

Council Members

Roger Manning-Mayor
Katrina Long Robinson-Vice Mayor
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

Regular Meeting

Monday, February 13, 2017

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.

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February 8, 2017

City Council
City of Westlake

Dear Mayor and Council:

The regular meeting of the City Council of the City of Westlake will be held on Monday, February 13, 2017 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. Approval of the Minutes of the January 23, 2017 Meeting
6. Presentation by Palm Beach County Commission on Ethics – Mark Bannon
7. Presentation by Robert Diffenderfer for Seminole Improvement District
8. Approval of Financials Dated December 31, 2016
9. City Manager
10. City Attorney
11. Audience Comments on Other Items (3) Minute Time Limit
12. 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
City Manager

cc: Pam E. Booker, Esq
John Carter
Terry Lewis
Kelley Burke

Fifth Order of Business

**MINUTES OF MEETING
CITY OF WESTLAKE**

A public hearing of the City Council of the City of Westlake was held on Monday, January 23, 2017, 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	City Manager
Pam E. Booker, Esq.	City Attorney
Don Hearing	Coutleur & Hearing
Nilsa Zacarias	NZ Consultants
Mary Lou Bedford	Central Palm Beach County Chamber of Commerce

The following is a summary of the minutes and actions taken during the January 23, 2017 City of Westlake Council Public Hearing.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mayor Manning called the public hearing to order at 7:00 p.m. 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

A presentation by the Chamber of Commerce was added to the agenda.

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the agenda was approved as amended.

January 23, 2017

FOURTH ORDER OF BUSINESS

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

Ms. Mary Lou Bedford of the Central Palm Beach County Chamber of Commerce presented the Council with a Certificate of Recognition as the County's 39th City.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the January 9, 2017 Meeting

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the minutes of the January 9, 2017 meeting were approved.

SIXTH ORDER OF BUSINESS

Approval of Final Plat for Pod C-1, Resolution 2017-1 (Quasi Judicial)

Mr. Don Hearing provided the Council with a presentation on the plans for the final plat for Pod C-1.

Ms. Booker noted there was one change in the plat from what was previously distributed to the Council. The limited access easement is being dedicated to Palm Beach County instead of SID.

On MOTION by Councilwoman Crump seconded by Vice Mayor Long Robinson with all in favor Resolution 2017-1, approving final plat for Pod C-1, was adopted with the modification made.

SEVENTH ORDER OF BUSINESS

Approval of Final Plat for Pod Q, TTD, Phase 1 PUD Resolution 2017-2 (Quasi Judicial)

Mr. Don Hearing provided the Council with a presentation on the plans for the final plat for Pod Q, TTD, Phase 1 PUD. This will now be known as The Hammocks of Westlake.

Mr. Cassel read Resolution 2017-2 by title only.

On MOTION by Councilman Stanavitch seconded by Mayor Long Robinson with all in favor Resolution 2017-2, approving the final plat for Pod Q, TTD, Phase 1 PUD, was adopted.

EIGHTH ORDER OF BUSINESS

Approval of Master Plan Amendment, Resolution 2017-3 (Quasi Judicial)

Ms. Nilsa Zacarias and Mr. Don Hearing provided the Council with a presentation for the Master Plan Amendment.

Mr. Cassel read Resolution 2017-3 by title only.

On MOTION by Vice Mayor Long Robinson seconded by Councilman Stanavitch with all in favor Resolution 2017-3, approving the Master Plan Amendment, was adopted.

NINTH ORDER OF BUSINESS

City Manager

Mr. Cassel reported he has been representing the City as well as SID at the Western Community Council quarterly meetings. He recommends a Council member attend the meetings as well.

Mayor Manning volunteered to attend the Western Community Council meetings.

TENTH ORDER OF BUSINESS

City Attorney

There being no report, the next item followed.

ELEVENTH ORDER OF BUSINESS

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

Ms. Christine Schwartz inquired about parking availability for people to come in with their horses and trailers. She also inquired about affordable workforce housing.

Ms. Joan Altwater inquired about provisions for paved pedestrian pathways connecting with other areas of the County, affordable housing and other plans for development within the City.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:55 p.m.

Kenneth Cassel
City Manager

Roger Manning
Mayor

Eighth 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: January 27, 2017
SUBJECT: December Financial Report

Please find attached the December 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 the District is provided below. Should you have any questions or require additional information, please contact me at Tiziana.Cessna@STServices.com.

General Fund

- Total Revenue includes 1st installment per funding agreement by Minto Community LLC. (Developer).
- Total expenditures through December were approximately 86% of the year-to-date budget.

City of Westlake

Financial Report
December 31, 2016

Prepared by



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City of Westlake

Financial Statements

(Unaudited)

December 31, 2016

Balance Sheet
December 31, 2016

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 627,998
TOTAL ASSETS	\$ 627,998
<u>LIABILITIES</u>	
Accounts Payable	\$ 75,116
TOTAL LIABILITIES	75,116
<u>FUND BALANCES</u>	
Unassigned:	552,882
TOTAL FUND BALANCES	\$ 552,882
TOTAL LIABILITIES & FUND BALANCES	\$ 627,998

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Ad Valorem Taxes	72,000	-	-	-
Ad Valorem Taxes - Discounts	(4,000)	-	-	-
Occupational Licenses	-	-	667	667
Building Permits	156,000	39,000	63,100	24,100
Local Govt .05c Sales Tax	1,000	-	-	-
Developer Contribution	1,118,197	447,733	447,733	-
Inspection Fees	-	-	50	50
TOTAL REVENUES	1,343,197	486,733	511,550	24,817
<u>EXPENDITURES</u>				
<u>Legislative</u>				
Mayor/Council Stipend	204,000	51,000	51,000	-
FICA Taxes	16,000	3,999	3,902	97
ProfServ-Legislative Expense	18,000	4,500	-	4,500
Council Expenses	10,000	2,499	-	2,499
Total Legislative	248,000	61,998	54,902	7,096
<u>Financial and Administrative</u>				
Management Services	249,101	62,276	62,275	1
Auditing Services	7,000	-	-	-
Communication - Telephone	3,600	900	805	95
Postage and Freight	1,500	375	139	236
Utility - General	4,500	-	-	-
Insurance - General Liability	5,040	5,040	5,000	40
Legal Advertising	4,500	1,125	449	676
General Government	79,360	19,839	450	19,389
Misc-Contingency	90,000	22,500	895	21,605
Office Supplies	2,500	624	824	(200)
Total Financial and Administrative	447,101	112,679	70,837	41,842
<u>Legal Counsel</u>				
ProfServ-Legal Services	276,000	69,000	69,000	-
Total Legal Counsel	276,000	69,000	69,000	-
<u>Comprehensive Planning</u>				
ProfServ-Planning/Zoning/Eng Services	97,096	24,273	93,614	(69,341)
Total Comprehensive Planning	97,096	24,273	93,614	(69,341)

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Other Public Safety</u>				
Contracts-Sheriff	275,000	68,751	-	68,751
Total Other Public Safety	275,000	68,751	-	68,751
TOTAL EXPENDITURES	1,343,197	336,701	288,353	48,348
Excess (deficiency) of revenues				
Over (under) expenditures	-	150,032	223,197	73,165
Net change in fund balance	\$ -	\$ 150,032	\$ 223,197	\$ 73,165
FUND BALANCE, BEGINNING (OCT 1, 2016)	329,684	329,684	329,684	
FUND BALANCE, ENDING	\$ 329,684	\$ 479,716	\$ 552,881	

City of Westlake

Supporting Schedules

December 31, 2016

Cash and Investment Report

December 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	\$627,998
				Total	<u><u>\$627,998</u></u>

City of Westlake

Bank Reconciliation

Bank Account No. 0300 Bank United - GF
Statement No. 2016-12
Statement Date 12/31/2016

G/L Balance (LCY)	627,998.32	Statement Balance	656,114.20
G/L Balance	627,998.32	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	656,114.20
Subtotal	627,998.32	Outstanding Checks	28,115.88
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	627,998.32	Ending Balance	627,998.32
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/20/2016	Payment	7071	SEMINOLE IMPROVEMENT DISTRICT	339.66	0.00	339.66
12/29/2016	Payment	7075	LAW OFFICES OF PAM E. BOOKER, ESQ	23,000.00	0.00	23,000.00
12/29/2016	Payment	7076	CHEN MOORE & ASSOCIATES, INC.	4,595.00	0.00	4,595.00
12/29/2016	Payment	7077	OFFICE DEPOT	18.19	0.00	18.19
12/29/2016	Payment	7078	OFFICE DEPOT	163.03	0.00	163.03
Total Outstanding Checks.....				28,115.88		28,115.88

City of Westlake

Check register

December 1 - December 31, 2016

CITY OF WESTLAKE
Payment Register by Bank Account
 For the Period from 12/1/16 to 12/31/16
 (Sorted by Check / ACH No.)

Pynt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
BANK UNITED - GF - (ACCT# XXXXX0300)									
Check	7058	12/01/16	Vendor	LAW OFFICES OF PAM E. BOOKER, ESO	104	LEGAL SERVICES-NOV 2016	ProfServ-Legal Services	001-531023-51401	\$23,000.00
Check	7059	12/01/16	Vendor	T-MOBILE USA, INC.	1121/16	#95763851-SERVICE THRU 11/21/16	Communication - Telephone	001-541003-51301	\$292.31
Check	7060	12/01/16	Vendor	CHEN MOORE & ASSOCIATES, INC.	133536	PROFESSIONAL SERVICES-10/1/16-10/31/16	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$11,990.00
Check	7061	12/01/16	Vendor	WESTERN COMMUNITIES COUNCIL, INC.	2016-2017	MEMBERSHIP FEE-2016/2017	General Government	001-549109-51301	\$100.00
Check	7062	12/02/16	Vendor	PUBLIC RISK INSURANCE AGENCY	46673	POLICY #PK FL1 0502042 16-02 / 10/1/16-1/1/17	Insurance - General Liability	001-545002-51301	\$5,000.00
Check	7063	12/15/16	Employee	KARA S. CRUMP	PAYROLL	December 15, 2016 Payroll Posting			\$2,688.34
Check	7064	12/15/16	Employee	PHILLIP D EVERETT	PAYROLL	December 15, 2016 Payroll Posting			\$2,847.09
Check	7065	12/15/16	Employee	KATRINA L. LONG	PAYROLL	December 15, 2016 Payroll Posting			\$2,688.34
Check	7066	12/15/16	Employee	ROGER BMANNING	PAYROLL	December 15, 2016 Payroll Posting			\$2,747.09
Check	7067	12/15/16	Employee	JOHN A. STANAVITCH	PAYROLL	December 15, 2016 Payroll Posting			\$2,797.09
Check	7068	12/20/16	Vendor	DAKIM, INC	105629	STAMP-APPROVED	Postage and Freight	001-541006-51301	\$58.30
Check	7068	12/20/16	Vendor	DAKIM, INC	105695	FULL COLOR ENVELOPES	Misc-Contingency	001-549900-51301	\$160.50
Check	7068	12/20/16	Vendor	DAKIM, INC	105621	STAMP-RETURN ADDRESS	Postage and Freight	001-541006-51301	\$33.95
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$9,695.00
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	ProfServ-City Clerk Services	001-531079-51301	\$2,691.00
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	Accounting/Financial Services	001-532004-51301	\$2,196.00
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	General Government	001-549109-51301	\$1,267.42
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	ProfServ-Clerical Services	001-531101-51501	\$4,999.00
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	Start-Up Costs	001-549102-51301	\$5,000.00
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	Postage	001-541010-51301	\$2.33
Check	7069	12/20/16	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	15002	MANAGEMENT FEE-NOV 2016	Legal Advertising	001-548002-51301	\$39.15
Check	7070	12/20/16	Vendor	NZ CONSULTANTS, INC.	WES-01	PLANNING 9/19/16-10/31/16	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$22,294.85
Check	7071	12/20/16	Vendor	SEMINOLE IMPROVEMENT DISTRICT	BILL BACK-120616	REBURSEMENT OFFICE SUPPLIES	LASERJET	001-551002-51301	\$249.23
Check	7071	12/20/16	Vendor	SEMINOLE IMPROVEMENT DISTRICT	BILL BACK-120616	REBURSEMENT OFFICE SUPPLIES	FRAME FOR LOBBY	001-551002-51301	\$23.31
Check	7071	12/20/16	Vendor	SEMINOLE IMPROVEMENT DISTRICT	BILL BACK-120616	REBURSEMENT OFFICE SUPPLIES	PAPER FOR PERMITS	001-551002-51301	\$20.54
Check	7071	12/20/16	Vendor	SEMINOLE IMPROVEMENT DISTRICT	BILL BACK-120616	REBURSEMENT OFFICE SUPPLIES	FOLDER/POUCHES	001-551002-51301	\$46.58
Check	7072	12/20/16	Vendor	NOVA ENGINEERING AND	0133644	ENGINEERING 10/30-11/26/16	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$9,777.50
Check	7073	12/20/16	Vendor	ECKLER ENGINEERING, INC.	16246	PLAN REV FIRE S 10/26-11/25/16	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$936.00
Check	7074	12/20/16	Vendor	CMG-PB REMITTANCE ADDRESS	407270	NOTICE-BUSINESS TAX 12/12/16	Legal Advertising	001-548002-51301	\$99.76
Check	7074	12/20/16	Vendor	CMG-PB REMITTANCE ADDRESS	407271	NOTICE-PROCEDURES 12/12/16	Legal Advertising	001-548002-51301	\$110.08
Check	7075	12/29/16	Vendor	LAW OFFICES OF PAM E. BOOKER, ESO	105	LEGAL SERVICES DEC 2016	ProfServ-Legal Services	001-531023-51401	\$23,000.00
Check	7076	12/29/16	Vendor	CHEN MOORE & ASSOCIATES, INC.	0133604	SERVICES FROM 11/1-11/30/2016	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$4,595.00
Check	7077	12/29/16	Vendor	OFFICE DEPOT	886158832001	STAPLER	Office Supplies	001-551002-51301	\$18.19
Check	7078	12/29/16	Vendor	OFFICE DEPOT	886158493001	POCKET'S PENS BINDER-CALENDAR	Office Supplies	001-551002-51301	\$163.03
Account Total									\$141,536.98

Total Amount Paid **\$141,536.98**