

# *City of Westlake*



## **FISCAL YEAR 2023**

## **ANNUAL BUDGET**

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# Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2023 budget message for the City of Westlake. The city continues to grow at a rapid pace. The commercial development is beginning to come online. Although there is minimal positive impact on revenue this year, we expect a more significant impact on the FY2024 budget. As development continues, we are reviewing and correcting sections of the Land Development Regulations that have conflicts from theory to 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 allows 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 seventy-four-point eight four percent (74.84%) over last year. The growth in home construction and sales continues to be strong.

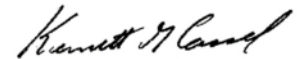
The ***proposed millage rate for the FY 2023 remains at 5.125 mils***. This rate is projected to generate approximately \$3,141,927 in ad-valorem taxes to the City based on the taxable value as of January 1<sup>st</sup> as provided by Palm Beach County Property Appraiser. The total proposed budget for the General Fund in FY2023 is \$4,943,300, which is a 33.84% 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 30.78% 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. 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 for the final year. One of the areas that has increased is the reserve and contingency funds. This increase is necessary to have the appropriate level of funds for the first quarter operating 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-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 2023 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>Tues July 5</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>Tues July 26</b>	City of Westlake Budget Workshop	
Wed August 3	County School Board Budget 1st Hearing	**
Thu 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	
<b>Tues September 6</b>	City of Westlake Regular Council Meeting – 1st Budget & Millage Rate Hearing; Assessment Rates for Solid Waste Collection	
Wed September 7	County School Board Budget 2nd Hearing	**
Tue September 13	County Budget 1st Hearing	**
Thu September 15	Publish Notice of Budget Increase and Budget Summary in PB Post	
<b>Mon September 19</b>	City of Westlake Special Council Meeting - 2nd and Final Budget Hearing	
Tue September 20	County Budget 2nd Hearing	**
Thu September 22	Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector	
Wed October 19	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 used by any other taxing authority within the county for its public hearings.

**City of Westlake  
Fiscal Year 2023 Budget**

**All Funds – Total Budget**

Description	FY 2022			FY 2023		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>FUNDING</b>						
Total Revenue	\$ 6,405,600	\$ 6,773,618	\$ 368,017	\$ 7,899,000	\$ 1,493,400	23.3%
Total Fund Bal. Use / (Addition)	-	(1,612,298)	(1,612,298)	-	-	NA
<b>Total Funding</b>	<b>\$ 6,405,600</b>	<b>\$ 5,161,321</b>	<b>\$ (1,244,280)</b>	<b>\$ 7,899,000</b>	<b>\$ 1,493,400</b>	<b>23.3%</b>
<b>EXPENDITURES</b>						
Personnel Expenditures	\$ 118,800	\$ 101,703	\$ 17,100	\$ 64,600	\$ (54,200)	-45.6%
Operating Expenditures	5,620,500	5,028,192	592,308	6,466,900	846,400	15.1%
Capital Expenditures	50,000	8,161	41,839	50,000	-	0.0%
Contingency	151,400	23,264	128,136	178,800	27,400	18.1%
Reserves	464,900	-	464,900	1,138,700	673,800	144.9%
<b>Total Expenditures</b>	<b>\$ 6,405,600</b>	<b>\$ 5,161,320</b>	<b>\$ 1,244,283</b>	<b>\$ 7,899,000</b>	<b>\$ 1,493,400</b>	<b>23.3%</b>

**City of Westlake  
Fiscal Year 2023 Budget**

**General Fund – Summary**

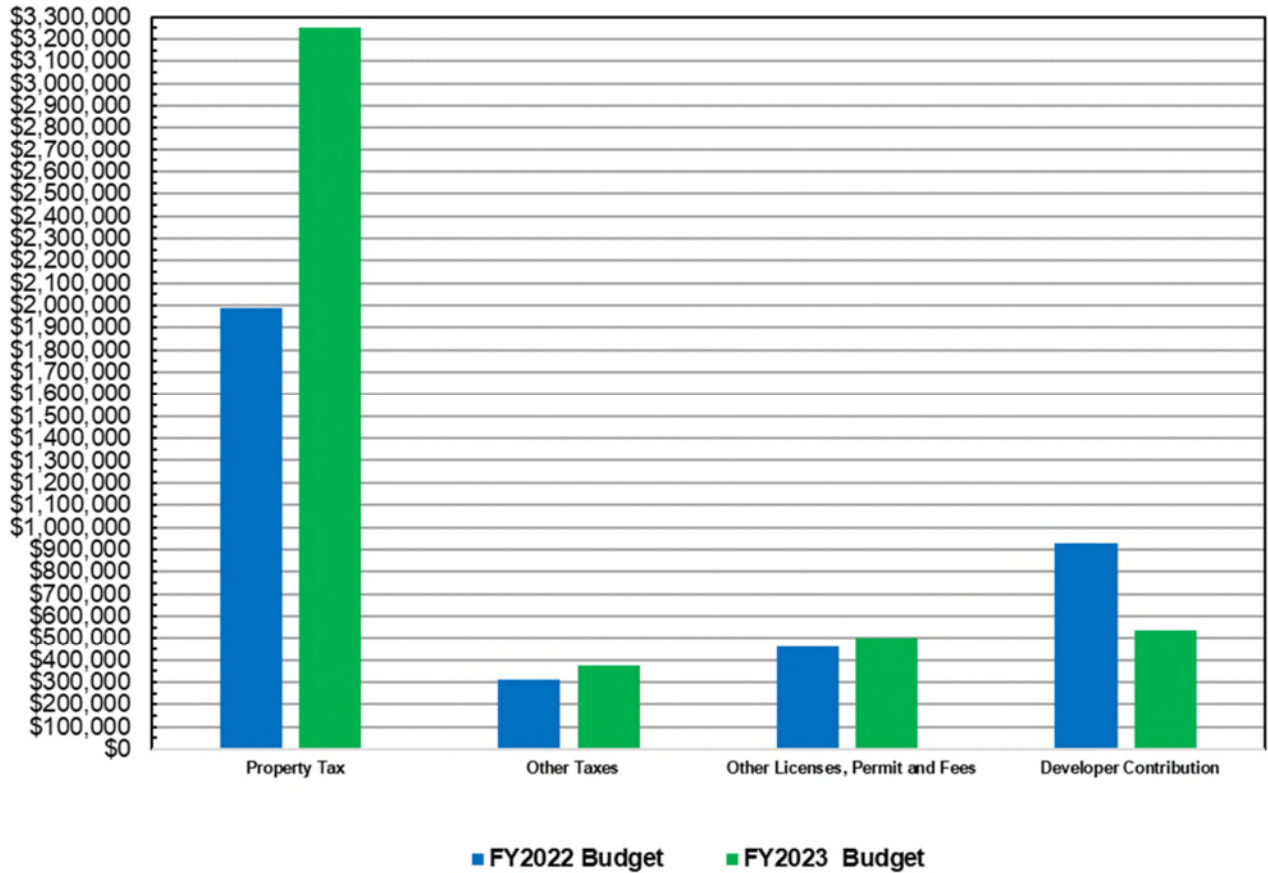
Description	FY 2022			FY 2023		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>FUNDING</b>						
Total Revenue	\$ 3,693,400	\$ 3,104,841	\$ (588,559)	\$ 4,943,300	\$ 1,249,900	33.8%
<b>Total Funding</b>	<b>\$ 3,693,400</b>	<b>\$ 3,104,841</b>	<b>\$ (588,559)</b>	<b>\$ 4,943,300</b>	<b>\$ 1,249,900</b>	<b>33.8%</b>
<b>EXPENDITURES</b>						
Personnel Expense	\$ 118,800	\$ 101,703	\$ 17,097	\$ 64,600	\$ (54,200)	-45.6%
Operating Expense	2,908,300	2,683,996	224,304	3,511,200	602,900	20.7%
Capital Expenditures	50,000	8,161	41,839	50,000	-	0.0%
Contingency	151,400	23,264	128,136	178,800	27,400	18.1%
Reserves	464,900	-	464,900	1,138,700	673,800	144.9%
<b>Total Expenditures</b>	<b>\$ 3,693,400</b>	<b>\$ 2,817,124</b>	<b>\$ 876,276</b>	<b>\$ 4,943,300</b>	<b>\$ 1,249,900</b>	<b>33.8%</b>
<b>AVAILABLE FUND BALANCE</b>						
Opening Balance	\$ 555,296	\$ 555,296	\$ -	\$ 555,296	\$ -	0.0%
Closing Balance	\$ 555,296	\$ 555,296	\$ -	\$ 555,296	\$ -	0.0%
Closing Bal % Of Total Exp	15.0%	19.7%	4.7%	11.2%	0.0%	N/A

# City of Westlake Fiscal Year 2023 Budget

## General Fund – Source of Funds

Description	FY 2022			FY 2023		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
Property Tax	\$ 1,988,348	\$ 2,000,217	\$ 11,869	\$ 3,360,276	\$ 1,371,928	69.0%
Other Taxes	312,800	385,559	72,759	327,300	14,500	4.6%
Other Licenses, Permit and Fees	462,100	715,823	253,723	493,700	31,600	6.8%
Developer Contribution	930,152	-	(930,152)	762,024	(168,128)	-18.1%
Interest Income	-	3,243	3,243	-	-	NA
<b>Total Source of Funds</b>	<b>\$ 3,693,400</b>	<b>\$ 3,104,841</b>	<b>\$ (588,559)</b>	<b>\$ 4,943,300</b>	<b>\$ 1,249,900</b>	<b>33.8%</b>

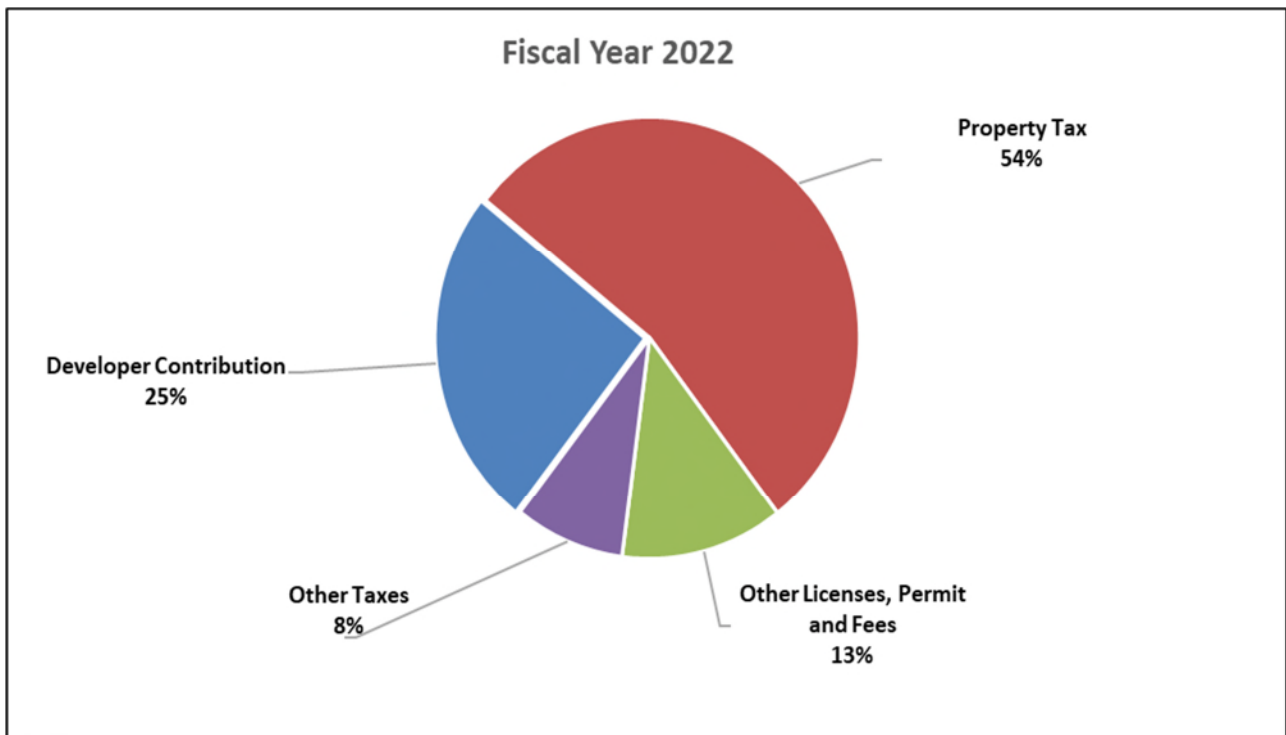
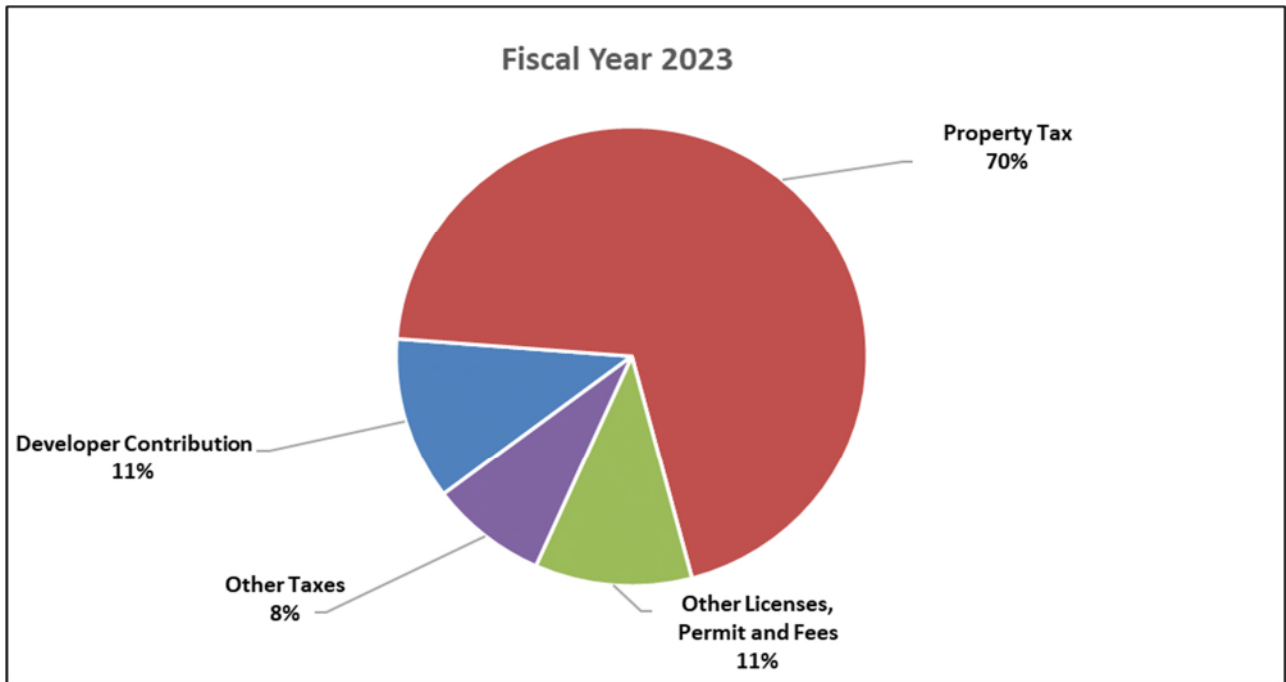
**FY2022 Budget vs. FY2023 Budget**





# City of Westlake Fiscal Year 2023 Budget

## General Fund – Source of Funds



**City of Westlake  
Fiscal Year 2023 Budget**

**General Fund – Revenue Detail**

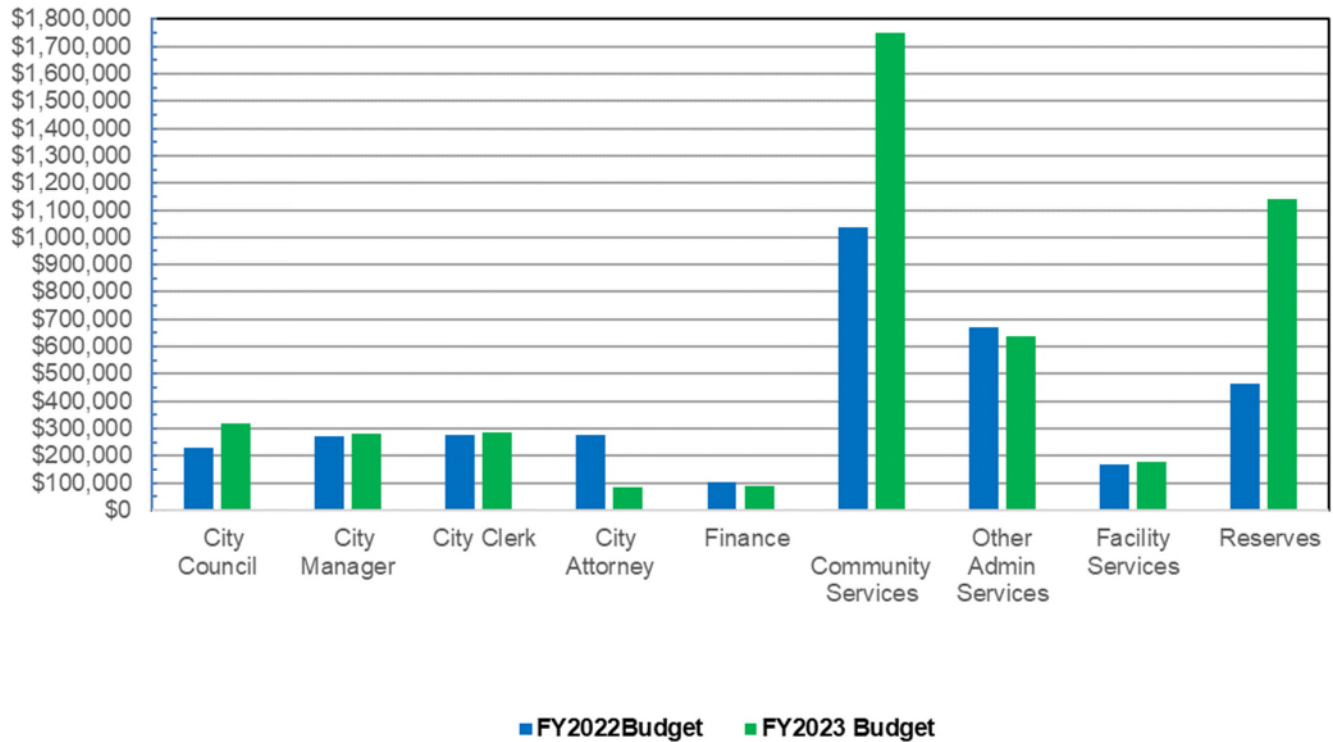
Description	FY 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Property Tax</b>								
Tax Receipts - Current Year	\$ 554,887	\$ 1,130,469	\$ 1,838,592	\$ 1,838,592	\$ -	\$ 3,141,927	\$ 1,303,335	70.9%
Tax Receipts - Discounts	(19,605)	(43,037)	(73,544)	(69,673)	3,871	(125,677)	(52,133)	70.9%
Special Assessments-Tax Collector	-	-	232,600	232,600	-	358,326	125,726	54.1%
Special Assmnts- Discounts	-	-	(9,300)	(1,302)	7,998	(14,300)	(5,000)	53.8%
<b>Total - Property Tax</b>	<b>\$ 535,282</b>	<b>\$ 1,087,432</b>	<b>\$ 1,988,348</b>	<b>\$ 2,000,217</b>	<b>\$ 11,869</b>	<b>\$ 3,360,276</b>	<b>\$ 1,371,928</b>	<b>69.0%</b>
<b>Other Taxes</b>								
Local Option Fuel Tax	138	-	-	-	-	-	-	NA
Municipal Revenue Sharing	864	7,167	17,200	13,781	(3,419)	24,200	7,000	40.7%
Local Discretionary Sales Tax	-	-	69,700	-	(69,700)	-	(69,700)	-100.0%
Public Service Tax-Electricity	119,672	154,984	113,600	215,591	101,991	116,000	2,400	2.1%
Public Service Tax-Water	20,755	45,776	41,500	48,920	7,420	58,700	17,200	41.4%
Public Service Tax-Gas	17,573	32,933	34,600	62,631	28,031	75,200	40,600	117.3%
Communications Svcs. Tax	15,190	28,638	36,200	44,636	8,436	53,200	17,000	47.0%
<b>Total - Other Taxes</b>	<b>\$ 174,192</b>	<b>\$ 269,498</b>	<b>\$ 312,800</b>	<b>\$ 385,559</b>	<b>\$ 72,759</b>	<b>\$ 327,300</b>	<b>\$ 14,500</b>	<b>4.6%</b>
<b>Comprehensive Planning Fees</b>								
Building	1,552,433	-	-	-	-	-	-	NA
Engineering	569,222	-	-	-	-	-	-	NA
Planning & Zoning	69,781	-	-	-	-	-	-	NA
<b>Total - Comprehensive Planning</b>	<b>\$ 2,191,436</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Other Licenses, Permits and Fees</b>								
FPL Franchise Fee	\$ 94,338	\$ 132,295	\$ 110,300	\$ 200,096	\$ 89,796	\$ 119,700	\$ 9,400	8.5%
Solid Waste Franchise Fee	-	-	-	12,691	12,691	15,200	15,200	NA
Occupational Licenses	6,060	6,135	6,100	17,135	11,035	6,100	-	0.0%
Building Reinspection Fees	24,550	-	-	-	-	-	-	NA
State Building Surcharge Admin.Fees	3,497	-	-	-	-	-	-	NA
FPL TUG Program Admin.Fee	49,500	-	-	-	-	-	-	NA
Solid Waste Disposal Fees	53,917	250,643	29,100	263,832	234,732	250,600	221,500	761.2%
County Impact Fee Admin.Fees	149,209	118,873	62,100	93,636	31,536	77,100	15,000	24.2%
Contractor Registration Fees	2,175	635	-	600	600	-	-	NA
Lien Search Fees	1,330	5,938	1,300	10,204	8,904	1,300	-	0.0%
Administrative Fees	-	-	245,400	12,987	(232,413)	13,000	(232,400)	-94.7%
Burgler Alarm Fees	2,438	5,393	2,400	6,025	3,625	2,400	-	0.0%
Federal Grants	-	362,368	-	-	-	-	-	NA
Event Sponsors	-	-	-	73,350	73,350	-	-	NA
Other Fees	7,508	18,257	5,400	25,267	19,867	8,300	2,900	53.7%
<b>Total - Other Licenses, Permits and Fees</b>	<b>\$ 394,522</b>	<b>\$ 900,537</b>	<b>\$ 462,100</b>	<b>\$ 715,823</b>	<b>\$ 253,723</b>	<b>\$ 493,700</b>	<b>\$ 31,600</b>	<b>6.8%</b>
<b>Developer Contribution</b>	<b>\$ 625,000</b>	<b>\$ 540,000</b>	<b>\$ 930,152</b>	<b>\$ -</b>	<b>\$ (930,152)</b>	<b>\$ 762,024</b>	<b>\$ (168,128)</b>	<b>-18.1%</b>
<b>Interest Income</b>								
Interest Income	\$ 28	\$ 698	\$ -	\$ 3,082	\$ 3,082	\$ -	\$ -	NA
Interest Income - Tax Collector	610	494	-	161	161	-	-	NA
<b>Total - Interest Income</b>	<b>\$ 638</b>	<b>\$ 1,192</b>	<b>\$ -</b>	<b>\$ 3,243</b>	<b>\$ 3,243</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Total Revenue</b>	<b>\$ 3,921,070</b>	<b>\$ 2,798,659</b>	<b>\$ 3,693,400</b>	<b>\$ 3,104,841</b>	<b>\$ (588,559)</b>	<b>\$ 4,943,300</b>	<b>\$ 1,249,900</b>	<b>33.8%</b>
<b>Use / (Add't) Fund Balance</b>	<b>116,871</b>	<b>(351,733)</b>	<b>-</b>	<b>(287,717)</b>	<b>(287,717)</b>	<b>-</b>	<b>-</b>	<b>NA</b>
<b>Total Funding</b>	<b>\$ 4,037,941</b>	<b>\$ 2,446,926</b>	<b>\$ 3,693,400</b>	<b>\$ 2,817,124</b>	<b>\$ (876,276)</b>	<b>\$ 4,943,300</b>	<b>\$ 1,249,900</b>	<b>33.8%</b>

# City of Westlake Fiscal Year 2023 Budget

## General Fund – Expenditures by Function

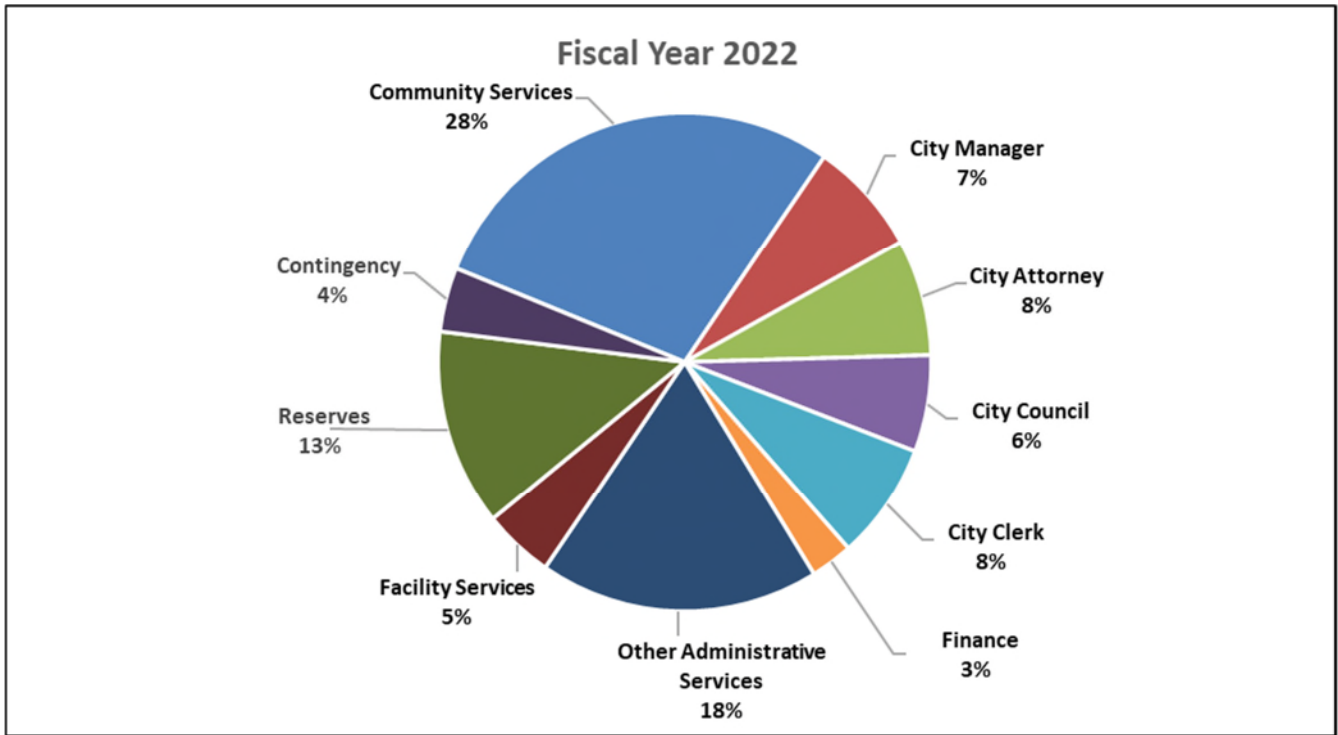
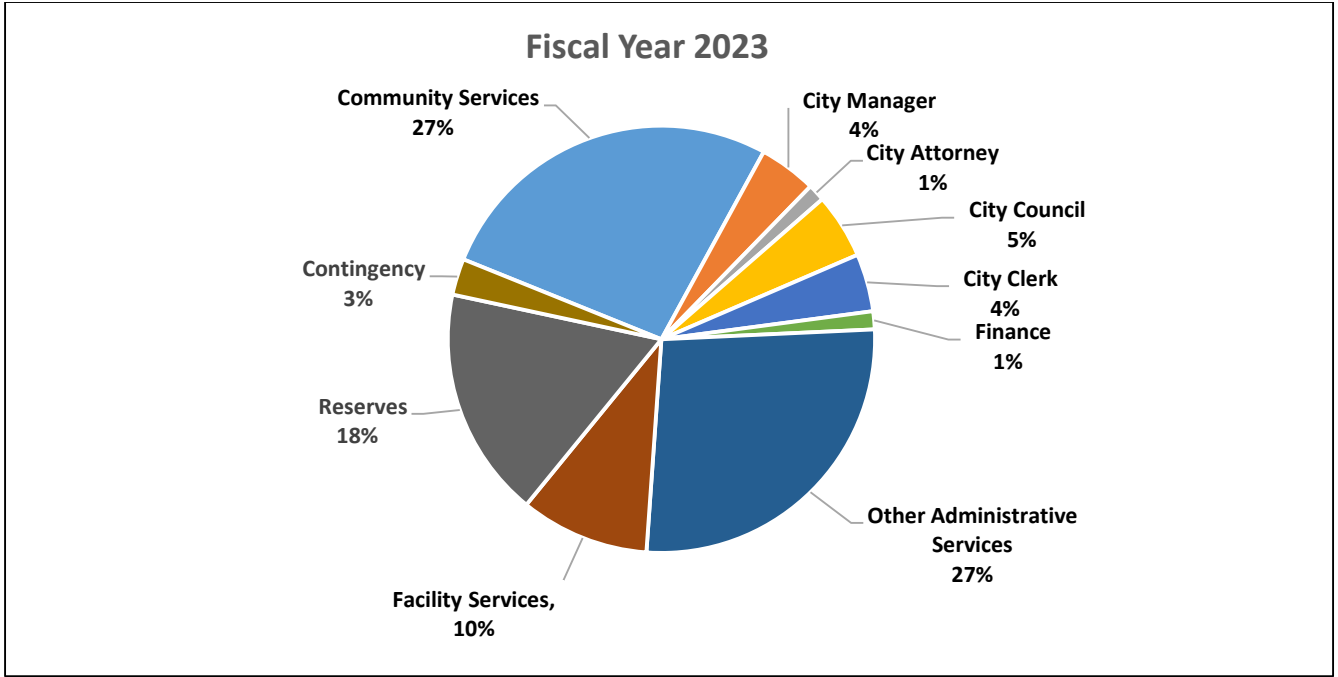
Description	FY 2022			FY 2023		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./ (Decr.)
City Council	\$ 227,400	\$ 293,601	\$ (66,201)	\$ 320,600	\$ 93,200	41.0%
City Manager	270,700	217,070	53,630	281,200	10,500	3.9%
City Clerk	278,200	251,054	27,146	285,800	7,600	2.7%
City Attorney	275,000	85,403	189,597	85,400	(189,600)	-68.9%
Finance	100,800	85,918	14,882	88,400	(12,400)	-12.3%
Community Services	1,037,300	1,280,271	(242,971)	1,749,700	712,400	68.7%
Other Administrative Services	669,400	501,905	167,495	636,500	(32,900)	-4.9%
Facility Services	168,300	70,478	97,822	178,200	9,900	5.9%
Contingency	151,400	31,425	119,975	178,800	27,400	18.1%
Reserves	464,900	-	464,900	1,138,700	673,800	144.9%
<b>Total Expense</b>	<b>\$ 3,643,400</b>	<b>\$ 2,817,124</b>	<b>\$ 826,276</b>	<b>\$ 4,943,300</b>	<b>\$ 1,299,900</b>	<b>35.7%</b>

**FY2022 Budget vs. FY2023**



# City of Westlake Fiscal Year 2023 Budget

## General Fund – Expenditures by Function



# City of Westlake Fiscal Year 2023 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

- Approved and held the first annual Fourth Fest.
- Approved over nine 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.

### Next Year Goals

- Improve communication with the residents through multiple media methods.
- 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 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
<b>Personal Services</b>								
Mayor/Council Stipend	\$ 175,200	\$ 146,400	\$ 110,400	\$ 94,443	\$ 15,957	\$ 60,000	\$ (50,400)	-45.7%
FICA	13,403	11,200	8,400	7,260	1,140	4,600	(3,800)	-45.2%
<b>Total Personal Services</b>	<b>\$ 188,603</b>	<b>\$ 157,600</b>	<b>\$ 118,800</b>	<b>\$ 101,703</b>	<b>\$ 17,097</b>	<b>\$ 64,600</b>	<b>\$ (54,200)</b>	<b>-45.6%</b>
<b>Operating Expenses</b>								
ProfServ-Legislative Expense	\$ -	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	0.0%
Telephone, Cable and Internet Service	-	-	-	1,931	(1,931)	1,900	1,900	N/A
Public Officials Insurance	3,500	4,025	4,400	3,125	1,275	3,800	(600)	-13.6%
City Events	-	-	63,800	168,338	(104,538)	193,300	129,500	203.0%
Election Fees	560	-	-	600	(600)	-	-	N/A
Council Expenses	8,068	6,855	15,000	16,133	(1,133)	30,000	15,000	100.0%
Dues, Licenses, Subscriptions	-	1,395	1,400	1,771	(371)	3,000	1,600	114.3%
<b>Total Operating Expenses</b>	<b>\$ 12,128</b>	<b>\$ 12,275</b>	<b>\$ 108,600</b>	<b>\$ 191,898</b>	<b>\$ (83,298)</b>	<b>\$ 256,000</b>	<b>\$ 146,100</b>	<b>135.7%</b>
<b>Total City Council</b>	<b>\$ 200,731</b>	<b>\$ 169,875</b>	<b>\$ 227,400</b>	<b>\$ 293,601</b>	<b>\$ (66,201)</b>	<b>\$ 320,600</b>	<b>\$ 91,900</b>	<b>41.0%</b>

# City of Westlake Fiscal Year 2023 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.
- 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.
- 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

- Coordinated with PR firm on accomplishing the first annual Fourth Fest for the City.
- Successful transition of the City Council from the initial council to a totally elected resident council.
- Held monthly "Coffee with the Manager and Mayor" on-line discussions with the residents.
- Ensured that development complied with the comprehensive master plan and current LDRs.
- Continued to implement and update the GIS program for all facilities located within the City.
- Made significant progress toward implementation of a building department software system.
- Implemented additional social media outreach to the residents through the Clerk's office.

# City of Westlake Fiscal Year 2023 Budget

## General Fund – City Manager Department

### Next Year Goals

- Continue monthly “Coffee with the Manager and Mayor” to keep residents informed of what is happening within the City.
- Continue to work on facilities planning (Council Chambers, 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 and ensure that conflicts with developers and the Seminole Improvement District are minimized.
- Review and draft contracts for additional services as needed.
- Continue to improve community outreach through the appropriate combination of meetings and media
- Continue to improve the City website and ensure compliance with applicable ADA requirements.

Description	FY 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Operating Expenses</b>								
Contracts - City Manager	\$ 251,882	\$ 179,700	\$ 251,900	\$ 207,404	\$ 44,496	\$ 213,600	\$ (38,300)	-15.2%
Office Supplies	14,851	12,291	14,900	6,851	8,049	14,900	-	0.0%
Dues, Licenses, Subscriptions	5,032	3,677	3,900	2,815	1,085	2,700	(1,200)	-30.8%
<b>Total Operating Expenses</b>	<b>\$ 271,765</b>	<b>\$ 195,668</b>	<b>\$ 270,700</b>	<b>\$ 217,070</b>	<b>\$ 53,630</b>	<b>\$ 231,200</b>	<b>\$ (39,500)</b>	<b>-14.6%</b>
<b>Capital Expenses</b>								
Capital Outlay	-	5,164	50,000	8,161	41,839	50,000	-	0.0%
<b>Total Capital Expenses</b>	<b>\$ -</b>	<b>\$ 5,164</b>	<b>\$ 50,000</b>	<b>\$ 8,161</b>	<b>\$ 41,839</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total City Manager</b>	<b>\$ 271,765</b>	<b>\$ 200,832</b>	<b>\$ 320,700</b>	<b>\$ 225,231</b>	<b>\$ 95,469</b>	<b>\$ 281,200</b>	<b>\$ (39,500)</b>	<b>-12.3%</b>

# City of Westlake Fiscal Year 2023 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 administration of the City's website and other social media is included in the Clerks duties.

### 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

- Added an Administrative Assistant III position.
- Continued to improve resident communications by creating an additional social media platform, and implemented an archiving platform to maintain compliance with public records law.
- Continued to expand various website features for resident communications and transparency.
- Underwent efforts to begin codification.



# City of Westlake Fiscal Year 2023 Budget

## General Fund – City Clerk Department

- Continued to modify and oversee systems for public meeting notification, publication, virtual meeting broadcasting, and sustained civic engagement.
- Continued to develop operating procedures and a manual for the Clerk’s department.
- Established various electronic city processes.

### Next Year Goals

- Continue to enhance and promote accessibility and to ensure services are provided 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.
- Continue to prepare for codification, ensuring accurate information is available and organized for dissemination.
- Continue to redevelop website for improved user experience.
- Maintain business licensing 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.
- Continue to expand the range of digital information technology governance and best practices using the records management platform Docuware.

Description	FY 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr.(Decr.) Over Budget	% Budget Incr./.(Decr.)
<b>Operating Expenses</b>								
Website Support	\$ 14,641	\$ 10,600	\$ 10,600	\$ 8,267	\$ 2,333	\$ 8,200	\$ (2,400)	-22.6%
Contracts-City Clerk	123,764	125,100	206,000	206,000	-	212,200	6,200	3.0%
Postage and Freight	866	1,480	1,000	1,046	(46)	1,500	500	50.0%
Printing	7,047	2,423	19,400	3,491	15,909	14,800	(4,600)	-23.7%
Advertising	31,177	23,214	31,200	16,745	14,455	31,200	-	0.0%
Office Supplies	-	1,117	-	-	-	1,100	1,100	NA
Miscellaneous Services	1,094	1,311	-	-	-	1,300	1,300	NA
Dues, Licenses, Subscriptions	-	10,241	10,000	15,505	(5,505)	15,500	5,500	55.0%
<b>Total City Clerk</b>	<b>\$ 178,589</b>	<b>\$ 175,486</b>	<b>\$ 278,200</b>	<b>\$ 251,054</b>	<b>\$ 27,146</b>	<b>\$ 285,800</b>	<b>\$ 7,600</b>	<b>2.7%</b>

# City of Westlake Fiscal Year 2023 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 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 with the City Manager drafting policies as requested by the City Council. The City Attorney provides services as outlined in the City Charter.

### 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.

### 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 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Operating Expenditures</b>								
ProfServ-Legal Services	\$ 414,079	\$ 74,050	\$ 275,000	\$ 85,403	\$ 189,597	\$ 85,400	\$ (189,600)	-68.9%
ProfServ-Other Legal Charges	-	220,509	-	-	-	-	-	NA
Miscellaneous Services	199	180	-	-	-	-	-	NA
Outside Legal Services	23,970	-	-	-	-	-	-	NA
Miscellaneous Expenses	-	5,891	-	-	-	-	-	NA
<b>Total City Attorney</b>	<b>\$ 438,248</b>	<b>\$ 300,630</b>	<b>\$ 275,000</b>	<b>\$ 85,403</b>	<b>\$ 189,597</b>	<b>\$ 85,400</b>	<b>\$ (189,600)</b>	<b>-68.9%</b>

# City of Westlake Fiscal Year 2023 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 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Operating Expenditures</b>								
Contracts-Solid Waste	\$ 51,350	\$ 284,615	\$ 248,600	\$ 459,582	\$ (210,982)	\$ 578,500	\$ 329,900	132.7%
Contracts-Sheriff	650,451	651,060	656,500	650,003	6,497	954,900	298,400	45.5%
Electricity-Streetlighting	47,255	109,257	98,600	112,372	(13,772)	134,800	36,200	36.7%
R&M-Community Service	26,700	26,700	27,500	27,499	1.00	28,300	800	2.9%
Operating Supplies	6,121	52,974	6,100	30,815	(24,715)	30,800	24,700	404.9%
Roadway Services	-	-	-	-	-	22,400	22,400	NA
<b>Total Community Services</b>	<b>\$ 781,877</b>	<b>\$ 1,124,606</b>	<b>\$ 1,037,300</b>	<b>\$ 1,280,271</b>	<b>\$ (242,971)</b>	<b>\$ 1,749,700</b>	<b>\$ 712,400</b>	<b>68.7%</b>

**City of Westlake  
Fiscal Year 2023 Budget**

**General Fund – Other Departments**

Description	FY 2020	FY 2021	FY 2022			FY 2023		
	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	\$ 5,250	\$ 50	\$ 5,300	\$ -	0.0%
Contracts - Finance	91,769	78,300	95,500	80,668	14,832	83,100	(12,400)	-13.0%
<b>Total Finance</b>	<b>\$ 97,019</b>	<b>\$ 83,550</b>	<b>\$ 100,800</b>	<b>\$ 85,918</b>	<b>\$ 14,882</b>	<b>\$ 88,400</b>	<b>\$ (12,400)</b>	<b>-12.3%</b>
<b>Comprehensive Planning</b>								
Engineering	\$ 352,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Planning & Zoning	240,146	-	-	-	-	-	-	NA
Building	999,480	-	-	-	-	-	-	NA
<b>Total Comprehensive Planning</b>	<b>\$ 1,592,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Other Administrative Services</b>								
ProfServ-Information Technology	\$ 164,744	\$ 163,295	\$ 195,100	\$ 201,985	\$ (6,885)	\$ 202,000	\$ 6,900	3.5%
ProfServ-Compliance Service	-	-	25,000	-	25,000	-	(25,000)	-100.0%
ProfServ-Consultants	9,625	-	-	-	-	-	-	NA
Contracts-Admin. Service	156,997	89,004	257,000	203,111	53,889	280,900	23,900	9.3%
Misc-Assessmnt Collection Cost	-	-	2,300	493	1,807	3,600	1,300	56.5%
Misc-Public Relations	1,244	12,000	75,000	28,920	46,080	60,000	(15,000)	-20.0%
General Government	278	39,719	90,000	67,397	22,603	90,000	-	0.0%
Emergency Comm. Program	-	-	25,000	-	25,000	-	(25,000)	-100.0%
<b>Total Other Administrative Services</b>	<b>\$ 332,888</b>	<b>\$ 304,018</b>	<b>\$ 669,400</b>	<b>\$ 501,905</b>	<b>\$ 167,495</b>	<b>\$ 636,500</b>	<b>\$ (32,900)</b>	<b>-4.9%</b>
<b>Facility Services</b>								
Telephone, Cable and Internet Service	\$ 19,104	\$ 14,382	\$ 13,200	\$ 15,006	\$ (1,806)	\$ 15,900	\$ 2,700	20.5%
Lease - Building	500	500	86,700	500	86,200	86,700	-	0.0%
Lease-Copier	52,207	15,984	16,000	13,211	2,789	32,600	16,600	103.8%
Insurance(Liab,Auto,Property)	3,620	4,088	4,500	5,745	(1,245)	6,900	2,400	53.3%
Miscellaneous Services	-	1,229	1,200	1,654	(454)	1,700	500	41.7%
Cleaning Services	36,497	31,481	36,500	24,162	12,338	24,200	(12,300)	-33.7%
Principal-Capital Lease Payments	6,848	7,629	8,500	8,500	-	9,500	1,000	11.8%
Interest-Capital Lease Payments	3,366	2,585	1,700	1,700	-	700	(1,000)	-58.8%
<b>Total Facility Services</b>	<b>\$ 122,142</b>	<b>\$ 77,878</b>	<b>\$ 168,300</b>	<b>\$ 70,478</b>	<b>\$ 97,822</b>	<b>\$ 178,200</b>	<b>\$ 9,900</b>	<b>5.9%</b>
<b>Contingency</b>	<b>\$ 22,491</b>	<b>\$ 10,051</b>	<b>\$ 151,400</b>	<b>\$ 23,264</b>	<b>\$ 128,136</b>	<b>\$ 178,800</b>	<b>\$ 27,400</b>	<b>18.1%</b>
<b>Reserves</b>								
1st Quarter Operating	\$ -	\$ -	\$ 264,900	\$ -	\$ 264,900	\$ 938,700	\$ 673,800	254.4%
Building	-	-	200,000	-	200,000	200,000	-	0.0%
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 464,900</b>	<b>\$ -</b>	<b>\$ 464,900</b>	<b>\$ 1,138,700</b>	<b>\$ 673,800</b>	<b>144.9%</b>
<b>Total Other Departments</b>	<b>\$ 574,540</b>	<b>\$ 475,497</b>	<b>\$ 1,554,800</b>	<b>\$ 681,564</b>	<b>\$ 873,236</b>	<b>\$ 2,220,600</b>	<b>\$ 665,800</b>	<b>42.8%</b>

**City of Westlake  
Fiscal Year 2023 Budget**

**Special Revenue Fund Summary**

Description	FY 2022			FY 2023		
	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b><u>FUNDING</u></b>						
Revenue	\$ 2,712,200	\$ 3,668,789	\$ 956,589	\$ 2,955,700	\$ 243,500	9.0%
Addition to Fund Balance	-	(1,324,593)	(1,324,593)	-	-	NA
<b>Total Funding</b>	<b>\$ 2,712,200</b>	<b>\$ 2,344,196</b>	<b>\$ (368,004)</b>	<b>\$ 2,955,700</b>	<b>\$ 243,500</b>	<b>9.0%</b>
<b><u>EXPENDITURES</u></b>						
Expense	2,712,200	2,344,196	(368,004)	2,955,700	243,500	9.0%
<b>Total Expenditures</b>	<b>\$ 2,712,200</b>	<b>\$ 2,344,196</b>	<b>\$ 368,004</b>	<b>\$ 2,955,700</b>	<b>\$ 243,500</b>	<b>9.0%</b>

**City of Westlake  
Fiscal Year 2023 Budget**

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

Description	FY 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./ (Decr.) Over Budget	% Budget Incr./ (Decr.)
<b>Revenue</b>								
Building Permits	\$ -	\$ 2,768,424	\$ 1,561,100	\$ 1,794,985	\$ 233,885	\$ 1,820,900	\$ 259,800	16.6%
Reinspection Fees	-	58,850	24,600	3,060	(21,540)	-	(24,600)	-100.0%
Building Permits-Surcharge	-	25,718	3,500	6,475	2,975	16,700	13,200	377.1%
Other Building Permit Fees	-	86,700	30,000	77,352	47,352	30,000	-	0.0%
Building Permits-Admin Fee	-	168,254	87,900	139,424	51,524	109,100	21,200	24.1%
Engineering Permits	-	625,959	374,600	445,340	70,740	374,600	-	0.0%
Planning/Zoning Permits	-	107,562	301,700	275,520	(26,180)	299,600	(2,100)	-0.7%
Developer Contributions	-	-	25,000	-	(25,000)	-	(25,000)	-100.0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 3,841,467</b>	<b>\$ 2,408,400</b>	<b>\$ 2,742,157</b>	<b>\$ 333,757</b>	<b>\$ 2,650,900</b>	<b>\$ 242,500</b>	<b>10.1%</b>
<b>Expenditures</b>								
ProfServ-Engineering	\$ -	\$ 308,531	\$ 352,600	\$ 322,228	\$ 30,372	\$ 352,600	\$ -	0.0%
ProfServ-Information Technology	-	32,221	170,900	106,018	64,882	170,900	-	0.0%
ProfServ-Legal Services	-	118,666	-	64,114	(64,114)	118,700	118,700	NA
ProfServ-Planning/Zoning Board	-	299,575	301,700	275,520	26,180	299,600	(2,100)	-0.7%
ProfServ-Compliance Service	-	-	-	-	-	100,000	100,000	NA
ProfServ-Consultants	-	4,325	22,000	-	22,000	22,000	-	0.0%
ProfServ-Building Permits	-	1,302,980	1,258,200	1,395,685	(137,485)	1,395,700	137,500	10.9%
Outside Legal Services	-	1,775	-	875	(875)	1,800	1,800	NA
Postage and Freight	-	19	-	-	-	-	-	NA
Telephone, Cable and Internet Service	-	1,140	1,100	4,747	(3,647)	4,700	3,600	327.3%
Lease - Building	-	-	43,400	-	43,400	43,400	-	0.0%
Lease - Copier	-	5,067	5,100	5,534	(434)	5,800	700	13.7%
Printing	-	2,165	1,800	240	1,560	2,200	400	22.2%
Miscellaneous Services	-	1,243	-	1,308	(1,308)	-	-	NA
Administration Fee	-	109,920	224,400	113,218	111,182	113,200	(111,200)	-49.6%
Office Supplies	-	2,218	2,200	4,458	(2,258)	4,500	2,300	104.5%
Cleaning Services	-	-	-	15,840	(15,840)	15,800	15,800	NA
Capital Improvements	-	-	25,000	-	25,000	-	(25,000)	-100.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 2,189,845</b>	<b>\$ 2,408,400</b>	<b>\$ 2,309,784</b>	<b>\$ 98,616</b>	<b>\$ 2,650,900</b>	<b>\$ 242,500</b>	<b>10.1%</b>
<b>Change in Fund Balance</b>	<b>-</b>	<b>1,651,622</b>	<b>-</b>	<b>432,373</b>	<b>(432,373)</b>	<b>-</b>	<b>-</b>	<b>NA</b>
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>	<b>1,651,622</b>	<b>1,651,622</b>	<b>-</b>	<b>2,083,995</b>	<b>432,373</b>	<b>26.2%</b>
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 1,651,622</b>	<b>1,651,622</b>	<b>2,083,995</b>	<b>(432,373)</b>	<b>2,083,995</b>	<b>432,373</b>	<b>26.2%</b>

**City of Westlake  
Fiscal Year 2023 Budget**

**Special Revenue Fund Detail-Housing Assistance**

Description	FY 2020	FY 2021	FY 2022			FY 2023		
	Actual	Actual	Adopted Budget	Forecast	Fav / (Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr./(Decr.)
<b>Revenue</b>								
Interest-Investments	\$ 6,775	\$ 3,703	\$ 3,800	\$ 4,792	\$ 992	\$ 4,800	\$ 1,000	26.3%
Donations	736,863	1,173,722	300,000	921,828	621,828	300,000	-	0.0%
<b>Total Revenue</b>	<b>\$ 743,638</b>	<b>\$ 1,177,425</b>	<b>\$ 303,800</b>	<b>\$ 926,620</b>	<b>\$ 622,820</b>	<b>\$ 304,800</b>	<b>\$ 1,000</b>	<b>0.3%</b>
<b>Expenditures</b>								
Assistance Program	10,550	23,425	282,800	21,425	261,375	283,800	1,000	0.4%
Administration Fee	-	17,649	21,000	12,987	8,013	21,000	-	0.0%
<b>Total Expenditures</b>	<b>\$ 10,550</b>	<b>\$ 41,074</b>	<b>\$ 303,800</b>	<b>\$ 34,412</b>	<b>\$ 269,388</b>	<b>\$ 304,800</b>	<b>\$ 1,000</b>	<b>0.3%</b>
<b>Other Financing Sources (Uses)</b>								
Interest Income	-	-	-	12	(12)	-	-	NA
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12</b>	<b>\$ (12)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Change in Fund Balance</b>	<b>\$ 733,088</b>	<b>\$ 1,136,351</b>	<b>\$ -</b>	<b>\$ 892,220</b>	<b>\$ (892,232)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>NA</b>
<b>Beginning Fund Balance</b>	<b>\$ 690,372</b>	<b>\$ 1,423,460</b>	<b>\$ 2,559,811</b>	<b>\$ 2,559,811</b>	<b>\$ -</b>	<b>\$ 3,452,031</b>	<b>\$ 892,220</b>	<b>34.9%</b>
<b>Ending Fund Balance</b>	<b>\$ 1,423,460</b>	<b>\$ 2,559,811</b>	<b>\$ 2,559,811</b>	<b>\$ 3,452,031</b>	<b>\$ (892,220)</b>	<b>\$ 3,452,031</b>	<b>\$ 892,220</b>	<b>34.9%</b>