000</b>	<b>\$ -</b>	<b>\$ 776,737</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>\$ -</b>	<b>\$ (776,737)</b>	<b>-100.0%</b>
<b>Interest Income</b>	<b>\$ 1,192</b>	<b>\$ 7,701</b>	<b>\$ -</b>	<b>\$ 54,304</b>	<b>\$ 54,304</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Total Revenue</b>	<b>\$ 2,798,659</b>	<b>\$ 3,497,028</b>	<b>\$ 4,943,300</b>	<b>\$ 4,934,342</b>	<b>\$ (8,958)</b>	<b>\$ 6,648,696</b>	<b>\$ 1,705,382</b>	<b>34.5%</b>
<b>Total Fund Bal. Use / (Addition)</b>	<b>\$ (351,733)</b>	<b>\$ (636,120)</b>	<b>\$ -</b>	<b>\$ (1,585,509)</b>	<b>\$ (1,585,509)</b>	<b>\$ (1,099,796)</b>	<b>\$ (1,099,796)</b>	<b>NA</b>
<b>Total Funding</b>	<b>\$ 2,446,926</b>	<b>\$ 2,860,908</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ (1,594,467)</b>	<b>\$ 5,548,900</b>	<b>\$ 605,586</b>	<b>12.3%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function

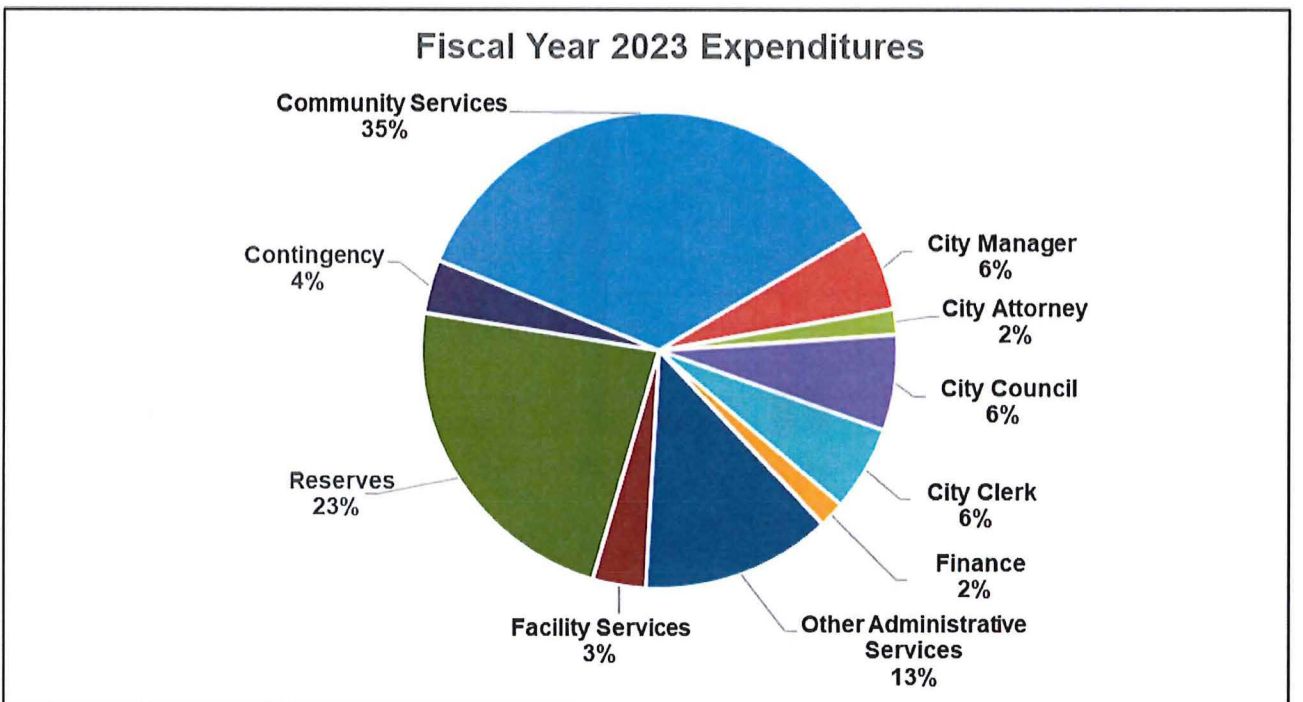
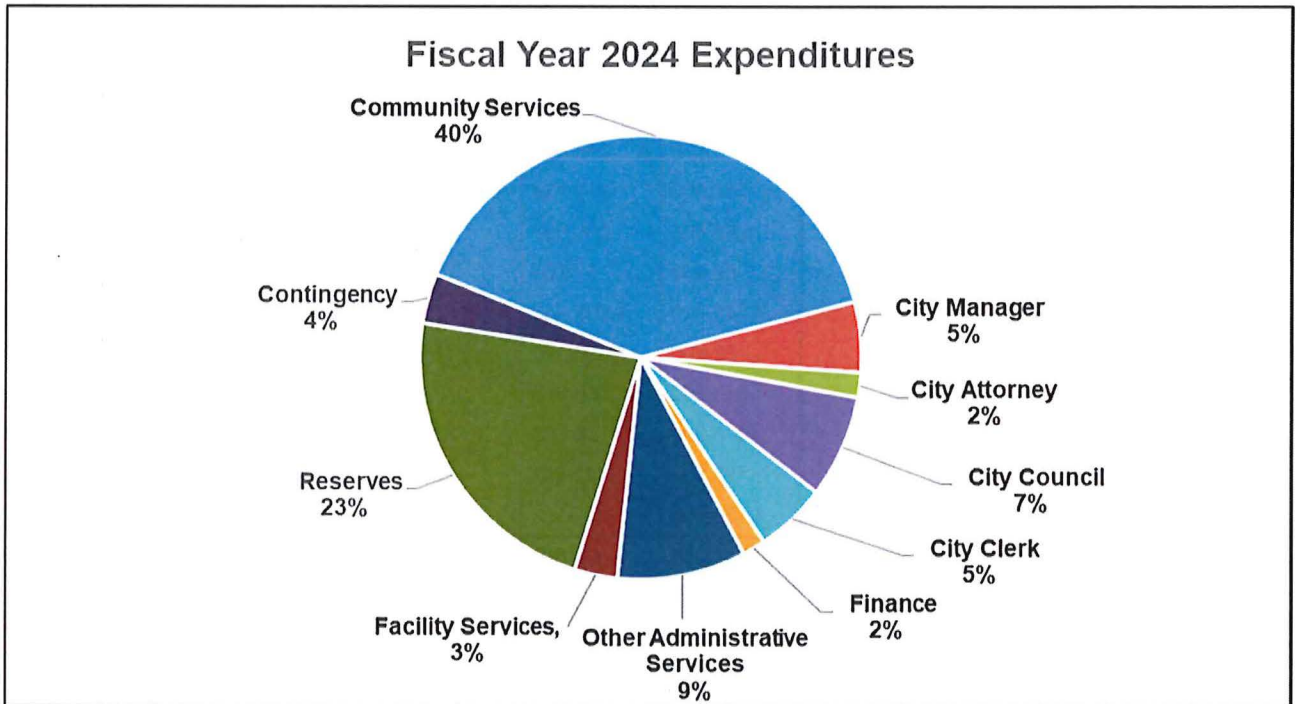
Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
City Council	\$ 320,600	\$ 346,457	\$ (25,857)	\$ 414,200	\$ 93,600	29.2%
City Manager	281,200	227,724	53,476	285,200	4,000	1.4%
City Clerk	285,800	256,192	29,608	288,800	3,000	1.0%
City Attorney	85,400	57,804	27,596	101,400	16,000	18.7%
Community Services	1,749,700	1,907,443	(157,743)	2,209,000	459,300	26.3%
Finance	88,400	90,100	(1,700)	92,600	4,200	4.8%
Other Administrative Services	636,500	363,686	272,814	522,200	(114,300)	-18.0%
Facility Services	178,200	85,785	92,415	173,800	(4,400)	-2.5%
Contingency	178,800	13,642	165,158	201,900	23,100	12.9%
Reserves	1,138,700	-	1,138,700	1,259,800	121,100	10.6%
<b>Total Expenditures</b>	<b>\$ 4,943,300</b>	<b>\$ 3,348,833</b>	<b>\$ 1,594,467</b>	<b>\$ 5,548,900</b>	<b>\$ 605,600</b>	<b>12.3%</b>

**FY2023 Expenditures vs. FY2024 Expenditures**



# City of Westlake Fiscal Year 2024 Budget

## General Fund – Expenditures by Function





# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Council Department

### Mission

To serve as the legislative body in accordance with the Charter and applicable statutes. The form of government is a Council/Manager. The City council shall conduct regular meetings, special meetings, adopt codes and ordinances and approve the annual budget by September 30<sup>th</sup> each year by resolution.

### Current Year Highlights

- Held Various events within the City (Eats & Beats, Safety Awareness Day, Spring fest, Holiday Pop-up Market and the second annual Fourth Fest)
- Approved seven plats for future development.
- Approved revisions and updated to various ordinances and Land Development Regulations.
- Conducted annual budget workshop with the City Manager and staff.

### Next Year Goals

- Continue to communicate appropriate information to residents regarding the growth of the city.
- Continue to update sections of the City's Land Development regulations to address unforeseen conflicts.
- 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 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr.(Decr.)
<b>Personal Services</b>								
Mayor/Council Stipend	\$ 146,400	\$ 94,443	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ -	0.0%
FICA	11,200	7,225	4,600	4,625	(25)	4,600	-	0.0%
<b>Total Personal Services</b>	<b>\$ 157,600</b>	<b>\$ 101,668</b>	<b>\$ 64,600</b>	<b>\$ 64,625</b>	<b>\$ (25)</b>	<b>\$ 64,600</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Operating Expenses</b>								
ProfServ-Legislative Expense	\$ -	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	0.0%
Telephone, Cable and Internet Service	-	1,131	1,900	3,754	(1,854)	3,800	1,900	100.0%
Lease - Building	-	-	-	-	-	16,000	16,000	N/A
Public Officials Insurance	4,025	3,125	3,800	3,500	300	4,200	400	10.5%
City Events	-	169,742	193,300	239,624	(46,324)	250,000	56,700	29.3%
Election Fees	-	600	-	-	-	-	-	N/A
Council Expenses	6,855	19,931	30,000	33,398	(3,398)	50,000	20,000	66.7%
Dues, Licenses, Subscriptions	1,395	1,529	3,000	1,556	1,444	1,600	(1,400)	-46.7%
<b>Total Operating Expenses</b>	<b>\$ 12,275</b>	<b>\$ 196,058</b>	<b>\$ 256,000</b>	<b>\$ 281,832</b>	<b>\$ (25,832)</b>	<b>\$ 349,600</b>	<b>\$ 75,300</b>	<b>36.6%</b>
<b>Total City Council</b>	<b>\$ 169,875</b>	<b>\$ 297,726</b>	<b>\$ 320,600</b>	<b>\$ 346,457</b>	<b>\$ (25,857)</b>	<b>\$ 414,200</b>	<b>\$ 75,300</b>	<b>29.2%</b>

# City of Westlake Fiscal Year 2024 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:

- Ensure all laws and provisions of the Charter and acts of the Council are fully executed.
- Make recommendations to the Council concerning the affairs of the City.
- Prepare the annual operating and capital budgets.
- Ensure the City Clerk prepares the Council agendas.
- Draw and signs vouchers as provided by ordinance.
- Provide administrative services to support the Council.
- Keep the Council advised as to the financial condition of the City.
- Provide reports to the Council on the finances and administrative services of the City.
- Perform other duties as outlined in the Charter or requested by the 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.
- Maintaining the proper level of service while minimizing the overall cost for services.
- Review and updating of the City's Land Development regulations to correct unforeseen conflicts.
- Planning for future growth of needed services and to ensuring sufficient revenues are available.
- Maintaining intergovernmental cooperation with other agencies surrounding and impacting the City.
- Working with the developers and other third parties to ensure that the integrity of the original vision of the City is maintained.

### Current Year Highlights

- Continued to hold monthly "Coffee with the Manager" on-line discussions with the residents.
- Ensured that development complied with the comprehensive master plan and current LDRs.
- Made considerable progress toward implementation of a building department software system. Projected operation mid-October.
- Made progress with the development of the major park with Seminole Improvement District.
- Secured an agreement with the master HOA for utilization of the Lodge building for council meetings.



**City of Westlake  
Fiscal Year 2023 Budget**

**General Fund – City Manager Department**

**Next Year Goals**

- Continue monthly “Coffee with the Manager” to keep residents informed what is happening within the City.
- Continue to work on facilities planning (Community Center, Park etc.).
- Review and update LDR’s as necessary to minimize or eliminate conflicts.
- Complete codification of the LDR ordinances in Municode.
- Review new commercial and residential plats as submitted for future development to minimize conflicts with developers and the Seminole Improvement District.
- Review and draft contracts for additional services as needed.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<i>Operating Expenses</i>								
Contracts - City Manager	\$ 179,700	\$ 207,404	\$ 213,600	\$ 213,600	\$ -	\$ 220,000	\$ 6,400	3.0%
Office Supplies	12,291	6,990	14,900	11,248	3,652	12,300	(2,600)	-17.4%
Dues, Licenses, Subscriptions	3,677	2,870	2,700	2,876	(176)	2,900	200.00	7.4%
<b>Total Operating Expenses</b>	<b>\$ 195,668</b>	<b>\$ 217,264</b>	<b>\$ 231,200</b>	<b>\$ 227,724</b>	<b>\$ 3,476</b>	<b>\$ 235,200</b>	<b>\$ 4,000</b>	<b>1.7%</b>
<i>Capital Expenses</i>								
Capital Outlay	5,164	8,161	50,000	-	50,000	50,000	-	0.0%
<b>Total Capital Expenses</b>	<b>\$ 5,164</b>	<b>\$ 8,161</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total City Manager</b>	<b>\$ 200,832</b>	<b>\$ 225,425</b>	<b>\$ 281,200</b>	<b>\$ 227,724</b>	<b>\$ 53,476</b>	<b>\$ 285,200</b>	<b>\$ 4,000</b>	<b>1.4%</b>

# City of Westlake Fiscal Year 2024 Budget

## General Fund – City Clerk Department

### Summary

The City Clerk position is part of the master contract with Inframark to provide management services to the City. The contract is a fee for services based upon the scope and level of work required. The City Clerk reports to the City Manager and serves as a liaison between the City Council, staff, the public, other local governing bodies, and governmental agencies at various levels. The City Clerk's office serves as the official record keeper by maintaining, preserving, and recording official actions, documents, and by maintaining the legislative history of the City, and it renders unbiased and impartial service to all residents. The Clerk's office is the local supervisor of elections for the City. The City Clerk ensures the order, accessibility, and transparency of records. The Clerk's duties include the administration of the City's website and other social media.

### Mission

To establish confidence and trust in municipal government while providing efficient, effective, and transparent public service to the Council, departments, and citizens of Westlake, and to safeguard 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 regular, special, workshop meetings and public hearings.
- Provide clerical support to the Council.
- Draft and publish meeting notices and prepare and distribute agenda packets in advance of Board Meetings.
- Coordinate recruitment of Advisory Board applicants.
- Maintain the City's official records, provide information and records to the public and staff, maintain data related to 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 notices through various modes of communication.
- Oversee website updates, site navigation, and ensure accessibility and accuracy of documents.

### Current Year Highlights

- Assisted in the planning and organization of four (5) city events.
- Initiated the restructuring of current records management system to improve storage, retention, and disposition.
- Continued efforts to progress the city through codification.
- Continued to improve resident communication on the city website and city social media.
- Continued to modify and oversee systems for public meeting notification, publication and virtual meeting broadcasting.

# City of Westlake Fiscal Year 2023 Budget

## General Fund – City Clerk Department

- Continued to develop standard operating procedures.

### Next Year Goals

- Oversee the completion of the City's codification process.
- Continue to enhance and promote accessibility and to provide services in an open and transparent manner.
- Continue to maintain and seek strong cooperative partnerships, relationships, and opportunities to improve services, and to meet the changing needs of the community, including the rapidly increasing size and diversity of its population.
- Continue to develop records management policies and procedures in accordance with State guidelines.
- Review and streamline election processes in anticipation of 2024 election.
- Maintain business licensing, and other permitting processes.
- Continue to pursue municipal clerk education opportunities.
- Maintain relationships with local and state municipal clerk associations.
- Evaluate, digitize, and dispose of records per Florida Statute.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr.(Decr.) Over Budget	% Budget Incr./(Decr.)
<i>Operating Expenses</i>								
Website Support	\$ 10,600	\$ 8,256	\$ 8,200	\$ 6,100	\$ 2,100	\$ 6,100	\$ (2,100)	-25.6%
Contracts-City Clerk	125,100	206,000	212,200	212,200	-	218,600	6,400	3.0%
Postage and Freight	1,480	931	1,500	845	655	1,500	-	0.0%
Printing	2,423	3,088	14,800	25	14,775	15,500	700	4.7%
Advertising	23,214	14,670	31,200	14,240	16,960	23,200	(8,000)	-25.6%
Office Supplies	1,117	-	1,100	2,885	(1,785)	2,900	1,800	163.6%
Miscellaneous Services	1,311	193	1,300	100	1,200	1,300	-	0.0%
Dues, Licenses, Subscriptions	10,241	10,340	15,500	19,797	(4,297)	19,700	4,200	27.1%
<b>Total City Clerk</b>	<b>\$ 175,486</b>	<b>\$ 243,478</b>	<b>\$ 285,800</b>	<b>\$ 256,192</b>	<b>\$ 29,608</b>	<b>\$ 288,800</b>	<b>\$ 3,000</b>	<b>1.0%</b>

# City of Westlake Fiscal Year 2024 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. Accordingly, the office provides services as outlined in the City Charter.

The Legal Department provides legal support and advice to the City Council, City Manager, Department Directors, and advisory boards on all legal matters affecting or involving the City. The Legal Department is a contracted service.

### Mission

To provide efficient, effective, and competent legal advice to the City Council, the City Manager and all departments on legal matters and their impacts on the City of Westlake, including legislative and statutory changes. The City Attorney works in concert with the City Manager and staff drafting ordinances and resolutions to implement policy decisions made by the City Council.

### Current Year Highlights

- Worked with the City Manager, Planning & Zoning and Engineering in drafting of and revising the current Land Development Regulations.
- Reviewed and approved the plat language and bonds on new plats for development.
- Reviewed mortgage documents for housing assistance awarded this year.
- Monitored the legislature for potential impacts on the City.
- Advised City Council on plats and LDRs.
- Reviewed agenda items in Municode and drafted necessary ordinances and resolutions.
- Reviewed legal ads drafted by staff.
- Attended regular City Council meetings and Local Planning Agency meetings.
- Enlisted the services of a Special Magistrate and prepared code enforcement documents/forms for the City.
- Assisted with solid waste assessment (draft resolutions and public notices).

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – City Attorney**

**Next Year Goals**

- Work with the City Manager and staff in reviewing and updating the City’s Land Development regulations.
- Continue to 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 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
ProfServ-Legal Services	\$ 74,050	\$ 86,790	\$ 85,400	\$ 57,804	\$ 27,596	\$ 101,400	\$ 16,000	18.7%
ProfServ-Other Legal Charges	220,509	-	-	-	-	-	-	NA
Miscellaneous Services	180	-	-	-	-	-	-	NA
Outside Legal Services	-	-	-	-	-	-	-	NA
Miscellaneous Expenses	5,891	-	-	-	-	-	-	NA
<b>Total City Attorney</b>	<b>\$ 300,630</b>	<b>\$ 86,790</b>	<b>\$ 85,400</b>	<b>\$ 57,804</b>	<b>\$ 27,596</b>	<b>\$ 101,400</b>	<b>\$ 16,000</b>	<b>18.7%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Community Services Department**

**Summary**

The Community Services Department consists of solid waste collection, law enforcement, electricity, roadway services 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, seven 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 to provide electricity 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.

*Roadway Services* – Expenditures for operation and maintenance of traffic signals are accounted for in the Community Services Department.

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
Contracts-Solid Waste	\$ 284,615	\$ 484,391	\$ 578,500	\$ 783,769	\$ (205,269)	\$ 926,300	\$ 347,800	60.1%
Contracts-Sheriff	651,060	650,002	954,900	886,975	67,925	1,025,600	70,700	7.4%
Electricity-Streetlighting	109,257	113,725	134,800	128,083	6,717	142,700	7,900	5.9%
R&M-Community Service	26,700	27,500	28,300	28,299	1.00	29,100	800	2.8%
Operating Supplies	52,974	30,815	30,800	57,280	(26,480)	57,300	26,500	86.0%
Roadway Services	-	-	22,400	23,037	(637)	28,000	5,600	NA
<b>Total Community Services</b>	<b>\$ 1,124,606</b>	<b>\$ 1,306,433</b>	<b>\$ 1,749,700</b>	<b>\$ 1,907,443</b>	<b>\$ (157,743)</b>	<b>\$ 2,209,000</b>	<b>\$ 459,300</b>	<b>26.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**General Fund – Other Departments**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Finance</b>								
Auditing Services	\$ 5,250	\$ 5,250	\$ 5,300	\$ 7,000	\$ (1,700)	\$ 7,000	\$ 1,700	32.1%
Contracts - Finance	78,300	80,668	83,100	83,100	-	85,600	2,500	3.0%
<b>Total Finance</b>	<b>\$ 83,550</b>	<b>\$ 85,918</b>	<b>\$ 88,400</b>	<b>\$ 90,100</b>	<b>\$ (1,700)</b>	<b>\$ 92,600</b>	<b>\$ 4,200</b>	<b>4.8%</b>
<b>Other Administrative Services</b>								
ProfServ-Information Technology	\$ 163,295	\$ 220,124	\$ 202,000	\$ 82,759	\$ 119,241	\$ 81,100	(120,900)	-59.9%
Contracts-Admin. Service	89,004	199,239	280,900	277,758	3,142	286,100	5,200	1.9%
Misc-Assessmnt Collection Cost	-	877	3,600	3,092	508	5,000	1,400	38.9%
Misc-Public Relations	12,000	24,100	60,000	-	60,000	-	(60,000)	-100.0%
General Government	39,719	65,906	90,000	77	89,923	150,000	60,000	66.7%
<b>Total Other Administrative Services</b>	<b>\$ 304,018</b>	<b>\$ 510,246</b>	<b>\$ 636,500</b>	<b>\$ 363,686</b>	<b>\$ 272,814</b>	<b>\$ 522,200</b>	<b>\$ (114,300)</b>	<b>-18.0%</b>
<b>Facility Services</b>								
Telephone, Cable and Internet Service	\$ 14,382	\$ 14,647	\$ 15,900	\$ 15,957	\$ (57)	\$ 16,200	\$ 300	1.9%
Lease - Building	500	500	86,700	-	86,700	86,700	-	0.0%
Lease-Copier	15,984	4,480	32,600	9,105	23,495	12,500	(20,100)	-61.7%
Insurance(Liab,Auto,Property)	4,088	5,745	6,900	6,781	119	8,100	1,200	17.4%
Miscellaneous Services	1,229	1,682	1,700	991	709	1,700	-	0.0%
Cleaning Services	31,481	25,965	24,200	25,080	(880)	26,000	1,800	7.4%
Principal-Capital Lease Payments	7,629	16,450	9,500	21,904	(12,404)	18,200	8,700	91.6%
Interest-Capital Lease Payments	2,585	2,495	700	5,967	(5,267)	4,400	3,700	528.6%
<b>Total Facility Services</b>	<b>\$ 77,878</b>	<b>\$ 71,964</b>	<b>\$ 178,200</b>	<b>\$ 85,785</b>	<b>\$ 92,415</b>	<b>\$ 173,800</b>	<b>\$ (4,400)</b>	<b>-2.5%</b>
<b>Contingency</b>	<b>\$ 10,051</b>	<b>\$ 32,928</b>	<b>\$ 178,800</b>	<b>\$ 13,642</b>	<b>\$ 165,158</b>	<b>\$ 201,900</b>	<b>\$ 23,100</b>	<b>12.9%</b>
<b>Reserves</b>								
1st Quarter Operating	\$ -	\$ -	\$ 938,700	\$ -	\$ 938,700	\$ 1,059,800	\$ 121,100	12.9%
Capital Projects	-	-	200,000	-	200,000	200,000	-	0.0%
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ -</b>	<b>\$ 1,138,700</b>	<b>\$ 1,259,800</b>	<b>\$ 121,100</b>	<b>10.6%</b>
<b>Total Other Departments</b>	<b>\$ 475,497</b>	<b>\$ 701,056</b>	<b>\$ 2,220,600</b>	<b>\$ 553,213</b>	<b>\$ 1,667,387</b>	<b>\$ 2,250,300</b>	<b>\$ 29,700</b>	<b>1.3%</b>



**Special  
Revenue  
Funds**



**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Summary**

Description	FY 2023			FY 2024		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>FUNDING</b>						
Revenue/Other Financing Sources	\$ 2,955,700	\$ 2,956,074	\$ 374	\$ 3,382,600	\$ 426,900	14.4%
Total Fund Bal. Use / (Addition)	-	67,452	67,452	-	-	NA
<b>Total Funding</b>	<b>\$ 2,955,700</b>	<b>\$ 3,023,526</b>	<b>\$ 67,826</b>	<b>\$ 3,382,600</b>	<b>\$ 426,900</b>	<b>14.4%</b>
<b>EXPENDITURES</b>						
Expenditures	2,955,700	3,023,526	67,826	3,382,600	426,900	14.4%
<b>Total Expenditures</b>	<b>\$ 2,955,700</b>	<b>\$ 3,023,526</b>	<b>\$ (67,826)</b>	<b>\$ 3,382,600</b>	<b>\$ 426,900</b>	<b>14.4%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Detail-Comprehensive Planning Services**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Building Permits	\$ 2,768,428	\$ 1,720,243	\$ 1,820,900	\$ 1,104,168	\$ (716,732)	\$ 2,329,000	\$ 508,100	27.9%
Reinspection Fees	58,850	4,800	-	6,060	6,060	4,800	4,800	NA
Building Permits-Surcharge	25,718	6,555	16,700	8,677	(8,023)	4,200	(12,500)	-74.9%
Other Building Permit Fees	86,700	80,850	30,000	111,960	81,960	30,000	-	0.0%
Building Permits-Admin Fee	168,254	141,555	109,100	135,444	26,344	90,900	(18,200)	-16.7%
Engineering Permits	625,959	401,084	374,600	394,306	19,706	330,500	(44,100)	-11.8%
Planning/Zoning Permits	107,562	39,039	299,600	293,206	(6,394)	293,200	(6,400)	-2.1%
Other Miscellaneous Revenue	-	-	-	1,000	1,000	-	-	NA
<b>Total Revenue</b>	<b>\$ 3,841,471</b>	<b>\$ 2,394,126</b>	<b>\$ 2,650,900</b>	<b>\$ 2,054,821</b>	<b>\$ (596,079)</b>	<b>\$ 3,082,600</b>	<b>\$ 431,700</b>	<b>16.3%</b>
<b>Expenditures</b>								
ProfServ-Engineering	\$ 308,531	\$ 300,555	\$ 352,600	\$ 285,550	\$ 67,050	\$ 308,500	\$ (44,100)	-12.5%
ProfServ-Information Technology	32,221	132,181	170,900	200,800	(29,900)	200,800	29,900	17.5%
ProfServ-Legal Services	118,666	62,703	118,700	41,498	77,202	75,300	(43,400)	-36.6%
ProfServ-Planning/Zoning Board	299,575	275,083	299,600	293,206	6,394	293,200	(6,400)	-2.1%
ProfServ-Compliance Service	-	-	100,000	185,760	(85,760)	185,800	85,800	85.8%
ProfServ-Consultants	4,325	-	22,000	-	22,000	22,000	-	0.0%
ProfServ-Building Permits	1,302,980	1,431,911	1,395,700	1,796,039	(400,339)	1,796,000	400,300	28.7%
Outside Legal Services	1,775	875	1,800	-	1,800	1,800	-	0.0%
Postage and Freight	19	-	-	-	-	-	-	NA
Telephone, Cable and Internet Service	1,140	4,756	4,700	5,065	(365)	5,300	600	12.8%
Lease - Building	-	-	43,400	-	43,400	43,400	-	0.0%
Lease - Copier	5,067	3,538	5,800	5,545	255	6,800	1,000	17.2%
Printing	2,165	993	2,200	255	1,945	2,200	-	0.0%
Miscellaneous Services	1,243	1,308	-	301	(301)	1,300	1,300	NA
Administration Fee	109,920	113,218	113,200	113,199	1.00	116,600	3,400	3.0%
Office Supplies	2,218	5,206	4,500	263	4,237	2,100	(2,400)	-53.3%
Cleaning Services	-	15,900	15,800	15,870	(70)	15,900	100.00	0.6%
Principal-Capital Lease Payments	-	1,865	-	-	-	4,500	4,500	NA
Interest-Capital Lease Payments	-	183	-	-	-	1,100	1,100	NA
<b>Total Expenditures</b>	<b>\$ 2,189,845</b>	<b>\$ 2,350,275</b>	<b>\$ 2,650,900</b>	<b>\$ 2,943,351</b>	<b>\$ (292,451)</b>	<b>\$ 3,082,600</b>	<b>\$ 431,700</b>	<b>16.3%</b>

**City of Westlake  
Fiscal Year 2024 Budget**

**Special Revenue Fund Detail-Housing Assistance**

Description	FY 2021	FY 2022	FY 2023			FY 2024		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Interest-Investments	\$ 3,703	\$ 10,365	\$ 4,800	\$ 110,393	\$ 105,593	\$ -	\$ (4,800)	-100.0%
Donations	1,173,722	1,001,028	300,000	790,860	490,860	300,000	-	0.0%
<b>Total Revenue</b>	<b>\$ 1,177,425</b>	<b>\$ 1,011,393</b>	<b>\$ 304,800</b>	<b>\$ 901,253</b>	<b>\$ 596,453</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Expenditures</b>								
Assistance Program	\$ 23,425	\$ 39,425	\$ 283,800	\$ 57,925	\$ 225,875	\$ 279,000	\$ (4,800)	-1.7%
Administration Fee	17,649	13,706	21,000	22,250	(1,250)	21,000	-	0.0%
Bank Charges	-	115	-	-	-	-	-	NA
<b>Total Expenditures</b>	<b>\$ 41,074</b>	<b>\$ 53,246</b>	<b>\$ 304,800</b>	<b>\$ 80,175</b>	<b>\$ 224,625</b>	<b>\$ 300,000</b>	<b>\$ (4,800)</b>	<b>-1.6%</b>
<b>Other Financing Sources (Uses)</b>								
Interest Income	-	12	-	-	-	-	-	NA
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>

