



Life's Just Better Here

**MINUTES OF THE
BUDGET REVIEW COMMITTEE
CITY OF WILTON MANORS
CITY COMMISSION CHAMBERS, CITY HALL
2020 WILTON DRIVE
WILTON MANORS, FLORIDA 33305
MONDAY, JULY 16, 2018 – 6:30 P.M.**

Committee Members	Attendance	P	A
Sal Torre, Chair	P	4	0
Mark Freeman, Vice Chair	P	4	0
Jon O'Connor, Secretary	P	4	0
Van Gosselin	P	4	0

City Staff

Leigh Ann Henderson, City Manager
Pamela Landi, Assistant City Manager
Bob Mays, Finance Director
Carol Conol, Assistant Finance Director
Patrick Cann, Leisure Services Director
Brigitte Chiappetta, 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.

3. Public Comments – Limited to 3 Minutes

None.

4. Unfinished Business

None.

5. General Discussion

Vice Chair Freeman asked if the City has a goal or mission statement that applies to each Department. City Manager Leigh Ann Henderson advised that most individual Departments have their own mission statements; in addition, they focus closely on organizational values. Vice Chair Freeman proposed that a mission statement be included in the introduction of the Committee's report, emphasizing that the City wants the best people to work and live here.

Chair Torre suggested that an introduction to the Committee report could highlight the benefits of working in Wilton Manors, which include a four-day work week, the benefits package itself, and other aspects. Vice Chair Freeman explained that the entirety of the report could relate to this introduction.

The Committee moved on to address specific budgetary goals, with Chair Torre expressing concern for the proposed homestead exemption and leveling-off of property values. It was clarified that the City did not wish to change its millage rate in response to the flattening of property values at this time, although an increase in ad valorem taxes is likely in the future due to the homestead exemption ballot issue.

The members discussed ongoing plans for the City, including the streetscape portion of the Wilton Drive project, which may carry substantial costs. Assistant City Manager Pamela Landi noted that the roadway portion of this project, for which the City is not responsible, is expected to cost in excess of \$3.5 million. The City will be responsible for the installation of street furniture, landscaping, public art, and other features to enhance the sense of place.

Chair Torre asked if any funding will be available for the streetscape portion of the project from outside the City's budget. Ms. Henderson replied that there are a few potential sources, including tree mitigation funds from Broward County: if a tree canopy is removed and not replaced by other trees, developers are asked to pay into this County trust fund. The City has indicated to the County that they would like to use a portion of their funds toward trees on Wilton Drive. There is also the potential for funding from other highway beautification grant sources.

Mr. Gosselin asked if costs budgeted to Parks and Recreation were likely to increase to reflect the responsibility of maintaining the streetscape portion of the Wilton Drive project. It was confirmed that this may potentially happen when the streetscape is completed. Ms. Henderson added that sponsored garbage and recycling bins on Wilton Drive may also be affected by the streetscape project, as the City may wish to provide a single design for these elements.

The Committee agreed by consensus to suggest to the City Commission that any funds cut from the budget be earmarked and placed in a special savings account to go toward the Wilton Manors streetscape fund.

Chair Torre moved on to the City's need for resiliency in response to climate change other emergencies, such as Hurricane Irma. He asked if funds are allocated for an emergency response. Mr. Gosselin recalled that there are enough generators to power 50% of the City's systems at any given time. Vice Chair Freeman asked if there is interest in allocating more resources to meet these needs.

Ms. Henderson pointed out that the Emergency Management/Utilities Department does a good job in leasing generators; however, this plan has not been tested. She continued that the larger the storm, the more outside resources would be brought to bear, but noted that one challenge is providing solar and charging stations so residents can charge devices that require wifi connectivity. Chair Torre emphasized the importance of providing cooling stations for residents as well, although it was noted that this would require a power connection and could not be accomplished in the early stages of a response.

The Committee addressed wage increases, which are increasing by 2.1% for general employees in addition to merit-based increases. Members of the Police Benevolent Association (PBA) are expected to receive a 1% Cost of Living Adjustment (COLA), with a total benefits package increase of roughly 6%. Mr. Gosselin acknowledged the disparity between compensation for different groups of employees.

Finance Director Bob Mays stated that one goal the Committee raised for the Finance Department in the past is the development of a compensation policy. This policy was created prior to the fiscal year (FY) 2018 budget. The 2.1% pay increase is a result of this policy.

Vice Chair Freeman commented that although the policy uses methodology that the Committee would recommend, he felt the increase is high, and suggested that all increases be determined using merit-based methodology. Mr. Gosselin pointed out that merit pay can be very subjective, and that perhaps more stringent criteria be applied to merit-based increases. It was determined that the Committee would indicate to the City Commission that while they agree with the methodology used to calculate the general employees' increase, they found the increase to be somewhat high.

Chair Torre asked when the City Commission last received a wage increase. Mr. Mays recalled that this was three to four years ago. These wages are not tied to any specific performance measurements. The Commissioners also receive a \$100/month stipend. The City Commissioners' salaries are \$9750/year, with the Mayor receiving \$11,250/year. This pay has little impact on the City's budget.

Ms. Henderson advised that it can place the Commission in a difficult position if they are asked to approve their own wage increase. It was determined that no action or recommendation regarding Commission wages would be made at this time.

Chair Torre moved on to Leisure Services facilities, recalling that the Committee had discussed construction of a larger gym to better use existing facilities and expand into new uses as well. Vice Chair Freeman pointed out that this expansion would help increase the number of events planned in City facilities as well.

Mr. Gosselin asked if expanding the use of facilities would displace existing uses. Chair Torre stated it was his opinion that other City facilities had sufficient room to absorb any displaced activities. Vice Chair Freeman asserted that he would like to see the City's facilities in greater demand, particularly on weekends.

Leisure Services Director Patrick Cann observed that Island City Park facility currently has high use: it has been converted into a Fitness Center, and hosts events such as Jazzercise classes. Chair Torre asked if the facility would still have room for these classes if it were converted into a full gym. Mr. Cann noted that other meetings and programs are also held in the building, and pointed out that a sole-source Fitness Center with a great deal more equipment would have trouble accommodating multiple uses.

Vice Chair Freeman suggested that more analysis be conducted on how the use of facilities could be changed or expanded. Mr. Gosselin added that there was also discussion of providing space for programs aimed at teenagers.

Chair Torre continued that he felt the City should move away from reliance on outsourced studies from consultants to support policy changes and issues. He felt this information was available as a matter of public record, and that Staff could make educated decisions without spending the money for a study. He cited the Parks System Master Plan as an example, stating that the City conducts an annual survey of residents to determine how their interests and needs could be met.

Mr. O'Connor agreed with Chair Torre's assessment, particularly with regard to a proposed salary survey, as he did not believe conditions have changed significantly over the last four years. Mr. Gosselin noted that he felt Staff is capable of bringing changes forward on their own without a study, and that there is too much redundancy in contracting out for a study.

Ms. Henderson advised that outside studies can help provide legitimacy when a report is presented to employees or the community. This can remove the perception of subjectivity. Mr. Gosselin asserted that his main concern was primarily for the frequency or quantity of studies.

Mr. Cann stated that the City's Comprehensive Plan provides overall direction regarding the creation and updating of the Parks System Master Plan. It also provides guidance for long-term planning, how to use resources, and programming and prioritization. A significant portion of the work on this study would be conducted by City Staff, including surveys and focus groups. Retaining an outside consultant for a Master Plan creates greater transparency and removes some of the more time-consuming aspects of the process from Staff.

Mr. O'Connor recalled the Committee's discussion at a previous meeting of converting the City's tennis courts from asphalt to clay. Chair Torre noted that the funds committed to this project might be better spent elsewhere. It was clarified that the Leisure Services Department is not supportive of this proposition, and that it could ultimately lead to more expensive long-term maintenance.

Chair Torre continued that converting the courts to clay in order to potentially host more tournaments could displace residents who wished to use the facilities. Mr. Cann commented that the Parks System Master Plan refers to the creation of additional clay tennis courts. He felt it would be more prudent to add two new clay courts than to convert existing court surfaces from asphalt to clay, although this would mean the acquisition of more land.

Chair Torre concluded that the Committee's report should be prepared in advance of the Thursday, July 26, 2018 City Commission meeting, which means it must be complete and submitted for inclusion on the agenda by Wednesday, July 25.

6. Adjournment

There being no further business to come before the Committee at this time, the meeting was adjourned at 7:40 p.m.

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

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