

**MINUTES OF MEETING
CITY OF WESTLAKE**

A meeting of the City Council of the City of Westlake was held on Monday, June 11, 2018, at 6:30 p.m., at the Westlake Community Center, 4005 Seminole-Pratt Whitney Road, Westlake, Florida.

Present and constituting a quorum were:

Roger Manning	Mayor
Karina 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
Kisha Bellande-Francis	Charter School
John Carter	Minto PBLH

The following is a summary of the minutes and actions taken during the June 11, 2018 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.
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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 Minutes of the May 14, 2018 and May 21, 2018 Meetings

On MOTION by Councilwoman Crump seconded by Councilman Everett with all in favor the minutes of the May 14 and May 21, 2018 meetings were approved

SIXTH ORDER OF BUSINESS

Approval of Financial Statements for April 2018

On MOTION by Vice Mayor Long Robinson seconded by Councilwoman Crump with all in favor the financials for April 2018 were approved.

SEVENTH ORDER OF BUSINESS

Interlocal Agreement with Palm Beach County – Maintenance and Transfer of Persimmon Boulevard

Mr. Cassel stated staff has been working on this Interlocal Agreement for approximately a year and a half to two years with the County. This will be a City road.

On MOTION by Councilman Stanavitch seconded by Councilman Everett with all in favor the Interlocal Agreement with Palm Beach County for maintenance and transfer of Persimmon Boulevard was approved.

EIGHTH ORDER OF BUSINESS

Interlocal Agreement with Palm Beach County - Traffic Maintenance

Mr. Cassel stated this is for maintenance of traffic signals on Seminole Pratt Whitney Road from Sycamore Drive to 60th Street. The County’s standard for traffic signals is green and the City wants them to be black. The City will be responsible for maintaining the black paint and for powering them. The controller mechanisms will remain the County’s responsibility.

Ms. Booker noted it also includes Fire Station #22 and under the terms of contract it has May 31, 2018 as the effective date. For the record, the effective date will be the date of execution by both parties.

On MOTION by Councilman Everett seconded by Councilman Stanavitch with all in favor the Interlocal Agreement with Palm Beach County for traffic maintenance was approved.

NINTH ORDER OF BUSINESS

Interlocal Agreement with Palm Beach County – Decorative Art Wrap Traffic Control Signals

Mr. Cassel explained this Interlocal Agreement will allow the City to install decorative wraps on the traffic control signals with approval from the County.

On MOTION by Councilwoman Crump seconded by Councilman Everett with all in favor the Interlocal Agreement with Palm Beach County for decorative art wrap traffic control signals was approved.

SECOND ORDER OF READING

TENTH ORDER OF BUSINESS

Ordinance 2018-7, Establishing Purchasing Procedures and Guidelines for Acquiring Goods, Services and/or Construction Related Services

Ms. Booker reviewed the revisions made to Ordinance 2018-7, which include provisions for minority businesses.

Mr. Cassel read Ordinance 2018-7 by title only.

On MOTION by Councilman Stanavitch seconded by Vice Mayor Long Robinson with all in favor Ordinance 2018-7, establishing purchasing procedures and guidelines for acquiring goods, services and/or construction related services, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Bid for IT Services – Backup to be Provided Under Separate Cover

Mr. Cassel stated because the City’s operations are all contracted, in order to make multiple companies work together from a similar platform there are three options: purchase and house a server, a public cloud system or a private cloud system. Setting up a server at the City will cost approximately \$150,000 for the setup and \$40,000 to \$50,000 for yearly maintenance. A proposal from Avatara was provided for a private cloud system at a cost of \$54,000 for everything, including phone system. Several companies requested a bid packages, but only one submitted a bid.

The Council reviewed the proposal and requested revisions to the termination clause.

On MOTION by Vice Mayor Long Robinson seconded by Councilwoman Everett with all in favor the proposal from Avatara was approved pending legal review.

TWELFTH ORDER OF BUSINESS

**Housing Assistance Purchasing Program
– Update**

Ms. Booker provided an update on the HAPPY program. To date a total of nine applications have been received, reviewed and evaluated. Three have been awarded. Several applicants did not meet the requirements set forth by the Council.

THIRTEENTH ORDER OF BUSINESS

**PBSO Monthly Report – Informational
only**

This item is for informational purposes only.

FOURTEENTH ORDER OF BUSINESS

Manager’s Report

Mr. Cassel provided an update on items, which have occurred over the past year.

- The City has a completed and approved Comprehensive Master Plan.
- A total of 309 building permits have been issued.
- Permit fee revenue is approximately \$1.17 Million.
- A total of 16 homes have closed with families in them. More than 15 closings are scheduled for the month of June.
- UHC FED is moving along.
- Phase 1 of the Hammocks is almost complete. Phase 2 is being worked on.
- Preliminary information is being provided for Pod R.
- Street naming and addressing is moving forward.
- Roadway alignments for Ilex Way are being worked on.
- The Seminole Pratt Whitney Road project is expected to be completed by mid-July.
- The FPL substation is moving along well and the transmission line on the SID side is moving along.
- The rain average for 2018 is 30.9 inches, which is twice as much as the five year and 31 year average for rainfall. SID has maintained the water levels throughout the District and City.

FIFTEENTH ORDER OF BUSINESS

Attorney’s Report

Ms. Booker reported the City of Westlake has been added as a voting precinct. The precinct will continue to be Seminole Ridge High School. Residents will get voting information as they update their addresses. Staff is working on Interlocal Agreements with the Solid Waste

Authority and they will be on next month's agenda. She attended a luncheon last week held by the Central Palm Beach County Chamber of Commerce on hurricanes.

SIXTEENTH ORDER OF BUSINESS

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

The following comments were made:

- Dr. Kisha Bellande-Francis addressed the Board as a resident of Palm Beach County and veteran educator regarding her Board of Directors interest in opening a Legacy Academy of Innovation Charter School in Westlake.
- Mr. John Carter provided an update on development by Minto PBLH.

SEVENTEENTH ORDER OF BUSINESS


Council Comments

There being none, the next item followed.

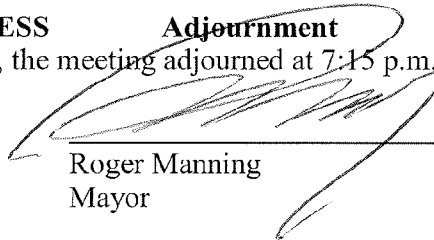
EIGHTEENTH ORDER OF BUSINESS

Adjournment

There being no further business, the meeting adjourned at 7:15 p.m.



Kenneth Cassel
City Manager



Roger Manning
Mayor