

### Council Members

Roger Manning-Mayor  
Katrina Long Robinson-Vice Mayo  
John Stanavitch-Seat 1  
Kara Crump-Seat 2  
Phillip Everett-Seat 3



### City of Westlake

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

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## Regular Meeting

### Monday, September 26, 2016

Meeting Location

Westlake Council Chambers

4005 Seminole Pratt-Whitney Road

Westlake, FL 33470

7:00 PM

*PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing may be continued to another date and time as may be found necessary during the aforesaid meeting. In accordance with the provisions of the Americans with Disabilities Act (ADA), any person requiring special accommodations at these meetings because of disability or physical impairment should contact the Interim City Manager at (954)753-5841 at least two (2) calendar days prior to the meeting.*

## Council Members

Roger Manning-Mayor  
John Stanavitch-Seat 1  
Kara Crump-Seat 2  
Phillip Everett-Seat 3  
Katrina Long Robinson-Seat 4



## City of Westlake

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

September 23, 2016

City Council  
City of Westlake

Dear Mayor and Council:

A regular meeting of the City Council of the City of Westlake will be held Monday, September 26, 2016 at 7:00 p.m. at the Westlake Council Chambers, 4005 Seminole Pratt Whitney Road, Westlake, Florida. Following is the advance agenda for the meeting.

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Audience Comments on Agenda Items (3) Minute Time Limit
5. Presentation by Inspector General – John A. Carey
6. Approval of Minutes of the September 12 Meeting
7. Approval of Financials Dated August 31, 2016
8. Consideration of Resolution 08-2016, Appointing City Manager (Action Item)
9. Consideration of Resolution 09-2016, Appointing City Attorney (Action Item)
10. Consideration of Resolution 10-2016, Appointing City Clerk (Action Item)
11. Consideration of Resolution 11-2016, Adopting the Final Budget for Fiscal Year 2017 (Action Item)
12. Ordinance 2016-3, Establishing a Planning and Zoning Board - First Reading
13. Meeting Schedule for Fiscal Year 2017
14. Interim City Manager's Report
15. Audience Comments on Other Items (3) Minute Time Limit
16. Adjournment

Any additional supporting material for the items listed above, not included in the agenda package, will be distributed at the meeting. Staff will present their reports at the meeting. I look forward to seeing you, but in the meantime if you have any questions, please contact me.

Sincerely,

*Kenneth Cassel*

Kenneth G. Cassel  
Interim City Manager

cc: Pam E. Booker, Esq  
Terry Lewis

John Carter  
Johnnie Easton

## **Sixth Order of Business**

**MINUTES OF REGULAR MEETING  
CITY OF WESTLAKE**

The regular meeting of the City Council of the City of Westlake was held on Monday, September 12, 2016 at 7:00 p.m. at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Roger Manning	Mayor
Katrina Long-Robinson	Vice Mayor
John Stanavitch	City Council Seat 1
Kara Crump	City Council Seat 2
Phillip Everett	City Council Seat 3

Also present were:

Kenneth Cassel	Interim City Manager
Pam E. Booker, Esq.	Interim City Attorney

*The following is a summary of the minutes and actions taken during the September 12, 2016 City of Westlake Council Meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mayor Manning called the meeting to order and Mr. Cassel called the roll.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Approval of Agenda**

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the Agenda was approved.

**FOURTH ORDER OF BUSINESS**

**Audience Comments on Agenda Items (3)  
Minute Time Limit**

There being no comments on the agenda items, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Selection of Vice Mayor, Resolution 05-2016 (Action Item)**

On MOTION by Mayor Manning seconded by Councilwoman Crump with all in favor Resolution 05-2016, designating Councilwoman Long Robinson as Vice Mayor, was adopted.

**SIXTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of August 22, 2016 Workshop Meeting**
- B. Approval of Minutes of August 22, 2016 Regular Meeting**

On MOTION by Councilman Everett seconded by Councilwoman Crump with all in favor the minutes of the August 22, 2016 workshop meeting were approved.

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the minutes of the August 22, 2016 regular meeting were approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 06-2016, Authorizing the City Manager to Enter into an Agreement with NZ Consultants for Professional Planning and Zoning Services (Action Item)**

Mr. Cassel read Resolution 06-2016 by title only.

Ms. Booker briefly reviewed the agreement with NZ Consultants.

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor Resolution 06-2016, authorizing the City Manager to enter into an agreement with NZ Consultants, was adopted.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 07-2016, Authorizing the City Manager to Enter into an Agreement with Chen Moore & Associates, Inc. for Engineering Services (Action Item)**

Mr. Cassel read Resolution 07-2016 by title only.

On MOTION by Councilwoman Crump seconded by Councilman Everett with all in favor Resolution 07-2016, authorizing the City Manager to enter into an agreement with Chen Moore & Associates, was adopted.

**NINTH ORDER OF BUSINESS**

**Interim City Manager’s Report**

Mr. Cassel reported the following:

- The contractor for SID has begun work on Seminole Pratt Whitney Road. Clearing and grubbing started on the west side, just north of the school and they will be working their way north. The west side will be built first and some time from May to June of 2017, they will switch traffic and work on the east side.
- The project is expected to take approximately a year and a half.
- Currently it will be a divided four lane highway, two lanes for each direction; however, there are negotiations with the County to possibly make it three lanes each direction.
- The cost of the project is \$12.4 Million for the divided four lane highway. An extra lane in each direction will add \$1.6 Million to the project.
- All road signs are up and message boards will go up a week prior to any work that will affect the traffic flow.

**TENTH ORDER OF BUSINESS**

**Audience Comments on Other Items (3)  
Minute Time Limit**

Vice Mayor Long Robinson introduced Mr. Eric Torres and Ms. Veronica Torres of Loxahatchee who have expressed interest in the City of Westlake.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting adjourned at 7:14 p.m.

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Kenneth Cassel  
Interim City Manager

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Roger Manning  
Mayor

## **Seventh Order of Business**



## MEMORANDUM

**TO:** Members of the City Council  
**FROM:** Tiziana Cessna, District Accountant, Peter Brill, Accounting Manager  
**CC:** Ken Cassel, District Manager  
**DATE:** September 19, 2016  
**SUBJECT:** August Financial Report

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Please find attached the August 2016 financial report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. An overview of each of the District's funds is provided below. Should you have any questions or require additional information, please contact me at [Tiziana.Cessna@STServices.com](mailto:Tiziana.Cessna@STServices.com).

### General Fund

- Total revenues through August were funded by Minto Community LLC. (Developer).
- Total expenditures through August were approximately 39% of the prorated YTD budget.



## **City of Westlake**

*Financial Report*

*August 31, 2016*

**Prepared by**



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**City of Westlake**

**Financial Statements**

(Unaudited)

**August 31, 2016**

**Balance Sheet**  
August 31, 2016

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 450,302
<b>TOTAL ASSETS</b>	<b>\$ 450,302</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 42,384
<b>TOTAL LIABILITIES</b>	<b>42,384</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	407,918
<b>TOTAL FUND BALANCES</b>	<b>\$ 407,918</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 450,302</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2016

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Developer Contribution	\$ 535,966	\$ 535,966	\$ 535,966	\$ -
<b>TOTAL REVENUES</b>	<b>535,966</b>	<b>535,966</b>	<b>535,966</b>	<b>-</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Legislative</u></b>				
Mayor/Commission Stipend	51,000	34,000	34,000	-
FICA Taxes	4,000	2,666	2,601	65
Miscellaneous Services	7,000	4,666	-	4,666
<b>Total Administration</b>	<b>62,000</b>	<b>41,332</b>	<b>36,601</b>	<b>4,731</b>
<b><u>Administration</u></b>				
ProfServ-Legal Services	69,000	46,000	46,213	(213)
ProfServ-Mgmt Consulting Serv	29,084	19,390	19,390	-
ProfServ-City Clerk Services	8,074	5,382	5,382	-
ProfServ-Municipal Code Cert	50,000	-	-	-
Auditing Services	5,000	-	-	-
Accounting/Financial Services	6,588	4,392	4,392	-
Communication - Telephone	500	333	243	90
Postage	200	133	17	116
Insurance - General Liability	1,260	1,260	1,260	-
Legal Advertising	3,500	2,334	193	2,141
Start-up Costs	30,000	30,000	-	30,000
General Government	21,260	14,173	4,110	10,063
Misc-Contingency	24,000	16,000	15	15,985
Office Supplies	500	333	414	(81)
<b>Total Administration</b>	<b>248,966</b>	<b>139,730</b>	<b>81,629</b>	<b>58,101</b>
<b><u>Planning &amp; Zoning</u></b>				
ProfServ-Planning/Zoning/Eng Services	10,274	6,850	-	6,850
ProfServ-Planning	50,000	33,334	-	33,334
ProfServ-Clerical Services	14,726	9,818	9,818	-
<b>Total Planning &amp; Zoning</b>	<b>75,000</b>	<b>50,002</b>	<b>9,818</b>	<b>40,184</b>
<b><u>Other Public Safety</u></b>				
Contracts-Sheriff	150,000	100,000	-	100,000
<b>Total Other Public Safety</b>	<b>150,000</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
<b>TOTAL EXPENDITURES</b>	<b>535,966</b>	<b>331,064</b>	<b>128,048</b>	<b>203,016</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2016

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>
Excess (deficiency) of revenues				
Over (under) expenditures	-	204,902	407,918	203,016
Net change in fund balance	\$ -	\$ 204,902	\$ 407,918	\$ 203,016
<b>FUND BALANCE, BEGINNING (OCT 1, 2015)</b>	-	-	-	
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 204,902</b>	<b>\$ 407,918</b>	

**City of Westlake**

**Supporting Schedules**

**August 31, 2016**

Cash and Investment Report

*August 31, 2016*

**GENERAL FUND**

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Account - Operating	BankUnited	Checking Account	n/a	n/a	\$450,302
				<b>Total</b>	<b><u><u>\$450,302</u></u></b>



**City of Westlake**

Bank Reconciliation

Bank Account No. 0300 Bank United - GF  
 Statement No. 2016-08  
 Statement Date 8/31/2016

<b>G/L Balance (LCY)</b>	450,302.25	<b>Statement Balance</b>	473,515.00
<b>G/L Balance</b>	450,302.25	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>	<b>Subtotal</b>	473,515.00
<b>Subtotal</b>	450,302.25	<b>Outstanding Checks</b>	23,212.75
<b>Negative Adjustments</b>	0.00	<b>Differences</b>	0.00
	<hr/>		
<b>Ending G/L Balance</b>	450,302.25	<b>Ending Balance</b>	450,302.25
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
8/30/2016	Payment	7020	LAW OFFICES OF PAM E. BOOKER, ESQ	23,212.75	0.00	23,212.75
<b>Total Outstanding Checks.....</b>				<b>23,212.75</b>		<b>23,212.75</b>

**City of Westlake**

Check register

August 1 - August 31, 2016

**City of Westlake**  
**Payment Register by Bank Account**  
 For the Period from 8/1/16 to 8/31/16  
 (Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Invoice Description	G/L Account Name	G/L Account #	Amount Paid
<b>4101 Turtle Creek Rd. - (Acct# xxxxx0300)</b>									
Check	7000	08/05/16	Vendor	PUBLIC RISK INSURANCE AGENCY	45856	#PK FL1 0502042 15-01 7/1/16-10/1/16	Insurance - General Liability	001-545002-51301	\$1,260.00
Check	7001	08/10/16	Employee	KARA S. CRUMP	PAYROLL	***Voided Voided****	Payroll Expense	N/A	\$0.00
Check	7002	08/10/16	Employee	PHILLIP D EVERETT	PAYROLL	***Voided Voided****	Payroll Expense	N/A	\$0.00
Check	7003	08/10/16	Employee	KATRINA L. LONG	PAYROLL	***Voided Voided****	Payroll Expense	N/A	\$0.00
Check	7004	08/10/16	Employee	ROGER B MANNING	PAYROLL	***Voided Voided****	Payroll Expense	N/A	\$0.00
Check	7005	08/10/16	Employee	JOHN A. STANAVITCH	PAYROLL	***Voided Voided****	Payroll Expense	N/A	\$0.00
Check	7006	08/10/16	Employee	KARA S. CRUMP	PAYROLL	August 10, 2016 Payroll Posting	Payroll Expense	N/A	\$2,688.34
Check	7007	08/10/16	Employee	PHILLIP D EVERETT	PAYROLL	August 10, 2016 Payroll Posting	Payroll Expense	N/A	\$2,847.09
Check	7008	08/10/16	Employee	KATRINA L. LONG	PAYROLL	August 10, 2016 Payroll Posting	Payroll Expense	N/A	\$2,688.34
Check	7009	08/10/16	Employee	ROGER B MANNING	PAYROLL	August 10, 2016 Payroll Posting	Payroll Expense	N/A	\$2,747.09
Check	7010	08/10/16	Employee	JOHN A. STANAVITCH	PAYROLL	August 10, 2016 Payroll Posting	Payroll Expense	N/A	\$2,797.09
Check	7011	08/15/16	Vendor	LAW OFFICES OF PAM E. BOOKER, ESQ	100	LEGAL SERVICES FOR JULY 2016	ProfServ-Legal Services	001-531023-51401	\$23,000.00
Check	7012	08/15/16	Vendor	FLORIDA LEAGUE OF CITIES	CRUMP	KARA CRUMP-FLC 2016 ANNUAL CONVERENCE	General Government	001-549109-51301	\$525.00
Check	7013	08/15/16	Vendor	FLORIDA LEAGUE OF CITIES	MANNING	ROGER MANNING-FLC 2016 ANNUAL CONFERENCE	General Government	001-549109-51301	\$525.00
Check	7014	08/15/16	Vendor	FLORIDA LEAGUE OF CITIES	LONG-ROBINSON	KATRINA LONG-ROBINSON-FLC 2016 ANNUAL CONFERENCE	General Government	001-549109-51301	\$525.00
Check	7015	08/15/16	Employee	KARA S. CRUMP	PAYROLL	August 15, 2016 Payroll Posting	Payroll Expense	N/A	\$2,688.34
Check	7016	08/15/16	Employee	PHILLIP D EVERETT	PAYROLL	August 15, 2016 Payroll Posting	Payroll Expense	N/A	\$2,847.09
Check	7017	08/15/16	Employee	KATRINA L. LONG	PAYROLL	August 15, 2016 Payroll Posting	Payroll Expense	N/A	\$2,688.34
Check	7018	08/15/16	Employee	ROGER B MANNING	PAYROLL	August 15, 2016 Payroll Posting	Payroll Expense	N/A	\$2,747.09
Check	7019	08/15/16	Employee	JOHN A. STANAVITCH	PAYROLL	August 15, 2016 Payroll Posting	Payroll Expense	N/A	\$2,797.09
Check	7020	08/30/16	Vendor	LAW OFFICES OF PAM E. BOOKER, ESQ	101	LEGAL SERVICES FOR AUGUST 2016	ProfServ-Legal Services	001-531023-51401	\$23,212.75
<b>Account Total</b>									<b>\$76,583.65</b>

<b>Total Amount Paid</b>	<b>\$76,583.65</b>
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund Fund - 001	76,583.65
<b>Total</b>	<b>76,583.65</b>

## **Eighth Order of Business**

SEPTEMBER 26, 2016

## RESOLUTION 08-2016

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPOINTING KEN CASSEL TO SERVE AS CITY MANAGER FOR THE CITY OF WESTLAKE, AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, pursuant to Section 10(D), of the City Charter, entitled "Charter Officers", the City Council shall appoint an individual or a firm to serve as the chief administrative officer of the City, and which officer shall serve at the pleasure of the City Council; and

**WHEREAS**, the City of Westlake entered into an agreement with the firm of Severn Trent Services, appointing Ken Cassel, to serve as the City's interim City Manager on July 27, 2016; and

**WHEREAS**, the City of Westlake desires to appoint Ken Cassel to serve as the City Manager for the City of Westlake, according to the terms and conditions of the existing agreement with the firm of Severn Trent Services, thereby removing the term "interim" from the title of City Manager.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA:

- Section 1:** The above recitals are true and correct and are incorporated herein by this reference.
- Section 2.** The City Council for the City of Westlake, hereby appoints Ken Cassel as City Manager for the City of Westlake.
- Section 3:** The agreement entered into between the parties and executed on or about July 27, 2016, is hereby ratified and it shall remain in full force and effect as the agreement between the City of Westlake and Severn Trent Services.
- Section 4:** That this resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of September, 2016.

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Roger Manning, Mayor  
City of Westlake

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Sandra DeMarco, City Clerk

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Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney

## **Ninth Order of Business**

SEPTEMBER 26, 2016

## RESOLUTION 09-2016

### A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPOINTING PAM E. BOOKER TO SERVE AS CITY ATTORNEY FOR THE CITY OF WESTLAKE, AND PROVIDING AN EFFECTIVE DATE.

---

**WHEREAS**, pursuant to Section 10(D), of the City Charter, entitled “Charter Officers”, the City Council shall appoint an individual or a firm to serve as the chief legal officer of the City, and which officer shall serve at the pleasure of the City Council; and

**WHEREAS**, the City of Westlake entered into an agreement with the law firm of Pam E. Booker, PA, appointing Pam E. Booker, to serve as the City’s Interim City Attorney on July 27, 2016; and

**WHEREAS**, the City of Westlake desires to appoint the Law Firm of Pam E. Booker, PA, to serve as the City Attorney for the City of Westlake, according to the terms and conditions of the existing agreement with the Law Firm of Pam E. Booker, PA, thereby removing the term “interim” from the title of City Attorney.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA:

- Section 1:** The above recitals are true and correct and are incorporated herein by this reference.
- Section 2.** The City Council for the City of Westlake, hereby appoints Pam E. Booker, with the Law Firm of Pam E. Booker, PA as the City Attorney for the City of Westlake.
- Section 3:** The agreement entered into between the parties and executed on or about July 27, 2016, is hereby ratified and it shall remain in full force and effect as the agreement between the City of Westlake and Pam E. Booker.
- Section 4:** That this resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of September, 2016.

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Roger Manning, Mayor  
City of Westlake



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Sandra DeMarco, City Clerk

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Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney

## **Tenth Order of Business**

SEPTEMBER 26, 2016

**RESOLUTION 10-2016**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPOINTING SANDRA DEMARCO TO SERVE AS CITY CLERK FOR THE CITY OF WESTLAKE, AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, the function of the City Clerk is to keep and maintain the business records for the City, to provide for authentication and recording in full, the minutes of meetings, and all ordinances and resolutions adopted by the council, which shall be public records; and

**WHEREAS**, the City Manager is hereby designating Sandra Demarco, with the firm of Severn Trent Services, to serve in the capacity of City Clerk, for the City of Westlake; and

**WHEREAS**, the City of Westlake is in agreement with Sandra Demarco being designated as the City Clerk for the City of Westlake.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA:

**Section 1:** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The City Council for the City of Westlake, hereby designates Sandra Demarco as the City Clerk for the City of Westlake.

**Section 3:** That this resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by City Council for the City of Westlake, on this \_\_\_\_\_ day of September, 2016.

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Roger Manning, Mayor  
City of Westlake

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Sandra DeMarco, City Clerk

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Approved as to Form and Sufficiency  
Pam E. Booker, City Attorney

## **Eleventh Order of Business**

SEPTEMBER 26, 2016

## RESOLUTION 11-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2016, AND ENDING ON SEPTEMBER 30, 2017.

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WHEREAS, in accordance with applicable provision of the law, the City Council for the City of Westlake has prepared a final budget for the City of Westlake for the fiscal period beginning on October 1, 2016 and ending on September 30, 2017, and determined the amount of available funds on hand, the estimated revenues, and appropriated amounts for the support of various operations of the City for the fiscal period; and

WHEREAS, a "Notice of Proposed Tax Increase" advising the public that the public hearing on the final millage rate and the final budget would be held on September 26, 2016, at 7:00 pm, at the Westlake Community Center, located at 4005 Seminole Pratt Whitney Road, Westlake, Florida 33470, has been published as required by Florida Statute 200.065; and

WHEREAS, said public hearing has been held as stated above and comments from the public concerning said final millage rates and final budget have been heard and considered; and

WHEREAS, as set forth during the final budget hearing the City Council acknowledges that said final budgets reflect the following revenue and expenditure estimates for the fiscal year beginning on October 1, 2016 and ending September 30, 2017 for all funds total \$1,343,197; and

WHEREAS, it is the desire of the City Council for the City of Westlake, to adopt a final budget for the fiscal year beginning October 1, 2016 and ending on September 30, 2017;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA:

SECTION 1. There is hereby approved and adopted the final budget for the City of Westlake, Florida, as reflected in Exhibit "A", which is attached hereto and made a part hereof, for the fiscal period beginning on October 1, 2016 and ending on September 30, 2017.

SECTION 2. There is hereby appropriated for the funds of the City of Westlake, Florida, the sum of \$1,343,197 as the appropriation for the fiscal year, October 1, 2016 through September 30, 2017.

SECTION 3. That the adopted final operation budget for Fiscal Year 2017 established limitations on expenditures/expenses by fund total. Said limitation meaning that the total sum allocated to each fund for total expenditures/expenses may not be increased without specific authorization by a duly enacted resolution effecting such amendment or transfer.

SECTION 4. That during the course of the 2017 fiscal year the City Council may transfer budgeted amounts from one fund or project to another fund or project and otherwise amend the budget by resolution, in accordance with laws of this state and the City Charter.

SECTION 5. This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this 26<sup>th</sup> day of September, 2016.

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Roger Manning, Mayor  
City of Westlake, Florida

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City Clerk

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Approved as to Form  
Pam E. Booker, City Attorney

# **CITY OF WESTLAKE**

## **Proposed Budget (Fiscal Year 2017)**

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**CITY OF WESTLAKE**  
Annual Budget - General Fund  
Year Ended September 30,2017

**Summary Budget**

Description	Conversion Plan	Proposed Budget	Variance Fav/(unfav)	Budget Change
<b>REVENUES</b>				
Ad Valorem Taxes ( <i>Millage Rate - 5.125</i> )	\$ 72,000	\$ 72,000	\$ -	0.0%
Tax Receipts - (Discounts)	(4,000)	(4,000)	-	0.0%
Half-Cent Sales Tax	1,000	1,000	-	0.0%
Permits and Fees (Cost Recovery)	156,000	156,000	-	0.0%
Guaranteed Deficit Contribution	950,000	1,118,197	168,197	17.7%
<b>TOTAL REVENUES</b>	<b>\$ 1,175,000</b>	<b>\$ 1,343,197</b>	<b>\$ 168,197</b>	<b>14.3%</b>
<b>EXPENDITURES</b>				
<b><u>Legislative</u></b>				
Legislative Salaries	204,000	204,000	-	0.0%
Legislative Salaries - Payroll Taxes	16,000	16,000	-	0.0%
Other Legislative	28,000	28,000	-	0.0%
<b>Total Legislative</b>	248,000	248,000	-	0.0%
<b><u>Administration</u></b>				
Executive / City Clerk	191,000	148,632	42,368	-22.2%
Financial and Administrative	25,000	41,565	(16,565)	66.3%
General Government	101,000	101,000	-	0.0%
Audit	7,000	7,000	-	0.0%
Legal	82,000	276,000	(194,000)	236.6%
Contingency	90,000	90,000	-	0.0%
<b>Total Administration</b>	496,000	664,197	(168,197)	33.9%
<b><u>Planning &amp; Zoning</u></b>				
Planning/Zoning/Engineering Services	156,000	156,000	-	0.0%
<b>Total Planning &amp; Zoning</b>	156,000	156,000	-	0.0%
<b><u>Public Safety</u></b>				
Law Enforcement (PBCSO)	275,000	275,000	-	0.0%
<b>Total Public Safety</b>	275,000	275,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,175,000</b>	<b>1,343,197</b>	<b>(168,197)</b>	<b>14.3%</b>
Revenues over (under) Expenditures	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>

**CITY OF WESTLAKE**  
Annual Budget - General Fund  
Year Ended September 30, 2017

**Detailed Budget**

Description	Conversion Plan	Proposed Budget	Variance Fav/(unfav)	% Budget Change
<b>REVENUES</b>				
Ad Valorem Taxes ( <i>Millage Rate - 5.125</i> )	\$ 72,000	\$ 72,000	\$ -	0.0%
Tax Receipts - (Discounts)	(4,000)	(4,000)	-	0.0%
Half-Cent Sales Tax	1,000	1,000	-	0.0%
Permits and Fees (Cost Recovery)	156,000	156,000	-	0.0%
Guaranteed Deficit Contribution	950,000	1,118,197	168,197	17.7%
<b>TOTAL REVENUES</b>	<b>\$ 1,175,000</b>	<b>\$ 1,343,197</b>	<b>\$ 168,197</b>	<b>14.3%</b>
<b>EXPENDITURES</b>				
<b><u>Legislative</u></b>				
Mayor/Commission Stipend	204,000	204,000	-	0.0%
FICA	16,000	16,000	-	0.0%
Commission Expense	-	10,000	(10,000)	n/a
Other Legislative	28,000	18,000	10,000	-35.7%
<b>Total Legislative</b>	<b>248,000</b>	<b>248,000</b>	<b>-</b>	<b>0.0%</b>
<b><u>Administration</u></b>				
Management Services	191,000	116,336	74,664	-39.1%
City Clerking Services	-	32,296	(32,296)	n/a
Accounting/Financial Services	25,000	41,565	(16,565)	66.3%
Audit	7,000	7,000	-	0.0%
Legal	82,000	276,000	(194,000)	236.6%
Legal Advertising	-	4,500	(4,500)	n/a
Telephone	-	3,600	(3,600)	n/a
Postage	-	1,500	(1,500)	n/a
Utilities	-	4,500	(4,500)	n/a
Insurance	-	5,040	(5,040)	n/a
Office Supplies	-	2,500	(2,500)	n/a
General Government	101,000	79,360	21,640	-21.4%
Contingency	90,000	90,000	-	0.0%
<b>Total Administration</b>	<b>496,000</b>	<b>664,197</b>	<b>(168,197)</b>	<b>33.9%</b>
<b><u>Planning &amp; Zoning</u></b>				
Planning/Zoning/Engineering Services	97,096	97,096	-	0.0%
Clerical Services	58,904	58,904	-	0.0%
<b>Total Planning &amp; Zoning</b>	<b>156,000</b>	<b>156,000</b>	<b>-</b>	<b>0.0%</b>
<b><u>Public Safety</u></b>				
Law Enforcement (PBCSO)	275,000	275,000	-	0.0%
<b>Total Public Safety</b>	<b>275,000</b>	<b>275,000</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,175,000</b>	<b>1,343,197</b>	<b>(168,197)</b>	<b>14.3%</b>
Revenues over (under) Expenditures	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>n/a</b>

## **Twelfth Order of Business**

**MEMORANDUM**

To: Mayor Roger Manning  
City Council Members  
Ken Cassel, Interim City Manager

From: Pam E. Booker, Interim City Attorney 

Date: September 20, 2016

Subject: Establishment of Local Planning Agency

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Pursuant to Florida Statutes, Chapter 163, Part II, entitled the Growth Policy Act, specifically §163.3174, the City Council shall have one year from the date of incorporation to establish a local planning agency("LPA"). The LPA is responsible for establishment of a comprehensive plan, comprehensive plan amendments, review of zoning and rezoning applications, review of land development regulations, land development codes and any amendment thereto. The LPA shall also perform other tasks as assigned by the City Council for the orderly growth and development of the City. The LPA is a recommending advisory board to the City Council. The LPA shall not make final decisions on matters which come before the board for consideration. The final decision making process rest with the City Council.

Florida Statues allows the governing body to designate itself as the local planning agency with the addition of a non-voting school board member. The City of Westlake would not be the first City to designate itself as the local planning agency. The City of Doral and the City of Weston has designated the Council as the LPA for their respective jurisdictions. In the future, should the City Council choose to select volunteers to serve as the LPA members, the Council can amend this ordinance and create procedures for the selection of LPA membership.

We would request that the Planning and Zoning Board meetings be scheduled on the second Monday of the month at 6:00pm, and that they are held at Westlake Community Center, located at 4005 Seminole Pratt Whitney Road. This item will require two readings, with the second reading being held on Monday, October 10, 2016. Therefore, the first meeting of the Board would be on Monday, October 24, 2016. The second meeting of the Planning and Zoning Board would be held on Monday, November 14, 2016, at 6:00pm. Staff reports will be provided by the City's Planner. All meetings will be attended by the City Attorney and the City Manager. Should you have any questions, or need any additional information, please do not hesitate to contact me.



**Date:** September 23, 2016  
**To:** Mayor Roger Manning  
City Council Members  
**Copy:** Pam E. Booker, Interim City Attorney  
**From:** Ken Cassel, Interim City Manager  
**Subject:** Alternate to Local Planning Agency

## Memorandum

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I believe it would be prudent for the City Council to have an alternate member of the Local Planning Agency appointed in addition to the members of the City Council. I also believe it would be wise for that individual to have experience in the development and construction arena.

I have evaluated several individuals and believe that a Mr. Rick Olson would be a great asset to the Local Planning Agency. Mr. Olson is a civil engineer by trade with additional expertise in geotechnical engineering for the past thirty years. I have had the pleasure of working with Mr. Olson on several projects and found him to be very thoughtful and professional.

I have spoken with Mr. Olson and he is willing to serve as a volunteer alternate to the Local Planning Agency. Therefore, I recommend to the City Council that Mr. Rick Olson be appointed as an alternate to the LPA.

**ORDINANCE NO. 2016-3**

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, PROVIDING FOR THE ESTABLISHMENT OF THE PLANNING AND ZONING BOARD; PROVIDING FOR COMPOSITION OF THE BOARD, PROVIDING FOR A TERM OF OFFICE FOR MEMBERS OF THE BOARD; DESIGNATING THE BOARD AS THE CITY'S LOCAL PLANNING AGENCY; PROVIDING POWERS AND DUTIES OF THE BOARD AS AN ADVISORY BOARD TO THE CITY COUNCIL; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, in accordance with the Growth Policy Act under the Florida Statutes, Chapter 163, the City has the responsibility of planning for the future growth and development of the City of Westlake; and

**WHEREAS**, the City of Westlake is a newly incorporated City, it is required to establish a local planning agency within one year of incorporation; and

**WHEREAS**, the responsibilities of the local planning agency include but are not limited to establishment of a comprehensive plan, comprehensive plan amendments, review of zoning and rezoning applications, review of land development regulations, land development codes, or any amendments thereto, and to perform any other functions, duties or responsibilities as assigned by the City Council; and

**WHEREAS**, the Planning and Zoning Board is established to provide the City Council with recommendations as an advisory board on planning and zoning related matters, including without limitation, recommendations on development applications; and

**WHEREAS**, the City Council finds that it is in the best interest of the City of Westlake to designate the Planning and Zoning Board as the City's Local Planning Agency pursuant to the provisions as set forth in Florida Statutes, Section 163.3174; and

**WHEREAS**, the City Council will designate itself to serve as the local planning agency with the addition of a non-voting member of the school board as permitted by Florida Statute, Section 163.3174; and

**WHEREAS**, the City Council shall appropriate funds for expenses as necessary in the conduct of work for the local planning agency and shall establish a schedule of fees to be charged by the local planning agency.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals:** The foregoing recital are confirmed, adopted and incorporated herein and made a part hereof by this reference.

**Section 2.** Code Reference: The City Council hereby adopts a chapter within the City's code of ordinances, entitled "Planning and Zoning Board" which shall read as follows:

**Composition and Term of Office:**

- (1) The Planning and Zoning Board shall be composed of the five transitional members of the City Council for the City of Westlake, and an alternate member selected by the City Council.
- (2) The transitional council members shall serve as members of the Planning and Zoning Board until November of 2020, at which time the City Council may re-evaluate the composition of Planning and Zoning Board.
- (3) Future members of the Planning and Zoning Board shall serve for a term of four (4) years. Future members of the Board shall be knowledgeable as to the functions of municipal government, planning and zoning matters and municipal development and may include professions associated with development including architects, planners, attorney, engineers and contractors.
- (4) The alternate member shall be allowed to participate and vote on matters which are before the board when any regular member of the Board is unable to attend a scheduled meeting.
- (5) Three members of the Planning and Zoning Board who are in attendance shall constitute a quorum for purpose of convening a meeting and conducting business for the City.
- (6) The members of the Planning and Zoning Board shall serve without compensation but shall be reimbursed for any expenses authorized by the City of Westlake, which may be incurred in the performance of their duties.
- (7) During the initial meeting of the Planning and Zoning Board, the Board shall select a chair and a vice-chair to serve for the orderly conduct of the meeting. The chair and the vice chair shall serve for a one (1) year term. The chair and the vice-chair shall be selected at the first meeting in April of each year.

**Business Meetings and Procedures:**

- (1) The meetings shall be scheduled once per month at the direction of the City Manager. The City Manager may cancel the monthly meeting if there are no business matters pending for the meeting as scheduled. The City Manger may call a special meeting if necessary in the discretion of the City Manager to facilitate the growth and development that is in the best interest of the City. The Board may schedule additional meetings as deemed necessary to conduct the business of the City, training or workshop matters.
- (2) The meetings shall be held on the second Monday of each month, commencing at six (6) o'clock (6:00pm). The meetings shall be held at the Westlake Community Center, located at 4005 Seminole Pratt Whitney Road.
- (3) The meetings of the Planning and Zoning Board shall be public meetings, open to the public. The public is encouraged to participate and attend the meetings. There shall be an official agenda for each of the regular meetings of the Planning and Zoning Board. The City Manager shall prepare the agenda for each board meeting.
- (4) Decisions of the Board shall be by motion and a roll call vote of the members present. Minutes of the proceedings of all meetings shall be kept by the City Clerk.

**Administrative Assistance:**

- (1) The City Manager shall attend the Planning and Zoning Board meetings. The City Manager shall provide staff and clerical assistance for the Planning and Zoning Board members as may be required for the reasonable performance of their duties. This shall include a recording secretary to keep records of all proceedings.
- (2) The City Planner shall advise and assist the Planning and Zoning Board in all of its presentations, hearings, and deliberations on items which appear before the board for consideration.
- (3) The Board may request from the City Manager, the City Attorney or other City consultant(s) additional information for the proper evaluation of items which appear before the Board which will assist in the decision making process.
- (4) The City Attorney shall provide legal representation to the Planning and Zoning Board at all meetings of the Board.

**Local Planning Agency:**

The Planning and Zoning Board shall serve as the local planning agency ("LPA") for the City of Westlake in accordance with the provisions as set forth in the Growth Policy Act, under Florida Statutes, Chapter 163, and more specifically, §163.3174. The Board shall make recommendations to the City Council regarding the adoption of the comprehensive plan and any amendments thereto.

**Powers and Duties:**

- (1) The Planning and Zoning Board shall hear and consider items which come before the Board and make recommendations to the City Council as to findings of fact on applications for the following items:
  - (a) Zoning applications
  - (b) Re-Zoning applications
  - (c) Zoning ordinance amendments
  - (d) Site Plans
  - (e) Conditions Uses
  - (f) Special Exception Uses
  - (g) Variances
  - (h) Administrative Appeals
  - (i) Special Permits and Nonconforming Uses
  - (j) Any other planning or zoning related matter referred to it by the City Council.
- (2) The Board shall make a motion to recommend approval of an item, denial of the item or approval with conditions, restrictions or other limitations as deemed necessary and consistent with applicable law.
- (3) The decisions of the Planning and Zoning Board shall not be binding and final on the City Council, but shall be advisory recommendations only.

**Section 3. Conflicts:** All ordinances or parts of ordinances, resolutions or parts of resolutions which are in conflict herewith, are hereby repealed to the extent of such conflict.

**Section 4. Severability:** Should the provisions of this ordinance be declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason



be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this ordinance shall remain notwithstanding the invalidity of any part.

**Section 5.** Effective Date: This ordinance shall be effective upon adoption on second reading.

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City of Westlake  
Roger Manning, Mayor

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Sandra DeMarco, City Clerk

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Pam E. Booker, City Attorney

# **Thirteenth Order of Business**

## **NOTICE OF MEETING SCHEDULE CITY OF WESTLAKE**

The City Council of the City of Westlake will hold meetings for 2016 at the Westlake Community Center located at 4005 Seminole-Pratt Whitney Road, Westlake, Florida at 7:00 p.m. on the second Monday of every month unless otherwise indicated below:

October 10, 2016  
November 14, 2016  
December 12, 2016  
January 9, 2017  
February 13, 2017  
March 13, 2017  
April 10, 2017  
May 8, 2017  
June 12, 2017  
July 10, 2017  
August 14, 2017  
September 11, 2017

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Municipalities. Meetings may be continued to a date, time and location to be specified on the record at the meetings. A scheduled meeting may be cancelled by the Council based on the business needs of the City.

There may be occasions when one or more Councilmen/Councilwoman will participate via telephone. In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the Interim City Manager at 954-753-5841 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the City.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and accordingly, the person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Kenneth Cassel  
Interim City Manager