

City of Westlake



FISCAL YEAR 2021

PROPOSED BUDGET

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Council Members

Roger Manning-Mayor
Katrina Long Robinson-Vice Mayor
JohnPaul Oconnor -Seat 1
Kara Crump-Seat 2
Patric Paul-Seat 3



City of Westlake

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

Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2020-21 budget message for the City of Westlake. The City continues to grow at a rapid pace. We have completed the passage of another seven section the City's Land Development Regulations (LDR's). We have several sections to complete in the coming year at which time, the City will be off the interim (County ULDC) code. The drafting of the LDR's has required a significant amount of work from staff and others. The details for the operation and processes are contained within the LDR's. The progress made thus far emanates from the continued coordinated 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.

According to the Palm Beach County Property appraiser the City of Westlake's taxable value has increased one hundred ten percent (110%) over last year. The growth in home construction and sales continues to be strong despite the issues with the COVID pandemic. The City has processed an additional ten plats this year to accommodate current and projected development.

This year saw the opening of the free-standing emergency facility at the corner of Seminole Pratt Whitney Road and Persimmon Blvd and the Palm Beach County Fire Station No. 22 located on the corner of Town Center Parkway South and Seminole Pratt Whitney Road.

The FPL Westlake and solar power field on the 400 acres west of Seminole Pratt Whitney Road were placed into operation.

The intersection at Waters Edge Drive and Seminole Pratt Whitney Road is complete and other infrastructure that will serve the future commercial and homesites is under construction as part of the ten plats that were approved by the Council this year.

This year there is a change in the general fund budget presentation as we have moved the Comprehensive Planning Service Department which consist Planning & Zoning, Engineering, and Building Department into a special revenue fund as their revenue and expenses are directly related to the volume of permits and reviews. There is also an

accounting requirement to track these revenues and expensed separately to ensure fees are related to services provided.

The ***proposed millage rate for the FY 2020-21 remains at 5.125 mills***. This rate is projected to generate approximately \$1,086,636 in ad-valorem taxes to the City based on the taxable value as of January 1st as provided by Palm Beach County Property Appraiser. The total proposed budget for FY 2020-21 general fund is \$3,249,200. Which is a 19.5% decrease 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.

The proposed millage rate of 5.125 mills is a 109.95% tax increase over the roll back rate. The roll back rate is the millage rate that would be set to generate the exact same amount of tax revenue as the prior year. The roll back rate would be 2.4410 mills and generate approximately \$539,000. Generating the exact amount of revenue 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.

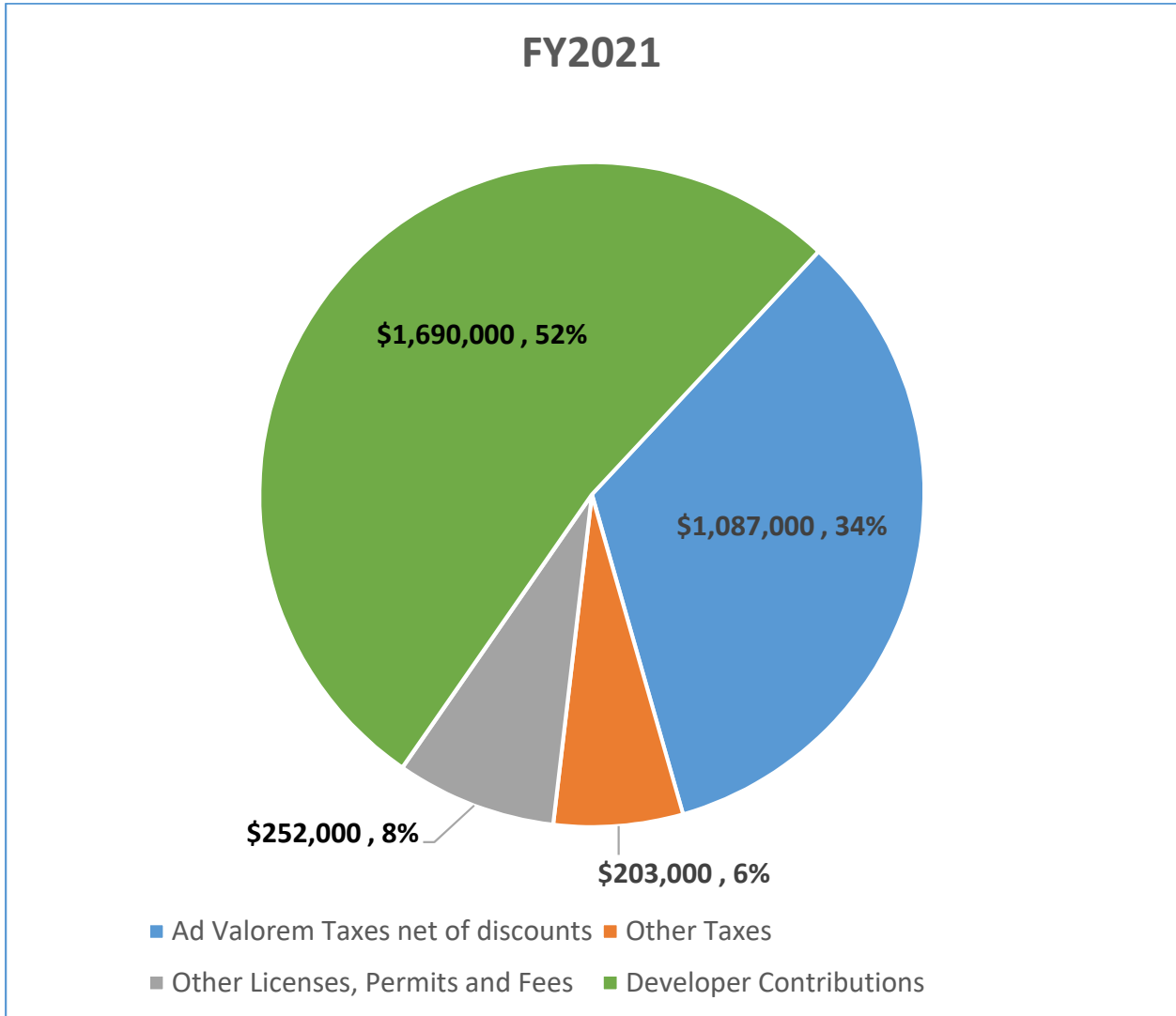
This year due to the anticipated decrease in revenue as a result of the COVID 19 Pandemic I have taken a serious look at each department I have control over to reduce or minimize any increase. Those area that show an increase are the result of additional services or compliance requirements.

Due to the lag time of taxable values and the budget cycle this budget is again heavily dependent on deficit funding from the primary developer. One of the areas that has increased is the reserve and contingency funds. This increase is necessary in order to have the appropriate level of funds for first quarter reserves and contingency by FY 2023-24. It is important to remember that still a significant 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.

The following charts and graphs provide a better picture of the revenues and expense categories for the FY 2020-21 budget as well as projections to FY 2026. The charts and graphs are based on current data. The projections do not include any commercial development. The commercial development was not accounted for since only one new commercial building within the City has been completed and would not provide enough information to be useful.

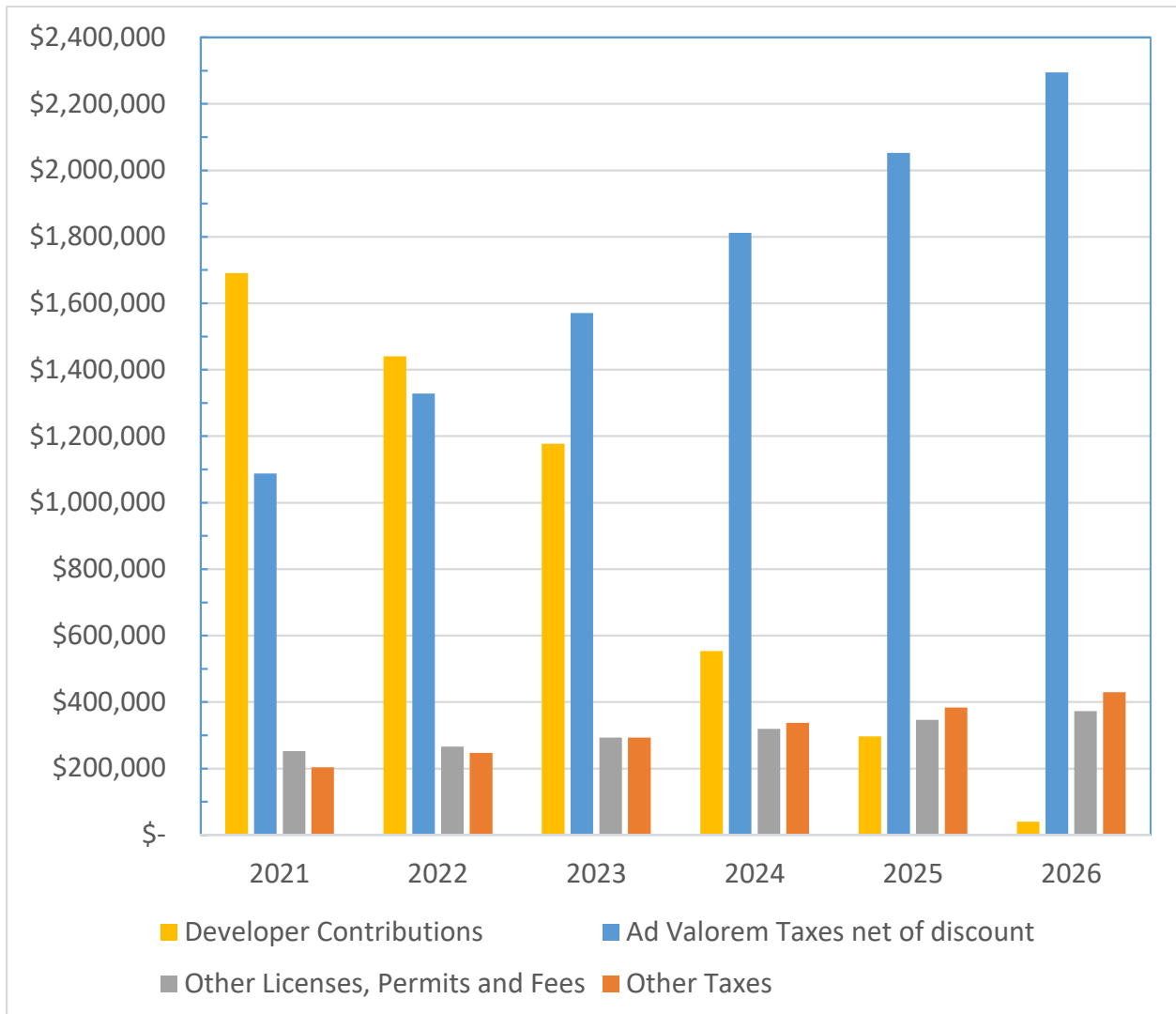
Projected Revenue by Source

The projected revenue by source chart shows the current percentage of the FY 2020-21 budget that is covered from the various revenue sources. You will notice the revenue for the general fund does not include licenses and Permit Fee revenue.



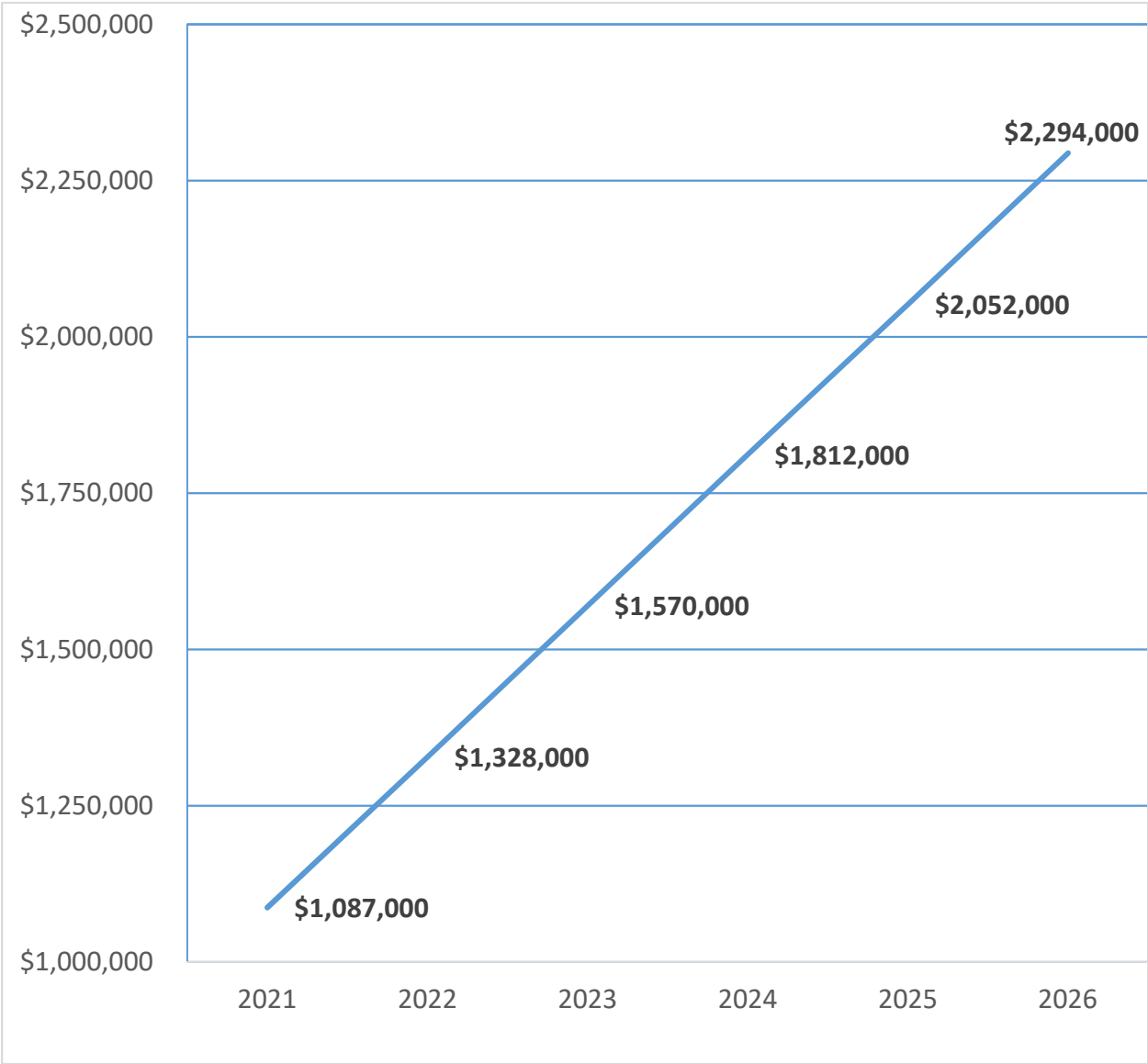
Projected Revenues by Source Based Solely on Home Construction to FY 2026

The revenue graph below shows the relative changes in the revenue sources from the current year to FY 2026. The increase in the tax revenue is a consequence of additional homes constructed and the resultant increase in taxable value. Also note that as the number of homes and their cumulative taxable value increases the developer contribution decreases.



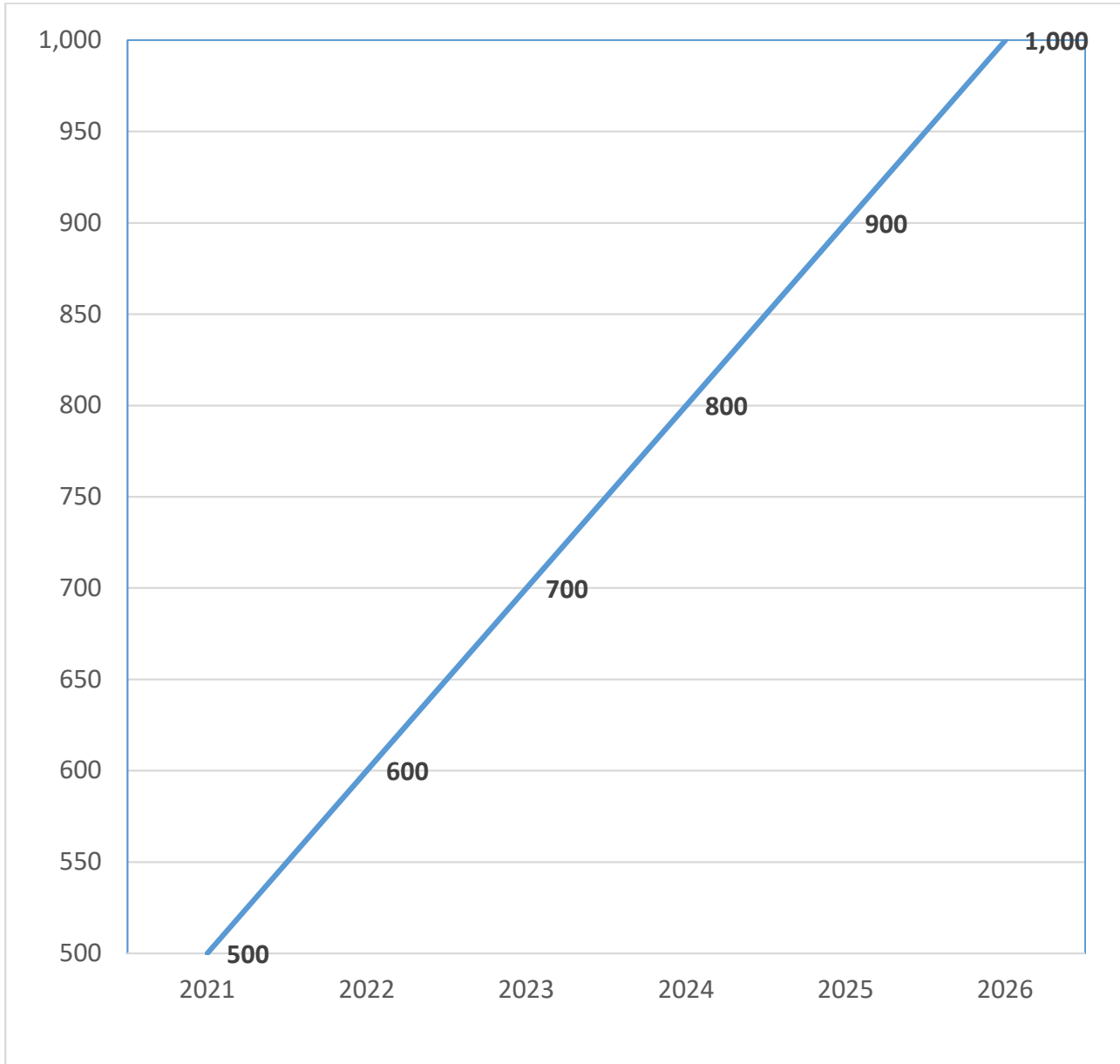
Projected Ad Valorem Tax Revenue, Net of Discounts, Based Solely on Home Construction

The chart below takes into consideration the discounts offered to property owners who pay their taxes early. The projections are based on the same data as the following the charts and graphs.



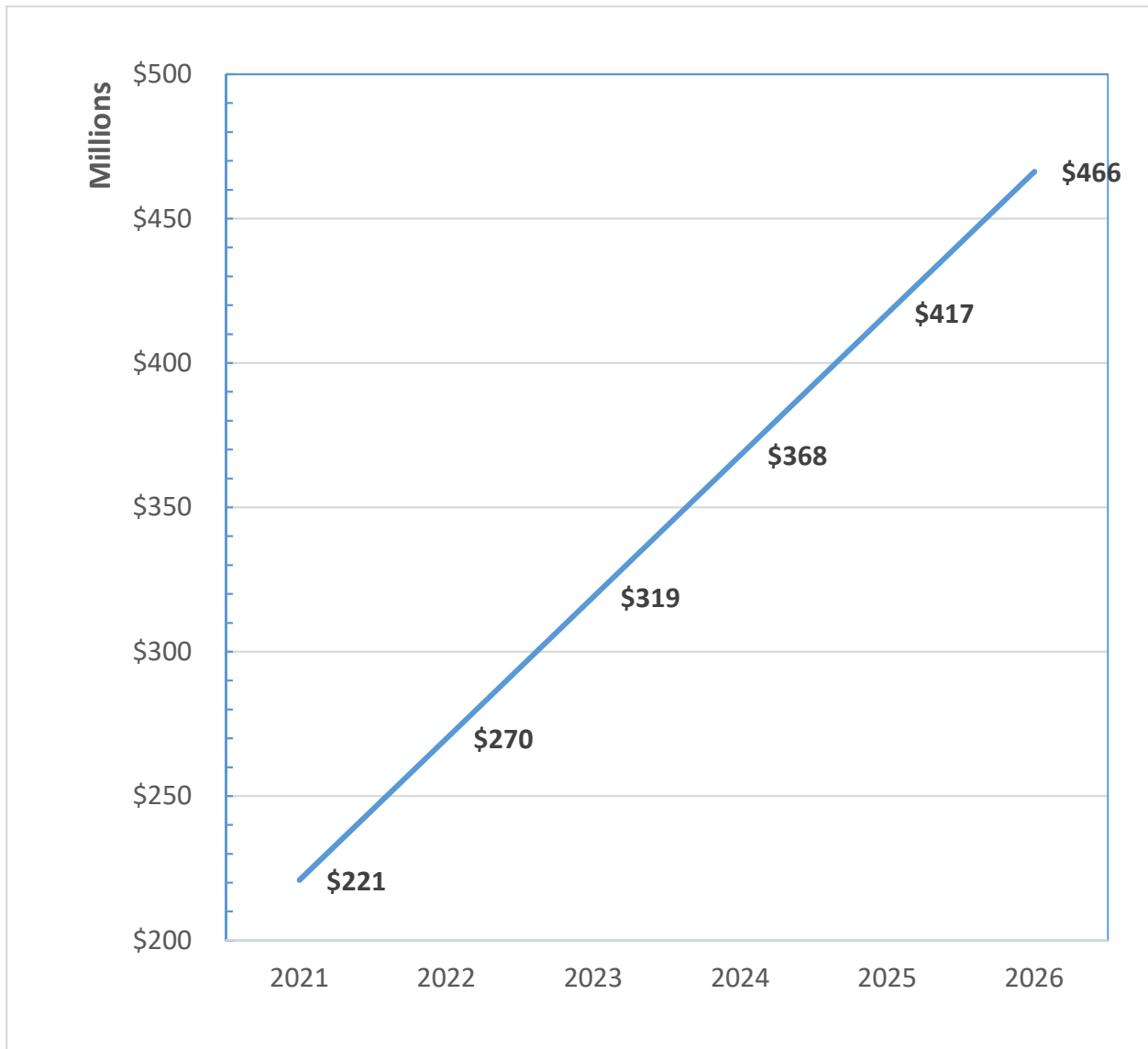
Projected Number of Homes by Year End

The graph below is based on current growth rate projected to be linear over time. By the end of 2020 there should be approximately four hundred within the city and by FY 2026 there is projected to be 1,000 homes or greater.



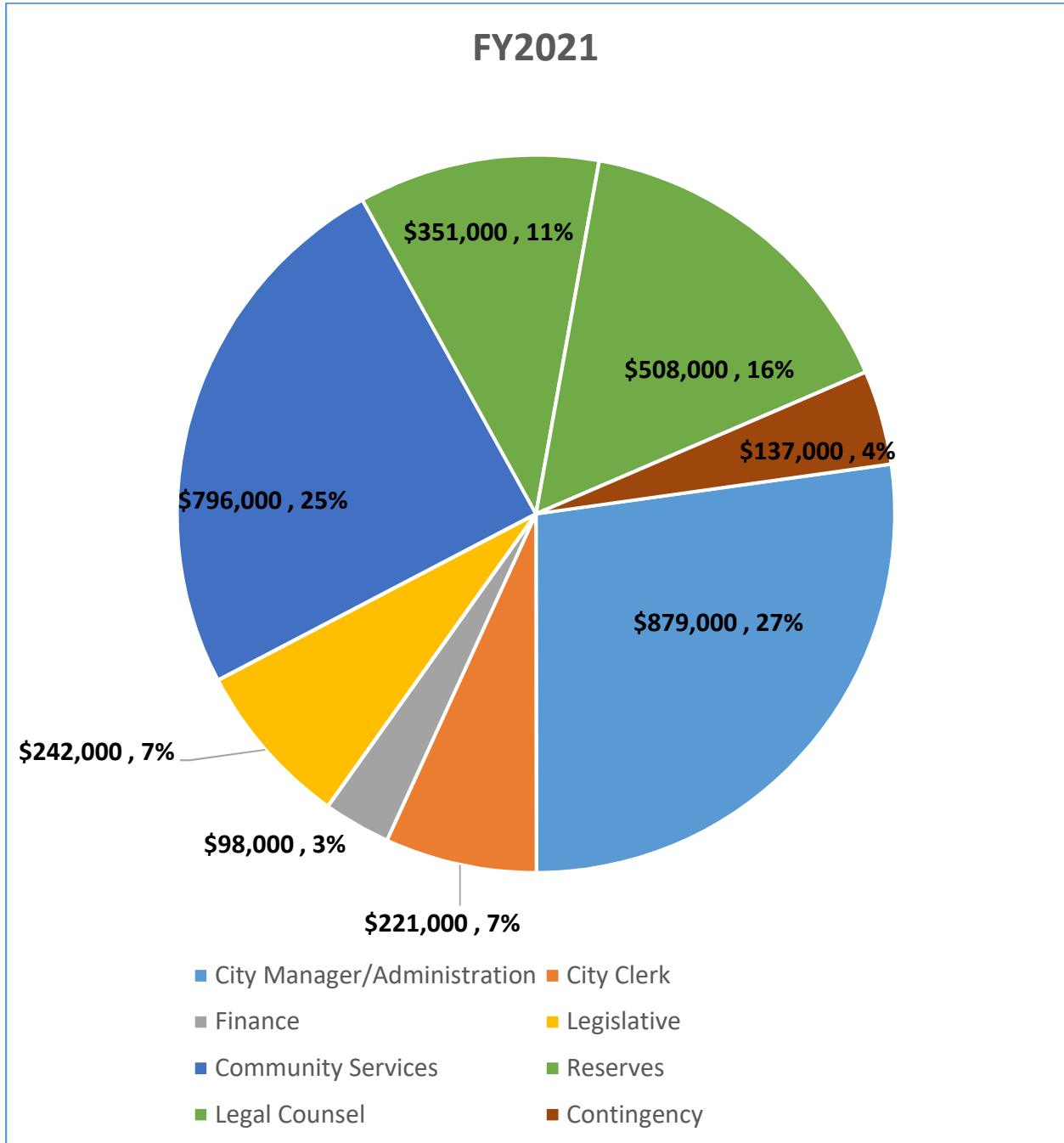
Projected Change in Taxable Value Based Solely on Home Construction

The following chart is based upon the change in overall taxable value within the city. The projection is linear to FY 2026 and provides the basis for the revenue by sources in the graph above. Again, this analysis and projection does not include any new commercial development.



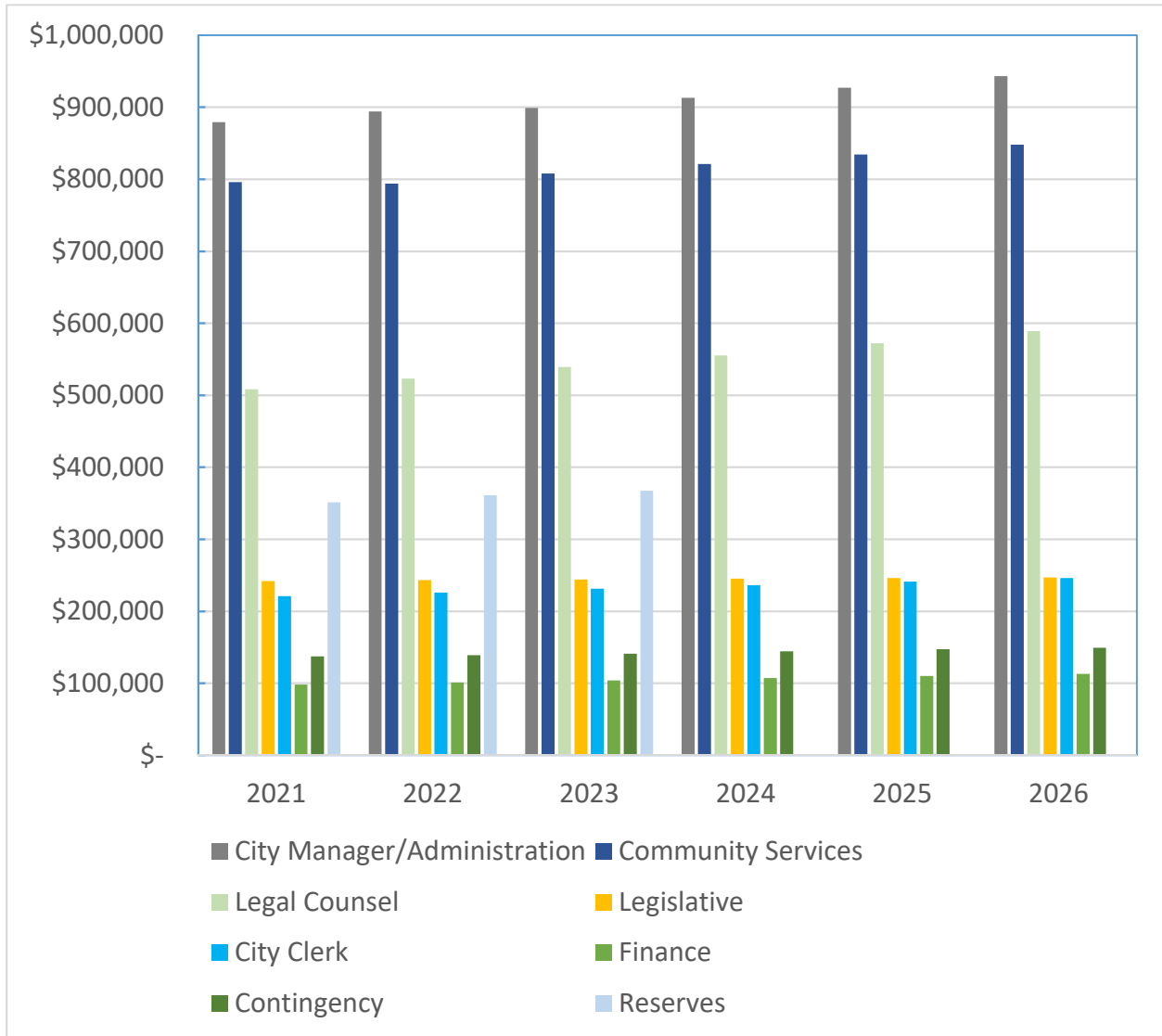
Budgeted Expenditures by Function

The chart indicates expenditures by type for FY 2021. The Engineering, Building, and Planning & Zoning expenses are now located in the Special Revenue Funds section. All other departments are within the general Fund.



Budgeted Expenditures by Function Based Solely on Home Construction to FY 2025

You will notice most of the functional expenditures are either flat or have minimal increases due growth, or compliance issues.



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



Budget Summary

**City of Westlake
Fiscal Year 2021 Budget**

All Funds - Total Budget

	FY 2020			FY 2021		
	Amended Budget	Forecast	Fav / (Unfav)	Proposed Budget	Incr./ (Decr.) Over Budget	% Budget Incr.(Decr.)
<u>FUNDING</u>						
Total Revenue - (Excl. Grants)	\$ 4,183,900	\$ 4,659,959	\$ 476,058	\$ 4,789,200	\$ 605,300	14.5%
Total Fund Bal. Use / (Addition)	-	(675,062)	(675,062)	-	-	0.0%
Total Funding	\$ 4,183,900	\$ 3,984,897	\$ (199,004)	\$ 4,789,200	\$ 605,300	14.5%
<u>EXPENDITURES</u>						
Personnel Expenses	\$ 219,600	\$ 188,603	\$ 30,997	\$ 157,600	\$ (62,000)	-28.2%
Operating Expenses	3,829,700	3,785,629	44,071	4,133,400	303,700	7.9%
Capital/Capital Lease	6,000	10,214	(4,214)	10,200	4,200	70.0%
Contingency	28,600	4,164	24,436	136,700	108,100	378.0%
Reserves	100,000	-	100,000	351,300	251,300	251.3%
Total Expenditures	\$ 4,183,900	\$ 3,988,610	\$ 195,290	\$ 4,789,200	\$ 605,300	14.5%



**General
Fund**

**City of Westlake
Fiscal Year 2021 Budget**

General Fund - Summary

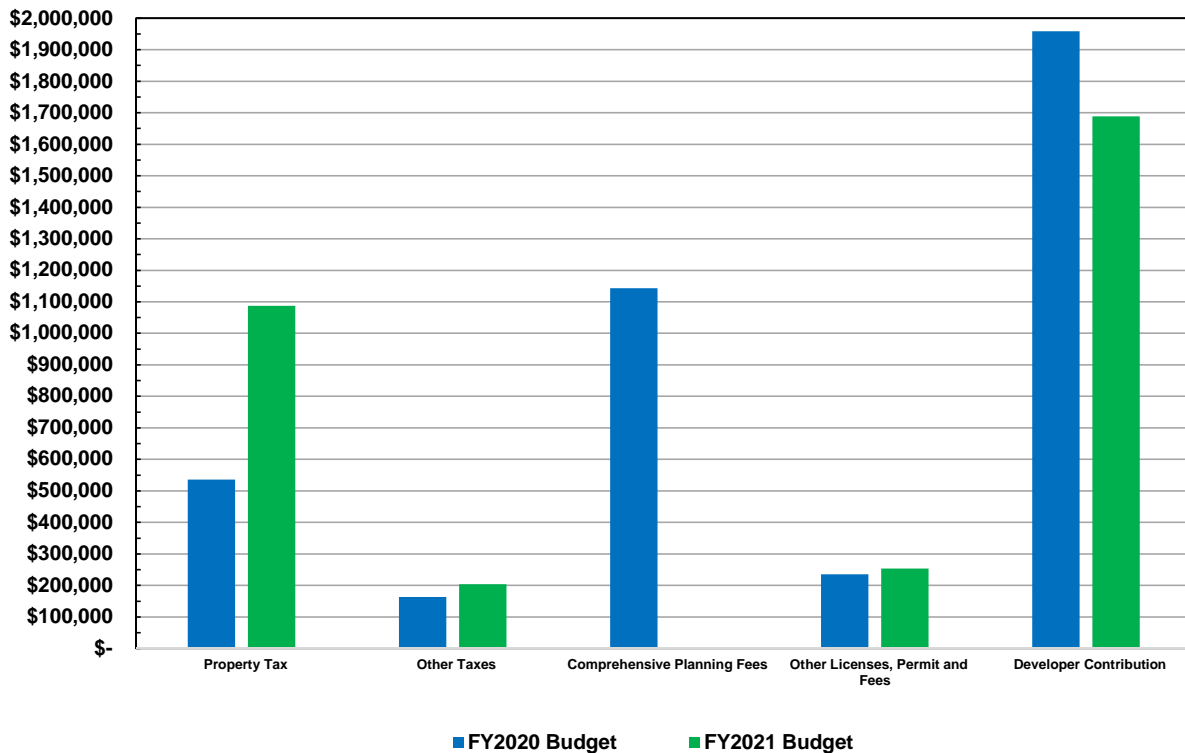
	FY 2020			FY 2021		
	Amended Budget	Forecast	Fav / (Unfav)	Proposed Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
<u>FUNDING</u>						
Total Revenue	\$ 4,033,900	\$ 3,984,897	\$ (49,003)	\$ 3,231,300	\$ (802,600)	-19.9%
Use / (Add To) Fund Balance	-	-	-	-	-	NA
Total Funding	4,033,900	3,984,897	(49,003)	3,231,300	(802,600)	-19.9%
<u>EXPENDITURES</u>						
Personnel Expense	219,600	188,603	30,997	157,600	(62,000)	-28.2%
Operating Expense	3,679,700	3,781,916	(102,216)	2,575,500	(1,104,200)	-30.0%
Capital/Capital Lease	6,000	10,214	(4,214)	10,200	4,200	70.0%
Contingency	28,600	4,164	24,436	136,700	108,100	378.0%
Reserves	100,000	-	100,000	351,300	251,300	251.3%
Total Expenditures	4,033,900	3,984,897	49,003	3,231,300	(802,600)	-19.9%
<u>AVAILABLE FUND BALANCE</u>						
Opening Balance	489,646	489,646	-	489,646	-	0.0%
(Use) / Add To Fund Balance	-	-	-	-	-	0.0%
Closing Balance	\$ 489,646	\$ 489,646	\$ -	\$ 489,646	\$ -	0.0%
Closing Bal % Of Total Exp	12.1%	12.3%	0.1%	15.2%	0.0%	N/A

**City of Westlake
Fiscal Year 2021 Budget**

General Fund - Source Of Funds

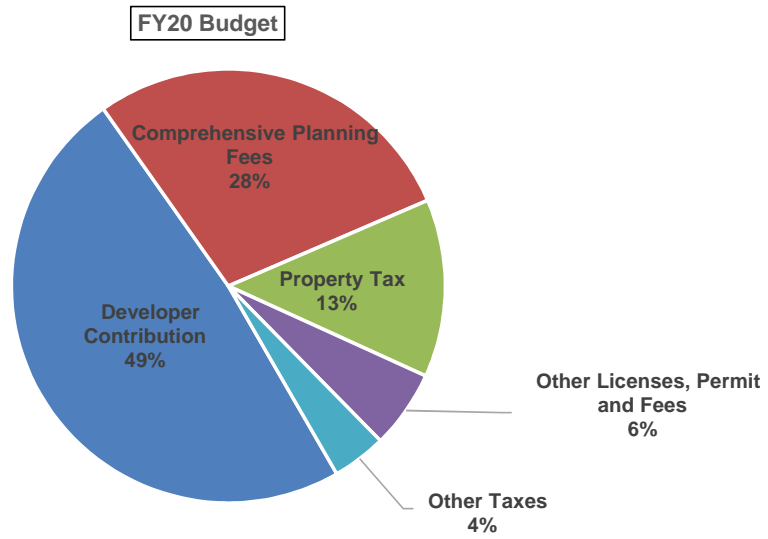
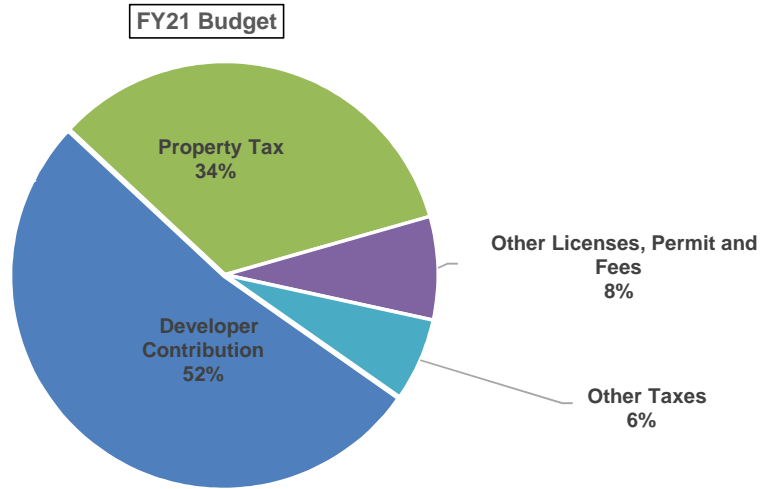
	FY 2020			FY 2021		
	Amended Budget	Forecast	Fav / (Unfav)	Proposed Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Property Tax	\$ 535,630	\$ 519,661	\$ (15,969)	\$ 1,086,636	\$ 551,006	102.9%
Other Taxes	162,300	159,324	(2,976)	203,201	40,901	25.2%
Comprehensive Planning Fees	1,142,500	1,607,483	464,983	-	(1,142,500)	-100.0%
Other Licenses, Permit and Fees	235,200	263,832	28,632	253,600	18,400	7.8%
Developer Contribution	1,958,270	1,434,449	(523,821)	1,687,863	(270,407)	-13.8%
Interest Income	-	149	149	-	-	NA
Total Source of Funds	4,033,900	3,984,897	(49,003)	3,231,300	(802,600)	-19.9%
Use (Add To) Fund Balance	-	-	-	-	-	NA
Total Source of Funds	\$ 4,033,900	\$ 3,984,897	\$ (49,003)	\$ 3,231,300	\$ (802,600)	-19.9%

FY2020 Budget vs. FY2021 Budget



City of Westlake
Fiscal Year 2021 Budget

General Fund - Source Of Funds



**City of Westlake
Fiscal Year 2021 Budget**

General Fund - Revenue Details

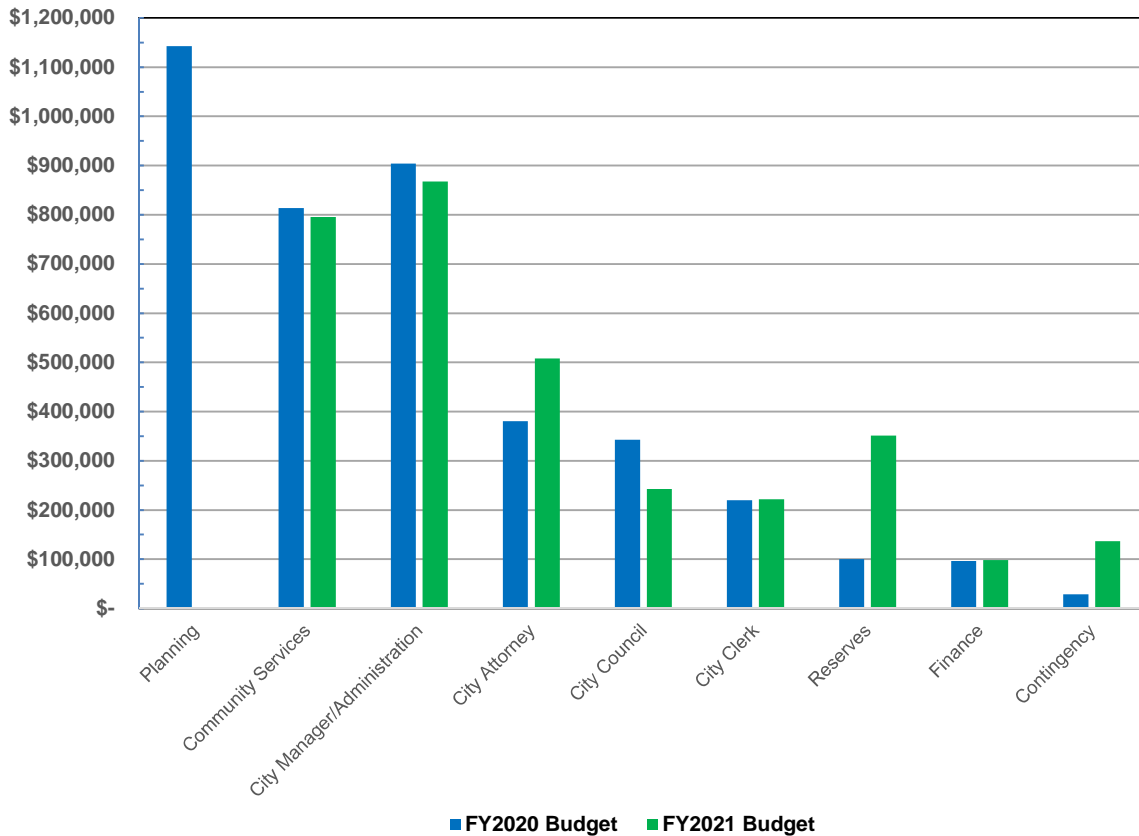
Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Proposed Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Property Tax								
Tax Receipts - Current Year	\$ 140,208	\$ 229,571	\$ 557,948	\$ 539,327	\$ (18,621)	\$ 1,131,913	\$ 573,965	102.9%
Tax Receipts - Discounts	(5,463)	(7,573)	(22,318)	(19,666)	2,652	(45,277)	(22,959)	102.9%
Tax Receipts - Delinquent	-	-	-	-	-	-	-	NA
Total - Property Tax	134,745	221,998	535,630	519,661	(15,969)	1,086,636	551,006	102.9%
Other Taxes								
Local Option Fuel Tax	85	47	100	171	71	100	-	0.0%
Municipal Revenue Sharing	-	-	-	-	-	1	1	NA
Local Govt. Half Cent Sales Tax	-	-	2,400	-	(2,400)	2,400	-	0.0%
Public Service Tax-Electricity	5,578	28,645	50,000	109,069	59,069	140,200	90,200	180.4%
Public Service Tax-Water	13,874	4,603	69,400	21,270	(48,130)	27,300	(42,100)	-60.7%
Public Service Tax-Gas	-	8,118	10,400	15,291	4,891	19,700	9,300	89.4%
Communications Svcs. Tax	11,618	16,353	30,000	13,523	(16,477)	13,500	(16,500)	-55.0%
Total - Other Taxes	31,155	57,766	162,300	159,324	(2,976)	203,201	40,901	25.2%
Comprehensive Planning Fees								
Building	665,690	667,029	725,400	922,994	197,594	-	(725,400)	-100.0%
Engineering	314,204	120,827	175,400	463,509	288,109	-	(175,400)	-100.0%
Planning & Zoning	115,395	85,388	241,700	220,980	(20,720)	-	(241,700)	-100.0%
Total - Comprehensive Planning Fees	1,095,289	873,244	1,142,500	1,607,483	464,983	-	(1,142,500)	-100.0%
Other Licenses, Permits and Fees Fees								
FPL Franchise Fee	16,538	83,563	138,100	90,439	(47,661)	116,300	(21,800)	-15.8%
Occupational Licenses	5,910	8,700	5,300	4,102	(1,198)	4,100	(1,200)	-22.6%
Building Reinspection Fees	8,600	13,400	10,000	20,775	10,775	-	(10,000)	-100.0%
State Building Surcharge Admin.Fees	1,666	1,461	1,800	1,932	132	1,900	100	5.6%
FPL TUG Program Admin.Fee	-	16,800	15,000	41,850	26,850	15,000	-	0.0%
Solid Waste Disposal Fees	-	-	3,800	3,288	(512)	4,200	400	10.5%
County Impact Fee Admin.Fees	52,370	63,229	57,100	91,315	34,215	83,900	26,800	46.9%
County Solid Waste Admin.Fees	1,773	5,728	-	-	-	-	-	NA
Contractor Registration Fees	4,143	4,775	4,100	2,813	(1,287)	2,800	(1,300)	-31.7%
Impact Fees	-	-	-	-	-	-	-	NA
Lien Search Fees	333	570	-	950	950	-	-	NA
Housing Assistance Administrative Fees	-	-	-	-	-	10,500	10,500	NA
Burgler Alarm Fees	-	-	-	2,447	2,447	2,400	2,400	NA
Other Fees	179	678	-	3,921	3,921	12,500	12,500	NA
Total - Other Licenses, Permits and Fees	91,512	198,904	235,200	263,832	28,632	253,600	18,400	7.8%
Developer Contribution	1,019,568	1,100,000	1,958,270	1,434,449	(523,821)	1,687,863	(270,407)	-13.8%
Interest Income								
Interest Income	961	1,161	-	38	38	-	-	NA
Interest Income - Tax Collector	9	42	-	111	111	-	-	NA
Total - Interest Income	970	1,203	-	149	149	-	-	NA
NonOperating Sources	-	39,646	-	-	-	-	-	NA
Total Revenue	2,373,239	2,492,761	4,033,900	3,984,897	(49,003)	3,231,300	(802,600)	-19.9%
Use / (Add't) Fund Balance	(272,718)	161,016	-	-	-	-	-	NA
Total Funding	\$ 2,100,521	\$ 2,653,777	\$ 4,033,900	\$ 3,984,897	\$ (49,003)	\$ 3,231,300	\$ (802,600)	-19.9%

**City of Westlake
Fiscal Year 2021 Budget**

General Fund - Total Expenditures By Function

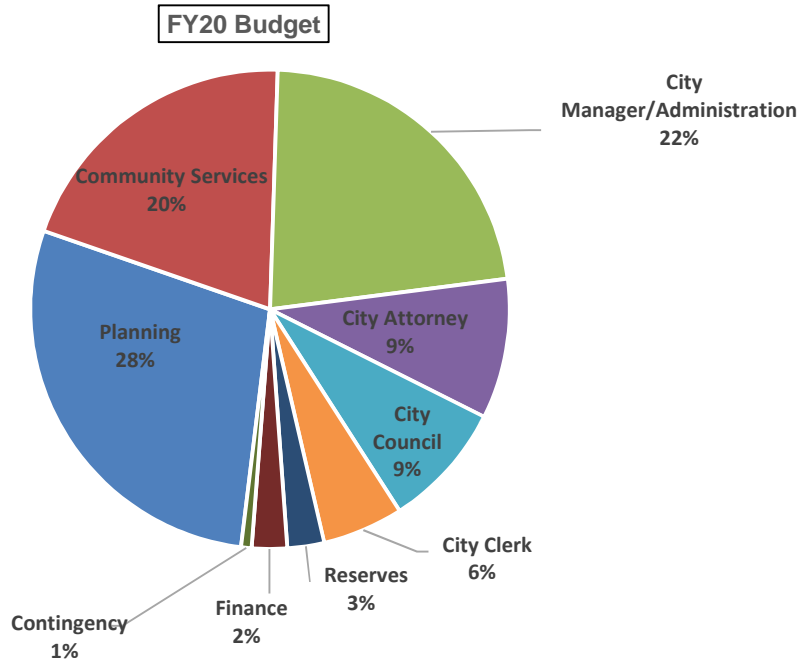
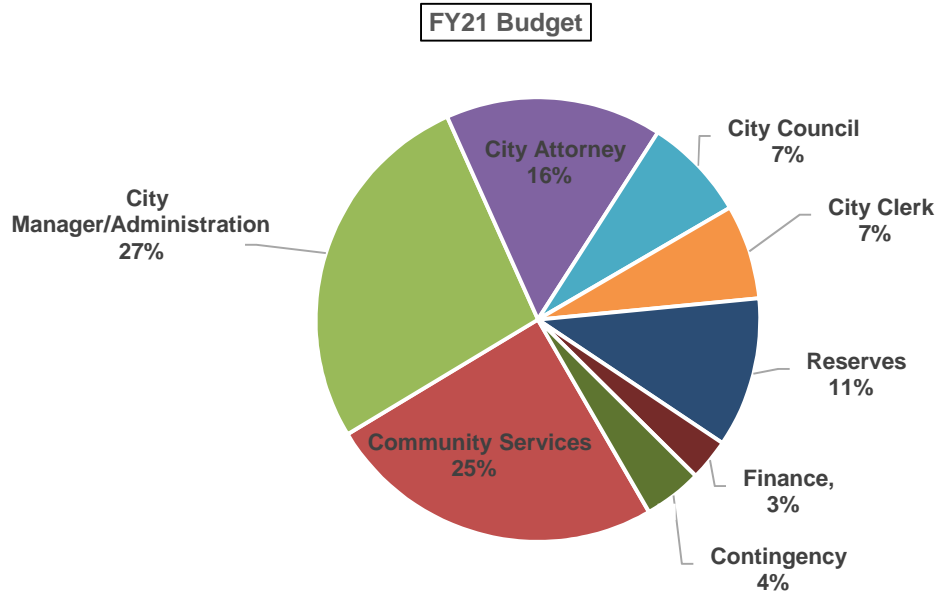
	FY 2020			FY 2021		
	Amended Budget	Forecast	Fav / (Unfav)	Proposed Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
City Council	\$ 342,500	\$ 199,145	\$ 143,355	\$ 242,400	\$ (100,100)	-29.2%
City Manager/Administration	904,000	686,666	217,334	867,700	(36,300)	-4.0%
City Clerk	219,900	230,516	(10,616)	221,500	1,600	0.7%
City Attorney	380,600	419,453	(38,853)	508,000	127,400	33.5%
Finance	96,100	97,019	(919)	98,000	1,900	2.0%
Comprehensive Planning	1,142,500	1,607,483	(464,983)	-	(1,142,500)	-100.0%
Community Services	813,700	730,237	83,463	795,500	(18,200)	-2.2%
Capital/Capital Lease	6,000	10,214	(4,214)	10,200	4,200	70.0%
Contingency	28,600	4,164	24,436	136,700	108,100	378.0%
Reserves	100,000	-	100,000	351,300	251,300	251.3%
Total Expenditures	\$ 4,033,900	\$ 3,984,897	\$ 49,003	\$ 3,231,300	\$ (802,600)	-19.9%

FY2020 Budget vs. FY2021



**City of Westlake
Fiscal Year 2021 Budget**

General Fund - Total Expenditures By Function



**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Council Department

Mission

Serves 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 30th each year by resolution.

Current Year Highlights

- Approved over ten plats for future development
- Adopted ordinances for seven chapters of the City's Land Development regulations.
- Approved five site plan for non residential properties.
- Workshopped the annual budget with the City Manager and staff.
- Approved development for the 7-11.2.0
- Establish an educational advisory committee
- Added additional residents to the Planning and Zoning Board.
- Began evaluation processes for applicable staff.

Next Year Goals

- Finish adoption of the remaining chapters of the City's Land Development regulations.
- Approve additional plats as presented by staff.
- Approve non residential site plans for developments in conformance with the City's Land Development Regulations (LDR's)

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./((Decr.) Over Budget	% Budget Incr.(Decr.)
Personal Services								
Mayor/Council Stipend	\$ 204,000	\$ 204,000	\$ 204,000	\$ 175,200	\$ 28,800	\$ 146,400	\$ (57,600)	-28.24%
FICA	15,606	15,606	15,600	13,403	2,197	11,200	(4,400)	-28.21%
Total Personal Services	219,606	219,606	219,600	188,603	30,997	157,600	(62,000)	-28.23%
Operating Expenditures								
ProfServ-Legislative Expense	16,000	-	24,000	-	24,000	24,000	-	0.00%
Public Officials Insurance	-	-	3,900	3,500	400	3,900	-	0.00%
City Events	-	-	75,000	-	75,000	35,000	(40,000)	-53.33%
Election Fees	-	-	-	560	(560)	-	-	N/A
Council Expenses	-	4,617	20,000	6,482	13,518	20,000	-	0.00%
Dues, Licenses, Subscriptions	-	-	-	-	-	1,900	1,900	N/A
Total Operating Expenditures	16,000	4,617	122,900	10,542	112,358	84,800	(38,100)	-31.0%
Total City Council	\$ 235,606	\$ 224,223	\$ 342,500	\$ 199,145	\$ 143,355	\$ 242,400	\$ (100,100)	-29.2%

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Manager/Administration Department

Summary

The City Manager is the chief administrative officer of the City, directs and supervises the administration of all departments, offices and agencies of the City except the City Attorney, and except as otherwise directed in the City Charter. Ensures 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. Prepares the annual budget and capital program. Ensures the City Clerk prepares the Council agendas. Draws and signs vouchers as provided by ordinance. Provides administrative services to support the City Council. Keep council advised as to the financial condition of the City. Provide reports to council on the finances and administrative services of the City. Performs other duties as outlined in the Charter or requested by 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 for space or alternate means to provide City services.
- Final implementation of the electronic building department software allowing the electronic submission, approval and inspections reporting of the building department.
- Ensuring the proper level of service is maintained while minimizing the overall cost for services.
- Drafting and passage of the remaining Land Development Regulations in order to move from the interim code.
- Planning for future growth of needed services and 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 the integrity of the original vision of the City is maintained.

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Manager/Administration Department

Current Year Highlights

- Ensured development occurred within the comprehensive master plan and current LDR's
- Managed the successful completion and approval of an additional seven chapters of the City's Land Development regulations.
- Managed the processing of an additional ten plats for development within the City.
- Managed the continued implementation of the GIS system for all properties and assets within the City.
- Continued the implementation process of a unified building department software system
- Continued to implement administrative process and software that improves efficiency and minimizes additional staffing requirements.
- Approved for the clerks office the implementation of additional social media outreach to the residents.
- Approved the implementation of electronic agenda software for the clerks office to improve efficiency, accountability and transparency.

Next Year Goals

- Complete the drafting and adoption of the final chapters of the City's Land Development regulations.
- Review new commercial and residential plats as submitted for future development.
- Review and draft contracts for additional services as needed.
- Work with new commercial and residential developers to ensure city codes are met.
- Improve community outreach through the appropriate combination of meetings and media.
- Continue to improve the City Website and ensure compliance of applicable ADA requirements

City of Westlake
Fiscal Year 2021 Budget

General Fund - City Manager/Administration

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Operating Expenditures								
Prof. Services - IT Services	\$ -	\$190,948	\$ 165,600	\$180,159	\$ (14,559)	\$ 172,800	\$ 7,200	4.3%
Code Compliance	-	-	50,000	-	50,000	30,000	(20,000)	-40.0%
Prof. Services - Consultants	18,825	13,775	88,800	9,488	79,312	50,000	(38,800)	-43.7%
Contracts - Administration	-	-	158,700	156,997	1,703	158,700	-	0.0%
Contracts - City Manager	-	-	254,600	251,883	2,717	222,900	(31,700)	-12.5%
Telephone, Cable, Internet	3,720	22,237	23,100	22,574	526	22,600	(500)	-2.2%
Lease-Building	500	500	500	500	-	12,500	12,000	2400.0%
Insurance	6,000	7,120	4,000	3,620	380	4,000	-	0.0%
Public Relations	-	-	50,000	1,866	48,134	50,000	-	0.0%
General Government	50,097	51,189	47,900	417	47,483	25,000	(22,900)	-47.8%
Emergency & Disaster Relief	-	-	-	-	-	50,000	-	NA
Office Supplies	7,365	8,817	17,100	17,047	53	17,000	(100)	-0.6%
Cleaning Services	-	-	38,400	38,408	(8)	50,000	11,600	30.2%
Dues, Licenses, Subscriptions	5,321	4,929	5,300	3,707	1,593	2,200	(3,100)	-58.5%
Miscellaneous Services	-	532	-	-	-	-	-	NA
Late Fees	-	455	-	-	-	-	-	NA
Management Services	350,149	413,956	-	-	-	-	-	NA
Total Operating Expenditures	\$441,977	\$714,458	\$ 904,000	\$686,666	\$217,334	\$ 867,700	\$ (86,300)	-4.0%
Capital Expenditures								
Capital Outlay	-	-	6,000	-	6,000	-	(6,000)	-100.0%
Total Capital Expenditures	-	-	6,000	-	6,000	-	(6,000)	-100.0%
Total City Manager	\$441,977	\$714,458	\$ 910,000	\$686,666	\$223,334	\$ 867,700	\$ (92,300)	-4.6%

**City of Westlake
Fiscal Year 2021 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, City staff, the public, other local governing bodies, and governmental agencies at various levels.

Vision

Establish confidence and trust in municipal government while providing efficient, effective, and transparent public service to the City Council, City Departments, and the Citizens of Westlake, safeguarding accurate records of municipal activities in accordance with applicable federal, state, and local laws.

Mission

To serve as the official record keeper, maintaining, preserving, and recording official actions, documents, and legislative history for the City. The City Clerk's office renders unbiased, and impartial service to all residents. The Clerks 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.

Primary responsibilities of the City Clerk include:

- **City Council Support Services** – The City Clerk is responsible for preparing and publishing meeting notices, including legally-required advertisements; preparing and distributing agenda packets in advance of regular, special, workshop meetings and public hearings; clerical support to Council
- **Advisory Board and Committee Support Services** - The City Clerk is responsible for drafting and publishing meeting notices; preparing and distributing agenda packets in advance of Board Meetings; coordinating recruitment of Advisory Board applicants.
- **Records Management** – The City Clerk is responsible for maintaining the City's official records; provide information and records to the public and staff; maintain data related to legislative history; maintain and update City Charter; Maintain and update City Code.
- **Election Services** – The City Clerk is responsible for the coordination and management of municipal elections, serving as the filing clerk.
- **Public Information** – The City Clerk is responsible for drafting and disseminating various modes of public information.
- **Web Management** – The City Clerk is responsible for overseeing website updates, accuracy, site navigation and document accessibility.

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Clerk Department

Current Year Highlights

- Established an Emergency Management Notification System
- Implemented an Agenda Management System
- Designed and developed the City’s first initial Candidate Qualifying Handbook
- Improved Resident Communications - Additional platform for communication to include Social Media, in conjunction with the implementation of an archiving platform to maintain compliance with public records law.
- Expanded various website features for resident communications and transparency:
 - Increased Accessibility to Legislative documents, ensuring ADA Compliance
 - Ease of site navigation
 - Data collection – embedded forms
 - Resident Email Subscription services
 - Additional use of resident news section
 - Homepage redesign to highlight City Notifications
- Oversaw and managed modified public meeting notification, publication, virtual meeting broadcasting, and sustained civic engagement.

Next Year Goals

Customer Service - The City Clerk’s Office strives to enhance and promote accessibility and ensure services are provided in an open and transparent manner. The City Clerk maintains and continues to seek strong cooperative partnerships, relationships, and opportunities to improve services, meeting the changing needs of the community, including the rapid growth and increased customer base.

Operational Efficiency – The City Clerk’s Office strives to improve operational processes, building and improving services that are efficient and effective.

- Continue developing a Clerk’s department Operating Procedure and Manual
- Develop a Public Records Policy and a training program with staff
- Continue to develop the electronic records program, to maintain, promote security, ease of retrieval and proper destruction in accordance with State guidelines
- Develop Meeting Agenda reports and updates
- Prepare for Codification, ensuring accurate information is available and organized for dissemination
- Continue website redevelopment for improved user experience

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Clerk Department

- Develop a Council and Board Handbook (Orientation Manual)
- Retain Business Licensing and implement online application and renewal process
- Provided recommended best-practices changes for the next municipal election
- Develop Records Management and Retention Policies and Procedures
- Design a Quarterly City Newsletter
- Implement an improved Public Records tracking system
- Improve Resident Communications
- Continue municipal clerk education opportunities, specifically working to achieve the Master Municipal Clerk (MMC) designation
- Maintain relationships with local and state municipal clerk associations

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Operating Expenditures								
Website Support	\$ 5,025	\$ 5,904	\$ 18,200	\$ 15,251	\$ 2,949	\$ 18,600	\$ 400	2.2%
Contracts-City Clerk	-	-	125,100	123,764	1,336	125,100	-	0.0%
Postage and Freight	1,416	855	1,400	969	431	1,400	-	0.0%
Lease-Copier	-	-	36,800	(19,723)	56,523	22,600	(14,200)	-38.6%
Printing	100	3,370	14,300	9,787	4,513	22,200	7,900	55.2%
Advertising	33,718	21,442	24,100	28,933	(4,833)	28,900	4,800	19.9%
Miscellaneous Expense	-	-	-	1,278	(1,278)	1,300	1,300	NA
Dues, Licenses, Subscriptions	-	-	-	-	-	1,400	1,400	NA
Total City Clerk	\$40,259	\$31,571	\$ 219,900	\$ (6,988)	\$ 226,888	\$221,500	\$ 1,600	0.7%

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – City Attorney

Summary

The City Attorney is a designated charter officer appointed by a majority vote of the full council and serves at the pleasure of the council. 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 City is contracted with the Law Offices of Pam E. Booker, Esq. P.A. There are no City personnel in the legal department.

Mission

The mission of the legal department is 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

- o Completed the drafting and approval of another seven chapters of the City’s Land Development regulations.
- o Worked with the City Manager, Planning & Zoning Director and Engineering in drafting the additional Land Development Regulations.
- o Reviewed and approved the plat language and bonds on ten new plats for development.
- o Drafted thirteen ordinances and forty one resolutions for approval by the City Council.
- o Drafted appropriate mortgage documents for HAPPY applicants for awards this year.
- o Monitored the legislature for potential impacts on the City.
- o Advised City Council on plats and LDR’s

Next Year Goals

- o Additional full time Attorney proposed for the 2020/2021 budget year
- o Complete the drafting and adoption of the remaining chapters of the City’s Land Development regulations.
- o Continue with the City Manager to process applications and agreements for the HAPPY program.
- o Continue to Review plat language for consistency with the City’s interest.
- o Review contracts for legal sufficiency and draft edits as necessary for additional services as needed.

**City of Westlake
Fiscal Year 2021 Budget
General Fund - City Attorney**

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
City Attorney	\$291,387	\$369,100	\$380,600	\$419,453	\$ (38,853)	\$508,000	\$ 127,400	33.5%

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – Community Services Department

Summary

The community services department is comprised of the contract with the Sheriffs office for police services, solid waste, R&M community service and parks.

Mission

- *Sheriff* - The mission of the Sheriff's department is to provide police service to the City. The current contract calls for one 24/7 deputy. In order to accomplish this coverage, it requires a total of five deputies. The contract includes dedicated officers, vehicles, dispatch. The contract also includes the supervisory personnel, K-9, detectives, crime lab, SWAT, and other resource necessary for the safety of the residents.
- *Solid Waste* – The Solid waste contract is part of the County's solid waste system. The solid waste is covered by two sources of revenue. The first is a direct bill from the Hauler for annual service and the second component is the fee on the tax bill.
- *Community Service* – This line indicated the funds to pay for the delivery of the garbage cans and recycling containers. The operating supplies line is the projected cost of additional solid waste cans for the residents.

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Operating Expenditures								
Contracts-Sheriff	\$ 36,199	\$ 74,067	\$ 677,000	\$ 650,000	\$ 27,000	\$ 677,000	\$ -	0.0%
Electricity-Streetlighting	-	3,866	45,000	44,355	645	41,800	(3,200)	-7.1%
R&M-Parks	-	-	50,000	-	50,000	25,000	(25,000)	-50.0%
R&M-Community Service	-	-	26,700	26,700	-	26,700	-	0.0%
Operating Supplies	-	-	15,000	9,182	5,818	25,000	10,000	66.7%
Total Community Services	\$ 36,199	\$ 77,933	\$ 813,700	\$ 730,237	83,463	\$ 795,500	\$ (18,200)	-2.2%

**City of Westlake
Fiscal Year 2021 Budget**

General Fund – Other Departments

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Finance								
Auditing Services	\$ 3,085	\$ 3,225	\$ 3,400	\$ 5,250	\$ (1,850)	\$ 5,300	\$ 1,900	55.9%
Contracts - Finance	-	-	92,700	91,769	931	92,700	-	0.0%
Total Finance	\$ 3,085	\$ 3,225	\$ 96,100	\$ 97,019	\$ (919)	\$ 98,000	\$ 1,900	2.0%
Contingency	51,732	20,964	28,600	4,164	24,436	136,700	108,100	378.0%
Capital Lease Payments								
Principal-Capital Lease Payments	\$ -	\$ -	\$ -	\$ 6,848	\$ (6,848)	\$ 7,600	\$ 7,600	NA
Interest-Capital Lease Payments	-	-	-	3,366	(3,366)	2,600	2,600	NA
Total Capital Lease Payments	\$ -	\$ -	\$ -	\$ 10,214	\$ (10,214)	\$ 10,200	\$ 10,200	NA
Reserves								
1st Quarter Operating Building	-	-	-	-	-	351,300	351,300	NA
	-	-	100,000	-	100,000	-	(100,000)	-100.0%
Total Reserves	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 351,300	\$ 251,300	251.3%
Total Other Departments	\$ 1,055,093	\$ 1,188,334	\$ 1,367,200	\$ 1,718,880	(351,680)	\$ 596,200	\$ (771,000)	-56.4%



Special Revenue Funds

**City of Westlake
Fiscal Year 2021 Budget**

Special Revenue Funds-Summary

Description	FY 2020			FY 2021		
	Amended Budget	Forecast	Fav / (Unfav)	Proposed Budget	Incr. Over Budget	% Incr. Budget
<u>FUNDING</u>						
Revenue	150,000	675,062	525,062	1,557,900	1,407,900	938.6%
Addition to Fund Balance	-	(671,349)	(671,349)	-	-	NA
Total Funding	150,000	3,713	(146,287)	1,557,900	1,407,900	938.6%
<u>EXPENDITURES</u>						
Expense	150,000	3,713	(146,287)	1,557,900	1,407,900	938.6%
Total Expenditures	\$ 150,000	\$ 3,713	\$ 146,287	\$ 1,557,900	\$ 1,407,900	938.6%

**City of Westlake
Fiscal Year 2021 Budget**

Special Revenue Fund Detail-Comprehensive Planning Services

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Revenue								
Building Permits	-	-	-	-	-	884,900	884,900	NA
Reinspection Fees	-	-	-	-	-	8,600	8,600	NA
Engineering Permits	-	-	-	-	-	277,000	277,000	NA
Planning/Zoning Permits	-	-	-	-	-	237,400	237,400	NA
Total Revenue	-	-	-	-	-	1,407,900	523,000	
Expenditures								
ProfServ-Building Permits	-	-	-	-	-	893,500	893,500	NA
ProfServ-Engineering	-	-	-	-	-	277,000	277,000	NA
ProfServ-Planning/Zoning Board	-	-	-	-	-	237,400	237,400	NA
Total Expenditures	-	-	-	-	-	1,407,900	1,407,900	
Change in Fund Balance	-	-	-	-	-	-	-	0.0%
Beginning Fund Balance	-	-	-	-	-	-	-	0.0%
Ending Fund Balance	-	-	-	-	-	-	-	0.0%

City of Westlake
Fiscal Year 2021 Budget

Special Revenue Fund Detail-Housing Assistance

Description	FY 2018	FY 2019	FY 2020			FY 2021		
	Actual	Actual	Amended Budget	Forecast	Variance Fav/(Unfav)	Budget	Incr./(Decr.) Over Budget	% Budget Incr.(Decr.)
Revenue								
Interest-Investments	2,348	7,549	-	8,517	8,517	-		
Donations	21,000	349,608	150,000	666,545	516,545	150,000	-	0.0%
Developer Contribution	316,500	-	-	-	-	-	-	NA
Total Revenue	339,848	357,157	150,000	675,062	525,062	150,000	-	0.0%
Expenditures								
Assistance Program	2,837	3,713	138,700	3,713	134,987	139,500	800	0.6%
Administration Fee	-	-	11,300	-	11,300	10,500	(800)	-7.1%
Bank Charges	58	24	-	-	-	-	-	
Total Expenditures	2,895	3,737	150,000	3,713	146,287	150,000	0	0.0%
Change in Fund Balance	336,953	353,420	-	671,349	(671,349)	-	-	NA
Beginning Fund Balance	-	336,953	690,373	690,373	-	1,361,722	671,349	97.2%
Ending Fund Balance	336,953	690,373	690,373	1,361,722	(671,349)	1,361,722	671,349	97.2%