



Life's Just Better Here

**MINUTES OF THE
BUDGET REVIEW COMMITTEE
CITY OF WILTON MANORS
EMERGENCY OPERATIONS CENTER, CITY HALL
2020 WILTON DRIVE
WILTON MANORS, FLORIDA 33305
MONDAY, JULY 9, 2018 – 6:30 P.M.**

Committee Members	Attendance	Cumulative Attendance	
		P	A
Sal Torre, Chair	P	1	0
Mark Freeman, Vice Chair	P	1	0
Jon O'Connor, Secretary	P	1	0
Van Gosselin	P	1	0

City Staff

Leigh Ann Henderson, City Manager
Pamela Landi, Assistant City Manager
Bob Mays, Finance Director
Carol Conol, Assistant Finance Director
Dio Sanchez, Human Resources Director
Paul O'Connell, Chief of Police
Gary Blocker, Assistant Chief of Police
Kelly Ajo, Assistant to the Chief of Police
Frank Pilewski, Detective Sergeant, Police Department
Vincent Affanato, Administrative Manager, Police Department
Jamie Opperlee, Recording Secretary, Prototype, Inc.

1. Call to Order

Chair Torre called the meeting to order at 6:30 p.m.

2. Roll Call

Roll was called at this time, and all City Staff members present introduced themselves.

3. Election of Vice Chair to fill vacancy created by resignation of Meyer Persow

Motion made by Mr. Gosselin, seconded by Mr. O'Connor, to nominate Mark Freeman for Vice Chair. In a voice vote, Mr. Freeman was unanimously elected.

4. Approve Agendas for Upcoming Meetings

Motion made by Mr. Gosselin, seconded by Vice Chair Freeman, to approve. In a voice vote, the **motion** passed unanimously.

5. Public Comments – Limited to 3 minutes

None.

6. Introduction of Budget – City Manager

City Manager Leigh Ann Henderson stated that the proposed fiscal year (FY) budget for 2019 is \$36,640,426. The General Fund, which is the City's primary operating fund, is proposed at \$17,581,715. Summaries of each fund and variances from prior and current years are included in the members' backup materials.

The primary source of revenue for the City is ad valorem taxes, which account for 51% of the General Fund's revenues. Taxable value of the City's real estate has increased for the seventh consecutive year. The proposed FY 2019 budget reflects an increase of 7.73%, or \$494,725, over the previous year. The proposed millage rate is 5.9837 mills, which maintains the rate from the previous fiscal year. The combined operating and debt service millage rate is 6.4548 mills, which is the lowest rate since FY 2009-2010.

Ms. Henderson explained that one of the primary goals during development of the FY 2019 budget was planning for a 2018 ballot question, which has the potential to grant an additional \$25,000 in homestead tax exemption to qualifying properties beginning in FY 2020. If this is approved, its impact to the City's annual budget would be a loss of \$332,000/year. The City's strategy in FY 2019 is to continue investing in areas that would need to increase revenues, as well as curbing operational growth. Some fixed increases must be accommodated, such as budgeted pension contributions. These contributions increased by 8.8%, while closed City pension plan contributions decreased by 0.1%. The net total pension contribution increase is 3%.

The goals and objectives of the City's Strategic Plan are used in determining budget decisions. New proposals for FY 2019 are in areas such as staffing and capital/professional services. The proposed budget request for staffing includes a reduction of two part-time employees within the Parking Fund. Wages include the obligations of the Police Benevolent Association (PBA) collective bargaining agreement and the City's General Fund compensation policy. Health insurance costs are budgeted at a decrease of \$227,581 from the current fiscal year, which reflects a 13.5% decrease approved in 2018.

Major capital expenditures are detailed for each fund in the backup materials. In addition to the scheduled replacement of vehicles and computers through funds in the Capital Replacement Plan, the General Fund's proposals include improvements to Colohatchee Park, updates to the Fitness Center and Park System Master Plan, wifi

installation at Hagen Park, and physical branding and beautification efforts throughout the City.

Equipment provided for the Public Safety Department will help both the Marine Patrol and traffic enforcement. The City is working toward greater environmental resiliency, including updating of flood map projections, adoption of a Climate Action Plan, and testing of flood control devices. Major roadway improvements will be in either the construction or design phases in FY 2019. The City will invest \$1.5 million in its utility infrastructure.

Other items to be considered by the Budget Review Committee (BRC) during this week's meetings include proposals for the Professional Services account, expanding marketing and promotional efforts, implementing an Economic Development Strategic Plan, and continuing Land Use Amendment and rezoning efforts for Andrews Avenue and Oakland Park Boulevard.

Vice Chair Freeman requested additional information on the increase in the City's property values. Mr. Mays explained that the value of any residential property qualifying for homestead exemption under Florida's Save Our Homes amendment cannot increase more than the consumer price index (CPI) or 3%, whichever is lower. This year's CPI increase was 2.1%. For most other properties, this annual cap in taxable value is set at 10%. When a residential property is sold, however, the new owner pays taxes on the new value rather than on the value capped under Save Our Homes. The City receives these values from the Broward County Property Appraiser's Office. New construction also has a significant impact on taxable value.

7. Individual Department Budget Reviews

A. Human Resources Department

Human Resources Director Dio Sanchez provided the members with a handout on the Human Resources budget. He advised that this Department currently has nine City-wide vacancies: four full-time and five part-time positions. These vacancies are or will be in the Police, Finance, and Leisure Services Departments. During FY 2018, there have been 22 terminations and 28 hires, including eight summer hires.

Mr. Sanchez continued that all Human Resources line items remain the same as in previous years, including a request under Professional Services for an employee compensation classification study in FY 2019. The last such study was performed in August 2014; they are typically conducted every five years. He pointed out that the economy has changed significantly since the 2014 study.

Mr. Sanchez further explained that compression of salaries, which refers to a longer-term employee earning less than a new employee for the same job, can begin as soon

as within the first year of a job. He advised that the Human Resources Department cannot conduct a classification/compensation study on its own, as this study would include the requirements of positions as well as job titles. The study can be further complicated by small cities, where employees may perform multiple duties.

Mr. Sanchez also provided additional information on the 22 terminations from FY 2018, which include seasonal hires, voluntary and involuntary separations, and retirement. Exit interviews are conducted for all employees leaving their positions. Some employees have left to work for other agencies and better pay.

Mr. Gosselin observed that a Police Department incentive is on the Agenda of the next City Commission meeting. Mr. Sanchez stated that because this incentive would be funded through savings from vacant positions, it was not reflected in the proposed budget. If an employee leaves the City within two years of participating in the incentive program, s/he must return bonus funds to the City.

Mr. Gosselin asked if Human Resources is working to reduce operating expenditures in order to optimize salaries so the City can compete with other municipalities. Mr. Sanchez characterized this as a balance, as certain operations must be met. They consider whether or not positions can be consolidated or eliminated, and seek to create no new positions. This is done on a Department-by-Department basis, particularly when a position becomes vacant.

Chair Torre asked what kinds of changes are anticipated in health insurance costs. Mr. Sanchez replied that this is difficult to project, as the City switched carriers the previous year. The current carrier did not have a mature year, which means they will have to manually rate the City's claims. He did not expect a major increase for this reason.

B. Police Department

Chief of Police Paul O'Connell stated that the Police Department's greatest challenge is competing in the current marketplace for sworn employees. He emphasized that the Department is willing to terminate an individual if s/he is not meeting expectations during the probationary period. Only one sworn individual separated from the Department for employment with another agency.

Chief O'Connell explained that competition for sworn employees makes the incentive program discussed earlier even more important, as it provides a \$5000 signing bonus for individuals who are already certified. This saves the City a significant amount of money, as they do not have to send certified individuals to the Academy for training and certification. The program also includes a "finder's fee" for an individual within the Police Department who refers a prospective employee to Human Resources once that employee is certified.

Chief O'Connell continued that the Police Department works closely with Human Resources to hire and keep the right employees. He noted that in FY 2018, the Department issued long rifles to Officers and provided training in their use, as well as participating in active killer training on a City-wide basis.

After discussions with Mr. Mays regarding the proposed FY 2019 budget, the Police Department has reduced its budget requests. Eliminations included a third K9 unit for detection of explosives, speed trailer and speed detectors, and body-worn cameras. Chief O'Connell noted that the request for body cameras will be postponed until FY 2020. The Department is currently participating in a pilot program for three different vendors who provide these cameras, and will assess the devices and report back to the City Commission in the future.

Chair Torre noted that the backup materials state a new Information Technology (IT) employee would be needed with the addition of body cameras, and asked if the City Clerk's Office would have to expand personnel similarly to accommodate anticipated public records requests. Chief O'Connell replied that the City Clerk would likely serve as the administrator, while the individual assigned to IT would recover and/or redact camera footage.

Chief O'Connell advised that in the future, Police vehicles will be SUVs instead of sedans because the equipment carried by Officers and other personnel cannot fit easily into sedans. This has both positive and negative aspects: while SUVs will be more expensive, Officers will be more comfortable and able to accommodate their equipment. The Department plans to purchase one hybrid sedan and two SUVs in FY 2019. Assistant Police Chief Gary Blocker estimated that the cost difference between sedans and SUVs is approximately \$8000. The hybrid sedan will be a patrol vehicle.

Chair Torre asked if Officers will continue to take their vehicles home with them. Chief O'Connell replied that only two Police Departments in Broward County do not allow take-home cars, which means it can be seen as an expectation of employment. The vehicles are considered part of an Officer's work space. Officers reimburse the City for a portion of their regular mileage to work.

Mr. Gosselin requested clarification of the City's Police Officer-to-resident ratio. Chief O'Connell estimated that the City is at or above the per capita average, which is between 2.5 and 3 Officers. He felt the Department's budget allows them to perform their duties as long as they are fully staffed. The City's 2017 crime rate was lower than the previous two years.

Chair Torre addressed personal benefits, which are budgeted to remain the same in FY 2019 while wages are set to increase. Mr. Mays advised that this is due in part to the reduction in health insurance. The Fort Lauderdale Police Department will also charge the City for special operational assistance in the future.

Mr. Gosselin requested clarification as to why traffic enforcement overtime is listed as a separate expense. Assistant Chief Blocker explained that traffic overtime funds are dedicated to operations that address driving under the influence (DUI) or aggressive driving. The City also sends Officers to other nearby cities for DUI roadblock operations. This is reciprocated when the City performs similar operations. Vice Chair Freeman recommended that the Department consider a way to statistically measure the success of these operations.

Mr. Gosselin asked why the Department's operational expenses, including training and education, seem to be increasing rapidly over time. Mr. Mays explained that there has been a significant increase in fuel expenses. Assistant Chief Blocker added that when the economy was still in recovery, some training came at no or low cost; since the economy has improved, prices have begun to increase.

Mr. O'Connor noted that the Department uses more overtime due to vacancies, and asked if there are sufficient funds in the overtime budget for FY 2019. Chief O'Connell replied that if the Department can fill its vacancies, it expects to meet this budget. He added that training costs approximately \$4000 in addition to a cadet's salary; once the cadet is state-certified, s/he automatically receives a sworn Officer's salary. Individuals who come to the Department with experience can be hired at a higher salary.

8. General Discussion

None.

9. Adjournment

As there was no further business to come before the Committee at this time, the meeting was adjourned at 7:33 p.m.

[Minutes prepared by K. McGuire, Prototype, Inc.]

Minutes approved by the Committee at their meeting of August 21, 2018.