

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

Meeting and Final Budget Public Hearing
Monday, September 25, 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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City of Westlake

4001 Seminole Pratt Whitney Rd.
Westlake, Florida 33470
Phone: 561-530-5880
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September 20, 2017

City Council
City of Westlake

Dear Mayor and Council:

The City Council of the City of Westlake will hold a meeting on Monday, September 25, 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 September 12, 2017 Meeting
6. Approval of Financial Statements for August 2017

BUDGET PUBLIC HEARING

7. Proposed Budget for Fiscal Year Ending September 30, 2018
 - A. Resolution 2017-13, Adopting the Final Millage Rate
 - B. Resolution 2017-14, Adopting the Final Budget
8. Resolution 2017-15, Designating Building Official
9. Consideration of Proposed Meeting Schedule
10. Letter of Support for PBSC Dental & Medical Sciences Technology Building at Lox Groves Campus
11. City Manager
12. City Attorney
13. Audience Comments on Other Items (3) Minute Time Limit
14. 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 meeting of the City Council of the City of Westlake was held on Tuesday, September 12, 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
John Carter	Minto PBLH, LLC
Lt. David Combs	Commander, District 15 PBCSO

The following is a summary of the minutes and actions taken during the September 12, 2017 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 none, the next item followed.

FIFTH ORDER OF BUSINESS

Approval of the Minutes of the August 14, 2017 Meeting

On MOTION by Councilwoman Crump seconded by Vice Mayor Long Robinson with all in favor the minutes of the August 14, 2017 meeting were approved.

SIXTH ORDER OF BUSINESS

Approval of Financial Statements as of July 31, 2017

On MOTION by Vice Mayor Long Robinson seconded by Councilman Everett with all in favor the financials as of July 31, 2017 were approved.

SECOND READING OF ORDINANCE

SEVENTH ORDER OF BUSINESS

Ordinance 2017-4, Public Service Tax

Ms. Booker noted this will impose a 10% tax on gas and electric throughout the City. It will be enforced effective January 1, 2018.

Mr. Cassel read Ordinance 2017-4 by title only.

On MOTION by Councilwoman Crump seconded by Councilman Stanavitch with all in favor Ordinance 2017-4 was approved.

BUDGET PUBLIC HEARING

EIGHTH ORDER OF BUSINESS

Proposed Budget for Fiscal Year Ending September 30, 2018

A. Resolution 2017-11, Approving the Proposed Millage Rate

Mr. Cassel stated the proposed millage rate is 5.125% per \$1,000 property value. He provided a brief overview of the proposed budget.

Mr. Cassel read Resolution 2017-11 by title only.

On MOTION by Councilman Stanavitch seconded by Councilwoman Crump with all in favor Resolution 2017-11, approving the proposed millage rate of 5.125%, was adopted.

B. Resolution 2017-12, Approving the Proposed Tentative Budget

Mr. Cassel read Resolution 2017-12 by title only.

On MOTION by Vice Mayor Long Robinson seconded by Councilman Everett with all in favor Resolution 2017-12, approving the proposed tentative budget, was adopted.

September 12, 2017

NINTH ORDER OF BUSINESS

City Manager

Mr. Cassel stated if council members are contacted regarding City business, those inquiries need to be directed to the City Manager or City Attorney.

TENTH ORDER OF BUSINESS

City Attorney

Ms. Booker thanked Vice Mayor Long Robinson for reaching out to local residents after Hurricane Irma.

ELEVENTH ORDER OF BUSINESS

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

- Lt. Combs addressed the Council and thanked Vice Mayor Long Robinson for being at the shelter on opening day. He provided an update on the aftermath of Hurricane Irma.
- Mr. Carter commended Mr. Cassel and SID staff on their work to ensure the utility and drainage systems remained operational during the hurricane. He also provided an update on Minto's development.
- Ms. Booker noted the September 25, 2017 Comprehensive Planning Workshop will need to be rescheduled.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:38 p.m.

Kenneth Cassel
City Manager

Roger Manning
Mayor

Sixth Order of Business

MEMORANDUM

TO: Members of the City Council
FROM: Tiziana Cessna, District Accountant, Alan Baldwin, Accounting Manager
CC: Ken Cassel, City Manager
DATE: September 8, 2017
SUBJECT: August Financial Report

Please find attached the August 2017 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 City 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 3rd installment per funding agreement with Minto Community LLC. (Developer). Building Permits are favorable variance due to more business than expected.
- Total expenditures through August are at approximately 96% of the year-to-date budget.
 - Lease – Building represents lease agreement with Minto for office space and parking.
 - Legal Advertising unfavorable variance due to ads for several public notices.
 - ProfServ-Planning/Zoning/Eng Services are over budget due to permitting work which was higher than expected. Budget will be adjusted for fiscal year 2018.
 - Office Supplies purchase of new office supplies.

City of Westlake



Financial Report

August 31, 2017

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet	1
Statement of Revenues, Expenditures and Changes in Fund Balance General Fund	2 - 3
 <u>SUPPORTING SCHEDULES</u>	
Cash and Investment Report	4
Bank Reconciliation	5
Check Register	6 - 7

City of Westlake

Financial Statements

(Unaudited)

August 31, 2017

Balance Sheet
August 31, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Checking Account	\$ 336,596
Accounts Receivable	11,702
Investments:	
Money Market Account	300,905
TOTAL ASSETS	\$ 649,203
<u>LIABILITIES</u>	
Accounts Payable	\$ 83,622
Accrued Expenses	40,368
Other Current Liabilities	26,211
TOTAL LIABILITIES	150,201
<u>FUND BALANCES</u>	
Unassigned:	499,002
TOTAL FUND BALANCES	\$ 499,002
TOTAL LIABILITIES & FUND BALANCES	\$ 649,203

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ -	\$ 905	\$ 905
Ad Valorem Taxes	72,000	-	-	-
Ad Valorem Taxes - Discounts	(4,000)	-	-	-
Occupational Licenses	-	-	6,169	6,169
Building Permits	156,000	143,000	228,633	85,633
Building Permits - Surcharge	-	-	850	850
Local Govt .05c Sales Tax	1,000	913	-	(913)
Other Impact Fees	-	-	1,565	1,565
Developer Contribution	1,118,197	1,117,965	1,117,965	-
Inspection Fees	-	-	1,560	1,560
TOTAL REVENUES	1,343,197	1,261,878	1,357,647	95,769
<u>EXPENDITURES</u>				
<u>Legislative</u>				
Mayor/Council Stipend	204,000	187,000	187,000	-
FICA Taxes	16,000	14,663	14,306	357
ProfServ-Legislative Expense	18,000	16,500	-	16,500
Council Expenses	10,000	9,163	-	9,163
Total Legislative	248,000	227,326	201,306	26,020
<u>Financial and Administrative</u>				
Management Services	249,101	228,343	228,343	-
Auditing Services	7,000	7,000	3,085	3,915
Communication - Telephone	3,600	3,300	2,566	734
Postage and Freight	1,500	1,375	259	1,116
Utility - General	4,500	4,125	-	4,125
Lease - Building	-	-	500	(500)
Insurance - General Liability	5,040	5,040	5,000	40
Legal Advertising	4,500	4,125	9,354	(5,229)
General Government	79,360	72,743	22,669	50,074
Misc-Contingency	90,000	82,500	1,782	80,718
Office Supplies	2,500	2,288	7,204	(4,916)
Total Financial and Administrative	447,101	410,839	280,762	130,077

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>Legal Counsel</u>				
ProfServ-Legal Services	276,000	253,000	266,725	(13,725)
Total Legal Counsel	276,000	253,000	266,725	(13,725)
<u>Comprehensive Planning</u>				
ProfServ-Planning/Zoning/Eng Services	97,096	89,001	437,512	(348,511)
Total Comprehensive Planning	97,096	89,001	437,512	(348,511)
<u>Other Public Safety</u>				
Contracts-Sheriff	275,000	252,087	2,024	250,063
Total Other Public Safety	275,000	252,087	2,024	250,063
TOTAL EXPENDITURES	1,343,197	1,232,253	1,188,329	43,924
Excess (deficiency) of revenues Over (under) expenditures	-	29,625	169,318	139,693
Net change in fund balance	\$ -	\$ 29,625	\$ 169,318	\$ 139,693
FUND BALANCE, BEGINNING (OCT 1, 2016)	329,684	329,684	329,684	
FUND BALANCE, ENDING	\$ 329,684	\$ 359,309	\$ 499,002	

City of Westlake

Supporting Schedules

August 31, 2017

Cash and Investment Report

August 31, 2017

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	\$336,596
Money Market Account	BankUnited	MMA	n/a	0.78%	\$300,905
				Total	\$637,501

City of Westlake

Bank Reconciliation

Bank Account No. 0300 Bank United - GF
Statement No. 2017-08
Statement Date 8/31/2017

G/L Balance (LCY)	336,595.57	Statement Balance	360,832.39
G/L Balance	336,595.57	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	336,595.57	Subtotal	360,832.39
Negative Adjustments	0.00	Outstanding Checks	24,236.82
	<hr/>	Differences	0.00
Ending G/L Balance	336,595.57	Ending Balance	336,595.57
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
5/10/2017	Payment	7158	MINTO PBLH, LLC	500.00	0.00	500.00
8/25/2017	Payment	7242	OFFICE DEPOT	74.12	0.00	74.12
8/25/2017	Payment	7243	OFFICE DEPOT	30.08	0.00	30.08
8/25/2017	Payment	7244	OFFICE DEPOT	86.72	0.00	86.72
8/25/2017	Payment	7245	OFFICE DEPOT	97.49	0.00	97.49
8/25/2017	Payment	7246	OFFICE DEPOT	15.04	0.00	15.04
8/25/2017	Payment	7247	OFFICE DEPOT	279.98	0.00	279.98
8/25/2017	Payment	7248	OFFICE DEPOT	169.99	0.00	169.99
8/25/2017	Payment	7249	FLORIDA STATE DISBURSEMENT UNIT	267.65	0.00	267.65
8/31/2017	Payment	7251	PALM BEACH COUNTY	368.00	0.00	368.00
8/31/2017	Payment	7252	CHEN MOORE & ASSOCIATES, INC.	22,347.75	0.00	22,347.75
Total Outstanding Checks.....				24,236.82		24,236.82

City of Westlake

Check register

August 1 - August 31, 2017

CITY OF WESTLAKE
Payment Register by Bank Account
 For the Period from 8/1/17 to 8/31/17
 (Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
BANK UNITED - GF - (ACCT# XXXXX0300)									
Check	7221	08/03/17	Vendor	T-MOBILE USA, INC.	955763851-7/2017	SERVICES THRU 7/21/17	Communication - Telephone	001-541003-51301	\$222.73
Check	7222	08/03/17	Vendor	SEMINOLE IMPROVEMENT DISTRICT	07242017	2nd/3rd QTR SURCHARGE REIMB.	Building Permits - Surcharge	322100	\$279.23
Check	7223	08/03/17	Vendor	MARK L. DUBOIS	17137	SERVICES-06/26/17-07/06/17	General Government	001-549109-51301	\$1,850.00
Check	7224	08/08/17	Vendor	NZ CONSULTANTS, INC.	WES-09	SERVICES 6/1/17-6/30/17	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$20,442.50
Check	7225	08/08/17	Vendor	SOUTHEAST HIGHWAY SIGNS, LLC	7487	CITY SIGNS	General Government	001-549109-51301	\$68.00
Check	7226	08/08/17	Vendor	CARD SERVICES CENTER	0935-071017	VISA PAYMENT-JULY 2017	COMP PLAN MEETING	001-551002-51301	\$112.30
Check	7226	08/08/17	Vendor	CARD SERVICES CENTER	0935-071017	VISA PAYMENT-JULY 2017	ROLL OF STAMPS	001-541006-51301	\$54.00
Check	7227	08/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	22463	MANAGEMENT FEES-AUG 2017	Postage and Freight	001-541006-51301	\$12.23
Check	7227	08/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	22463	MANAGEMENT FEES-AUG 2017	Management Services	001-531093-51301	\$20,758.42
Check	7227	08/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.	22463	MANAGEMENT FEES-AUG 2017	Office Supplies	001-551002-51301	\$188.30
Check	7228	08/09/17	Vendor	CMG-PB REMITTANCE ADDRESS	35857-080117	NOTICE-8/14/17	Legal Advertising	001-548002-51301	\$113.52
Check	7229	08/09/17	Vendor	PALM BEACH COUNTY	073117-IMPACT	IMPACT FEES-JULY 2017	Other Current Liabilities	229000	\$19,411.19
Check	7230	08/09/17	Vendor	FLORIDA STATE DISBURSEMENT UNIT	071017-EVERETT	20011937CA50-1082479233	Accrued Taxes Payable	217000	\$267.65
Check	7231	08/14/17	Employee	KARA S. CRUMP	PAYROLL	August 14, 2017 Payroll Posting			\$2,692.92
Check	7232	08/14/17	Employee	PHILLIP D EVERETT	PAYROLL	August 14, 2017 Payroll Posting			\$2,579.85
Check	7233	08/14/17	Employee	KATRINA L. LONG	PAYROLL	August 14, 2017 Payroll Posting			\$2,692.92
Check	7234	08/14/17	Employee	ROGER B MANNING	PAYROLL	August 14, 2017 Payroll Posting			\$2,747.50
Check	7235	08/14/17	Employee	JOHN A. STANAVITCH	PAYROLL	August 14, 2017 Payroll Posting			\$2,797.50
Check	7236	08/15/17	Vendor	NOVA ENGINEERING AND	0147197	SERVICES 6/25/17-7/29/17	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$30,452.50
Check	7237	08/15/17	Vendor	CMG-PB REMITTANCE ADDRESS	35857-073117	PUBLIC NOTICE-P MAIN LEGAL ROP	Legal Advertising	001-548002-51301	\$700.00
Check	7238	08/15/17	Vendor	PALM BEACH COUNTY	56985	***Voided Voided***			\$0.00
Check	7239	08/15/17	Vendor	MARK L. DUBOIS	17141	SERVICES 7/24/17-8/3/17	General Government	001-549109-51301	\$1,500.00
Check	7240	08/15/17	Vendor	SOLAR X OF THE PALMS, LLC	1993	WINDOW TINTING	Misc-Contingency	001-549900-51301	\$450.00
Check	7241	08/25/17	Vendor	CHEN MOORE & ASSOCIATES, INC.	0134346	***Voided Voided***			\$0.00
Check	7242	08/25/17	Vendor	OFFICE DEPOT	949875055001	SORTER, FILE, STEP, BLACK	Office Supplies	001-551002-51301	\$74.12
Check	7243	08/25/17	Vendor	OFFICE DEPOT	949294900001	PAD,DSK	Office Supplies	001-551002-51301	\$30.08
Check	7244	08/25/17	Vendor	OFFICE DEPOT	949294898001	JACKET, FILE,TAB, FRAME	Office Supplies	001-551002-51301	\$86.72
Check	7245	08/25/17	Vendor	OFFICE DEPOT	949294769001	FILE LATERAL 2 DRAW	Office Supplies	001-551002-51301	\$97.49
Check	7246	08/25/17	Vendor	OFFICE DEPOT	949875054001	PAD DSK	Office Supplies	001-551002-51301	\$15.04
Check	7247	08/25/17	Vendor	OFFICE DEPOT	949294899001	ANNA COLLECTION CONSULE	Office Supplies	001-551002-51301	\$279.98
Check	7248	08/25/17	Vendor	OFFICE DEPOT	94987500001	DESK, CHASE, WRITING,DARK	Office Supplies	001-551002-51301	\$169.99
Check	7249	08/25/17	Vendor	FLORIDA STATE DISBURSEMENT UNIT	081417-EVERETT	***Voided Voided***			\$0.00
Check	7250	08/31/17	Vendor	PALM BEACH COUNTY		***Voided Voided***			\$0.00
Check	7251	08/31/17	Vendor	PALM BEACH COUNTY	56985	OFF DUTY 7/10,7/24/17	Contracts-Sheriff	001-534100-52901	\$368.00
Check	7252	08/31/17	Vendor	CHEN MOORE & ASSOCIATES, INC.	0134346	SERVICES FOR 7/1/17-7/31/17	ProfServ-Planning/Zoning/Eng Services	001-531100-51501	\$22,347.75
Account Total									\$133,862.43

CITY OF WESTLAKE
Payment Register by Bank Account
 For the Period from 8/1/17 to 8/31/17
 (Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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Total Amount Paid	\$133,862.43
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund Fund - 001	133,862.43
Total	133,862.43

Seventh Order of Business

CITY OF WESTLAKE



Annual Operating Budget **Fiscal Year 2018**

Version 1 - Approved Tentative Budget:
(Approved on 7/10/17)

Table of Contents

	<u>Page #</u>
Public Officials	i
Administrative Staff	i
 Budget Comparison	
General Fund	1 - 2
 2018 Proposed Budget	
Summary Budget	3
Detailed Budget	4 - 5
Narratives	6 - 8

CITY OF WESTLAKE

Public Officials

Mayor

Roger Manning

Vice Mayor

Katrina Long Robinson

Councilmann

Philip Everett

Councilman

John Stanavitch

Councilwoman

Kara Crump

Administrative Staff

Ken Cassel, City Manager

Pam Booker, Attorney

Severn Trent, Financial Services

Budget Comparison - General Fund

(Compares FY2017 budget versus FY2018)

#	Budget Item	Expenditures	Revenue	Notes
FY2017 Budget		\$ 1,343,197	\$ 1,343,197	
Increases (+)				
1	Increase in interest income / related fees	-	2,000	Increase in budget due to anticipated investment activities.
2	Increase in Ad Valorem Taxes	-	64,509	Based on Property Values
3	Increase in Occupational Licenses		5,000	New line item
4	Increase in Building Permits		4,000	Increase due to growth within City
5	Increase in Other Impact Fees		1,500	New line item due to new business
6	Developer Contribution		462,770	General increase which developer will fund
7	Inspection Fees		1,000	New line item due to new business
8	Increase in Management cost for Administrative Department	34,729	-	- Additional management services to handle the increasing workload.
9	Increase in Web Site Maintenance in Administrative Department	5,900	-	- New City website
10	Increase in Communication Telephone for Administrative Department	3,900	-	- Addition of cell phones package for tablets
	Lease - Building	500		Lease with Minto to use structures and parking spaces.
11	Increase in Insurance for Administrative Department	9,960	-	- Increase due to based on Municipal index and new road rights of way
12	Increase in Printing & Binding for Administrative Department	1,000	-	- Moved from General Government line item
13	Increase in Legal advertising for Administrative Department	5,500	-	- Increase due to Trim process
14	New line item Dues, Licenses, Subscriptions for Administrative Department	9,000	-	- Moved from General Government budget line item
15	New line item Capital Outlay - Software	120,000	-	- New building department software
16	New line item Capital Outlay - Computers	20,000	-	- New hardware (computers)
17	Increase Legal Services for Legal Counsel Department	8,280	-	- Annual increase of 3%
18	Increase Engineering/Building Permits/Panning/Zoning for Engineering Department	332,904	-	- Increase due to growth within City
Subtotal		551,673	540,779	

Budget Comparison - General Fund

(Compares FY2017 budget versus FY2018)

#	Budget Item	Expenditures	Revenue	Notes
Decreases (-)				
19	Reduction in General Government	(6,000)	-	Moved to other budget line items
20	Reduction in Salary Taxes	(394)		Adjustment of last year's amount
21	Utility - General	(4,500)		Not required - included in lease agreement
	Subtotal	(10,894)	-	
	Total Budget Adjustments	540,779	540,779	
	FY2018 Budget	\$ 1,883,976	\$ 1,883,976	
	% Change		40.3%	

Summary Budget - General Fund

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU APR-2017	PROJECTED MAY - SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
REVENUES						
Interest - Investments	\$ -	\$ -	\$ 321	\$ 1,000	\$ 1,321	\$ 2,000
Ad Valorem Taxes (Millage Rate - 5.125)	-	72,000	-	-	-	138,030
Tax Receipts - (Discounts)	-	(4,000)	-	-	-	(5,521)
Permits and Fees (Cost Recovery)	2,128	156,000	117,589	99,094	216,683	167,500
Local Govt .05c Sales Tax	-	1,000	-	-	-	1,000
Guaranteed Deficit Contribution	535,966	1,118,197	782,965	335,232	1,118,197	1,580,967
TOTAL REVENUES	538,094	1,343,197	900,875	435,326	1,336,201	1,883,976
EXPENDITURES						
<i>Legislative</i>						
Legislative Salaries	51,000	204,000	119,000	204,000	323,000	204,000
Legislative Salaries - Payroll Taxes	3,902	16,000	9,104	15,606	24,710	15,606
Other Legislative / Council Expenses	-	28,000	-	-	-	28,000
Total Legislative	54,902	248,000	128,104	219,606	347,710	247,606
<i>Administrative</i>						
Executive / City Clerk	58,473	249,101	145,309	103,792	249,101	283,830
Auditing Services	-	7,000	-	3,085	3,085	7,000
General Government	14,215	101,000	21,102	85,956	107,058	126,260
Misc-Contingency	30	90,000	739	89,261	90,000	90,000
Cap Outlay	-	-	-	-	-	140,000
Total Administrative	72,718	447,101	167,150	282,094	449,244	647,090
<i>Legal Counsel</i>						
ProfServ-Legal Services	69,213	276,000	161,000	115,000	276,000	284,280
Total Legal Counsel	69,213	276,000	161,000	115,000	276,000	284,280
<i>Comprehensive</i>						
ProfServ-Planning/Zoning/Eng Services	11,577	97,096	206,200	147,286	353,485	430,000
Total Comprehensive	11,577	97,096	206,200	147,286	353,485	430,000
<i>Public Safety</i>						
Law Enforcement (PBCSO)	-	275,000	736	764	1,500	275,000
Total Public Safety	-	275,000	736	764	1,500	275,000
TOTAL EXPENDITURES	208,410	1,343,197	663,189	764,749	1,427,939	1,883,976
Excess (deficiency) of revenues Over (under) expenditures	329,684	-	237,686	(329,423)	(91,738)	-
Net change in fund balance	329,684	-	237,686	(329,423)	(91,738)	-
FUND BALANCE, BEGINNING	-	329,684	329,684	-	329,684	237,946
FUND BALANCE, ENDING	\$ 329,684	\$ 329,684	\$ 567,370	\$ (329,423)	\$ 237,946	\$ 237,946

Detailed Budget - General Fund

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL	PROJECTED	TOTAL	ANNUAL
			THRU APR-2017	MAY - SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
REVENUES						
Interest - Investments	\$ -	\$ -	\$ 321	\$ 1,000	\$ 1,321	\$ 2,000
Ad Valorem Taxes	-	72,000	-	-	-	138,030
Ad Valorem Taxes - Discounts	-	(4,000)	-	-	-	(5,521)
Occupational Licenses	-	-	3,414	1,000	4,414	5,000
Building Permits	2,128	156,000	112,906	97,094	210,000	160,000
Local Govt .05c Sales Tax	-	1,000	-	-	-	1,000
Other Impact Fees	-	-	769	500	1,269	1,500
Developer Contribution	535,966	1,118,197	782,965	335,232	1,118,197	1,580,967
Inspection Fees	-	-	500	500	1,000	1,000
TOTAL REVENUES	538,094	1,343,197	900,875	435,326	1,336,201	1,883,976
EXPENDITURES						
<i>Legislative</i>						
Mayor/Council Stipend	51,000	204,000	119,000	204,000	323,000	204,000
FICA Taxes	3,902	16,000	9,104	15,606	24,710	15,606
ProfServ-Legislative Expense	-	18,000	-	-	-	18,000
Council Expenses	-	10,000	-	-	-	10,000
Total Legislative	54,902	248,000	128,104	219,606	347,710	247,606
<i>Administrative</i>						
Management Services	58,473	249,101	145,309	103,792	249,101	283,830
ProfServ-Web Site Maintenance	-	-	-	-	-	5,900
Auditing Services	-	7,000	-	3,085	3,085	7,000
Communication - Telephone	536	3,600	1,675	1,196	2,871	7,500
Postage and Freight	40	1,500	159	114	273	1,500
Lease - Building	-	-	-	-	-	500
Utility - General	-	4,500	-	-	-	-
Insurance - General Liability	1,260	5,040	5,000	-	5,000	15,000
Printing & Binding	-	-	-	-	-	1,000
Legal Advertising	475	4,500	6,217	3,783	10,000	10,000
Start-up Costs	5,000	-	-	-	-	-
General Government	6,305	79,360	2,478	76,882	79,360	73,360
Misc-Contingency	30	90,000	739	89,261	90,000	90,000
Office Supplies	599	2,500	5,573	3,981	9,554	2,500
Dues, Licenses, Subscriptions	-	-	-	-	-	9,000
Cap Outlay - Software	-	-	-	-	-	120,000
Cap Outlay - Computers	-	-	-	-	-	20,000
Total Administrative	72,718	447,101	167,150	282,094	449,244	647,090
<i>Legal Counsel</i>						
ProfServ-Legal Services	69,213	276,000	161,000	115,000	276,000	284,280
Total Legal Counsel	69,213	276,000	161,000	115,000	276,000	284,280

Detailed Budget - General Fund

ACCOUNT DESCRIPTION	ACTUAL FY 2016	ADOPTED BUDGET FY 2017	ACTUAL THRU APR-2017	PROJECTED MAY - SEP-2017	TOTAL PROJECTED FY 2017	ANNUAL BUDGET FY 2018
Comprehensive						
ProfServ-Planning/Zoning/Eng Services	11,577	97,096	-	-	-	-
ProfServ-Engineering			47,181	33,701	80,882	100,000
ProfServ-Building Permits			75,073	53,623	128,696	160,000
ProfServ-Planning/Zoning Board			83,946	59,962	143,908	170,000
Total Comprehensive	11,577	97,096	206,200	147,286	353,485	430,000
Other Public Safety						
Contracts-Sheriff	-	275,000	736	764	1,500	275,000
Total Other Public Safety	-	275,000	736	764	1,500	275,000
TOTAL EXPENDITURES	208,410	1,343,197	663,189	764,749	1,427,939	1,883,976
Excess (deficiency) of revenues						
Over (under) expenditures	329,684	-	237,686	(329,423)	(91,738)	-
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FUND BALANCE, BEGINNING	-	329,684	329,684	-	329,684	237,946
FUND BALANCE, ENDING	\$ 329,684	\$ 329,684	\$ 567,370	\$ (329,423)	\$ 237,946	\$ 237,946

Budget Narratives – General Fund

Revenue

Interest - Investments

The City earns interest income from investments in Money Market account.

Ad Valorem Taxes

The City will levy an Ad Valorem assessment on all parcels within the City to pay for the operating expenditures during the Fiscal Year.

Ad Valorem Taxes - Discounts

In accordance with applicable Florida Statutes, property owners within the City limits are entitled to a discount providing their Ad Valorem taxes are paid by specific dates. The discount is calculated as if all residents took full advantage of the early pay process.

Occupational Licenses

The City collects a business tax on all businesses operating within the City limits. This is an annual fee and is collected October 1st each year or when a new business opens within the City limits.

Building Permit

The City collects building permit fees in accordance with applicable statutes to cover the cost of plan review and inspection services. This revenue will vary from year to year depending upon the volume of permit activity.

Local Govt .05 Sales Tax

The City participates in the County's half-cent local sales tax.

Other Impact Fees

The City collects all applicable impact fees from new construction in accordance with applicable laws, codes and statutes. The City remits those fees to the applicable agency and keeps a portion for administrative cost in accordance with applicable statutes.

Developer Contribution

The City has a deficit funding agreement in place with the main developer Minto PBLH, LLC.

Inspection Fees

Inspection fees collected from property owners or businesses for change of use, occupational licenses, etc.

Expenditures

Expenditures – Legislative

Mayor/Council Stipend

The City Charter specifies the Mayor and City Council receive compensation for their service to the community.

FICA Taxes

Payroll taxes on City Council stipend. The budgeted amount for the fiscal year is calculated at 7.65% of the total payroll expenditure.

Professional Services - Legislative Expense

The legislative expense is to cover the cost of a firm to represent the City during the legislative session.

Council Expense

The council expense is to cover the cost of the city council attending various meetings and trainings throughout the year.

Budget Narratives – General Fund

<i>Expenditures – Administrative</i>

Management Services

The City receives the City Manager, City Clerk, Administrative, Accounting and Accounts Payable services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The budgeted amount for the fiscal year is based on the current and projected staffing needs for the City in the coming year.

Prof Service - Web Site Maintenance

This line includes funds for the website hosting and posting of information to meet current Florida Statutes. Also included is the annual domain name fees and any modifications to the web site.

Auditing Services

The City is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on a projection of prior years' expenditures.

Communication - Telephone

Telephone T-Mobile USA Inc.

Postage and Freight

Postage and/or freight used for City mailings, vendor checks and other correspondence.

Lease – Building

The City leases from Minto PBLH< LLC two structures and associated parking spaces to hold meetings of the City Council and to conduct other City business.

Insurance – General Liability

The City's General Liability & Public Officials Liability Insurance policy is currently with Public Risk Insurance. Public Risk Insurance specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus any anticipated market adjustments.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The City's is required to advertise various notices for monthly council meetings, planning & zoning meetings and other public hearings in a newspaper of general circulation.

Misc-Bank Charges

This includes bank charges and any other miscellaneous bank expenses that incurred during the year.

General Governmental

This line is for cost associated various expenses not covered in specific line items within the budget but are recurring expenses.

Misc-Contingency

This includes any other miscellaneous expenses that incurred during the year. During the initial setup of the City there are miscellaneous items that are unforeseen that need to be covered.

Office Supplies

Supplies used in the preparation of required mailings, and other special projects. Also in this line item is the cost for supplies in the City's office.

Budget Narratives – General Fund

Expenditures – Administrative (continued)

Dues, Licenses, Subscriptions

This line includes funds for membership fees and dues to including but not limited to the Chamber of Commerce, Fla League of Cities, FL League of Mayors and Western Communities Counsel.

Capital Outlay - Software

This line includes funding for setting up the building department software to process building permits and inspections.

Capital Outlay - Computers

This line includes funding for the computers to operate the building department software and other programs not supplied by contract.

Expenditures – Legal Counsel

Professional Services - Legal Services

The City's legal counsel will provide general legal services to the City in accordance with the contract between the City and the Attorney.

Expenditures – Comprehensive

Professional Services – Engineering

The City's engineer provides services to the City in accordance with their respective contracts. i.e. Plan review, attendance at meetings, and other services within their scope. These services are covered by the permit fees of the applicant as part of the building permit process.

Professional Services – Building Permits

The City contracts the Building department services to provide plan review permit issuance and inspections services. The service is funded by the permit fees of the applicant as part of the building permit process.

Professional Services – Planning/Zoning Board

The City contracts the Planning & Zoning department services to provide site plan review, comprehensive master planning, zoning review for permit issuance. These services are funded by the permit fees of the applicant as part of the building permit review process.

Expenditures – Other Public Safety

Contracts-Sheriff

The City contracts for police services through the Palm Beach County Sheriff within the City limits. Initially on a permit basis until sufficient residents within the City limits.

7A

SEPTEMBER 25, 2017

RESOLUTION 2017-13**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL AD VALOREM MILLAGE RATE TO BE LEVIED FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2017, ENDING ON SEPTEMBER 30, 2018.**

WHEREAS, pursuant to applicable provisions of law, the City of Westlake has computed a final millage rate and prepared a final budget for the fiscal year beginning October 1, 2017 and ending on September 30, 2018; and

WHEREAS, a "Notice of Final Millage Rate and Final Budget Hearings" advising the public that a public hearing on the final millage rate and final budget would be held on September 25, 2017, at 7:00 pm in the Westlake Community Center, located at 4005 Seminole Pratt Whitney Road, Westlake, Florida, 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 rate and final budget have been heard and considered; and

WHEREAS, the gross taxable value for operation purposed not exempt from taxation within Palm Beach County, has been certified by the Palm Beach County Appraiser to the City of Westlake as **\$27,376,401.00**; and

WHEREAS, it is the desire of the City Council for the City of Westlake to adopt a final millage rate for the fiscal year beginning October 1, 2017 and ending on September 30, 2018;

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

- Section 1: That the final ad valorem millage rate of \$1,000.00 of assessed value for real and personal property value as established by the Palm Beach County Property Appraiser for the October 1, 2017 to September 30, 2018, fiscal year is hereby set at **5.125** mills.
- Section 2: The operating millage rate for the fiscal year 2017/2018 is set at 5.125 mills, which is 0 (%) the "rolled-back rate" of 0. As this is the first year for the City of Westlake to levy taxes, there is no "rolled-back rate" calculation for the initial tax levy year. A "rolled-back rate" will be calculated for the next fiscal year.
- Section 3: The City of Westlake is a newly incorporated city and does not have voted debt for fiscal year 2017/2018.

Section 4: That a public hearing to adopt a final millage rate and final budget shall be held on September 25, 2017, in accordance with Section 200.065, of the Florida Statutes.

Section 5: That this resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by City Council for the City of Westlake, on this 25th day of September 2017.

Roger Manning, Mayor
City of Westlake

Sandra Demarco, City Clerk

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

7B.

SEPTEMBER 25, 2017

RESOLUTION 2017-14

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, 2017, AND ENDING ON SEPTEMBER 30, 2018.

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, 2017 and ending on September 30, 2018, 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 25, 2017, 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 tentative budget hearing the City Council acknowledges that said tentative budgets reflect the total revenue and expenditure estimates for the fiscal year beginning on October 1, 2017 and ending September 30, 2018 for all funds 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, 2017 and ending on September 30, 2018;

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, 2017 and ending on September 30, 2018.

SECTION 2. There is hereby appropriated for the funds of the City of Westlake, Florida, the sum of \$1,883,976 as the appropriation for the fiscal year, October 1, 2017 through September 30, 2018.

SECTION 3. That the adopted final operation budget for Fiscal Year 2018 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 2018 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 25th day of September 2017.

Roger Manning, Mayor
City of Westlake, Florida

Sandra Demarco, City Clerk

Approved as to Form
Pam E. Booker, City Attorney

Eighth Order of Business

September 25, 2017

RESOLUTION 2017-15

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA, APPOINTING JOSEPH BERKO TO SERVE AS BUILDING OFFICIAL FOR THE CITY OF WESTLAKE, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council for the City of Westlake, Florida, has entered into a contract for building inspection services with the firm of Nova Engineering and Environmental; and

WHEREAS, a primary responsibility under the contract with Nova Engineering and Environmental, includes enforcement of the Florida Building Codes, as set forth in Florida Statutes, including but not limited to Chapter 553, for the City of Westlake; and

WHEREAS, the City of Westlake is in agreement with JOSEPH BERKO, of Nova Engineering and Environmental, being designated as the Building Official for the City of Westlake, and in his absence or unavailability, Bradley Weigle, shall serve as Deputy Building Official 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 Joseph Berko as the Building Official for the City of Westlake, and Bradley Weigle as Deputy Building Official.

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 25th day of September, 2017.

Roger Manning, Mayor
City of Westlake

Sandra Demarco, City Clerk

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

Ninth Order of Business

NOTICE OF MEETING SCHEDULE CITY OF WESTLAKE

The City Council of the City of Westlake will hold meetings for 2018 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.

October 9, 2017
November 13, 2017
December 11, 2017
January 8, 2018
February 12, 2018
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018
July 9, 2018
August 13, 2018
September 10, 2018

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 City Clerk at 954-603-0033 at least two (2) calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 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
City Manager

Tenth Order of Business



Village of Royal Palm Beach, Florida

1050 Royal Palm Beach Boulevard Royal Palm Beach, Florida 33411
 Telephone (561) 790-5100 Fax (561) 790-5174 E-mail: clerk@royalpalmbeach.com

August 17, 2017

President Ava Parker
 4200 S. Congress Avenue
 Lake Worth, FL 33461

Re: Palm Beach State College (PBSC) Dental & Medical Sciences Technology Building

Dear President Parker,

It was a pleasure meeting with you last week. We appreciated the opportunity to discuss your new PBSC Dental & Medical Sciences Technology Building project, and that you have received approval of \$5 million for the planning and design phase. As I indicated at our meeting, the Village of Royal Palm Beach believes that this building should be located on the Loxahatchee Groves (LG) Campus Location. Some points of consideration are:

- The surrounding Western Communities are the epicenter of the growth area of Palm Beach County and include a multi-demographic population of need for Dental Services. These include Royal Palm Beach, Wellington, Loxahatchee Groves, Westlake, The Acreage and other communities of unincorporated Palm Beach County that are experiencing significant growth.
- The need in our Community for increased Dental Services includes a growing senior population on fixed incomes, our low-income families, and our special needs children with varying diagnoses, by providing very low cost or free dental services.
- The LG Campus was built as the Health, and Science, Technology, Engineering & Math (STEM) related Campus for PBSC. As such, the proposed state-of-the-art Dental & Medical Sciences Technology Building should be located on this campus to positively augment that STEM focus.
- This STEM-related facility could very definitely make a positive impact on a significant size student base which today has very limited higher education opportunities. The LG campus is within very easy driving distance of Royal Palm Beach, as well as the Lake Okeechobee communities of Belle Glade, South Bay, & Pahokee.

- Dentists and other health care professionals in our Western Community are engaging to fully support locating this new state-of-the-art Dental & Medical Sciences Technology Building to the LG Campus based on projected population growth & need, and many dentists have been relocating their facilities to the Western Community.

We hope that you and your Board of Trustees will fully consider our request when deciding upon the location of this remarkable facility. Please feel free to contact me for any additional information.

Sincerely,

Fred Pinto
Mayor
Village of Royal Palm Beach