

City of  
Wilton Manors, Florida  
**Adopted Operating and  
Capital Budget**  
Fiscal Year 2015-2016

Prepared by the Finance Department



**Mickel Park**  
**Construction in Progress**

**CITY OF WILTON MANORS**  
**OPERATING AND CAPITAL BUDGET**  
**FISCAL YEAR 2015-2016**



**CITY COMMISSION**

Gary Resnick, Mayor  
Scott Newton, Vice-Mayor  
Julie Carson, Commissioner  
Tom Green, Commissioner  
Justin Flippen, Commissioner

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**CITY MANAGER**

Joseph Gallegos

**ASSISTANT CITY MANAGER**

Leigh Ann Henderson

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**DEPARTMENT DIRECTORS**

Kerry Ezrol, City Attorney  
Kathryn Sims, City Clerk  
Bob Mays, Finance Director  
Dio Sanchez, Human Resources Director  
Paul O'Connell, Police Chief  
Roberta Moore, Community Development Services Director  
Patrick Cann, Leisure Services Director  
David Archacki, Emergency Management/Utilities Director





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilton Manors  
Florida**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Wilton Manors, Florida for its annual budget for the fiscal year beginning October 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meet program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The award is valid for a period of one year only. The City administration believes the current budget continues to conform to program requirements, and is submitting it to GFOA to determine its eligibility for another award.

**CITY OF WILTON MANORS  
OPERATING AND CAPITAL BUDGET  
FISCAL YEAR 2015-2016**

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CITY OF WILTON MANORS

"THE ISLAND CITY"

**Date:** June 12, 2015  
**To:** Mayor and City Commission  
**From:** Joseph L. Gallegos, City Manager  
**RE:** Submittal of Fiscal Year 2015-2016 Budget

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Enclosed you will find your individual City Commission Budget binders, submitting the proposed budget for Fiscal Year 2015-2016. The Commission's first advertised budget workshop with the Budget Review Committee is scheduled for Tuesday, July 14 at 6:00 pm. The two advertised budget workshops with the City staff have been scheduled for Wednesday, July 29 and Tuesday, August 11, both at 6:30 pm. All workshops and hearings will be held in the Commission Chambers in City Hall.

In similar manner as the prior fiscal year, your budget book includes the newly updated section on the following pages that provides "Budget Highlights". This section has been prepared to assist you in easily identifying the changes proposed in the submitted budget in the following areas: personnel; major capital items; operating, and revenues. The format of this year's proposed budget has been updated to include more information on departmental accomplishments, goals and objectives, and capital requests.

In addition, the revenues section includes details on the ad valorem rates for the current year (FY 15) and the proposed rates for the upcoming fiscal year (FY 16).

The Commission's two budget hearings with the public are scheduled for Friday, September 11 and Monday, September 21, both at 6:30 pm. As you review the proposed budget prior to the scheduled workshops and throughout the next few weeks, should you have any questions at all, please contact me or Assistant City Manager Leigh Ann Henderson. We will be happy to answer your questions at any time either by phone, e-mail or to set up an appointment to meet with you individually or jointly with the City's Finance Director and Departmental staff.

Joseph L. Gallegos,  
City Manager



## **BUDGET HIGHLIGHTS FISCAL YEAR 2015-2016 BUDGET**

### **Significant Factors Affecting Budget Preparation**

#### *GENERAL FUND BUDGET*

After several years of decline due to the economic recession, the taxable value of the City's real estate has continued its recovery, increasing again for the fourth consecutive year. The City's Adjusted Taxable Value at July 1, 2015 is \$1,098,818,360 or an increase of 8.60% over last year, although the new value is still well below the pre-recession value of \$1,268,127,597. The City's increase in taxable value is the fourth highest in Broward County this year. This increase in property values brings in additional revenue to the General Fund of \$523,827 at the FY15 operating millage rate of 6.0683.

However, counterbalancing this increased revenue are combined increases in health insurance, auto and general liability insurance, pension costs, contracted compensation for members of the Police Benevolent Association bargaining unit, additional debt service due to the Mickel Park loan that was secured in FY15, and other costs totaling approximately \$650,000.

With these factors in mind, management was faced with the challenge of bringing into balance the staff-requested General Fund budget (the "wish list" budget) of \$18.6 million, which would have been an increase of more than \$2 million over the FY14-15 adopted General Fund budget. The resulting adopted FY15-16 General Fund budget of \$16,420,204 is a reduction of \$227,446 or 1.4% from FY15. The adopted budget keeps the operating millage rate at 6.0683, the same as in FY15, although the total combined millage rate (including debt service millage) decreases 0.0461 mills to 6.6764.

Included in this budget are funding for several strategic plan initiatives to prepare a citywide economic development strategic plan, adopt a complete streets policy, implement the commercial corridor studies, develop a city-wide security plan and complete the comprehensive plan evaluation and appraisal report.

#### *PERSONNEL*

The City's Human Resources Department strives to maintain competitiveness in employee recruitment and retention. A full compensation and classification study had not been performed by the City since 2003. In March 2014, the Human Resources Department partnered with an outside consultant to

conduct a compensation and classification study for the City. The study utilized information from employee position questionnaires and data collected from local and national databases, as well as direct compensation information collected from the City’s geographic and workforce competitors. Analysis of the information resulted in the consultant’s recommendation of new minimum, midpoint, and maximum pay ranges for each non-PBA position within the City. The study adopted a new classification system for employees and established new pay ranges and hiring pay practices for new and existing positions.

Additionally the new employee classification system recommended by the consultant had the effect of reducing the City’s previous pay grade order from 28 pay ranges to 13 pay ranges. The simplification of the pay grade order allows for more accuracy and equity when considering newly created positions and when comparing one type of position with another. Four employee classifications were recommended by the consultant, which have been implemented by the City: Leader, Professional, Technical, and Associate. Each classification comprises different levels which facilitates comprehension of career progression and task differentiation. The consultant recommended implementation of hiring ranges and practices that allow for consideration of previous experience and knowledge so that issues of labor market competition and internal pay compression can be addressed proactively. A table showing the new job classifications can be seen in Section X of this budget.

*NUMBER OF POSITIONS*

The Requested Budget from staff (the “wish list” budget) included requests for 10.38 new positions (9.075 FTEs). This adopted budget, however, includes the addition of only 5 new positions: two (2) Police Officers in the Police Department, a Planner and a Permit Technician in the Community Development Services Department and a Park Ranger in the Leisure Services Department. Total new FTEs added are 3.75. One police officer position is budgeted to begin on January 1, 2016, and is therefore equivalent to 0.75 FTE in the table below. A staffing summary for all funds can be found on page 32.

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalentents	Number of Positions	Full Time Equivalentents
Full Time Positions	100.00	99.70	104.00	103.45
Part Time Positions	47.00	26.78	47.00	26.78
<b>TOTALS</b>	<b>147.00</b>	<b>126.48</b>	<b>151.00</b>	<b>130.23</b>

*WAGE ADJUSTMENTS*

The City entered into a three-year contract with the Broward County Police Benevolent Association (PBA) which represents approximately 38 sworn and non-sworn Police Department employees. This contract began on October 1, 2014 (FY14-15) and will expire at the end of FY16-17. Among other

provisions, the contract calls for pay increases of 3% in each year of the contract, with potential merit increases of 0% - 4% each year. Bargaining Unit employees are also eligible to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time each year of the contract.

In order to come close to parity in compensation for all City employees, this adopted budget also includes for General Employees (non-PBA) a 3% pay increase, 0% - 3% merit pay, and the ability to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time this fiscal year.

Compensation for the City Manager is determined by contract.

#### *LIFE AND HEALTH INSURANCE COSTS*

In January 2008 the City implemented an insurance opt-out program for all full time employees participating in the City’s health insurance. As an incentive for employees to decline coverage and reduce the City’s expenses for health insurance, the City provides employees with the option of receiving \$100 per month if they have insurance coverage under another medical plan. This program is limited to a maximum of fourteen (14) participants citywide.

In 2010 the City made available to all employees a lower-cost High Deductible Health Plan (HDHP). This plan was introduced as an alternative to traditional HMO and POS plans and gained wide acceptance among employees. In FY13-14 the old HMO and POS plans were eliminated and now all employees electing health insurance coverage are enrolled in an HDHP.

Premiums for health, life, dental, and disability insurance are set on a calendar year basis. The budget, therefore, includes premiums at the current calendar year rate for the first three months of FY15-16, and premiums at the projected rate of increase for the last nine months of the fiscal year.

Actual premiums for the coming calendar year are not known until several months after the budget is adopted. Fortunately, actual 2015 calendar year health insurance premiums were lower than the amount budgeted. For the FY16 adopted budget, health insurance premium increases of 7% are anticipated. No premium increases are being budgeted for FY15-16 for dental or life insurance. Because of all of these factors, the FY15-16 budget for health, dental, and life insurance is \$1,222,817, a decrease of \$44,168, or -3.5% from FY14-15.

#### *PENSION CONTRIBUTION COSTS*

The City Commission approved participation in the Florida Retirement System (FRS) during Fiscal Year 2006-07. At that time the City’s defined benefit (DB) pension plan was closed to new members. All new employees must participate in the FRS plan and existing employees were given the option of remaining in the City’s pension plan or participating in the FRS Plan, with the City paying for five years of past service.

Rates for the FRS plan are set by the state legislature. Based on the latest information available from the legislature, the FY15-16 budget is assuming FRS rate increases resulting in a 12% increase in City contributions.

*FIRE AND EMERGENCY MEDICAL SERVICES*

Since June 2000 the City of Wilton Manors has contracted with the City of Fort Lauderdale (CFL) to provide Fire and Emergency Medical Services (EMS). In 2010 this contract was renewed for an additional 5-year term which expires on September 30, 2015. After exploring and rejecting alternatives to the partnership with Fort Lauderdale, City staff negotiated a 5-year renewal of the Fire-EMS contract.

The terms of the newly-negotiated contract include provisions for annual increases based on the CPI, with each year's increase limited to no more than 1.25 times the previous year's increase. After the first year of the contract, this arrangement is expected to moderate future increases in contract payments below the level of increases experienced in the current contract. For the first time since 2010, the new contract will give back to Wilton Manors a share of EMS revenues. Because of this feature, and since EMS costs are accounted for solely in the General Fund, there will be an expected savings in FY16 to the General Fund of \$183,060.

While the General Fund accounts for the EMS portion of the CFL contract, the fire portion of the contract expenditures are accounted for in the City's Fire Assessment Fund. The increased contract cost to the fire fund for FY16 is anticipated to be \$355,272. The principal source of revenue for this fund is the City's Fire Assessment Fee. These fees are calculated based on expenditures for the fire portion only of the CFL contract and on the City's other fire-related expenditures.

The Fire Assessment Fees are budgeted to increase in FY16 for single family homeowners from \$169.80 to \$195.54, or \$25.74, due to the anticipated increase in total operational costs. The total Fire Assessment of \$1,982,590 is allocated proportionately to the various types of users within the City based on the total number of response calls associated with each respective property use designation. The last assessment allocation study was conducted by an outside consulting firm during the summer of 2011, and a new study is due to be completed in the summer of 2015.

Below is a table that compares the adopted FY15-16 Fire Assessment Fees to those of last fiscal year.

*Adopted Fire Assessment Fees*

Wilton Manors Assessment Rates by Property Use Category	This Year FY15-16	Last Year FY14-15	\$ Change	% Change
Residential	\$195.54	\$169.90	\$25.64	15.1%
Commercial	\$26.45	\$25.45	\$1.00	3.9%
Industrial/Warehouse	\$7.34	\$2.55	\$4.79	187.8%
Institutional	\$20.37	\$18.47	\$1.90	10.3%
Government	\$53.77	\$21.22	\$32.55	153.4%
Nursing Home	\$68.44	\$67.77	\$0.67	1.0%

*UTILITY USER FEES*

Changes to the Water and Sewer user fees depend upon the actions of two independent governments – the City of Fort Lauderdale (CFL) and the South Florida Water Management District (SFWMD). The City of Wilton Manors contracts with CFL for water purchases and sewer treatment. CFL’s rates are determined by their City Commission. In addition, the SFWMD issues water-use restrictions in phases depending on the severity of drought conditions.

CFL has instituted additional drought-rate surcharges intended to limit water consumption during SFWMD-issued drought phases. These drought surcharges, which increase according to the severity of drought conditions, are added to their base water rates and are passed through directly to all customers, thereby increasing the rates that the City of Wilton Manors pays for water purchases from CFL. Listed below is the current schedule of drought-rate surcharges charged by CFL.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Phase 4</u>
Water Rates	( ** )	( ** )	17%	31%

( \*\* ) Included in rates

For Fiscal Year 15-16, at the publication date of the budget, it was anticipated that CFL would increase rates for both water and sewer by 5%. Pursuant to this, rate increases of 5% for both sewer treatment and water usage have been passed through to consumers in this adopted budget.

A rate increase of 5% has been adopted for the Drainage Utility Fund (Stormwater) for FY15-16.

*CAPITAL EXPENDITURES*

In FY15-16 the City continues its Capital Replacement Plan which is designed to fund the scheduled replacement of vehicles, equipment, and selected infrastructure. Capital expenditures by fund are shown in the table below.

### Capital Summary By Fund

Fund	Adopted FY15-16	Adopted FY14-15	\$ Change	% Change	Fund as % of Budget
General Fund	\$665,247	\$2,227,265	(\$1,562,018)	-70.1%	17.6%
Recycling Fund	6,200	7,700	(\$1,500)	-19.5%	0.2%
Fire Rescue Assessment Fund	31,300	57,500	(\$26,200)	-45.6%	0.8%
Road Improvement Fund	151,625	214,625	(\$63,000)	-29.4%	4.0%
Miscellaneous Grants Fund	80,333	190,375	(\$110,042)	-57.8%	2.1%
Federal Police Forfeiture Fund	0	25,000	(\$25,000)	-100.0%	0.0%
Police Training & Education Fund	0	0	\$0	0.0%	0.0%
State Police Forfeiture Fund	0	0	\$0	0.0%	0.0%
Water and Sewer Utilities Fund	1,869,200	1,408,932	\$460,268	32.7%	49.2%
Parking Fund	325,500	310,000	\$15,500	5.0%	8.6%
Drainage Utility Fund	88,000	155,000	(\$67,000)	-43.2%	2.3%
Jenada Fund	10,000	10,000	\$0	0.0%	0.3%
Contributions to Capital Replacement Plan, All Funds	574,850	309,000	\$265,850	86.0%	15.1%
	<b>\$3,802,255</b>	<b>\$4,915,397</b>	<b>(\$1,113,142)</b>	<b>-22.6%</b>	<b>100%</b>

The large drop in capital spending in the General Fund for FY15-16 is due to the completion of the Mickel Park repurposing project which was a significant addition to the General Fund budget last fiscal year, FY14-15. In FY15-16 the Water and Sewer Utilities Fund continues to finance capital projects on a pay-as-you-go basis without incurring additional debt. This will ensure both the maintenance of the utility's infrastructure and the stability of the fund moving into the future. The increase in capital spending in this fund is due to accelerating the completion of the conversion of City water meters to encoded meters.

#### Funding of Capital Replacement Plan

General Fund	\$425,000
Recycling Fund	1,850
Fire Assessment Fund	8,000
Road Improvement Fund	14,000
Water and Sewer Utilities Fund	63,000
Parking Fund	27,000
Drainage Fund	36,000
	<u>\$574,850</u>

**Major Capital Expenditures (in excess of \$10,000)**

General Fund	
Replace 10 Police vehicles	\$316,435
Purchase 8 Police radios	48,000
Replace Police laptops	16,625
New Library Books	30,000
Replace 1 Leisure Services vehicle	28,000
Parks roof and A/C replacements	33,000
Colohatchee Park boardwalk reinforcement	28,665
Richardson Carriage House upgrades	69,630
Woman's Club renovations	18,500
Phase 1 of City Parks Wifi	10,000
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	\$598,855
Fire Assessment Fund	
Upgrade phone system and cables	\$14,000
Replace bunker gear dryer	12,000
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	\$26,000
Road Improvement Fund	
Citywide sidewalk upgrades	\$30,000
Contribution to City match for Dixie Highway upgrade	86,625
Asphalt overlay	30,000
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	\$146,625
Miscellaneous Grants Fund	
ICPP basketball court and pavilion upgrades	\$66,333
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	\$66,333
Water and Sewer Utilities Fund	
Sewer pipe sliplining	\$100,000
Lift Station #3 force main replacement	370,000
Lift Station #6 rehabilitation	450,000
Fire hydrant replacements	10,000
Complete conversion to encoded water meters	800,000
Generator connection at municipal complex	25,000
Mobile diesel fueling trailer	10,000
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	\$1,765,000
Parking Fund	
Replace 4 parking paystations	\$15,500
Replace 68 single-space parking meters	34,000
Contribution toward land purchase of parking lot	275,000
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	\$324,500
Drainage Utility Fund	
Drainage system upgrades	\$65,000
	<hr/>
	\$65,000
Jenada Fund	
Replace gate controller if necessary	\$10,000
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	\$10,000
	<hr/>
Major capital purchases, all funds	<u><u>\$3,002,313</u></u>

## 2015-2016 Budget Priorities/Goals

### **Strategic Plan**

Wilton Manors is in the final stages of adopting the 2020 Strategic Plan, a five-year plan that will guide future policy development, budgeting and management decisions toward the accomplishment of defined goals and objectives.

An important part of the process in developing the Plan was ensuring community participation. Focus group meetings with the City Commission, members of boards and advisory committees, and members of the business community were held and participants were asked to assess and discuss the strengths, weaknesses, opportunities, and challenges of the City. A city-wide resident survey was conducted and requested residents to:

- assess their level of satisfaction with staff and city services;
- examine perceptions about quality of life and standard of living
- measure priorities; and
- assess critical issues.

Through the information collected, the focus areas of the Plan were developed. Multiple planning sessions with City department leaders were conducted to develop the vision and mission statements, goals, objectives, and strategies for each of the Plan's four priority areas:

- Proactive Public Safety
- Sound Governance
- Strategic Growth and Redevelopment
- Innovating and Adapting for the Future

The final component of the Plan is defining the performance measurements that will allow for tracking progress toward the accomplishment of the goals.

Ultimately, the Strategic Plan will provide the necessary foundation for proactive planning and policy making, guiding our City in a unified direction. While the Plan is not yet finalized, the Fiscal Year 2015-16 is the first budget developed using the 2020 Strategic Plan's priorities as a guide. Future budgets will continue to align with and reflect the Plan.

The following represents the pre-established priorities and goals that guided the preparation of the 2015-2016 Budget Plan. These priorities and goals were identified as a result of inputs from department directors, Goals and Objective Workshop with the City Commission, recommendations from the Budget Review Committee and from other city advisory boards, and inputs from the public:

- Maintain current service levels and services;
- Prepare a citywide economic development strategic plan;
- Adopt a complete streets policy;
- Implement the commercial corridor studies;
- Develop a citywide security plan;
- Complete the comprehensive plan evaluation and appraisal report;
- Continue to invest in technology to improve productivity and lower cost of providing services;

- Strengthen the City's police force by adding two (2) full-time police officers and continuing to fund police training;
- Improve quality of life of residents by providing quality leisure services, adding one (1) full-time Park Ranger;
- Maintain and improve the water and sewer system by implementing Phase 2 and 3 of encoded water meter system; and
- Construct a new parking lot at the north end of Wilton Drive.

**Summary of All Budgetary Funds**

The total budget for FY2015-2016 for all funds is \$31,288,363. Personnel and Operating Expenditures total \$22,437,033, while Capital Outlays total \$3,802,255, and Debt Service total \$2,236,925.

**Summary By Fund**

Fund	Adopted 2014/15	Adopted 2015/16	% of 2015-16 Budget
General Fund	\$16,647,650	\$16,420,204	52.48%
Recycling fund	526,528	547,284	1.75%
Fire Rescue Assessment Fund	1,876,494	2,224,068	7.11%
Road Improvement	318,400	263,103	0.84%
Miscellaneous Grants	245,035	226,635	0.72%
Federal Police Forfeiture Fund	65,175	41,000	0.13%
Police Training & Education Fund	3,775	4,000	0.01%
State Police Forfeiture Fund	11,000	14,000	0.04%
Jenada Fund	18,162	18,162	0.06%
Utilities Fund	8,932,028	10,099,086	32.28%
Parking Fund	871,433	953,850	3.05%
Drainage Fund	463,895	476,983	1.52%
	<b>\$29,979,575</b>	<b>\$31,288,363</b>	<b>100%</b>

**Summary by Category**

Category	Adopted 2014/15	Adopted 2015/16	% of 2015-16 Budget
Personnel Wages	\$7,226,996	\$7,676,684	24.54%
Personnel Benefits	4,367,473	4,545,354	14.53%
Operating Expenditures	9,281,234	10,214,995	32.65%
Capital Expenditures	4,606,397	3,802,255	12.15%
Debt Service	2,181,995	2,236,925	7.15%
Depreciation	399,700	896,370	2.86%
Transfers	1,915,780	1,915,780	6.12%
	<b>\$29,979,575</b>	<b>\$31,288,363</b>	<b>100%</b>

## Governmental Funds

### General Fund

The General Fund is used to account for resources and expenditures that are available for the City's general operations.

### Revenues

The revenues available for allocation in the 2015-16 fiscal year General Fund Budget, including inter-fund transfers, are estimated to be \$16,420,204. This is a decrease of \$227,446 or 1.40% compared to last year.

Ad-valorem and Other Locally Levied Taxes – The City's adjusted taxable value as reported by the County Property Appraiser as of July 1, 2015 is \$1,098,818,360. This amount is 8.60% over last year. The ad valorem millage levy for fiscal year 2015-16 is recommended to be 6.0683, which is the same as last year. The budget includes \$1,577,700 utility taxes and \$585,000 communications service taxes.

Permits, Fees and Special Assessments – The amount for this revenue category is projected to be \$1,477,115. The budget includes \$802,200 from Florida Power and Light franchise fees and \$500,000 in building permits.

Shared Revenues and Grants – Total revenues for this category are projected to be \$1,368,865. The budget includes \$857,165 of ½ cent sales tax and \$436,900 state revenue sharing.

Charges for Services – Revenues relating to charges for services are estimated to be \$455,450. The budget includes \$272,000 from after school and summer camp programs and \$62,000 from lien search fees.

Fines and Forfeitures – Total revenues projected for FY2015/16 is \$185,050. Revenues from county court fines are included in this category.

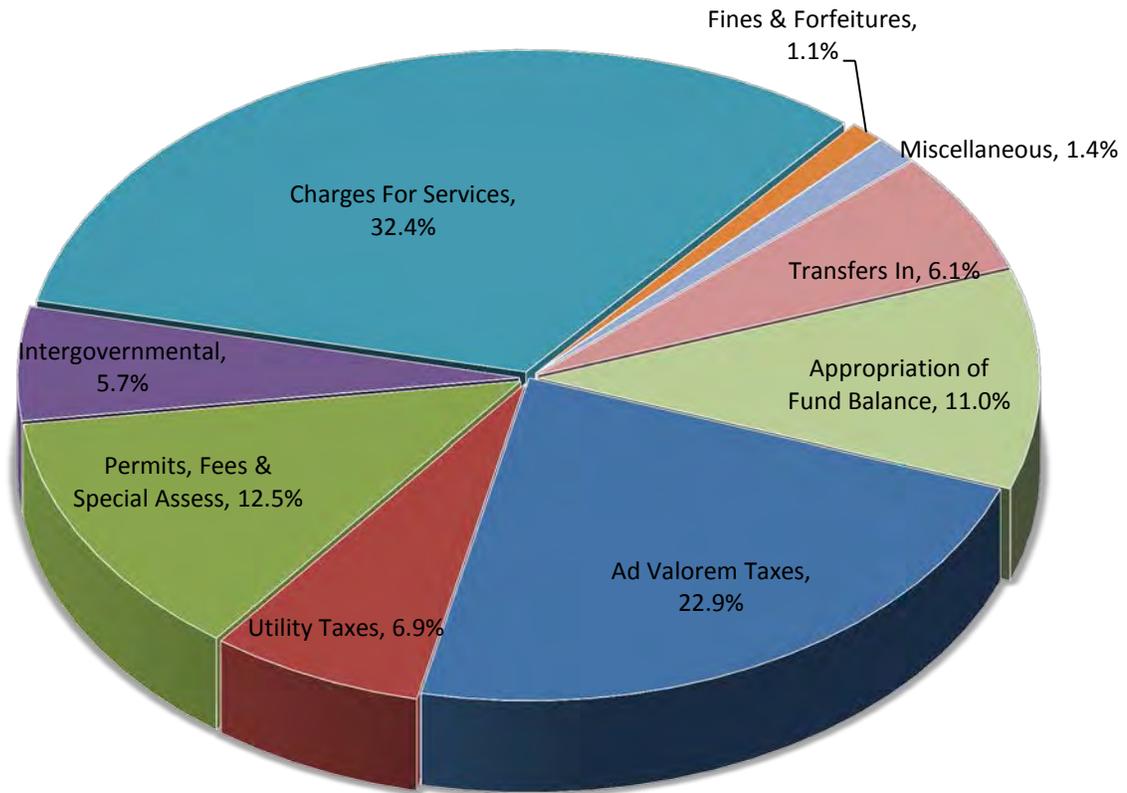
Miscellaneous Revenues – Revenues under this category is projected to be \$342,225. The budget includes \$95,000 anticipated rebate related to the City's purchasing card.

Debt Proceeds – there is no amount budgeted from debt proceeds for FY2015-16. Last year \$744,200 was budgeted to fund portion of the Mickel Field repurposing.

Fund Balance – This represents designated amount of funds accumulated in reserves. The amount utilized from the Fund Balance is \$1,376,918.

Inter-fund Transfer – This represents transfer from other funds to the General Fund.

**Revenues by Source – General Fund**



**Expenditures**

The estimated 2015-2016 General Fund expenditures contained within this budget total is \$16,420,204 and are balanced with the projected revenues. Total expenditures are \$227,446 or 1.40% less than the 2014-2015 fiscal year amount.

Summary of Expenditures by Category				
General Fund				
	Adopted 2014/15	Adopted 2015/16	Increase (Decrease)	% Change
Personnel Wages	\$6,422,731	\$6,835,947	\$413,216	6.43%
Personnel Benefits	4,014,200	4,100,991	86,791	2.16%
Total Wages & Benefits	10,436,931	10,936,938	500,007	4.79%
Operating Expenditures	3,190,659	3,526,120	335,461	10.51%
Capital Expenditures	2,227,265	1,090,247	(1,137,018)	-51.05%
Debt Service	767,795	841,899	74,104	9.65%
Transfers	25,000	25,000	-	-
Total	\$16,647,650	\$16,420,204	227,446	1.40%

**Personnel Services**

Personnel Services increased by \$500,007 or 4.79% compared to the prior year. The three-year contract with the Broward County Police Benevolent Association (PBA) which represents approximately 38 sworn and non-sworn Police Department employees, which began on October 1, 2014 (FY14-15) and will

expire at the end of FY16-17, calls for pay increases of 3% in each year of the contract, with potential merit increases of 0% - 4% each year. Bargaining Unit employees are also eligible to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time each year of the contract.

In order to come close to parity in compensation for all City employees, this adopted budget also includes for General Employees (non-PBA) a 3% pay increase, 0% - 3% merit pay, and the ability to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time this fiscal year.

Compensation for the City Manager is determined by contract.

The expenditures for general employees have been budgeted to reflect a 3% pay increase, merit pay increase of 0%-3% and the ability to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time this fiscal year.

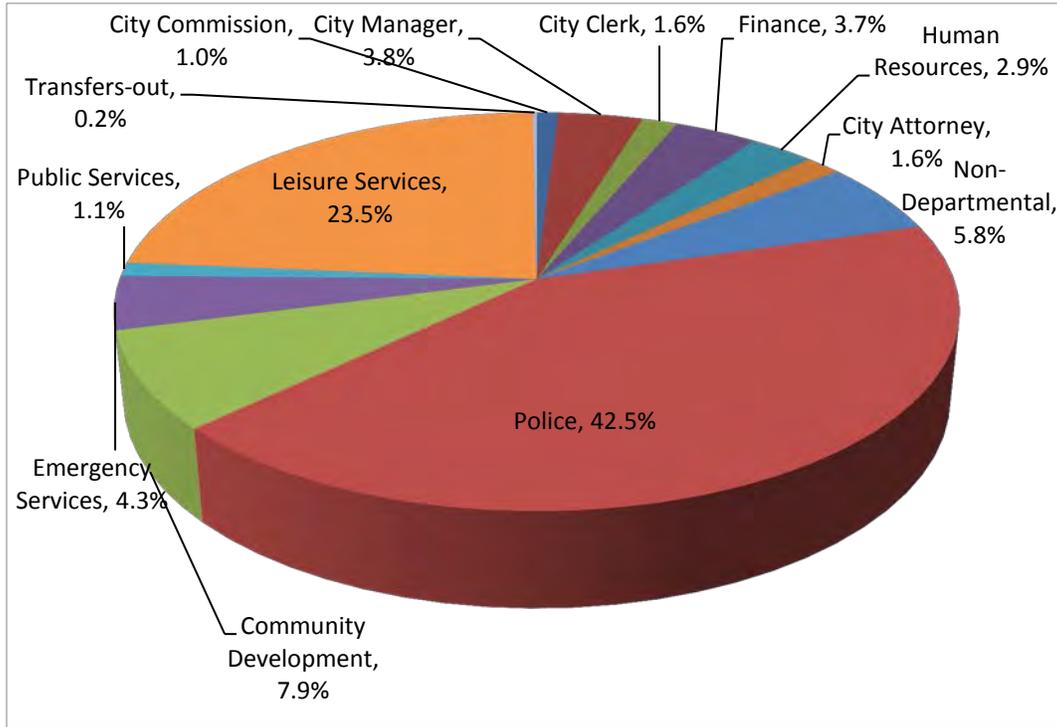
The total budgeted positions, stated in full time equivalents or FTEs, are 115.78 or an increase of 1.9 FTE compared to the prior year. The increase in FTE is due to adding two Patrol Officers in the Police Department, a Planner and Permit Technician in the Community Development Services Department and a Park Ranger in the Leisure Services Department. The increase in personnel services also includes a 7% increase in health insurance and 5.4% average increase in pension contributions.

Capital Expenditures

A total of \$1,090,247 has been budgeted for the general fund which includes a \$425,000 contribution to the capital replacement plan. A list of major budgeted capital expenditures can be found on page 203.

<b>Summary of Expenditures by Department</b>				
<b>General Fund</b>				
	Adopted 2014/15	Adopted 2014/15	Increase (Decrease)	% Change
City Commission	\$162,063	\$161,492	\$-571	-.35%
City Manager	591,368	619,979	28,611	4.84%
City Clerk	265,898	258,462	-7,436	-2.80%
Finance	588,435	613,771	25,336	4.31%
Human Resources	512,117	474,615	-37,502	-7.32%
City Attorney	243,880	268,649	24,769	10.16
Non-Department	652,556	960,563	308,007	47.20%
Police	6,514,246	6,983,633	469,387	7.21%
Community Development	919,547	1,301,313	381,766	41.52%
Emergency/Medical Services	883,306	714,240	-169,066	-19.14%
Public Services	191,431	183,034	-8,397	-4.39%
Leisure Services	5,097,803	3,855,453	-1,242,350	24.37
Transfers-out	25,000	25,000	-	
<b>Total</b>	<b>\$16,647,650</b>	<b>\$16,420,204</b>	<b>\$227,446</b>	<b>1.36%</b>

**Expenditures by Department – General Fund**



**Fire Rescue Assessment Fund**

The adopted Fire Rescue Fund budget is \$2,224,068, an increase of \$347,574 or 1.85% over last year. The anticipated increase to the City for the newly negotiated contract with the City of Fort Lauderdale for the provision of fire and emergency medical services is \$355,272 for the fiscal year 2015-2016. Also included in the budget is \$35,500 to fund planned upgrades to the fire station.

**Recycling Fund**

This fund accounts for revenues and expenditures associated with solid waste disposal and recycling activities of the City. The City entered into agreements with third parties to provide these services and in return receives franchise fees and recycling rebates under these agreements. Total adopted budget for this fund is \$547,084.

**Road Improvement Fund**

This fund was established to account for shared revenue proceeds from the first and second local option gas taxes which by state statute are designated for road improvements. Total adopted budget for this fund is \$263,103 or a decrease of \$55,297 or 1.74% over the previous year. The decrease is due to the completion of non-recurring capital projects.

**Federal Equitable Sharing Forfeiture, State Law Enforcement Forfeiture & Police Education and Training Funds**

FY2015-2016 marked the second year that these funds are budgeted. These funds account for resources from forfeiture funds and surcharges on traffic citations. The funds are used to enhance law enforcement’s operations, not otherwise available through general funding sources, and training

courses approved by the employing agency administrator. The combined budget for the three funds is \$59,000.

## **Enterprise Funds**

### **Utility Fund**

The Utility Fund accounts for resources and expenditures related to the operations of the City's water and wastewater transmission lines. The total budget for the Utility Fund for FY12015-16 is \$10,099,086 which includes contractual cost for water delivery and wastewater treatment of \$3,263,000, capital expenditures of \$1,819,200, and debt service of \$1,284,571. A rate increase of 5.0% for water usage and sewer treatment has been included in this budget.

The revenues budgeted reflect an increase in the City's hourly metered parking fee from \$1.00 to \$1.50.

### **Parking Fund**

This fund is used to account for revenues and expenditures related to the operations of the City's parking program. Total amount budgeted for this fund is \$953,850. Amount budgeted for capital expenditures is \$352,500 while contractual services budget is \$332,335. Management of the City's parking program is contracted out to a commercial vendor. The capital expenditure budget includes funding for a new parking lot on the newly bought property at 1008 NE 23<sup>rd</sup> Drive.

The revenues budgeted reflect an increase in the City's hourly metered parking fee from \$1.00 to \$1.50.

### **Drainage Fund**

The Drainage Fund is used to account for stormwater fees collected and expenditures to maintain the City's drainage system. The total amount budgeted for this fund is \$476,983. A 5% rate increase has been included in this budget.

### **Jenada Gatehouse Special Assessment Fund**

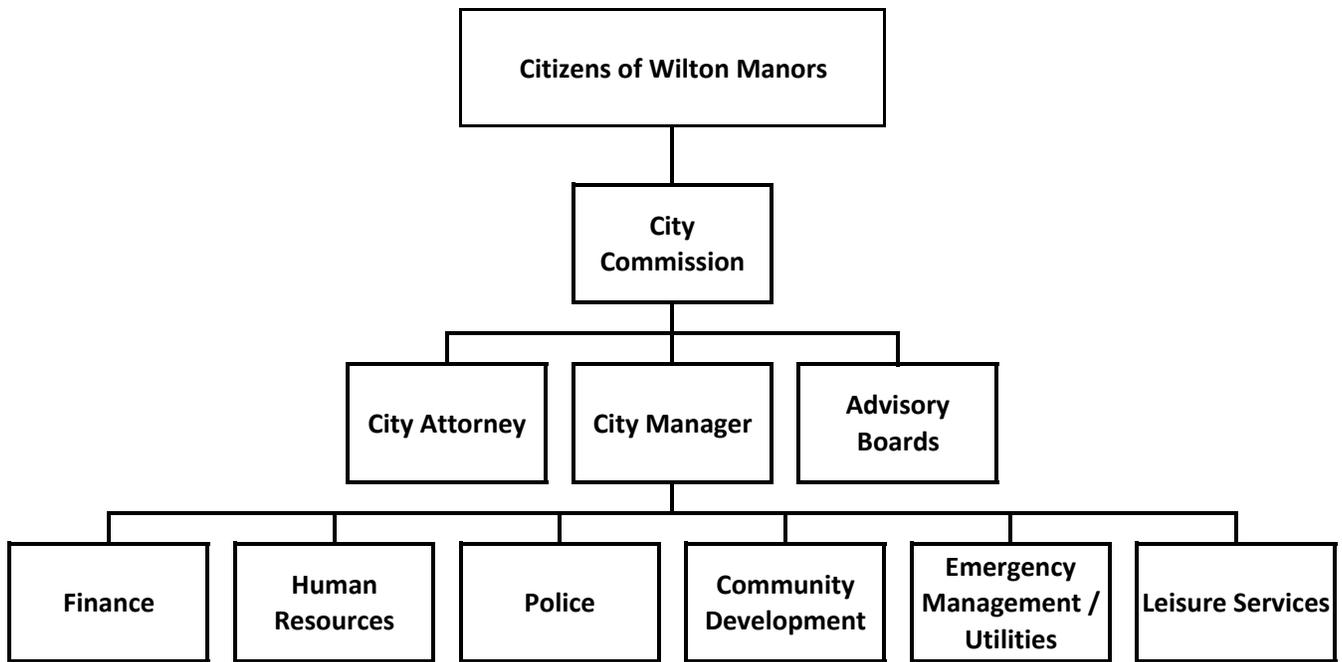
The Jenada Fund is used to account for revenue and expenditures associated with the operation and maintenance of the gate at the entrance to the City's Jenada Isle Neighborhood. Funding comes from a special assessment on Jenada Isle properties. The total amount budgeted for this fund is \$18,350.

# City of Wilton Manors

## At A Glance

<p>The City of Wilton Manors, located in Broward County, was incorporated in 1947, and was created as a municipality under Chapter 165, Florida Statutes and named the Village of Wilton Manors. The Laws of Florida, 1953, Chapter 29609 established the present municipality, designated it the City of Wilton Manors and enacted its Charter. The City operates under the Commission-City Manager form of government and provides the following services as authorized by its Charter: general government, public safety, public services, transportation, and culture and recreation. The City is a Certified Wildlife Community Habitat.</p>	<p><b>CITY DEMOGRAPHICS</b> (2010 Census)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Population:</td><td style="text-align: right;">11,632</td></tr> <tr><td>Median Age:</td><td style="text-align: right;">46.8</td></tr> <tr><td>Median HH Income:</td><td style="text-align: right;">\$49,991</td></tr> <tr><td>Average HH Size:</td><td style="text-align: right;">1.82</td></tr> <tr><td>No. of HH</td><td style="text-align: right;">6,235</td></tr> <tr><td>Total Housing Units</td><td style="text-align: right;">7,162</td></tr> </table> <p>(HH = Household)</p>	Population:	11,632	Median Age:	46.8	Median HH Income:	\$49,991	Average HH Size:	1.82	No. of HH	6,235	Total Housing Units	7,162	<p><b>EDUCATION</b></p> <p>Wilton Manors Elementary Pace Center for Girls Somerset Academy Village Little Flower Montessori School</p>																																															
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<p><b>Date of Incorporation:</b></p> <p style="padding-left: 20px;">June 1947</p> <p><b>Form of Government:</b></p> <p style="padding-left: 20px;">Commission-City Manager</p> <p><b>Area:</b> 1.8 square miles</p> <p><b>2016 Proposed Budget:</b> \$31,288,363</p>	<p><b>POLICE AND FIRE</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Police Stations</td><td style="text-align: right;">1</td></tr> <tr><td>Sworn Officers</td><td style="text-align: right;">35</td></tr> <tr><td>Non-Sworn Staff</td><td style="text-align: right;">17</td></tr> <tr><td>Fire Station</td><td style="text-align: right;">1</td></tr> </table> <p>(Fire and Emergency Medical services are contracted to the City of Fort Lauderdale.)</p>	Police Stations	1	Sworn Officers	35	Non-Sworn Staff	17	Fire Station	1	<p><b>LAND USAGE</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Residential</td><td style="text-align: right;">57.7%</td></tr> <tr><td>Commercial</td><td style="text-align: right;">8.4%</td></tr> <tr><td>Industrial</td><td style="text-align: right;">2.4%</td></tr> <tr><td>Recreation/Open Space</td><td style="text-align: right;">1.4%</td></tr> <tr><td>Community Facilities</td><td style="text-align: right;">3.9%</td></tr> <tr><td>Transportation</td><td style="text-align: right;">19.2%</td></tr> <tr><td>Water</td><td style="text-align: right;">6.3%</td></tr> <tr><td>Vacant</td><td style="text-align: right;">0.7%</td></tr> </table>	Residential	57.7%	Commercial	8.4%	Industrial	2.4%	Recreation/Open Space	1.4%	Community Facilities	3.9%	Transportation	19.2%	Water	6.3%	Vacant	0.7%																																			
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# City of Wilton Manors



## Budget Process and Procedures

### Budget Process

The City's Budget process began in early March with the Goals and Objectives workshop between city staff and members of the city commission. During this meeting department directors present their goals for the next fiscal year. In early April, operating and capital budget request forms, data on prior year appropriations, and personnel cost projections are distributed to the City departments through the Finance department. Each department director must then compile a budget request for the upcoming fiscal year. The budget preparation process provides the department directors an opportunity to examine their programs of operation, to propose changes in current services, to recommend revisions in organizations, and to outline requirements for capital outlay items. During the months of May and June, the departmental requests are reviewed and prioritized by the City Manager.

In early June, the City Manager submits to the Wilton Manors City Commission a proposed operating budget and budget timetable for the upcoming fiscal year. From June through September, the proposed budget is discussed during City Commission budget workshops, and staff and committee meetings. The budget workshops provide City Commission members an opportunity to review the budget and ensure that the budget requests meet the best interests of the City of Wilton Manors and its citizens. The Budget Review Advisory Committee, comprised of five people who live or work within the City of Wilton Manors, also offers input during this period.

By August 4, the City must submit its tentative and rolled-back millage rates, and the date of the first public hearing on the budget to the Broward County Property Appraiser. The Property Appraiser then must notify all property owners by August 24 of the tentative millage rate and the date of the

first public hearing on the mailed Truth in Millage (TRIM) notice.

### Budget Adoption

The budget is legally enacted through the passage of resolutions adopting the millage rate, special assessment rates, and the budget. These resolutions are discussed at public hearings during the last two weeks of July (the tentative rates for the special assessments must be set prior to August 4), and during the month of September. During the public hearings, public input is encouraged prior to the adoption of each resolution. Under Florida Statutes, the first public budget hearing must be held between September 3 and September 18. Within 15 days of the first hearing, the City must advertise its intent to adopt a final millage rate and budget. The second public hearing on the budget must be held not less than two days or more than five days after the date of the advertisement.

### Budget Control and Monitoring

Funds appropriated in the Budget may be expended by and with the approval of the City Manager in accordance with the provisions of the City Charter and applicable laws. Funds of the City shall be expended in accordance with the appropriations provided in the Budget and shall constitute an appropriation of the amounts specified therein. The Budget establishes a limitation on expenditures by department total. Said limitation requires that the total sum allocated to each department for operating and capital expenses may not be increased or decreased without specific authorization by a duly-enacted Resolution/Ordinance affecting such amendment or transfer. Therefore, the City Manager may authorize transfers from one individual line item account to another, so long as the line item accounts are within the same department and fund. The budget is regularly monitored to track variances between actual and budgeted amounts. Significant variances are investigated and monitored for corrective action. Quarterly budget

review meetings are held with the City Commission.

### **Budget Amendment**

After the budget is formally adopted, amendments during the fiscal year must be approved by the City Commission if there are increases or decreases to total budgeted expenditures within any City department; or if there are increases or decreases to total budgeted revenues within any of the City's funds.

### **Budgetary Basis**

The budgets of governmental type funds (for example, General Fund, Recycling Fund) are prepared on a modified accrual basis. Briefly, this means that obligations of the city are budgeted as expenditures but revenues are recognized only when they are measurable and available.

The Enterprise Funds (for example, Water & Sewer Utilities Fund, Parking Fund) also recognize expenditures as encumbrances when a commitment is made. Revenues, on the other hand, are recognized as revenue when service is provided.

In all cases, (Governmental and Enterprise Funds) encumbrances lapse when goods and services are not received by year end.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares its budget. Once exception is compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).

## **Fund Structure**

The accounts of the City are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with the finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. All funds of the City are appropriated.

### **Government Fund Types**

Governmental Fund types are subdivided into two sections: General Fund and Special Revenue Fund. The City does not have Debt Service Fund and Capital Projects Fund.

General Fund (always a major fund) - is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund. Resources are derived primarily from taxes, franchise and utility taxes, charges for services, and intergovernmental revenues. Expenditures are incurred to provide general government, public safety, community development and culture and recreation services.

Special Revenue Fund – accounts for revenue sources that are legally restricted to expenditures of specific purposes.

- Recycling Fund – accounts for the revenues and expenditures associated with solid waste disposal and recycling.
- Fire Assessment Fund (major fund) – accounts for the City's revenues and expenditures associated with fire prevention, suppression, and emergency medical services.

- Miscellaneous Grants Fund – accounts for the City’s grant revenues from federal and state agencies, other governmental units or private organizations.
- Federal Police Forfeiture Fund – accounts for monies received for financial transactions involving confiscations through forfeitures. Monies spent out of this fund must first be legally appropriated by the City Commission.
- Police Training and Education Fund – accounts for monies received for training and professional development.
- Road Improvement Fund – accounts for the financial resources to be used to pave streets, perform right-of-way grounds maintenance, and purchase and repair of equipment.
- State Police Forfeiture Fund – accounts for financial transactions involving confiscations through forfeitures. Monies spent out of this fund must first be legally appropriated by the City Commission.
- Jenada Assessment – accounts for special assessment and is limited to residents located in the Jenada Isles neighborhood.
- Utility Fund (major fund) – use to account for maintaining the financial operations of the City’s water and wastewater transmission lines.
- Parking Fund (major fund) – used to account for fees collected for the maintenance and capital improvement of the City’s parking system.
- Drainage Fund – used to account for fees collected to maintain the City’s drainage system.

### **Enterprise Funds**

The *Enterprise Fund* is used to account for operations that are financed and operated in a manner similar to a commercial enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of the revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

## DEPARTMENT AND FUND RELATIONSHIPS

Governmental Funds	
General Funds (always a major fund)	Special Revenue Funds
<ul style="list-style-type: none"> <li>• City Manager</li> <li>• City Clerk</li> <li>• Finance</li> <li>• Human Resources &amp; Risk Management</li> <li>• Community Development</li> <li>• Police</li> <li>• Leisure Services</li> <li>• Emergency Mgt./Utilities Dept.                             <ul style="list-style-type: none"> <li>- Emergency Management</li> <li>- Public Services (Streets, Signs &amp; Sidewalks)</li> </ul> </li> <li>• Non-departmental</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Assessment Fund - contracted with City of Fort Lauderdale</li> <li>• Road Improvement                             <ul style="list-style-type: none"> <li>- Emergency Mgt./Utilities</li> </ul> </li> <li>• Miscellaneous Grants                             <ul style="list-style-type: none"> <li>- Library</li> <li>- Police</li> <li>- Leisure Services</li> </ul> </li> <li>• Recycling Fund                             <ul style="list-style-type: none"> <li>- Emergency Mgt./Utilities Dept.</li> </ul> </li> <li>• Federal/State Forfeiture &amp; Training Funds                             <ul style="list-style-type: none"> <li>- Police</li> </ul> </li> <li>• Jenada                             <ul style="list-style-type: none"> <li>- Jenada Neighborhood</li> </ul> </li> </ul>

ENTERPRISE FUNDS		
Water/Sewer Utility Fund (major fund)	Parking Fund (major fund)	Drainage Fund
<ul style="list-style-type: none"> <li>• Emergency Mgt./Utilities Dept.                             <ul style="list-style-type: none"> <li>- Water &amp; Sewer Division</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Parking Program (contracted with Lanier Parking)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Mgt./Utilities Dept.                             <ul style="list-style-type: none"> <li>- Streets/Drainage Division</li> </ul> </li> </ul>

## BUDGET DEVELOPMENT GUIDELINES

In February 2014, the City of Wilton Manors hired an outside consultant to assist in developing a five-year strategic plan. The process, which started with the city-wide resident survey, resulted in the development of a city vision and mission statements and four (4) priority areas. Detailed long-term and short-term goals and strategies were then developed to implement the 2020 Strategic Plan. While the plan was not yet finalized at the budget publication date, the FY2015-16 is the first budget developed using the 2020 Strategic Plan's priorities as guide.

### Vision Statement

The City of Wilton Manors government strives to take effective actions to ensure quality services, while sustaining a diverse culture and small-town charm.

### Mission Statement

The City of Wilton Manors government is committed to improving the quality of life in our community by delivering valued and fiscally-sound services with integrity and respect to the residents, businesses and guests of our City.

### Priority Areas

- Proactive Public Safety
- Sound Governance
- Strategic Growth & Redevelopment
- Innovating and Adapting for the Future

### Budgetary Goals and Objectives

Guided by the City's mission and vision statements and its priority areas, this budget was developed to:

- ✓ To improve public safety by providing funding for two (2) new police officers and one (1) park ranger; ten (10) police vehicles; and eight (8) police radios;

- ✓ Ensure strategic growth and redevelopment by providing fund for one (1) full time planner and one (1) full time permit technician; and funding for city code re-write, comprehensive plan amendments, affordable housing plan study, implementation of Andrews Avenue/Oakland Park Corridor study, and implementation of the economic development plan; and
- ✓ Maintain and improve the City's infrastructure by funding the second and third phase of the new encoded water meter system; replacement and rehabilitation of two (2) lift stations; and sewer pipe sliplining.

The following initiatives, although not directly identifiable to a funding appropriation, are initiated in line with the strategic plan's implementation.

- ✓ Creation of the Wilton Drive Improvement District.
- ✓ Initiation of a Climate Action Plan
- ✓ Adoption of Complete of Complete Streets Policies and evaluation of corridors for pedestrian, bicyclist, and transit safety improvements.
- ✓ Enhancement of online information available through the City's website and social media tools.

## Financial Policies

The City of Wilton Manors' financial policies, compiled below, set forth the basic framework for the overall fiscal management of the City. These policies operate independently of changing circumstances and conditions with the exception of when changes in financial policy are necessary to maintain the integrity of the City and its operations, and in conformance with Generally Accepted Accounting Principles (GAAP) in accordance with

the Governmental Accounting Standards Board (GASB). These policies assist the decision making process of the City Commission and the City Administration and provide guidelines for evaluating both current activities and proposals for future programs.

### **Operating Budget Policies**

1. All departments share in the responsibility for meeting management and service delivery goals and ensuring long-term financial stability. Operating budgets and management plans will be developed using current resources available.
2. The budget process is intended to allocate limited resources among competing programs based on policy priorities, efficiency and effectiveness of services and availability of resources.
3. Additional personnel and programs will be requested only if necessary to maintain existing service levels due to expansion of services areas or service levels previously approved by the City Commission.
4. As required by City Charter, the budget will be balanced. Current expenditures will be funded by using current revenue sources and revenue growth will be planned in a conservative, prudent manner. Use of fund balance in any fund to balance the current year budget must be approved by the City Commission.
5. Cash management and investment will be maintained in accordance with State law and will ensure the safety and security of city assets. Funds will be managed prudently and diligently with an emphasis on safety of principal, liquidity and financial return.
6. Health and life insurance is a shared responsibility between the City and its

employees. In concert with City employees through the Labor/Management Insurance Committee, City expenditures for medical insurance will be kept in control by sharing of costs.

7. In an effort to control overtime expenditures, total budgeted overtime shall not exceed four percent of total budgeted personnel wages.
8. The City shall support investments that reduce future operating costs. Investing activities shall be in compliance with the City's investment policy.
9. The City shall monitor all expense/expenditure line items. It shall be the goal of the City to operate in the most efficient, cost effective manner possible.
10. The City shall deposit all funds received within 24 hours of receipt.
11. The City shall collect revenues aggressively, including past due bills of any type.
12. The City will not use long-term debt to finance expenditures required for current operations.

### **Revenue Policies**

1. The City will attempt to maintain a diversified and stable revenue system as a shelter from short-run fluctuations in any single revenue source.
2. The City shall continue to aggressively seek grant revenue from all available sources.
3. The City shall review user fee charges at least once a year and modify these charges to coincide with the cost of providing services. The City shall consider similar

services provided by private industry when establishing new user fee charges.

### **Capital Budget Policies**

1. Annually, the City will prepare a five-year capital improvement plan (CIP) analyzing all anticipated capital expenditures and identifying associated funding sources.
2. Annually, the City will coordinate development of the CIP with the development of the annual operating budget.
3. Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required, and additional operating expenses.
4. The City shall continue to support a scheduled level of maintenance and replacement of its infrastructure and equipment.
5. The City shall support a vehicle acquisition and maintenance policy that is fiscally sound.

### **Cash Management/Investment Policies**

1. The City's order of priority in investing funds over earning investment income is to preserve capital and to insure liquidity.
2. The City has established a maximum maturity date of five years on any investment.
3. The City maintains a pooled cash account for all funds, enabling the City to invest large amounts of idle cash for short periods of time and to optimize earnings potential. Cash and cash equivalents represents the amount owned by each City fund. Interest earned on pooled cash and investments is allocated monthly based on cash balances of the respective funds.

### **Debt Policies**

1. The City shall not issue notes for the purpose of financing general operating activity.
2. The City shall publish and distribute an official statement for each revenue bond issue.
3. General obligation debt shall not be used for enterprise activities.
4. The City shall maintain sufficient restricted cash and reserve sufficient retained earnings to cover its highest year of debt service for its 2007 Series Water and Sewer Revenue Bonds.

### **Accounting, Auditing, and Financial Reporting Policies**

1. An independent audit by a qualified, properly staffed Certified Public Accounting firm will be performed annually.
2. The City shall produce audited annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).
3. The annual financial reports shall be issued by March 31<sup>st</sup> following the end of the fiscal year.
4. The City's financial records shall be maintained at a level that will ensure a smooth and systematic audit process.

### **Fund Balance Policies**

The City shall prepare an annual budget that will safeguard the General Fund's unassigned fund

balance. It shall be the City's goal to maintain a minimum fifteen (15) percent unassigned fund balance and to strive to achieve a twenty (20) percent unassigned fund balance in the General Fund. The dollar amount shall be determined by multiplying the total General Fund budget by the applicable percentage. These percentages are based on a combination of recommendations made by the Government Finance Officers Association (5 to 15% minimum) and the City's external auditors (20 to 25% minimum) to mitigate future risks, such as revenue shortfalls and unanticipated expenditures, and to ensure stable tax rates. Further, it is the City's intent that fund balance may be expended only for emergency purposes and only with the prior approval of the City Commission. If the unassigned fund balance in the General Fund should fall below the minimum fifteen (15) percent threshold at the conclusion of the most recently audited fiscal year, the City will budget the difference during the next fiscal year's budget process as a contingency amount within the General Fund. As of the date of the last completed audit on September 30, 2014, the General Fund unassigned fund balance was \$2,893,169 or 17.4% of the \$16,647,650 original General Fund budget for Fiscal Year 2014-15. Since the fifteen (15) percent minimum funding goal was met during FY2013-14, the most recently audited fiscal year, no contingency amount has been budgeted for FY2015-16.

### ***Fund Balance Definitions and Classifications***

Fund Balance refers to the difference between assets and liabilities reported in a governmental fund. Listed below are the various Fund Balance categories in order from most to least restrictive.

**Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale.

The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

**Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed:** The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The City Commission is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

**Assigned:** Amount in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The City Commission has by resolution authorized the City Manager to assign fund balance. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

**Unassigned:** This classification includes the residual fund balance for the General Fund. This classification represents fund balance that has not been assigned to other purposes within the General Fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those specific purposes.

***Spending Order of Fund Balance***

When expenditure is incurred for the purpose for which both restricted and unrestricted funds are available, the City considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Commission or City Manager has provided otherwise in its commitment or assigned actions.

**CITY OF WILTON MANORS**

**BUDGET TIMETABLE**

FISCAL YEAR 2015-16

ALL DATES ARE IN 2015

**NOTE: City Commission meetings are printed in red. Budget Review Advisory Committee meetings are printed in blue.**

Date	Time	Location	Event
<b>Thursday, February 5</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #1 - Organizational Meeting.</b>
Tuesday, March 24			Budget Goals Due to City Manager
<b>Tuesday, April 7</b>	<b>6:30 PM</b>	<b>City Commission Chambers</b>	<b>Goals &amp; Objectives Workshop (City Commission and Departments)</b>
Tuesday, April 7			<b>DRAFT</b> Budget Timetable Distributed to City Commission, Departments, and Budget Review Advisory Committee
Tuesday, April 14			Budget Software Unlocked for Department Budget Entry; Budget Forms Distributed to Department Directors
Monday, April 27			Any requested personnel changes submitted to Human Resources for approval
Monday, May 4			Requested Budget Due to Finance Department; Budget Software Locked (Must have prior HR approval for any requested personnel changes.)
Monday, May 11 through Thursday, May 14		Emergency Operations Center (EOC)	Departmental Reviews with City Manager and Department Directors
Monday, May 11	9:30 AM	EOC	Departmental Review with City Manager - Human Resources Department
Monday, May 11	11:00 AM	EOC	Departmental Review with City Manager - City Clerk Department
Monday, May 11	2:00 PM	EOC	Departmental Review with City Manager - Police Department
Tuesday, May 12	9:30 AM	EOC	Departmental Review with City Manager - Emergency Mgmt / Utilities Department
Tuesday, May 12	2:00 PM	EOC	Departmental Review with City Manager - Community Development Services Department
Wednesday, May 13	2:00 PM	EOC	Departmental Review with City Manager - Leisure Services Department
<b>Wednesday, May 13</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting # 2</b>
Thursday, May 14	9:30 AM	EOC	Departmental Reviews with City Manager - City Commission, City Manager, Finance, City Attorney, Non-Departmental, and Parking. Revenues.
Monday, June 1			Property Appraiser notifies taxing authorities of estimate of taxable value. Statutory deadline is June 1st.
Thursday, June 11			Proposed Budget Distributed to City Commission, City Departments, and Budget Review Advisory Committee (statutory deadline is August 3rd).
Saturday, June 13 through Wednesday, June 17			FGFOA Annual Conference, Hollywood FL
Monday, June 22 through Thursday, June 25			Individual Meetings with City Commissioners Prior to First Budget Workshop (City Manager and Finance Director). Meetings scheduled as requested.
<b>Monday, June 29, 2015</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #3 - Police and Community Development Departments. Revenues.</b>
<b>Tuesday, June 30, 2015</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #4 - City Clerk, Leisure Services and Emergency Management/Utilities Departments</b>
<b>Wednesday, July 1, 2015</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #5 - City Commission, City Manager, IT, City Attorney, Human Resources, Parking, Non-Departmental, and Finance.</b>
Wednesday, July 1			Property Appraiser submits Certification of Values to ad valorem taxing authorities.

**BUDGET TIMETABLE**

FISCAL YEAR 2015-16

ALL DATES ARE IN 2015

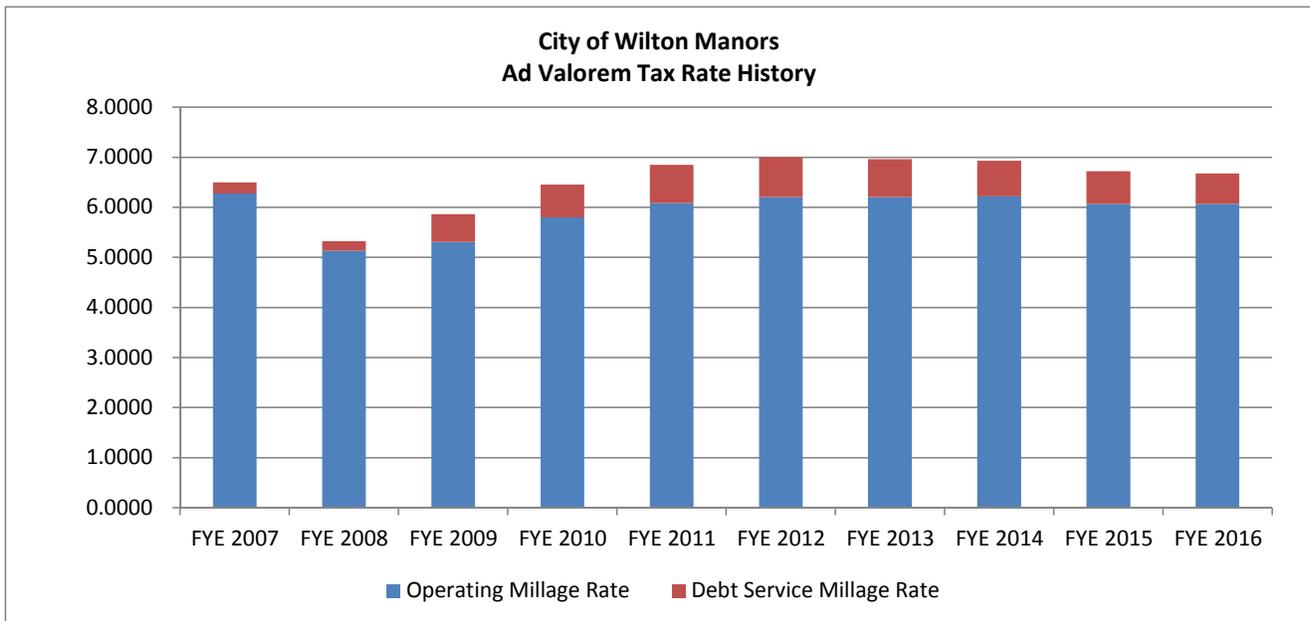
**NOTE: City Commission meetings are printed in red. Budget Review Advisory Committee meetings are printed in blue.**

Date	Time	Location	Event
Tuesday, July 7	2:00 PM	HR Conference Room	Budget Overview with QWL Committee (City Manager and Human Resources)
<b>Tuesday, July 7, 2015</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #6 - Preparation of Final Report.</b>
<b>Wednesday, July 8, 2015</b>	<b>5:30 PM</b>	<b>City Commission Chambers</b>	<b>Budget Review Advisory Committee Meeting #7 - Contingency Date if Needed</b>
<b>Tuesday, July 14, 2015</b>	<b>6:00 PM</b>	<b>City Commission Chambers</b>	<b>City Commission Budget Workshop #1 with the Budget Review Advisory Committee, Prior to the Regular Commission meeting.</b>
<b>Tuesday, July 28</b>		<b>School Board Office</b>	<b>Broward County School Board First Public Hearing Date</b>
<b>Wednesday, July 29</b>	<b>6:30 PM</b>	<b>City Commission Chambers</b>	<b>Special City Commission Meeting to Adopt a Tentative Millage Rates and Preliminary Special Assessment Rates followed by City Commission Budget Workshop #2.</b>
Tuesday, August 4			Ad valorem taxing authorities to certify their roll-back rate, proposed millage rate, and time, date, and place of the first required public hearing via DOR's etrim application. Taxing authorities to certify proposed non-ad valorem rates to the Property Appraiser.
<b>Tuesday, August 11</b>	<b>6:30 PM</b>	<b>City Commission Chambers</b>	<b>City Commission Budget Workshop #3 (Prior to regularly-scheduled Commission meeting).</b>
Wednesday, August 12			Property Appraiser begins to mail Proposed Property Tax Notices (TRIM Notices).
Saturday, August 22			Last day for advertisement for September 11 Final Public Hearing on the Fire and Jenada Special Assessments
Monday, August 24			Last day for Property Appraiser to mail TRIM Notices.
August 25 - September 18			Review and Filing Period for the Value Adjustment Board (25 day period after mailing the TRIM notices)
Thursday, September 3			Earliest Date to Hold First Public Hearing for the Budget (no sooner than 10 days after the TRIM notice is mailed). Hearing must be held between September 3 and September 18.
<b>Thursday, September 10</b>		<b>Broward Commission Chambers</b>	<b>Broward County Commission First Public Hearing Date</b>
<b>Friday, September 11</b>	<b>6:30 PM</b>	<b>City Commission Chambers</b>	<b>First Public Hearing on Proposed Budget and Millages, and Final Public Hearing on the Special Assessments.</b>
Tuesday, September 15			Statutory deadline to advise Property Appraiser of final special assessment rates.
<b>Wednesday, September 16</b>		<b>School Board Office</b>	<b>Broward County School Board Final Public Hearing</b>
<b>Thursday, September 17</b>		<b>Broward Commission Chambers</b>	<b>Broward County Commission Final Public Hearing Date</b>
Friday, September 18			Statutory Deadline to Hold First Budget Public Hearing
Wednesday, September 16			Advertisement of Final Public Hearing for millages and budget in Sun-Sentinel.
<b>Monday, September 21</b>	<b>6:30 PM</b>	<b>City Commission Chambers</b>	<b>Final Budget Public Hearing - Adoption of Final Budget and Millages.</b>
Friday, September 25			Last day to deliver the resolution adopting final millage to Property Appraiser, Tax Collector, and Department of Revenue.
Friday, October 16			Statutory Deadline to Certify TRIM compliance to the Department of Revenue on Form DR-487. Must be certified within thirty days of Final Budget Public Hearing. Adopted Budget must also be posted to the City's website within 30 days after adoption.
Thursday, October 22			Tax Roll Certified to Revenue Collector Except for Value Adjustment Board Cases

**City of Wilton Manors  
FY2015-2016 Budget**

**Ad Valorem Tax Rates History  
Last Ten Fiscal Years**

<b>Fiscal Year Ended September 30,</b>	<b>Tax Roll Year</b>	<b>Operating Millage Rate</b>	<b>Debt Service Millage Rate</b>	<b>Total Millage Rate</b>
2007	2006	6.2764	0.2236	6.5000
2008	2007	5.1340	0.1879	5.3219
2009	2008	5.3122	0.5530	5.8652
2010	2009	5.8000	0.6527	6.4527
2011	2010	6.0855	0.7628	6.8483
2012	2011	6.2068	0.7926	6.9994
2013	2012	6.2068	0.7537	6.9605
2014	2013	6.2166	0.7153	6.9319
2015	2014	6.0683	0.6542	6.7225
2016	2015	6.0683	0.6081	6.6764



## PROPERTY VALUE AND MILLAGE RATE SUMMARY

2014 Final Gross Taxable Value	\$ 1,011,775,676
Increase in 2014 Taxable Value due to Reassessments	<u>87,042,684</u>
Current Year Adjusted Taxable Value for Operating Purposes	1,098,818,360
Current Year Additions (i.e New Construction and Home Additions)	<u>2,875,970</u>
Current Year Gross Taxable Value for Operating Purposes	<u>\$ 1,101,694,330</u>

	FY15 TAX RATE	FY16 ROLLED BACK RATE	FY16 PROPOSED TAX RATE	INCREASE (DECREASE) OVER	
				FY15 RATE	ROLLED BACK RATE
Operating Millage	6.0683	5.5876	6.0683	-2.39%	8.60%
				REVENUES GENERATED	
			MILLS	GROSS	NET (4% Discount)
PROPOSED FY16 OPERATING MILLAGE			6.0683	\$ 6,685,412	\$ 6,417,995
CURRENT YEAR FY15 OPERATING MILLAGE			6.0683	\$ 6,139,758	\$ 5,894,168
ROLLED BACK RATE			5.5876	\$ 6,155,828	\$ 5,909,595
PROPOSED DECREASE OVER FY15 RATE			0	\$ 545,653	\$ 523,827
1999 PARKS GO BOND DEBT SERVICE MILLAGE RATE			0.2025	\$ 223,094	\$ 214,170
2008 CITY HALL GO BOND DEBT SERVICE MILLAGE			0.4056	\$ 446,847	\$ 428,973

	2014/15 Adopted Millage Rates	2015/16 Adopted Millage Rates	Change	% Change
Operating	6.0683	6.0683	-	0.000%
Debt Service - 99 Parks GO Bond	0.2178	0.2025	(0.0153)	-7.025%
Debt Service - 08 City Hall GO Bond	0.4364	0.4056	(0.0308)	-7.058%
	6.7225	6.6764	(0.0461)	-0.686%

**CITY OF WILTON MANORS**  
**FUND BALANCE ANALYSIS**  
**FY2015-2016 BUDGET**

	OTHER NON-MAJOR				NON-MAJOR DRAINAGE	TOTAL
	GENERAL	SPECIAL REVENUE	UTILITY	PARKING		
<b>Fund Balance, October 1, 2014</b>	<b>\$ 4,813,456</b>	<b>\$ 1,131,635</b>	<b>\$ 13,576,507</b>	<b>\$ 582,194</b>	<b>\$ 1,447,452</b>	<b>\$ 21,551,244</b>
Fiscal Year 2014/15 (Estimated)						
Revenues/Sources	15,950,623	3,217,306	8,458,954	703,608	412,342	28,742,833
Expenditures/Uses	(16,034,102)	(2,759,876)	(7,595,336)	(512,871)	(369,825)	(27,272,010)
Net increase (decrease)	(83,479)	457,430	863,618	190,737	42,517	1,470,823
<b>Fund Balance, September 30, 2015</b>	<b>4,729,977</b>	<b>1,589,065</b>	<b>14,440,125</b>	<b>772,931</b>	<b>1,489,969</b>	<b>23,022,067</b>
Fiscal Year 2015-2016 Budget						
Revenues/Sources	16,420,204	2,949,040	8,404,547	904,350	436,120	29,114,261
Expenditures/Uses	(16,420,204)	(3,329,539)	(7,031,340)	(870,513)	(388,983)	(28,040,579)
Net increase (decrease)	-	(380,499)	1,373,207	33,837	47,137	1,073,682
<b>Fund Balance, September 30, 2016 (Estimated)</b>	<b>\$ 4,729,977</b>	<b>\$ 1,208,566</b>	<b>\$ 15,813,332</b>	<b>\$ 806,768</b>	<b>\$ 1,537,106</b>	<b>\$ 24,095,749</b>
<b>Fund Balance:</b>						
Net investment in capital assets	\$ -	\$ -	\$ 12,022,387	\$ 663,642	\$ 995,464	\$ 13,681,493
Non-spendable	165,564	-	-	-	-	165,564
Restricted	334,655	-	1,444,317	-	-	1,778,972
Committed	-	-	-	-	-	-
Assigned	1,376,918	1,208,566	-	-	-	2,585,484
Unassigned/Unrestricted*	2,852,840	-	2,346,628	143,127	541,642	5,884,237
<b>Total</b>	<b>\$ 4,729,977</b>	<b>\$ 1,208,566</b>	<b>\$ 15,813,332</b>	<b>\$ 806,769</b>	<b>\$ 1,537,106</b>	<b>\$ 24,095,750</b>

Significant changes in Fund Balance are primarily due to the following:

In the General Fund - Planned Project Costs.

In Special Revenue Funds - Planned Capital Outlay Costs.

\* For the General Fund, the City Commission has adopted a fund balance policy to maintain an Unassigned Fund Balance of 15%-20% of budgeted General Fund expenditures. The projected General Fund Unassigned Fund Balance at September 30, 2016 is 17.4% of FY2015-16 budgeted expenditures.

**CITY OF WILTON MANORS  
ADOPTED BUDGET  
FISCAL YEAR 2015-16**

**STAFFING SUMMARY ALL FUNDS**

	FY2013-14		FY2014-15		FY2015-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
<b>GENERAL FUND</b>						
City Commission	5.00	2.50	5.00	2.50	5.00	2.50
City Manger	3.00	3.00	3.00	3.00	3.00	3.00
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00
Finance	5.30	4.93	5.30	4.93	5.45	5.08
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00
City Attorney	-	-	-	-	-	-
Non-departmental	3.00	2.70	3.00	2.70	3.00	2.70
Police	45.00	48.08	50.00	48.78	52.00	50.53
Community Development Services	5.85	5.85	5.85	5.85	6.75	6.75
Emergency Medical Services	-	-	-	-	-	-
Emergency Management/Public Services	0.25	0.30	0.25	0.25	0.25	0.25
Leisure Services	53.00	37.17	56.00	39.87	57.00	40.87
<b>TOTAL GENERAL FUND</b>	<b>125.40</b>	<b>109.53</b>	<b>133.40</b>	<b>112.88</b>	<b>137.45</b>	<b>116.68</b>
<b>SPECIAL REVENUE FUNDS</b>						
Recycling	2.00	1.50	1.50	1.50	1.50	1.50
Fire	2.20	2.20	2.15	2.15	2.25	2.25
Road Improvement	-	-	-	-	-	-
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>4.20</b>	<b>3.70</b>	<b>3.65</b>	<b>3.65</b>	<b>3.75</b>	<b>3.75</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>129.60</b>	<b>113.23</b>	<b>137.05</b>	<b>116.53</b>	<b>141.20</b>	<b>120.43</b>
<b>ENTERPRISE FUNDS</b>						
Water & Sewer Utility Fund	7.80	7.80	7.75	7.75	7.75	7.75
Parking	0.20	0.20	0.20	0.20	0.05	0.05
Drainage	2.00	2.00	2.00	2.00	2.00	2.00
<b>TOTAL ENTERPRISE FUNDS</b>	<b>10.00</b>	<b>10.00</b>	<b>9.95</b>	<b>9.95</b>	<b>9.80</b>	<b>9.80</b>
<b>TOTAL - ALL FUNDS</b>	<b>139.60</b>	<b>123.23</b>	<b>147.00</b>	<b>126.48</b>	<b>151.00</b>	<b>130.23</b>

## FY2015-16 BUDGET DEBT ADMINISTRATION

The following pages contain information on the City's debt philosophy, bond covenants, and outstanding debt obligations. There is no legal debt margin established either by City Charter or by Florida Statutes.

### DEBT PHILOSOPHY

Current debt obligations have been carefully orchestrated to match the benefits derived from the financing. For example, the repayment schedule of the 2007 Water and Sewer Revenue Refunding Bonds coincides with the estimated asset life of the repaired system. The annual principal and interest payments have also been calculated to remain constant over the payback period. All of the current debt obligations conform to the City's debt philosophy of cost/benefit matching and level repayment schedules.

### SIGNIFICANT BOND COVENANTS

The Water and Sewer Revenue Bonds contain significant bond covenants that restrict cash within the Utilities Fund. Total restricted cash in the Utility Fund at September 30, 2014 was \$1,464,490.

The two most significant cash restrictions are:

- the City must restrict cash within the Utilities Fund in an amount equal to the highest year's debt service; and
- one month's normal operating expenses of the fund must be a restricted balance.

Contained within the following pages are descriptions of the outstanding bond obligations of the City of Wilton Manors. For the water and sewer (Utilities Fund) issues, new money was issued to improve inefficiencies within the City's infrastructure. The result of these efforts was greatly improved water, sewer, and drainage transmission systems - significant accomplishments when compared to other cities in the older, eastern Broward County area. Funding from the remaining bond issues was used to improve existing City facilities, construct a new City Hall, and to acquire parkland.

## 2007 WATER AND SEWER REVENUE REFUNDING BONDS

On March 20, 2007, the City issued \$8,999,974 Water and Sewer Revenue Refunding Bonds with an interest rate of 3.77% to advance refund \$2,590,000 of outstanding 1989 Series Water and Sewer Bonds and partial refunding of \$1,880,607 of outstanding 1998 Series Water and Sewer Revenue Bonds. The net proceeds from the bonds issuance of approximately \$4.5 million was used to finance the improvements of the water and sewer infrastructure system. This indebtedness is secured essentially by all of the revenues of the Utility Fund. Principal payments are due October 1 and interest payments are due April 1 and October 1. Outstanding balance as of September 30, 2014 was \$3,424,100.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	OUTSTANDING PRINCIPAL
10/01/07	\$ -	\$ 183,786.97	\$ 183,786.97	\$ 8,999,974.43
04/01/08		172,477.01	172,477.01	8,999,974.43
10/01/08	530,568.17	172,477.01	703,045.18	8,469,406.26
04/01/09	-	161,422.18	161,422.18	8,469,406.26
10/01/09	941,387.36	162,309.12	1,103,696.48	7,528,018.90
04/01/10	-	143,479.86	143,479.86	7,528,018.90
10/01/10	977,370.58	144,268.21	1,121,638.79	6,550,648.32
04/01/11	-	124,851.72	124,851.72	6,550,648.32
10/01/11	1,014,729.21	125,537.72	1,140,266.93	5,535,919.11
04/01/12	-	106,091.28	106,091.28	5,535,919.11
10/01/12	1,053,405.51	106,091.28	1,159,496.79	4,482,513.60
04/01/13	-	85,434.22	85,434.22	4,482,513.60
10/01/13	1,058,413.65	85,903.64	1,144,317.29	3,424,099.95
04/01/14	-	65,261.44	65,261.44	3,424,099.95
10/01/14	1,098,870.04	65,620.02	1,164,490.06	2,325,229.91
04/01/15	-	44,317.59	44,317.59	2,325,229.91
10/01/15	1,140,872.83	44,561.09	1,185,433.92	1,184,357.08
04/01/16	-	22,697.22	22,697.22	1,184,357.08
10/01/16	1,184,357.08	22,697.22	1,207,054.30	-
<b>TOTALS</b>	<b>\$ 8,999,974.43</b>	<b>\$ 2,039,284.80</b>	<b>\$ 11,039,259.23</b>	

## 2006 ROTHE NOTE PAYABLE

The City entered into an agreement in January 2007 for the purchase of property formerly known as Rothe's Garage adjacent to the City Hall. This property was used in the expansion of our City Hall and Public Safety facilities. A promissory note was issued to the owners, I. William and Carol D. Rothe, in the amount of \$1,000,000. Principal payments of \$100,000 are due annually through 2016. The note is unsecured and has outstanding balance of \$200,000 as of September 30, 2014.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	OUTSTANDING PRINCIPAL
Purchase Price	\$ -	\$ -	\$ -	\$ 1,330,000
Due at Closing	330,000	-	330,000	1,000,000
04/01/07	100,000	50,000	150,000	900,000
04/01/08	100,000	45,000	145,000	800,000
04/01/09	100,000	40,000	140,000	700,000
04/01/10	100,000	35,000	135,000	600,000
04/01/11	100,000	30,000	130,000	500,000
04/01/12	100,000	25,000	125,000	400,000
04/01/13	100,000	20,000	120,000	300,000
04/01/14	100,000	15,000	115,000	200,000
04/01/15	100,000	10,000	110,000	100,000
04/01/16	100,000	5,000	105,000	-
TOTALS	<u>\$ 1,330,000</u>	<u>\$ 275,000</u>	<u>\$ 1,605,000</u>	

## 2008 CITY HALL GENERAL OBLIGATION BOND

A referendum was approved by the voters on March 14, 2006 allowing the City to issue a \$6,000,000 general obligation bond for the construction of new City Hall and Public Safety Complex. The debt has an interest rate of 3.72% payable semi-annually; principal is payable annually in varying amounts through 2028. Outstanding principal as of September 30, 2014 was \$4,669,810.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
05/14/08	-	\$ -	\$ -	-	-	-	6,000,000
02/01/09	162,500	159,340.00	321,840.00	-	-	-	5,837,500
08/01/09	-	108,577.50	108,577.50	162,500	267,917.50	430,417.50	5,837,500
02/01/10	216,800	108,577.50	325,377.50	-	-	-	5,620,700
08/01/10	-	104,545.02	104,545.02	216,800	213,122.52	429,922.52	5,620,700
02/01/11	224,860	104,545.02	329,405.02	-	-	-	5,395,840
08/01/11	-	100,362.62	100,362.62	224,860	204,907.64	429,767.64	5,395,840
02/01/12	233,230	100,362.62	333,592.62	-	-	-	5,162,610
08/01/12	-	96,024.55	96,024.55	233,230	196,387.17	429,617.17	5,162,610
02/01/13	241,900	96,024.55	337,924.55	-	-	-	4,920,710
08/01/13	-	91,525.21	91,525.21	241,900	187,549.76	429,449.76	4,920,710
02/01/14	250,900	91,525.21	342,425.21	-	-	-	4,669,810
08/01/14	-	86,858.47	86,858.47	250,900	178,383.68	429,283.68	4,669,810
02/01/15	260,240	86,858.47	347,098.47	-	-	-	4,409,570
08/01/15	-	82,018.00	82,018.00	260,240	168,876.47	429,116.47	4,409,570
02/01/16	269,920	82,018.00	351,938.00	-	-	-	4,139,650
08/01/16	-	76,997.49	76,997.49	269,920	159,015.49	428,935.49	4,139,650
02/01/17	279,960	76,997.49	356,957.49	-	-	-	3,859,690
08/01/17	-	71,790.23	71,790.23	279,960	148,787.72	428,747.72	3,859,690
02/01/18	290,370	71,790.23	362,160.23	-	-	-	3,569,320
08/01/18	-	66,389.35	66,389.35	290,370	138,179.58	428,549.58	3,569,320
02/01/19	301,170	66,389.35	367,559.35	-	-	-	3,268,150
08/01/19	-	60,787.59	60,787.59	301,170	127,176.94	428,346.94	3,268,150
02/01/20	312,380	60,787.59	373,167.59	-	-	-	2,955,770
08/01/20	-	54,977.32	54,977.32	312,380	115,764.91	428,144.91	2,955,770
02/01/21	324,000	54,977.32	378,977.32	-	-	-	2,631,770
08/01/21	-	48,950.92	48,950.92	324,000	103,928.24	427,928.24	2,631,770
02/01/22	336,050	48,950.92	385,000.92	-	-	-	2,295,720
08/01/22	-	42,700.39	42,700.39	336,050	91,651.31	427,701.31	2,295,720
02/01/23	348,550	42,700.39	391,250.39	-	-	-	1,947,170
08/01/23	-	36,217.36	36,217.36	348,550	78,917.75	427,467.75	1,947,170
02/01/24	361,520	36,217.36	397,737.36	-	-	-	1,585,650
08/01/24	-	29,493.09	29,493.09	361,520	65,710.45	427,230.45	1,585,650
02/01/25	374,970	29,493.09	404,463.09	-	-	-	1,210,680
08/01/25	-	22,518.65	22,518.65	374,970	52,011.74	426,981.74	1,210,680
02/01/26	388,910	22,518.65	411,428.65	-	-	-	821,770
08/01/26	-	15,284.92	15,284.92	388,910	37,803.57	426,713.57	821,770
02/01/27	403,380	15,284.92	418,664.92	-	-	-	418,390
08/01/27	-	7,782.05	7,782.05	403,380	23,066.97	426,446.97	418,390
02/01/28	418,390	7,782.05	426,172.05	-	-	-	-
09/30/28	-	-	-	418,390	7,782.05	426,172.05	-
TOTALS	\$ 6,000,000	\$ 2,566,941.46	\$ 8,566,941.46	\$ 6,000,000	\$ 2,566,941.46	\$ 8,566,941.46	

## 2010 CAPITAL LEASE FOR PARKING EQUIPMENT

In early 2010, the City contracted with Lanier Parking Solutions to establish and manage an expanded parking program for the City's Arts & Entertainment District. Implementation of the parking program required the City to purchase parking meters, pay stations, enforcement vehicles and office equipment. The City entered into a capital lease agreement to finance this equipment purchase in the amount of \$170,000. The capital lease has a fixed interest of 3.13%; principal and interest payment are due February 23 and August 23 through 2015. Outstanding balance as of September 30, 2014 was \$18,213.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
02/23/10							170,000.00
08/23/10	15,836.85	2,660.50	18,497.35	15,836.85	2,660.50	18,497.35	154,163.15
02/23/11	16,084.70	2,412.65	18,497.35				138,078.45
08/23/11	16,336.42	2,160.93	18,497.35	32,421.12	4,573.58	36,994.70	121,742.03
02/23/12	16,592.09	1,905.26	18,497.35				105,149.94
08/23/12	16,851.75	1,645.60	18,497.35	33,443.84	3,550.86	36,994.70	88,298.19
02/23/13	17,115.48	1,381.87	18,497.35				71,182.71
08/23/13	17,383.34	1,114.01	18,497.35	34,498.82	2,495.88	36,994.70	53,799.37
02/23/14	17,655.39	841.96	18,497.35				36,143.98
08/23/14	17,931.70	565.65	18,497.35	35,587.09	1,407.61	36,994.70	18,212.28
02/23/15	18,212.28	285.07	18,497.35				-
TOTALS	\$ 170,000.00	\$ 14,973.50	\$ 184,973.50	\$ 151,787.72	\$ 14,688.43	\$ 166,476.15	

## 2010 CAPITAL LEASE FOR TELEPHONE EQUIPMENT

In 2010 the City purchased a new centralized VOIP (Voice Over Internet Protocol) phone system in conjunction with the opening of the new City Hall facility. The City entered into a capital lease to purchase this equipment in the amount of \$53,835. The capital lease has a fixed interest of 5.910%; principal and interest payment are due 1<sup>st</sup> day of each month through 2015. Outstanding balance as of September 30, 2014 was \$12,057.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
9/1/2010	\$ 11.91	\$ 265.05	\$ 276.96	\$ 11.91	\$ 265.05	\$ 276.96	\$ 53,823.09
10/1/2010	773.49	264.99	1,038.48				53,049.60
10/31/2010	777.30	261.18	1,038.48				52,272.30
12/1/2010	781.13	257.35	1,038.48				51,491.17
12/31/2010	784.97	253.51	1,038.48				50,706.20
1/31/2011	788.84	249.64	1,038.48				49,917.36
3/2/2011	792.72	245.76	1,038.48				49,124.64
4/2/2011	796.62	241.86	1,038.48				48,328.02
5/2/2011	800.55	237.93	1,038.48				47,527.47
6/1/2011	804.49	233.99	1,038.48				46,722.98
7/2/2011	808.45	230.03	1,038.48				45,914.53
8/1/2011	812.43	226.05	1,038.48				45,102.10
9/1/2011	816.43	222.05	1,038.48	9,537.42	2,924.34	12,461.76	44,285.67
10/1/2011	820.45	218.03	1,038.48				43,465.22
11/1/2011	824.49	213.99	1,038.48				42,640.73
12/1/2011	828.55	209.93	1,038.48				41,812.18
1/1/2012	832.62	205.86	1,038.48				40,979.56
1/31/2012	836.72	201.76	1,038.48				40,142.84
3/1/2012	840.84	197.64	1,038.48				39,302.00
4/1/2012	844.98	193.50	1,038.48				38,457.02
5/1/2012	849.14	189.34	1,038.48				37,607.88
6/1/2012	853.32	185.16	1,038.48				36,754.56
7/1/2012	857.53	180.95	1,038.48				35,897.03
8/1/2012	861.75	176.73	1,038.48				35,035.28
8/31/2012	865.99	172.49	1,038.48	10,116.38	2,345.38	12,461.76	34,169.29
9/30/2012	870.25	168.23	1,038.48				33,299.04
10/31/2012	874.54	163.94	1,038.48				32,424.50
11/30/2012	878.84	159.64	1,038.48				31,545.66
12/31/2012	883.17	155.31	1,038.48				30,662.49
1/30/2013	887.52	150.96	1,038.48				29,774.97
3/2/2013	891.89	146.59	1,038.48				28,883.08
4/1/2013	896.28	142.20	1,038.48				27,986.80
5/2/2013	900.69	137.79	1,038.48				27,086.11
6/1/2013	905.13	133.35	1,038.48				26,180.98
7/1/2013	909.58	128.90	1,038.48				25,271.40
8/1/2013	914.06	124.42	1,038.48				24,357.34
8/31/2013	918.56	119.92	1,038.48	10,730.51	1,731.25	12,461.76	23,438.78

2010 Capital Lease for Telephone Equipment  
Debt Service (*Continued*)

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
10/1/2013	923.08	115.40	1,038.48				22,515.70
10/31/2013	927.63	110.85	1,038.48				21,588.07
12/1/2013	932.19	106.29	1,038.48				20,655.88
12/31/2013	936.78	101.70	1,038.48				19,719.10
1/30/2014	941.40	97.08	1,038.48				18,777.70
3/2/2014	946.03	92.45	1,038.48				17,831.67
4/1/2014	950.69	87.79	1,038.48				16,880.98
5/2/2014	955.37	83.11	1,038.48				15,925.61
6/1/2014	960.07	78.41	1,038.48				14,965.54
7/2/2014	964.80	73.68	1,038.48				14,000.74
8/1/2014	969.55	68.93	1,038.48				13,031.19
9/1/2014	974.32	64.16	1,038.48	11,381.91	1,079.85	12,461.76	12,056.87
10/1/2014	979.12	59.36	1,038.48				11,077.75
10/31/2014	983.94	54.54	1,038.48				10,093.81
12/1/2014	988.78	49.70	1,038.48				9,105.03
12/31/2014	993.65	44.83	1,038.48				8,111.38
1/31/2015	998.54	39.94	1,038.48				7,112.84
3/2/2015	1,003.46	35.02	1,038.48				6,109.38
4/2/2015	1,008.40	30.08	1,038.48				5,100.98
5/2/2015	1,013.37	25.11	1,038.48				4,087.61
6/1/2015	1,018.36	20.12	1,038.48				3,069.25
7/2/2015	1,023.37	15.11	1,038.48				2,045.88
8/1/2015	1,028.41	10.07	1,038.48				1,017.47
9/1/2015	1,017.47	5.01	1,022.48	11,841.48	388.89	12,445.76	(0.00)
	\$ 53,835.00	\$ 8,734.76	\$ 62,569.76	\$ 53,619.61	\$ 8,734.76	\$ 62,569.76	

## 2011 Parks General Obligation Bank Loan Refinancing

In December 2011, the City issued 2011 Parks Obligation Bank Loan Refinancing for the purpose of refunding the 1999 Parks and Library General Obligation Bond. The refunding loan was issued at an interest rate of 2.13% with a maturity date of June 1, 2019. The loan is backed by the full faith, credit and full taxing power of the City. Outstanding balance as of September 30, 2014 was \$1,010,705.

### Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
12/01/11			-				\$ 1,477,298
06/01/12	\$ 91,352	\$ 15,733.22	\$ 107,085.22	\$ 91,352	\$ 15,733.22	\$ 107,085.22	1,385,946
12/01/12	92,325	14,760.32	107,085.32				1,293,621
06/01/13	93,308	13,777.06	107,085.06	185,633	28,537.38	214,170.38	1,200,313
12/01/13	94,302	12,783.33	107,085.33				1,106,011
06/01/14	95,306	11,779.02	107,085.02	189,608	24,562.35	214,170.35	1,010,705
12/01/14	96,321	10,764.01	107,085.01				914,384
06/01/15	97,347	9,738.19	107,085.19	193,668	20,502.20	214,170.20	817,037
12/01/15	98,383	8,701.44	107,084.44				718,654
06/01/16	99,431	7,653.67	107,084.67	197,814	16,355.11	214,169.11	619,223
12/01/15	100,490	6,594.72	107,084.72				518,733
06/01/17	101,560	5,524.51	107,084.51	202,050	12,119.23	214,169.23	417,173
12/01/17	102,642	4,442.89	107,084.89				314,531
06/01/18	103,735	3,349.76	107,084.76	206,377	7,792.65	214,169.65	210,796
12/01/18	104,840	2,244.98	107,084.98				105,956
06/01/19	105,956	1,128.43	107,084.43	210,796	3,373.41	214,169.41	-
TOTALS	<u>\$ 1,477,298</u>	<u>\$ 128,975.55</u>	<u>\$ 1,606,273.55</u>	<u>\$ 1,477,298</u>	<u>\$ 128,975.55</u>	<u>\$ 1,606,273.55</u>	

## 2011 Utility and Parking Loan

In December 2011, the City issued 2011 Utility and Parking Revenue Bonds in the amount of \$2,230,500 to fund the construction of a sewer lift station and surface parking facilities. The revenue bond was issued at an interest rate of 2.52% and is secured by the City's share of the communication taxes from the State of Florida. Principal and interest payments are due June 1<sup>st</sup> and December 1<sup>st</sup> of each year through 2026. Outstanding balance as of September 30, 2014 was \$1,993,330.

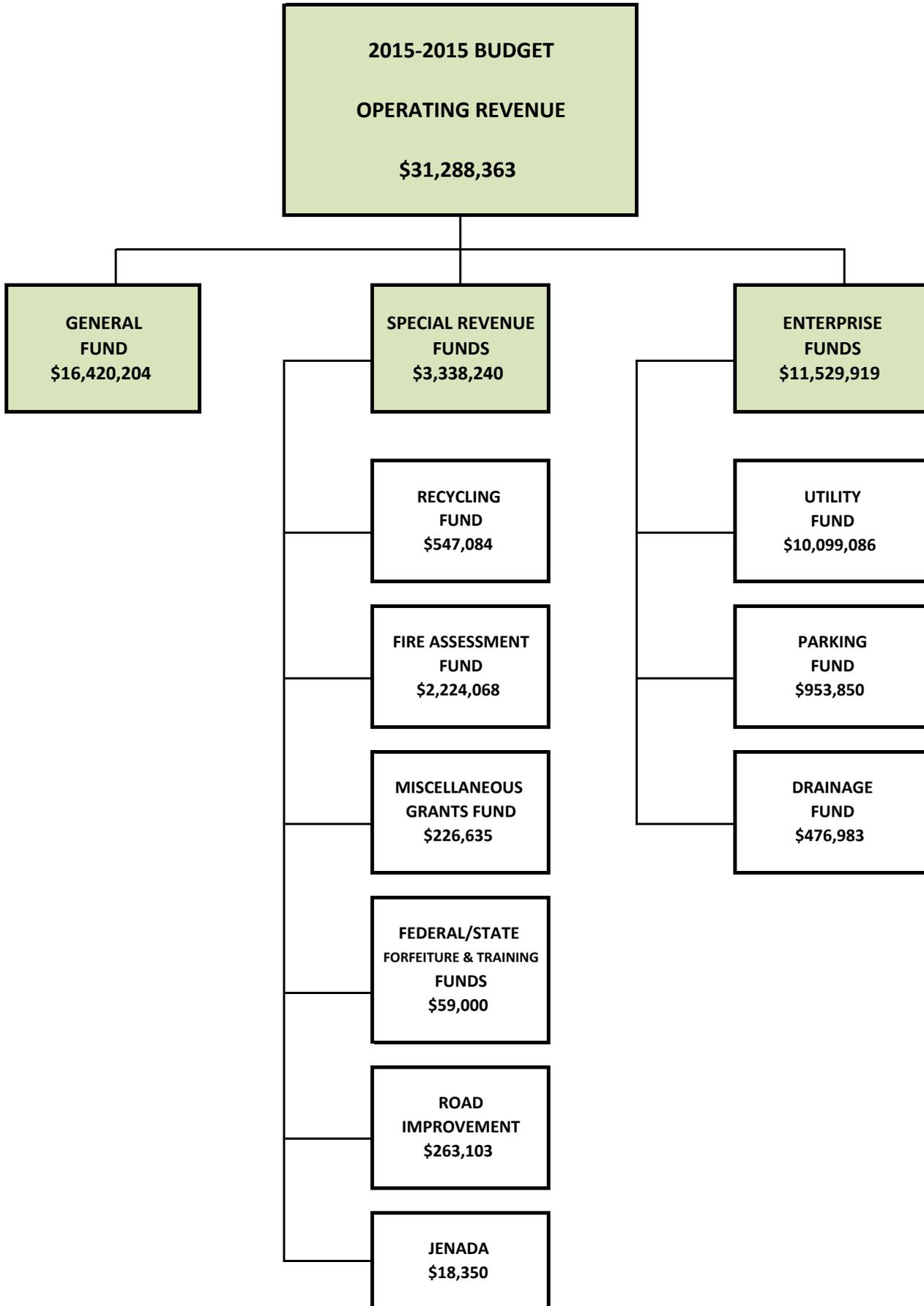
DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
12/01/11							\$ 2,230,500
12/01/12	\$ 37,238	\$ 56,208.60	\$ 93,446.60				2,193,262
06/01/13	65,811	27,635.10	93,446.10	103,049	83,843.70	186,892.70	2,127,451
12/01/13	66,641	26,805.88	93,446.88				2,060,810
06/01/14	67,480	25,966.21	93,446.21	134,121	52,772.09	186,893.09	1,993,330
12/01/14	68,331	25,115.96	93,446.96				1,924,999
06/01/15	69,192	24,254.99	93,446.99	137,523	49,370.95	186,893.95	1,855,807
12/01/15	70,063	23,383.17	93,446.17				1,785,744
06/01/16	70,946	22,500.37	93,446.37	141,009	45,883.54	186,892.54	1,714,798
12/01/16	71,840	21,606.45	93,446.45				1,642,958
06/01/17	72,745	20,701.27	93,446.27	144,585	42,307.72	186,892.72	1,570,213
12/01/17	73,662	19,784.68	93,446.68				1,496,551
06/01/18	74,590	18,856.54	93,446.54	148,252	38,641.22	186,893.22	1,421,961
12/01/18	75,530	17,916.71	93,446.71				1,346,431
06/01/19	76,481	16,965.03	93,446.03	152,011	34,881.74	186,892.74	1,269,950
12/01/19	77,445	16,001.37	93,446.37				1,192,505
06/01/20	78,421	15,025.56	93,446.56	155,866	31,026.93	186,892.93	1,114,084
12/01/20	79,409	14,037.46	93,446.46				1,034,675
06/01/21	80,410	13,036.91	93,446.91	159,819	27,074.37	186,893.37	954,265
12/01/21	81,423	12,023.74	93,446.74				872,842
06/01/22	82,449	10,997.81	93,446.81	163,872	23,021.55	186,893.55	790,393
12/01/22	83,488	9,958.95	93,446.95				706,905
06/01/23	84,540	8,907.00	93,447.00	168,028	18,865.95	186,893.95	622,365
12/01/23	85,605	7,841.80	93,446.80				536,760
06/01/24	86,683	6,763.18	93,446.18	172,288	14,604.98	186,892.98	450,077
12/01/24	87,776	5,670.97	93,446.97				362,301
06/01/25	88,881	4,564.99	93,445.99	176,657	10,235.96	186,892.96	273,420
12/01/25	90,001	3,445.09	93,446.09				183,419
06/01/26	91,135	2,311.08	93,446.08	181,136	5,756.17	186,892.17	92,284
12/01/26	92,284	1,162.78	93,446.78				-
<b>TOTALS</b>	<b>\$ 2,230,500</b>	<b>\$ 479,449.65</b>	<b>\$ 2,709,949.65</b>	<b>\$ 2,138,216</b>	<b>\$ 478,286.87</b>	<b>\$ 2,616,502.87</b>	

## 2015 Mickel Park Loan

In March 2015, the City issued 2015 Mickel Park Loan in the amount of \$744,200 to fund the design and construction of renovations to the Mickel Park. The loan bears interest at 3.43 per annum with principal and interest payment on each June 1 and December 1 through June 1, 2025. Revenue from the tax on communication services are pledge to secure the repayment of the loan.

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
03/16/15							\$ 744,200
12/01/15	\$ 31,200	\$ 18,365	\$ 49,565				\$ 713,000
06/01/16	32,000	12,228	44,228	63,200	30,593	93,793	681,000
12/01/16	33,000	11,679	44,679				648,000
06/01/17	33,000	11,113	44,113	66,000	22,792	88,792	615,000
12/01/17	34,000	10,547	44,547				581,000
06/01/18	34,000	9,964	43,964	68,000	20,511	88,511	547,000
12/01/18	35,000	9,381	44,381				512,000
06/01/19	35,000	8,781	43,781	70,000	18,162	88,162	477,000
12/01/19	36,000	8,181	44,181				441,000
06/01/20	37,000	7,563	44,563	73,000	15,744	88,744	404,000
12/01/20	37,000	6,929	43,929				367,000
06/01/21	38,000	6,294	44,294	75,000	13,223	88,223	329,000
12/01/21	39,000	5,642	44,642				290,000
06/01/22	39,000	4,974	43,974	78,000	10,616	88,616	251,000
12/01/22	40,000	4,305	44,305				211,000
06/01/23	41,000	3,619	44,619	81,000	7,923	88,923	170,000
12/01/23	41,000	2,916	43,916				129,000
06/01/24	42,000	2,212	44,212	83,000	5,128	88,128	87,000
12/01/24	43,000	1,492	44,492				44,000
06/01/25	44,000	755	44,755	87,000	2,247	89,247	-
TOTALS	\$ 744,200	\$ 146,938	\$ 891,138	\$ 744,200	\$ 146,938	\$ 891,138	

**CITY OF WILTON MANORS  
FUND STRUCTURE OVERVIEW - REVENUE**



**ADOPTED BUDGET FISCAL YEAR 2015-2016**  
**REVENUE SUMMARIES - ALL FUNDS**

	FY2013-14 ACTUAL	FY2014-15 ADOPTED BUDGET	FY2015-16 PROPOSED BUDGET	FY2015-16 ADOPTED BUDGET
<b>GENERAL FUND</b>				
Ad-Valorem Taxes	\$ 6,214,184	\$ 6,710,398	\$ 7,153,656	\$ 7,161,101
Utility Taxes	2,110,460	2,141,700	2,162,700	2,162,700
Permits, Fees & Special Assessments	1,444,108	1,650,260	1,477,115	1,477,115
Intergovernmental	1,272,396	1,152,100	1,331,700	1,368,865
Charges For Services	435,870	379,250	397,450	455,450
Fines and Forfeitures	226,896	164,500	160,050	185,050
Miscellaneous	335,501	199,500	287,225	342,225
Interfund Transfer	1,760,213	1,890,780	1,890,780	1,890,780
Debt Proceeds		744,200	-	-
Appropriation of Fund Balance		1,614,962	1,376,918	1,376,918
	<u>13,799,628</u>	<u>16,647,650</u>	<u>16,237,594</u>	<u>16,420,204</u>
<b>RECYCLING FUND</b>				
Permits, Fees & Special Assessments	473,168	482,635	475,072	475,072
Charges For Services	2,343	-	5,400	5,400
Miscellaneous	40,868	30,200	31,300	31,300
Appropriation of Fund Balance	-	13,693	35,645	35,312
	<u>516,379</u>	<u>526,528</u>	<u>547,417</u>	<u>547,084</u>
<b>FIRE RESCUE ASSESSMENT FUND</b>				
Charges for Services	103,085	105,000	105,000	105,000
Permits, Fees & Special Assessments	1,500,803	1,688,668	1,948,220	1,948,220
Miscellaneous	6,405	5,000	10,000	10,000
Appropriation of Fund Balance	-	77,826	157,147	160,848
	<u>1,610,293</u>	<u>1,876,494</u>	<u>2,220,367</u>	<u>2,224,068</u>
<b>MISCELLANEOUS GRANTS FUND</b>				
Shared Revenues and Grants	303,571	220,035	196,635	196,635
Interfund Transfer	-	25,000	25,000	25,000
Appropriation of Fund Balance	-	-	5,000	5,000
	<u>303,571</u>	<u>245,035</u>	<u>226,635</u>	<u>226,635</u>
<b>FEDERAL POLICE FORFEITURE FUND</b>				
Fines and forfeitures	76,648	-	-	-
Miscellaneous	145			
Appropriation of Fund Balance	-	65,175	41,000	41,000
	<u>76,793</u>	<u>65,175</u>	<u>41,000</u>	<u>41,000</u>
<b>POLICE TRAINING &amp; EDUCATION FUND</b>				
Fines and Forfeiture	3,636	3,775	-	-
Appropriation of Fund Balance	17	-	4,000	4,000
	<u>3,653</u>	<u>3,775</u>	<u>4,000</u>	<u>4,000</u>
<b>ROAD IMPROVEMENT FUND</b>				
Shared Revenues and Grants	207,388	202,200	215,288	215,288
Charges for Services	26,998	28,000	28,500	28,500
Miscellaneous	227	200	200	200
Appropriation of Fund Balance	-	88,000	19,115	19,115
	<u>234,613</u>	<u>318,400</u>	<u>263,103</u>	<u>263,103</u>

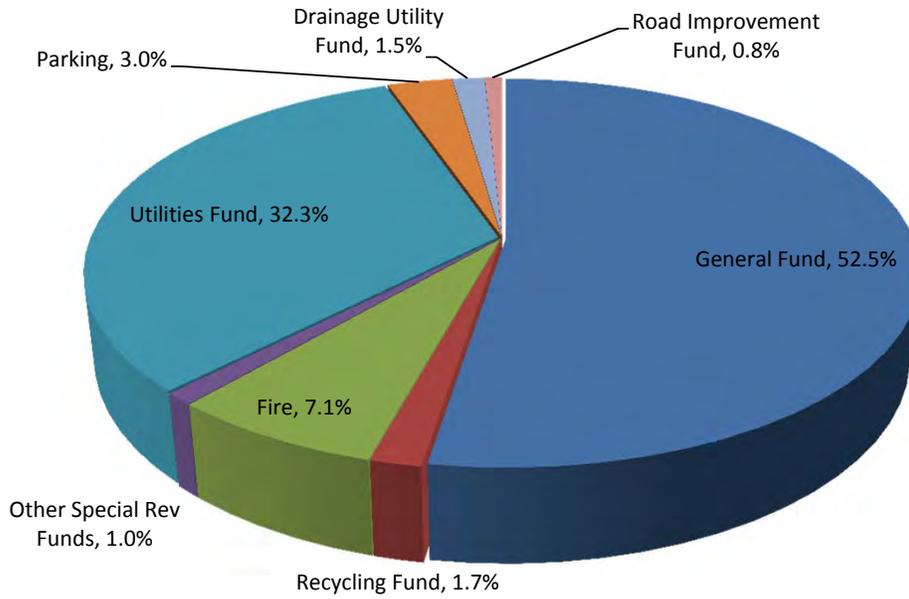
**ADOPTED BUDGET FISCAL YEAR 2015-2016  
REVENUE SUMMARIES - ALL FUNDS**

	<b>FY2013-14 ACTUAL</b>	<b>FY2014-15 ADOPTED BUDGET</b>	<b>FY2015-16 PROPOSED BUDGET</b>	<b>FY2015-16 ADOPTED BUDGET</b>
<b>STATE POLICE FORFEITURE FUND</b>				
Fines and Forfeitures	56,496	-	-	-
Miscellaneous	233			
Appropriation of Fund Balance	-	11,000	14,000	14,000
	<u>56,729</u>	<u>11,000</u>	<u>14,000</u>	<u>14,000</u>
<b>WATER AND SEWER UTILITY FUND</b>				
Permits, Fees & Special Assessments	8,300	-	3,000	3,000
Charges For Services	7,381,474	7,766,361	8,355,700	8,355,700
Miscellaneous	67,637	42,497	45,847	45,847
Appropriation of Fund Balance	-	1,123,170	1,694,539	1,694,539
	<u>7,457,411</u>	<u>8,932,028</u>	<u>10,099,086</u>	<u>10,099,086</u>
<b>PARKING FUND</b>				
Charges For Services	440,834	442,108	737,850	737,850
Fines and Forfeitures	204,176	239,125	165,000	165,000
Miscellaneous	1,744	1,500	1,500	1,500
Appropriation of Fund Balance	-	188,700	49,500	49,500
	<u>646,754</u>	<u>871,433</u>	<u>953,850</u>	<u>953,850</u>
<b>DRAINAGE UTILITY FUND</b>				
Charges For Services	388,822	377,895	435,120	435,120
Miscellaneous	10,286	1,000	1,000	1,000
Interfund Transfer	57,279	-	-	-
Appropriation of Fund Balance	-	85,000	42,029	40,863
	<u>456,387</u>	<u>463,895</u>	<u>478,149</u>	<u>476,983</u>
<b>JENADA ASSESSMENT FUND</b>				
Special Assessments	8,596	8,132	8,350	8,350
Miscellaneous	62	75	75	75
Appropriation of Fund Balance	-	9,955	9,925	9,925
	<u>8,658</u>	<u>18,162</u>	<u>18,350</u>	<u>18,350</u>
<b>TOTAL - ALL FUNDS</b>				
Ad-Valorem Taxes	6,214,184	6,710,398	7,153,656	7,161,101
Utility Taxes	2,110,460	2,141,700	2,162,700	2,162,700
Permits, Fees & Special Assessments	3,434,975	3,829,695	3,911,757	3,911,757
Intergovernmental	1,783,355	1,574,335	1,743,623	1,780,788
Charges For Services	8,779,426	9,098,614	10,065,020	10,123,020
Fines and Forfeitures	567,852	407,400	325,050	350,050
Miscellaneous	463,108	279,972	377,147	432,147
Interfund Transfer	1,817,492	1,915,780	1,915,780	1,915,780
Debt Proceeds	-	744,200	-	-
Appropriation of Fund Balance	17	3,277,481	3,448,818	3,451,020
	<u>\$ 25,170,869</u>	<u>\$ 29,979,575</u>	<u>\$ 31,103,551</u>	<u>\$ 31,288,363</u>

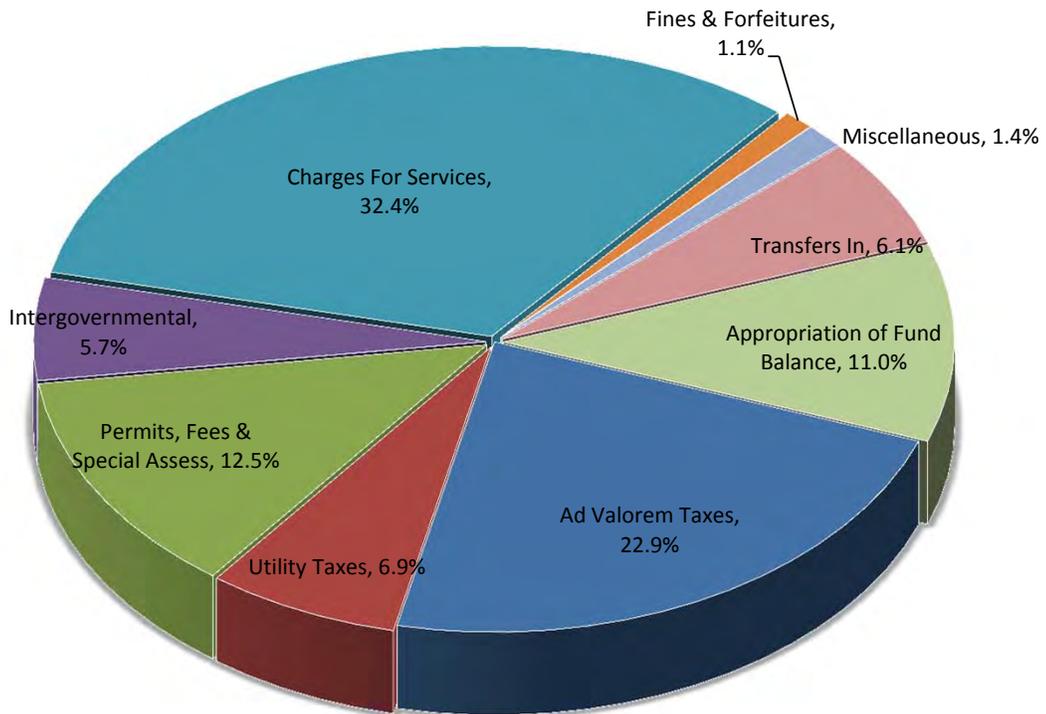
# REVENUE BUDGET SUMMARY FY2015-2016

\$31,288,363

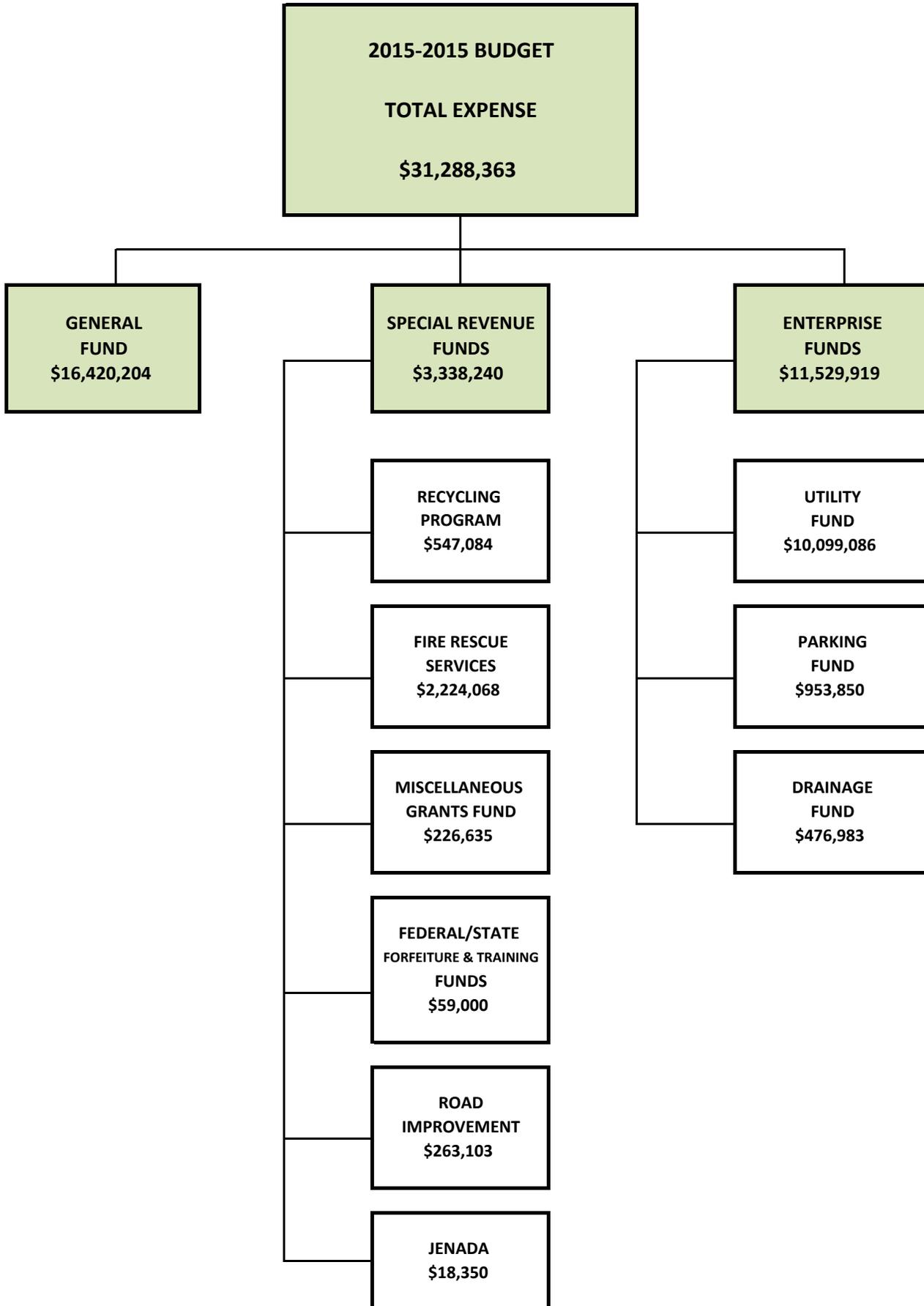
## REVENUES BY FUND



## REVENUES BY SOURCE



**CITY OF WILTON MANORS  
FUND STRUCTURE OVERVIEW - EXPENSE**



**ADOPTED BUDGET FY2015-2016**  
**EXPENDITURE SUMMARIES - ALL FUNDS**

	FY2013-14 ACTUAL	FY2014-15 ADOPTED BUDGET	FY2015-16 PROPOSED BUDGET	FY2015-16 ADOPTED BUDGET
<b>GENERAL FUND</b>				
Personnel Wages	\$ 5,647,613	\$ 6,422,731	\$ 6,759,224	\$ 6,835,947
Personnel Benefits	3,645,843	4,019,200	4,050,106	4,100,991
Total Wages and Benefits	9,293,456	10,441,931	10,809,330	10,936,938
Operating Expenditures	3,027,734	3,185,659	3,508,113	3,526,120
Capital Outlay	1,008,230	2,227,265	1,053,252	1,090,247
Debt Service	773,402	767,795	841,899	841,899
Sub-Total	14,102,822	16,622,650	16,212,594	16,395,204
Interfund Transfer Out	-	25,000	25,000	25,000
	14,102,822	16,647,650	16,237,594	16,420,204
<b>RECYCLING FUND</b>				
Personnel Wages	76,981	80,937	83,930	83,930
Personnel Benefits	45,288	41,668	45,295	45,295
Total Wages and Benefits	122,269	122,605	129,225	129,225
Operating Expenditures	181,236	186,640	200,559	200,226
Capital Outlay	34,229	7,700	8,050	8,050
Debt Service	-	-	-	-
Sub-Total	337,734	316,945	337,834	337,501
Interfund Transfer Out	209,583	209,583	209,583	209,583
	547,317	526,528	547,417	547,084
<b>FIRE RESCUE ASSESSMENT</b>				
Personnel Wages	75,179	128,467	138,120	141,554
Personnel Benefits	34,594	65,101	81,437	83,226
Total Wages and Benefits	109,773	193,568	219,557	224,780
Operating Expenditures	1,237,107	1,419,229	1,755,313	1,753,791
Capital Outlay	3,235	57,500	39,300	39,300
Debt Service	-	-	-	-
Sub-Total	1,350,115	1,670,297	2,014,170	2,017,871
Interfund Transfer Out	206,197	206,197	206,197	206,197
	1,556,312	1,876,494	2,220,367	2,224,068
<b>ROAD IMPROVEMENT</b>				
Operating Expenditures	97,889	103,775	97,478	97,478
Capital Outlay	157,360	214,625	165,625	165,625
Sub-Total	255,249	318,400	263,103	263,103
Interfund Transfer Out	-	-	-	-
	255,249	318,400	263,103	263,103

**ADOPTED BUDGET FY2015-2016  
EXPENDITURE SUMMARIES - ALL FUNDS**

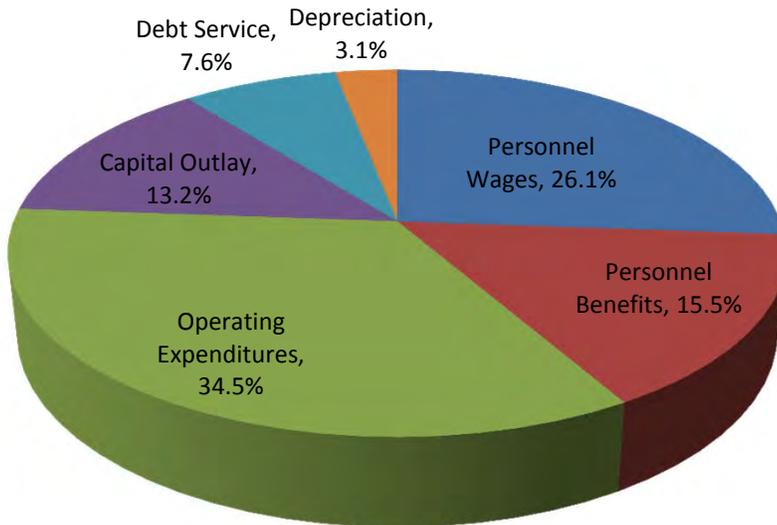
	<b>FY2013-14 ACTUAL</b>	<b>FY2014-15 ADOPTED BUDGET</b>	<b>FY2015-16 PROPOSED BUDGET</b>	<b>FY2015-16 ADOPTED BUDGET</b>
<b>MISCELLANEOUS GRANTS</b>				
Personnel Wages	14,599	22,288	35,552	35,552
Personnel Benefits	1,361	-	-	-
Total Wages and Benefits	15,960	22,288	35,552	35,552
Operating Expenditures	56,342	32,372	110,750	110,750
Capital Outlay	233,596	190,375	80,333	80,333
Sub-Total	305,898	245,035	226,635	226,635
Interfund Transfer Out	-	-	-	-
	305,898	245,035	226,635	226,635
<b>FEDERAL POLICE FORFEITURE</b>				
Operating Expenditures	14,611	40,175	41,000	41,000
Capital Outlay	33,743	25,000	-	-
Sub-Total	48,354	65,175	41,000	41,000
Interfund Transfer Out	-	-	-	-
	48,354	65,175	41,000	41,000
<b>POLICE TRAINING &amp; EDUCATION</b>				
Operating Expenditures	19,595	3,775	4,000	4,000
Capital Outlay	-	-	-	-
Sub-Total	19,595	3,775	4,000	4,000
Interfund Transfer Out	-	-	-	-
	19,595	3,775	4,000	4,000
<b>STATE POLICE FORFEITURE</b>				
Operating Expenditures	23,678	11,000	14,000	14,000
Capital Outlay	21,856	-	-	-
Sub-Total	45,534	11,000	14,000	14,000
Interfund Transfer Out	-	-	-	-
	45,534	11,000	14,000	14,000
<b>JENADA GATEHOUSE SPECIAL ASSESSMENT</b>				
Operating Expenditures	6,539	8,162	8,350	8,350
Capital Outlay	-	10,000	10,000	10,000
	6,539	18,162	18,350	18,350
<b>UTILITIES FUND</b>				
Personnel Wages	429,193	471,453	486,095	486,095
Personnel Benefits	243,129	195,837	267,160	267,160
Total Wages and Benefits	672,322	667,290	753,255	753,255
Operating Expenditures	3,670,395	3,769,250	3,901,690	3,901,690
Capital Outlay	259,261	1,408,932	1,932,200	1,932,200
Debt Service	1,282,179	1,302,256	1,284,571	1,284,571
Depreciation	709,721	309,300	752,370	752,370
Sub-Total	6,593,878	7,457,028	8,624,086	8,624,086
Interfund Transfer Out	1,354,980	1,475,000	1,475,000	1,475,000
	7,948,858	8,932,028	10,099,086	10,099,086

**ADOPTED BUDGET FY2015-2016**  
**EXPENDITURE SUMMARIES - ALL FUNDS**

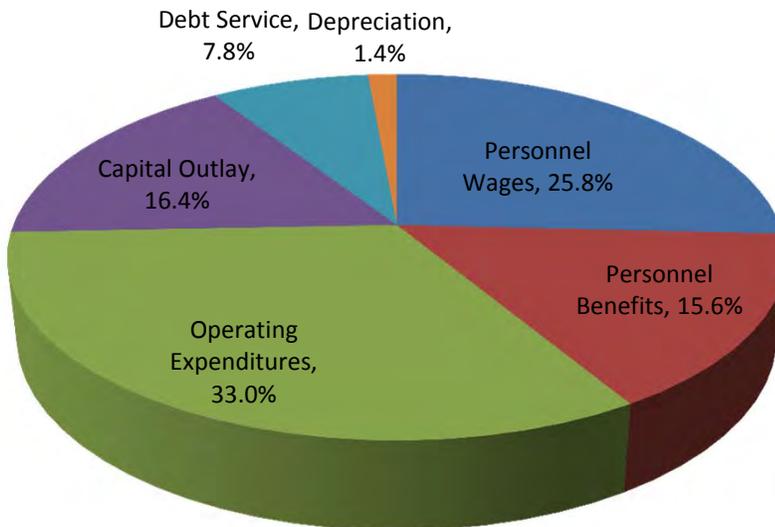
	FY2013-14 ACTUAL	FY2014-15 ADOPTED BUDGET	FY2015-16 PROPOSED BUDGET	FY2015-16 ADOPTED BUDGET
<b>PARKING</b>				
Personnel Wages	21,426	22,306	5,928	5,928
Personnel Benefits	10,864	6,908	3,240	3,240
Total Wages and Benefits	32,290	29,214	9,168	9,168
Operating Expenditures	394,387	383,875	438,529	438,529
Capital Outlay	299,349	310,000	352,500	352,500
Debt Service	129,877	111,944	110,455	110,455
Depreciation	36,781	36,400	43,198	43,198
Sub-Total	892,684	871,433	953,850	953,850
Interfund Transfer Out	46,732	-	-	-
	939,416	871,433	953,850	953,850
<b>DRAINAGE UTILITY</b>				
Personnel Wages	54,164	82,387	87,678	87,678
Personnel Benefits	33,621	44,119	45,442	45,442
Total Wages and Benefits	87,785	126,506	133,120	133,120
Operating Expenditures	69,201	128,389	120,227	119,061
Capital Outlay	93,240	155,000	124,000	124,000
Debt Service	-	-	-	-
Depreciation	97,127	54,000	100,802	100,802
Sub-Total	347,353	463,895	478,149	476,983
Interfund Transfer Out	-	-	-	-
	347,353	463,895	478,149	476,983
<b>TOTALS - ALL FUNDS</b>				
Personnel Wages	6,319,155	7,230,569	7,596,527	7,676,684
Personnel Benefits	4,014,700	4,372,833	4,492,680	4,545,354
Total Wages and Benefits	10,333,855	11,603,402	12,089,207	12,222,038
Operating Expenditures	8,798,714	9,272,301	10,200,009	10,214,995
Capital Outlay	2,144,099	4,606,397	3,765,260	3,802,255
Debt Service	2,185,458	2,181,995	2,236,925	2,236,925
Depreciation	843,629	399,700	896,370	896,370
Sub-Total	24,305,755	28,063,795	29,187,771	29,372,583
Interfund Transfer Out	1,817,492	1,915,780	1,915,780	1,915,780
	\$ 26,123,247	\$ 29,979,575	\$ 31,103,551	\$ 31,288,363

**ADOPTED BUDGET FY2015-2016  
EXPENDITURES BY OBJECT**

**FISCAL YEAR 2015-2016 - \$31,288,363**



**FISCAL YEAR 2014-2015 - \$29,979,575**



**CITY OF WILTON MANORS**  
**ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

GL NUMBER	DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Fund 001 - GENERAL FUND</b>						
1	AD VALOREM TAXES					
2	001-0000-3110.001	5,443,308	5,967,111	5,967,111	6,410,550	6,417,995
3	001-0000-3110.002	129,730	100,000	100,000	100,000	100,000
4	001-0000-3110.044	213,381	214,170	214,170	214,170	214,170
5	001-0000-3110.045	427,765	429,117	429,117	428,936	428,936
6	AD VALOREM TAXES	6,214,184	6,710,398	6,710,398	7,153,656	7,161,101
7						
8	UTILITY SERVICES TAXES					
9	001-0000-3140.100	1,035,711	997,500	997,500	1,036,700	1,036,700
10	001-0000-3140.300	416,998	442,200	442,200	471,000	471,000
11	001-0000-3140.400	65,513	70,000	70,000	70,000	70,000
12	001-0000-3150.000	592,239	632,000	632,000	585,000	585,000
13	UTILITY SERVICES TAXES	2,110,461	2,141,700	2,141,700	2,162,700	2,162,700
14						
15	PERMITS, FEES, & SPECIAL ASSESSMENTS					
16	001-0000-3160.010	98,149	95,000	95,000	100,000	100,000
17	001-0000-3220.000	481,969	722,500	458,987	500,000	500,000
18	001-0000-3230.100	782,349	786,100	786,100	802,200	802,200
19	001-0000-3230.900	48,281	39,160	39,160	68,015	68,015
20	001-0000-3290.003	2,450	500	500	400	400
21	001-0000-3290.005	7,825	6,000	6,000	5,000	5,000
22	001-0000-3290.007	1,200	1,000	1,000	1,500	1,500
23	001-0000-3630.220	1,868	0	27,119	0	0
24	001-0000-3630.270	9,819	0	174,795	0	0
25	001-0000-3630.291	10,198	0	61,599	0	0
26	PERMITS, FEES, & SPECIAL ASSESSMENTS	1,444,108	1,650,260	1,650,260	1,477,115	1,477,115
27						
28	INTERGOVERNMENTAL					
29	001-0000-3310.215	75,249	0	0	0	0
30	001-0000-3310.219	13,535	0	0	47,700	47,700
31	001-0000-3350.120	425,531	425,000	425,000	436,900	436,900
32	001-0000-3350.140	29	100	100	100	100
33	001-0000-3350.150	26,551	18,000	18,000	27,000	27,000
34	001-0000-3350.180	731,500	709,000	709,000	820,000	857,165
35	INTERGOVERNMENTAL	1,272,395	1,152,100	1,152,100	1,331,700	1,368,865
36						
37	CHARGES FOR SERVICES					
38	001-0000-3400.001	24,616	24,000	24,000	24,000	24,000
39	001-0000-3400.002	951	500	500	300	300
40	001-0000-3400.003	1,881	1,500	1,500	0	0
41	001-0000-3400.005	36,099	30,000	30,000	30,000	30,000
42	001-0000-3400.006	997	200	200	500	500
43	001-0000-3400.007	26,710	14,000	14,000	20,000	20,000
44	001-0000-3400.008	1,252	650	650	800	800
45	001-0000-3400.009	110,203	80,000	80,000	84,000	106,000
46	001-0000-3400.010	135,686	115,000	115,000	130,000	166,000
47	001-0000-3400.011	9,758	10,000	10,000	10,000	10,000
48	001-0000-3400.012	120	0	0	0	0
49	001-0000-3400.014	421	14,800	14,800	7,500	7,500
50	001-0000-3400.015	1,226	500	500	600	600
51	001-0000-3410.900	1,378	0	0	0	0
52	001-0000-3410.910	1,650	1,000	1,000	500	500
53	001-0000-3420.100	4,288	4,000	4,000	4,200	4,200
54	001-0000-3420.910	2,150	5,500	5,500	2,500	2,500
55	001-0000-3420.920	950	2,000	2,000	500	500

**CITY OF WILTON MANORS**  
**ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

		FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16	FY 2015-16	
		ACTUAL	ORIGINAL	AMENDED	PROPOSED	ADOPTED	
GL NUMBER	DESCRIPTION		BUDGET	BUDGET	BUDGET	BUDGET	
1	001-0000-3420.930 Alarm Late Charge Assessments	595	1,000	1,000	500	500	1
2	001-0000-3470.101 FEES FOR COPIES - LIBRARY	0	0	0	5,950	5,950	2
3	001-0000-3470.102 MISCELLANEOUS FEES - LIBRARY	0	0	0	1,000	1,000	3
4	001-0000-3470.500 Fitness Center Membership	13,204	12,600	12,600	12,600	12,600	4
5	001-0000-3490.100 Lien Search Fees	61,736	62,000	62,000	62,000	62,000	5
6	CHARGES FOR SERVICES	435,871	379,250	379,250	397,450	455,450	6
7							7
8	FINES & FORFEITS						8
9	001-0000-3500.000 Fines & Forfeits	84,497	78,500	78,500	80,000	105,000	9
10	001-0000-3520.000 Library Fines	12,949	11,000	11,000	5,050	5,050	10
11	001-0000-3540.000 Code Enforcement Fines	129,450	75,000	75,000	75,000	75,000	11
12	FINES & FORFEITS	226,896	164,500	164,500	160,050	185,050	12
13							13
14	OTHER & MISCELLANEOUS						14
15	001-0000-3600.000 Miscellaneous Income	34,345	55,000	55,000	116,000	116,000	15
16	001-0000-3600.002 Vending Machines - City Hall	1,087	1,000	1,000	1,300	1,300	16
17	001-0000-3600.010 ATTORNEY'S FEES REVENUE	2,195	2,000	2,000	500	500	17
18	001-0000-3600.020 Fees for Copies	2,486	1,500	1,500	2,500	2,500	18
19	001-0000-3610.100 Interest Earned	19,557	15,000	15,000	20,300	20,300	19
20	001-0000-3610.300 Net Inc/Dec in Fair Val of Inv	(12,539)	0	0	0	0	20
21	001-0000-3620.000 Facility Rentals	50,729	55,000	55,000	54,625	54,625	21
22	001-0000-3640.000 Sale of Fixed Assets	31,028	15,000	15,000	20,000	20,000	22
23	001-0000-3650.010 Sale of Surplus Materials	787	2,000	2,000	3,000	3,000	23
24	001-0000-3660.001 Donations - Veterans Park	240	0	0	0	0	24
25	001-0000-3660.002 Donations	1,690	0	1,000	9,000	9,000	25
26	001-0000-3670.000 Other Non-Bus License/Permits	23,848	18,000	18,000	5,000	5,000	26
27	001-0000-3670.001 Residential Rental License	32,397	35,000	35,000	40,000	95,000	27
28	001-0000-3670.002 CONTRACTOR'S REGISTRATION FEE	0	0	0	15,000	15,000	28
29	001-0000-3690.901 Prior Year Adjustments	145,321	0	0	0	0	29
30	001-0000-3690.902 TREE MITIGATION	2,329	0	0	0	0	30
31	001-0000-3810.001 Transfers In	1,760,213	1,890,780	1,974,480	1,890,780	1,890,780	31
32	001-0000-3840.000 Debt Proceeds	0	744,200	744,200	0	0	32
33	001-0000-3890.901 Approp Fund Balance R/E	0	1,614,962	1,857,497	1,376,918	1,376,918	33
34	OTHER & MISCELLANEOUS	2,095,713	4,449,442	4,776,677	3,554,923	3,609,923	34
35							35
36	<b>TOTAL GENERAL FUND REVENUES</b>	<b>13,799,628</b>	<b>16,647,650</b>	<b>16,974,885</b>	<b>16,237,594</b>	<b>16,420,204</b>	<b>36</b>
37							37
38							38
39							39
40	<b>Fund 151 - RECYCLING FUND</b>						40
41							41
42	UTILITY SERVICES TAXES						42
43	151-0000-3130.700 10% Garbage Franchise Fee	473,168	482,635	482,635	475,072	475,072	43
44	UTILITY SERVICES TAXES	473,168	482,635	482,635	475,072	475,072	44
45							45
46	CHARGES FOR SERVICES						46
47	151-0000-3430.401 SPECIAL BULK PICK UP	2,343	0	0	5,400	5,400	47
48	CHARGES FOR SERVICES	2,343	0	0	5,400	5,400	48
49							49
50	OTHER & MISCELLANEOUS						50
51	151-0000-3610.100 Interest Earned	57	100	100	300	300	51
52	151-0000-3620.020 RECYCLING ROYALTIES	40,811	30,100	30,100	31,000	31,000	52
53	151-0000-3890.901 Approp Fund Balance R/E	0	13,693	13,693	35,645	35,312	53
54	OTHER & MISCELLANEOUS	40,868	43,893	43,893	66,945	66,612	54
55							55
56	Totals for dept 0000-NO DEPT	516,379	526,528	526,528	547,417	547,084	56
57							57
58	<b>TOTAL RECYCLING FUND REVENUES</b>	<b>516,379</b>	<b>526,528</b>	<b>526,528</b>	<b>547,417</b>	<b>547,084</b>	<b>58</b>

**CITY OF WILTON MANORS  
ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

GL NUMBER	DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Fund 155 - FIRE ASSESSMENT FUND</b>							
1	CHARGES FOR SERVICES						1
2	155-0000-3400.020 Fire Protection Services	103,085	105,000	105,000	105,000	105,000	2
3	CHARGES FOR SERVICES	103,085	105,000	105,000	105,000	105,000	3
4							4
5	OTHER & MISCELLANEOUS						5
6	155-0000-3600.000 Miscellaneous Income	28	0	0	0	0	6
7	155-0000-3610.100 Interest Earned	6,377	5,000	5,000	10,000	10,000	7
8	155-0000-3630.112 Fire Special Assessments	1,500,803	1,688,668	1,688,668	1,948,220	1,948,220	8
9	155-0000-3890.901 Appropriate Fund Balance	0	77,826	77,826	157,147	160,848	9
10	OTHER & MISCELLANEOUS	1,507,208	1,771,494	1,771,494	2,115,367	2,119,068	10
11							11
12	<b>TOTAL FIRE ASSESSMENT FUND REVENUES</b>	1,610,293	1,876,494	1,876,494	2,220,367	2,224,068	12
13							13
14							14
15							15
16							16
17	<b>Fund 157 - MISCELLANEOUS GRANTS FUND</b>						
18							18
19	INTERGOVERNMENTAL						19
20	157-0000-3310.202 Bulletproof Vest Grant	4,925	3,375	3,375	0	0	20
21	157-0000-3310.218 2011 UASI GRANT	22,251	0	0	0	0	21
22	157-0000-3340.206 2013 JAGD-BROW-4-D8-062	3,991	3,997	3,997	0	0	22
23	157-0000-3340.701 FDEP REC TRAIL PROGRAM	0	55,835	55,835	55,835	55,835	23
24	157-0000-3370.202 Metro Broward Drug Task Force	22,578	0	0	13,915	13,915	24
25	157-0000-3370.500 MPO EV CHARGING STATIONS GRANT	0	0	0	9,000	9,000	25
26	157-0000-3370.724 PARKS FOR PEOPLE GRANT PHASE III	72,347	0	0	0	0	26
27	157-0000-3370.725 CDBG 38TH YEAR	136,428	0	0	0	0	27
28	157-0000-3370.726 TREE TRUST FUND PHASE #4	9,026	0	0	0	0	28
29	157-0000-3370.727 CDBG 39TH YEAR	0	67,319	67,319	0	0	29
30	157-0000-3370.728 CDBG 40TH YEAR	0	67,221	67,221	66,333	66,333	30
31	157-0000-3370.902 Broward EMLEG Grant	17,758	22,288	22,288	35,552	35,552	31
32	157-0000-3470.100 State Aid to Libraries	14,267	0	0	16,000	16,000	32
33	157-0000-3770.718 Broward Tree Trust Fund Grant	0	0	0	0	0	33
34	INTERGOVERNMENTAL	303,571	220,035	220,035	196,635	196,635	34
35							35
36	OTHER & MISCELLANEOUS						36
37	157-0000-3810.001 Transfers In	0	25,000	25,000	25,000	25,000	37
38	157-0000-3890.901 Appropriation of Fund Balance	0	0	0	5,000	5,000	38
39	OTHER & MISCELLANEOUS	0	25,000	25,000	30,000	30,000	39
40							40
41	<b>TOTAL MISCELLANEOUS GRANTS FUND REVENUES</b>	303,571	245,035	245,035	226,635	226,635	41
42							42
43							43
44							44
45	<b>Fund 158 - FEDERAL POLICE FORFEITURE FUND</b>						
46							46
47	FINES & FORFEITS						47
48	158-0000-3510.201 Confiscated Property	76,648	0	0	0	0	48
49	FINES & FORFEITS	76,648	0	0	0	0	49
50							50
51	OTHER & MISCELLANEOUS						51
52	158-0000-3610.100 Interest Earned	145	0	0	0	0	52
53	158-0000-3890.901 Appropriate Fund Balance	0	65,175	148,875	41,000	41,000	53
54	OTHER & MISCELLANEOUS	145	65,175	148,875	41,000	41,000	54
55							55
56	<b>TOTAL FEDERAL POLICE FORFEITURE FUND REVENUES</b>	76,793	65,175	148,875	41,000	41,000	56

**CITY OF WILTON MANORS**  
**ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

GL NUMBER	DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET		
<b>Fund 161 - POLICE TRAINING AND EDUCATION FUND</b>								
1	FINES & FORFEITS						1	
2	161-0000-3510.300 \$2 Education Assessment	3,636	3,775	3,775	0	0	2	
3	FINES & FORFEITS	3,636	3,775	3,775	0	0	3	
4							4	
5	OTHER & MISCELLANEOUS						5	
6	161-0000-3610.100 Interest Earned	17	0	0	0	0	6	
7	161-0000-3890.901 Appropriate Fund Balance	0	0	0	4,000	4,000	7	
8	OTHER & MISCELLANEOUS	17	0	0	4,000	4,000	8	
9							9	
10	<b>TOTAL POLICE TRAINING AND EDUCATION FUND REVENUES</b>	3,653	3,775	3,775	4,000	4,000	10	
11							11	
12							12	
13							13	
14							14	
15	<b>Fund 163 - ROAD IMPROVEMENT FUND</b>							
16							16	
17	INTERGOVERNMENTAL						17	
18	163-0000-3120.410 1st Loc Opt Fuel Tax 1-6 cents	119,480	117,600	117,600	124,889	124,889	18	
19	163-0000-3120.420 2nd Loc Opt Fuel Tax 1-5 cents	87,908	84,600	84,600	90,399	90,399	19	
20	INTERGOVERNMENTAL	207,388	202,200	202,200	215,288	215,288	20	
21							21	
22	CHARGES FOR SERVICES						22	
23	163-0000-3440.910 Other Transportation Revenue	26,998	28,000	28,000	28,500	28,500	23	
24	CHARGES FOR SERVICES	26,998	28,000	28,000	28,500	28,500	24	
25							25	
26	OTHER & MISCELLANEOUS						26	
27	163-0000-3610.100 Interest Earned	227	200	200	200	200	27	
28	163-0000-3890.901 Appropriate Fund Balance	0	88,000	273,868	19,115	19,115	28	
29	OTHER & MISCELLANEOUS	227	88,200	274,068	19,315	19,315	29	
30							30	
31	<b>TOTAL ROAD IMPROVEMENT FUND REVENUES</b>	234,613	318,400	504,268	263,103	263,103	31	
32							32	
33							33	
34	<b>Fund 165 - STATE POLICE FORFEITURE FUND</b>							
35							35	
36	FINES & FORFEITS						36	
37	165-0000-3510.201 Confiscated Property	56,496	0	0	0	0	37	
38	FINES & FORFEITS	56,496	0	0	0	0	38	
39							39	
40	OTHER & MISCELLANEOUS						40	
41	165-0000-3610.100 Interest Earned	233	0	0	0	0	41	
42	165-0000-3890.901 Appropriate Fund Balance	0	11,000	31,000	14,000	14,000	42	
43	OTHER & MISCELLANEOUS	233	11,000	31,000	14,000	14,000	43	
44							44	
45	<b>TOTAL STATE POLICE FORFEITURE FUND REVENUES</b>	56,729	11,000	31,000	14,000	14,000	45	

**CITY OF WILTON MANORS  
ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

GL NUMBER	DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>1</b>	<b>Fund 401 - WATER AND SEWER UTILITY FUND</b>					
2						
3	PERMITS, FEES, & SPECIAL ASSESSMENTS					
4	401-0000-3290.011 BACK-FLOW INSPECTION FEE	0	0	0	3,000	3,000
5	401-0000-3630.235 Impact Fee - Sewer	8,300	0	0	0	0
6	PERMITS, FEES, & SPECIAL ASSESSMENTS	8,300	0	0	3,000	3,000
7						
8	CHARGES FOR SERVICES					
9	401-0000-3400.038 Water Sales	4,292,165	4,421,661	4,421,661	4,710,000	4,710,000
10	401-0000-3400.039 Water Meters Installed	3,180	3,500	3,500	3,500	3,500
11	401-0000-3400.040 Fire Line Fees	10,851	11,000	11,000	11,000	11,000
12	401-0000-3400.042 Sewer Charges	3,075,278	3,330,200	3,330,200	3,631,200	3,631,200
13	CHARGES FOR SERVICES	7,381,474	7,766,361	7,766,361	8,355,700	8,355,700
14						
15	OTHER & MISCELLANEOUS					
16	401-0000-3600.000 Miscellaneous Income	287	0	0	0	0
17	401-0000-3600.010 ATTORNEY'S FEES REVENUE	32,409	10,000	10,000	10,000	10,000
18	401-0000-3600.030 Dishonored Check Fees	1,880	2,000	2,000	1,000	1,000
19	401-0000-3610.100 Interest Earned	2,650	4,000	4,000	3,000	3,000
20	401-0000-3620.010 Rental & Leases	26,500	26,497	26,497	31,847	31,847
21	401-0000-3640.000 Sale of Fixed Assets	3,911	0	0	0	0
22	401-0000-3890.901 Approp Fund Bal R/E	0	1,123,170	1,566,336	1,694,539	1,694,539
23	OTHER & MISCELLANEOUS	67,637	1,165,667	1,608,833	1,740,386	1,740,386
24						
25	<b>TOTAL WATER AND SEWER UTILITY FUND REVENUES</b>	<b>7,457,411</b>	<b>8,932,028</b>	<b>9,375,194</b>	<b>10,099,086</b>	<b>10,099,086</b>
26						
27						
28						
29						
30	<b>Fund 406 - PARKING FUND</b>					
31						
32	PERMITS, FEES, & SPECIAL ASSESSMENTS					
33	406-0000-3290.004 Payment in Lieu of Parking	0	0	0	0	0
34	PERMITS, FEES, & SPECIAL ASSESSMENTS	0	0	0	0	0
35						
36	CHARGES FOR SERVICES					
37	406-0000-3440.500 Parking Meter Revenue	278,478	441,108	281,257	493,000	493,000
38	406-0000-3440.501 Parking Permit Revenue	1,252	1,000	1,000	1,250	1,250
39	406-0000-3440.503 PARKING EVENT REVENUE	13,965	0	0	0	0
40	406-0000-3440.505 HAGEN PAYSTATION REVENUES	95,971	0	96,835	145,000	145,000
41	406-0000-3440.510 RICHARDSON PAYSTATION REVENUES	44,428	0	47,016	63,800	63,800
42	406-0000-3440.511 NE 8TH TERRACE LOT REVENUES	6,740	0	16,000	34,800	34,800
43	CHARGES FOR SERVICES	440,834	442,108	442,108	737,850	737,850
44						
45	FINES & FORFEITS					
46	406-0000-3510.510 Citations - Parking Mgt. Co.	204,176	239,125	239,125	165,000	165,000
47	FINES & FORFEITS	204,176	239,125	239,125	165,000	165,000
48						
49	OTHER & MISCELLANEOUS					
50	406-0000-3610.100 Interest Earned	1,744	1,500	1,500	1,500	1,500
51	406-0000-3890.901 APPROPRIATE FUND BALANCE R/E	0	188,700	188,700	49,500	49,500
52	OTHER & MISCELLANEOUS	1,744	190,200	190,200	51,000	51,000
53						
54	<b>TOTAL PARKING FUND REVENUES</b>	<b>646,754</b>	<b>871,433</b>	<b>871,433</b>	<b>953,850</b>	<b>953,850</b>

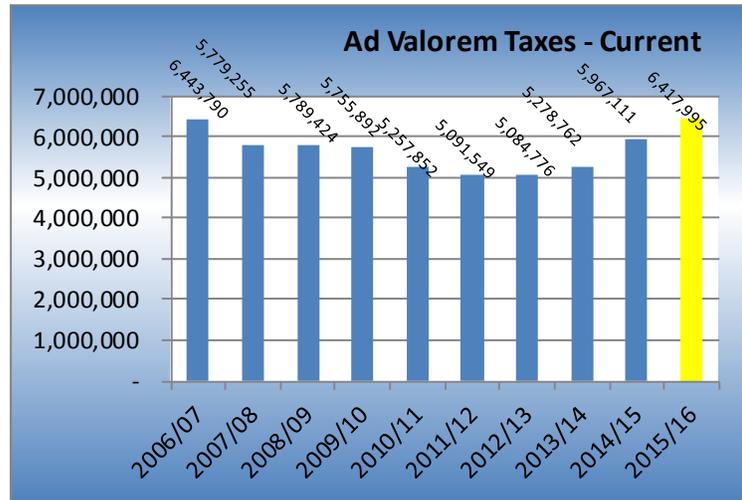
**CITY OF WILTON MANORS**  
**ADOPTED BUDGET - REVENUES FOR FISCAL YEAR 2015-2016**

GL NUMBER	DESCRIPTION	FY 2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Fund 450 - DRAINAGE UTILITY FUND</b>							
1	CHARGES FOR SERVICES						1
2	450-0000-3430.330 Drainage Utility Fee	388,822	377,895	377,895	435,120	435,120	2
3	CHARGES FOR SERVICES	388,822	377,895	377,895	435,120	435,120	3
4							4
5	OTHER & MISCELLANEOUS						5
6	450-0000-3610.100 Interest Earned	1,000	1,000	1,000	1,000	1,000	6
7	450-0000-3640.000 Sale of Fixed Assets	9,286	0	0	0	0	7
8	450-0000-3810.001 Transfers In	57,279	0	0	0	0	8
9	450-0000-3890.901 Approp Fund Bal R/E	0	85,000	124,750	42,029	40,863	9
10	OTHER & MISCELLANEOUS	67,565	86,000	125,750	43,029	41,863	10
11							11
12	<b>TOTAL DRAINAGE UTILITY FUND REVENUES</b>	456,387	463,895	503,645	478,149	476,983	12
13							13
14							14
15							15
16							16
17	<b>Fund 601 - JENADA SPECIAL ASSESSMENT FUND</b>						17
18							18
19	OTHER & MISCELLANEOUS						19
20	601-0000-3610.100 Interest Earned	62	75	75	75	75	20
21	601-0000-3630.113 Jenada Isles Assessments	8,596	8,132	8,132	8,350	8,350	21
22	601-0000-3890.901 Appropriate Fund Balance	0	9,955	9,955	9,925	9,925	22
23	OTHER & MISCELLANEOUS	8,658	18,162	18,162	18,350	18,350	23
24							24
25	<b>TOTAL JENADA SPECIAL ASSESSMENT FUND REVENUES</b>	8,658	18,162	18,162	18,350	18,350	25
26							26
27							27
28							28
29							29
30							30
31							31
32							32
33							33
34							34
35	<b>TOTAL ESTIMATED REVENUES - ALL FUNDS</b>	25,170,869	29,979,575	31,079,294	31,103,551	31,288,363	35

## Analysis of Revenue Sources Trends and Projections

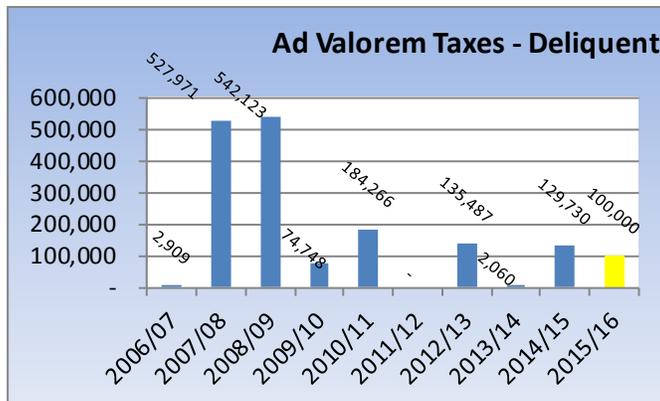
### Ad Valorem Taxes – Current

The major revenue source funding the City of Wilton Manor’s general operations continues to be the property tax. Property taxes are authorized by Chapter 166, Florida Statutes. The Florida Constitution limits local governments to a maximum of 10 mills of Ad Valorem taxation. The amount of revenue is based on the tax rate multiplied by the assessed value of the City which is provided by the County Property Appraiser. The amount is then multiplied at 96% of its gross value to allow for prompt payment discounts and other adjustments in accordance with Florida Statutes. The City’s assessed value as reported by the Property Appraiser is \$1,101,694,330. This amount is 8.89% or \$89,918,654 higher than last year. The proposed ad valorem millage levy for fiscal year 2015-16 is recommended to be 6.0683, the same rate as the prior fiscal year. Due to the increase in property values, this millage rate will generate \$6,417,995 compared to last year’s amount of \$5,967,111.



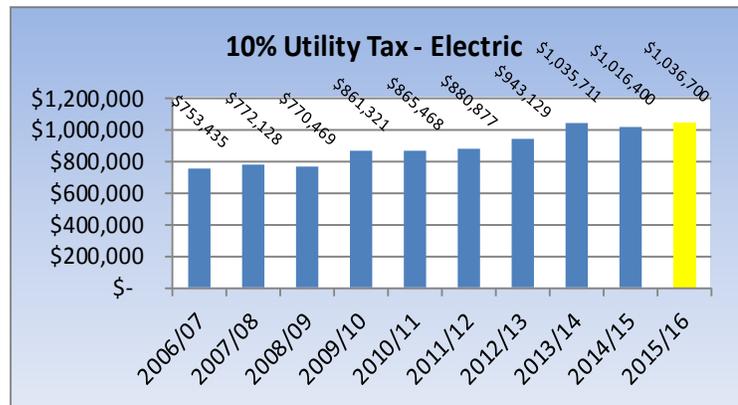
### Ad Valorem Taxes – Delinquent

This revenue source is derived by those taxpayers who do not pay their taxes by March 31 of any given year. On average the total revenue received in this category is minimal when compared to the total Ad Valorem taxes collected.



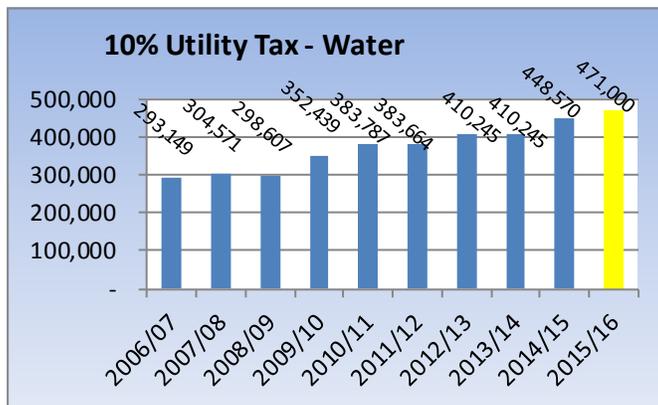
Utility Tax – Electric

Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City levies a 10% utility tax on electric services provided by FPL to the citizens of Wilton Manors. The revenue estimate was determined based on historical projections and the expectation of slight economic growth.



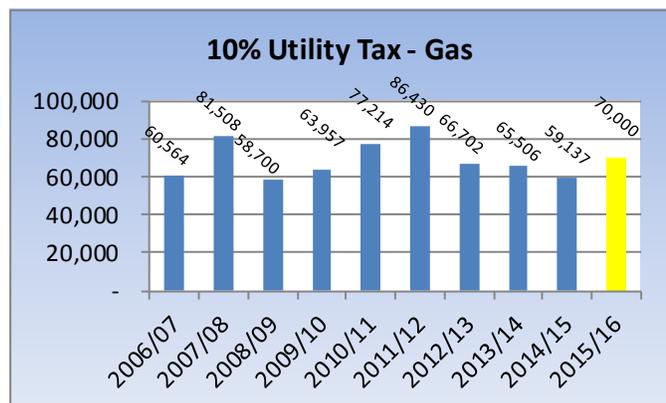
10% Utility Tax – Water

Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City levies a 10% utility tax on water services. Revenue estimate is 10% of budgeted water charges.



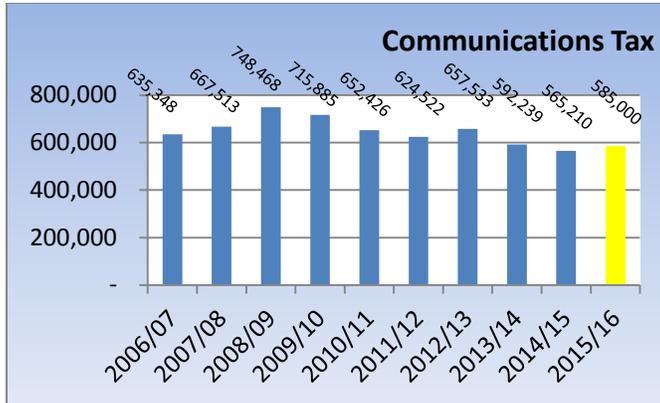
10% Utility Tax – Gas

Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City levies a 10% utility tax on sales of bottled gas. The revenue estimate was determined based on historical projections.



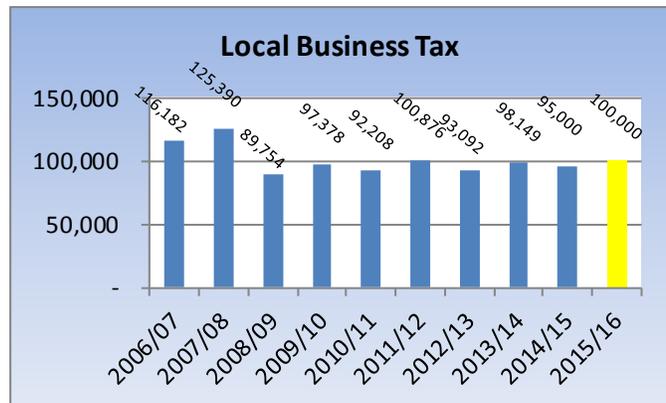
### Utility Tax – Communication Service Tax

As of 2001, Communications Service Tax (CST) replaced the Telecommunications Utility Service Tax, Telecommunications Franchise Fees, and Cable TV Franchise Fees. The CST is collected and distributed by the State of Florida. Revenue estimates are projected by the State to be used by local agencies during budget preparation. Revenue forecasts were determined based on a slight increase for growth.



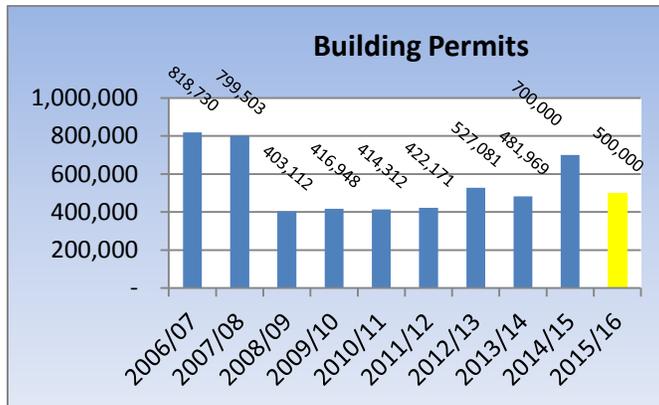
### 3160.010 City Business Tax

Pursuant to Chapter 205, Florida Statutes, the City has adopted an ordinance imposing a business tax for the privilege of engaging in or managing any business, profession or occupation within the City. The amount budgeted is based on anticipated collections.



### 3220.000 Building Permits

Permits must be issued to any individual or business that performs constructions work within City limits. These permits are issued for construction, such as plumbing, electrical, structural, mechanical, etc. The fees were established by Ordinance, and are adjusted from time to time by Resolution. Revenue estimate is based on anticipated collections.



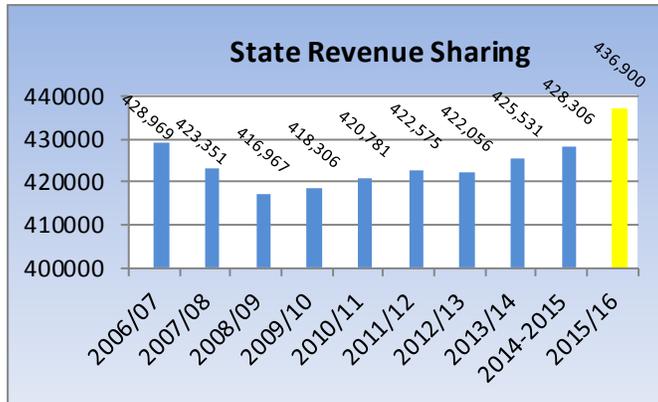
### 3230.100 5.9% Franchise Fee – Electric

A city may charge electric companies for the use of its rights-of-way per Florida Statutes 166.021 and 337.401. The City enacted Ordinance 927 granting Florida Power and Light Company an electric franchise in exchange for a 5.9% fee. The revenue estimate was determined based on historical projections and the expectation of slight economic growth.



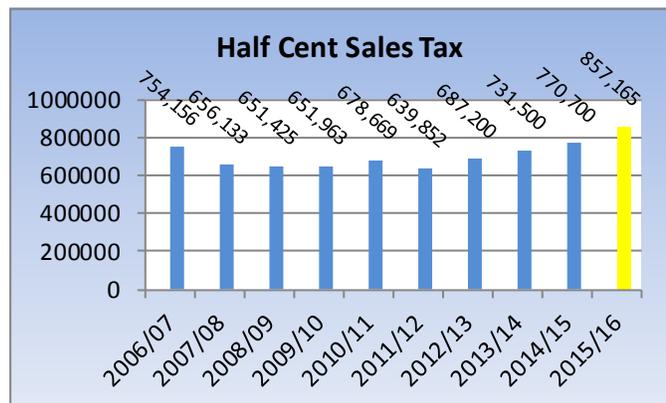
## State Revenue Sharing

The Florida Revenue Sharing Act of 1972 was a major attempt by the Legislature to ensure a minimum level of revenue parity across units of local government. Provisions in the enacting legislation created the Revenue Sharing Trust Fund for Municipalities, which currently receives: (1) 1.3409 percent of sales and use tax collections, (2) 12.5 percent of the state alternative fuel user decal fee collections, and (3) the net collections from the one-cent municipal fuel tax. However, effective January 1, 2014, the trust fund will no longer receive any state alternative fuel user decal fee collections. An allocation formula serves as the basis for revenue distribution to each municipality that meets strict eligibility requirements. Estimated revenue is provided by the state each year. Revenue forecasts were determined based on historical data and a slight boost in the economy.



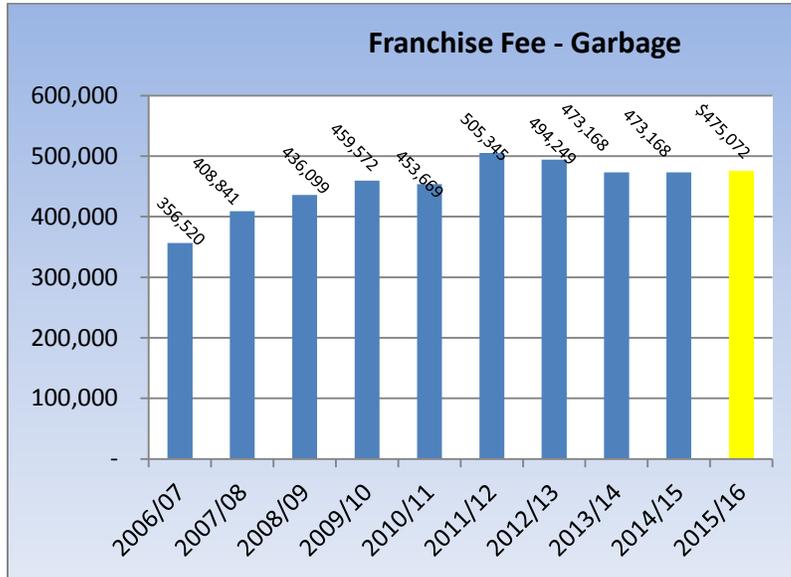
## Local Government Half Cent Sales Tax

The State of Florida collects the Local Government Half-Cent Sales Tax. The State distributes net sales tax revenues to counties and municipalities that meet strict eligibility requirements. Allocation formulas serve as the basis for this distribution and its primary focus is to provide relief from ad valorem and utility taxes. Estimated revenue is provided by the state each year. Revenue forecasts were determined based on historical numbers and a slight boost in the economy. Final amount budgeted for the FY15-16 is based on amount provided by the state.



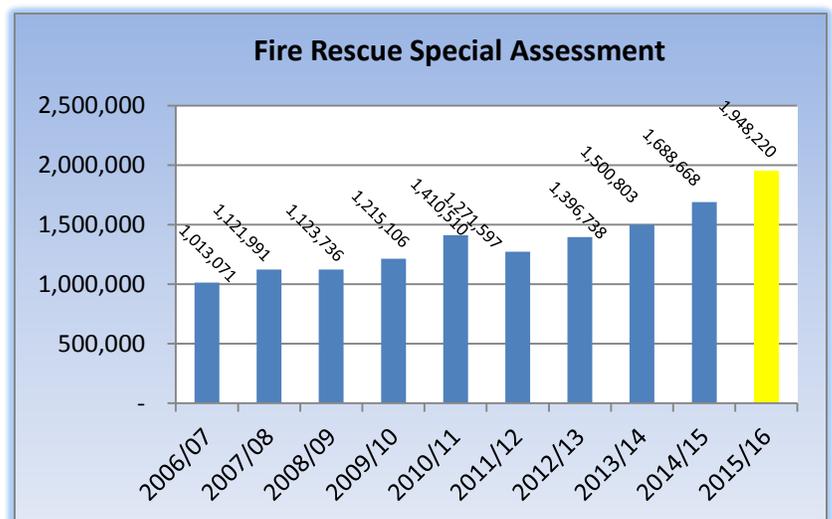
### 10% Franchise Fee – Garbage

The City awarded a franchise agreement for garbage collection within the city's corporate limits. The agreement provides for fixed monthly franchise fee and an administrative fee for providing billing and collection services to the franchisee. The amount projected is based on amounts provided for in the franchise agreement.



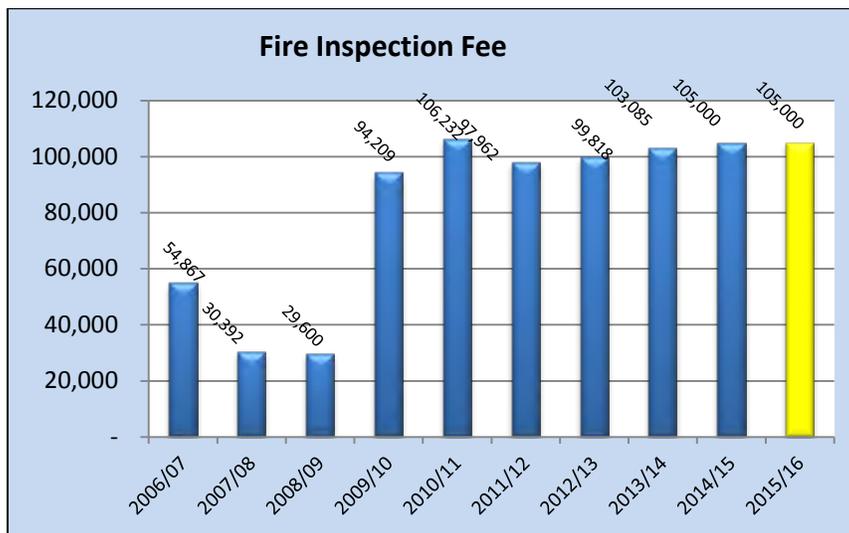
### Fire Rescue Special Assessments

The City assesses a Fire Assessment fee on all non-exempt parcels of real estate in the City to fund eligible fire expenditures. The Fire Rescue Assessment is allocated proportionately to the various types of users within the City based on the total number of response calls associated with each respective assessment land designation.



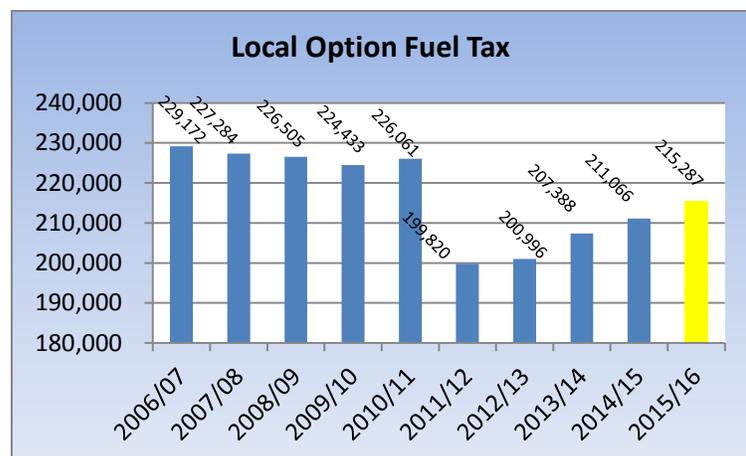
## Fire Inspection Fees

City Ordinance 8-86 established a fee for all buildings and structures within the city, except single-family and duplex residential buildings, to cover the costs of annual fire prevention inspection of these buildings and structures. Revenue forecasts were determined based on historical numbers.



## Local Option Gas Tax

A county's proceeds from the 1 to 6 cents and 1 to 5 cents fuel taxes are distributed by the State according to the distribution factors determined at the local level by inter-local agreement between county and municipalities within the county's boundaries. These funds must be used for transportation related expenditures and transportation expenditures need to meet the requirements of the capital improvements elements of an adopted comprehensive plan. Modest growth is anticipated for FY16.

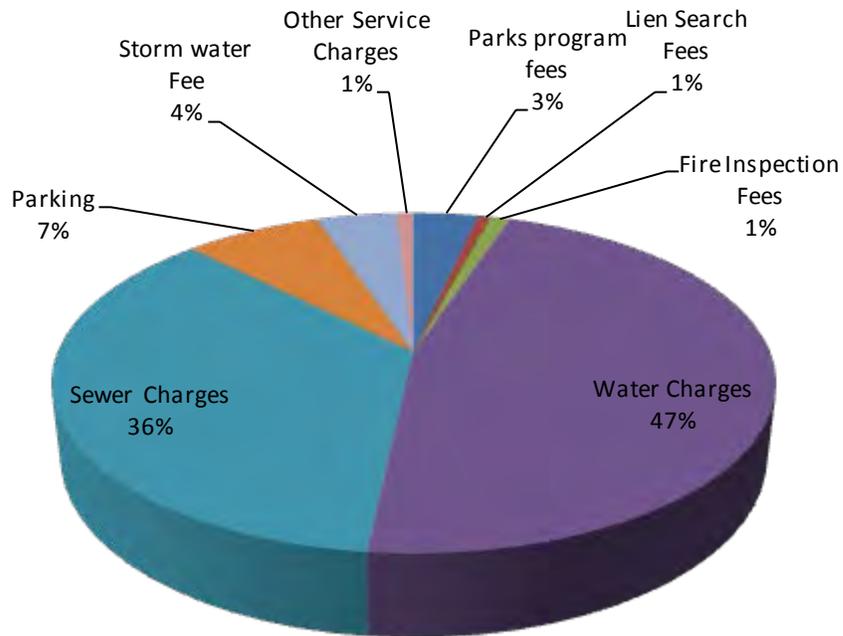


Charges for Services

Charges for services represent fees charged as a result of direct benefit. Water and sewer charges, storm water fees, parking, and culture and recreation fees account for a significant portion in the Charges for Services category.

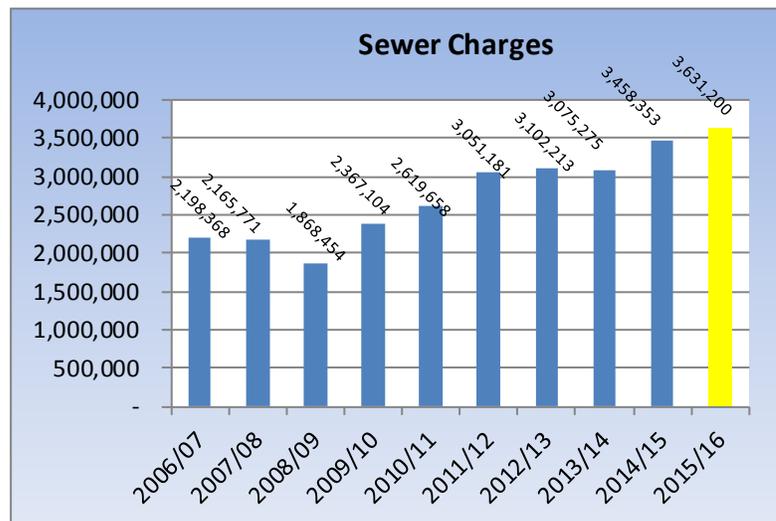
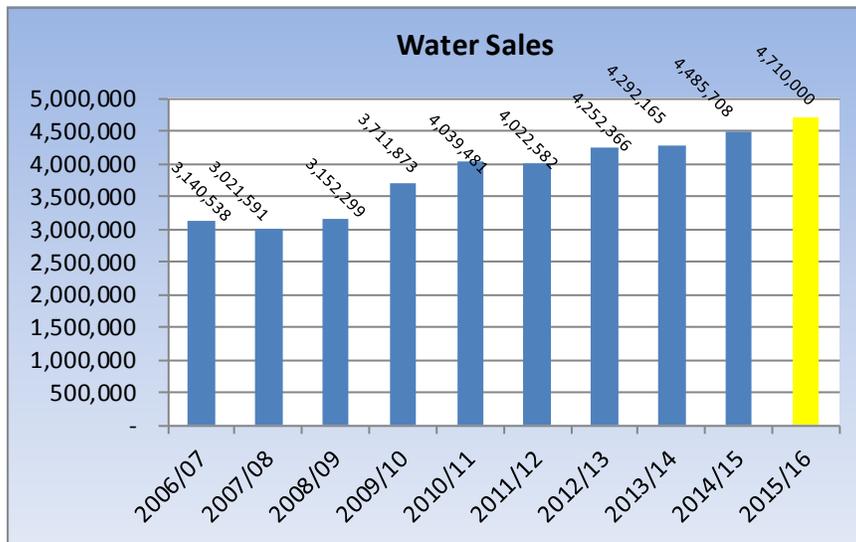
The pie chart below illustrates the percentage of each type of Charges for Services against the total of all Charges for Services (\$10,065,020).

Charges for Services



## Water and Sewer Charges

Users of water and sewer services are charged an appropriate amount to pay the cost of providing and maintaining the City's water and sewer distribution systems. Costs are reviewed annually and fees are adjusted as needed. The City has no water or sewer treatment facilities of its own. Water is supplied by and sewage is treated by the City of Fort Lauderdale through contractual agreements. The fee that Wilton Manors pays to the City of Fort Lauderdale is a major item to be considered when determining the City's water and sewer rate structure. The City's water and sewer rate schedule for the upcoming fiscal year is included at the end of this section. Revenue estimates are based on a 5.0% rate increase for both water and sewer charges.



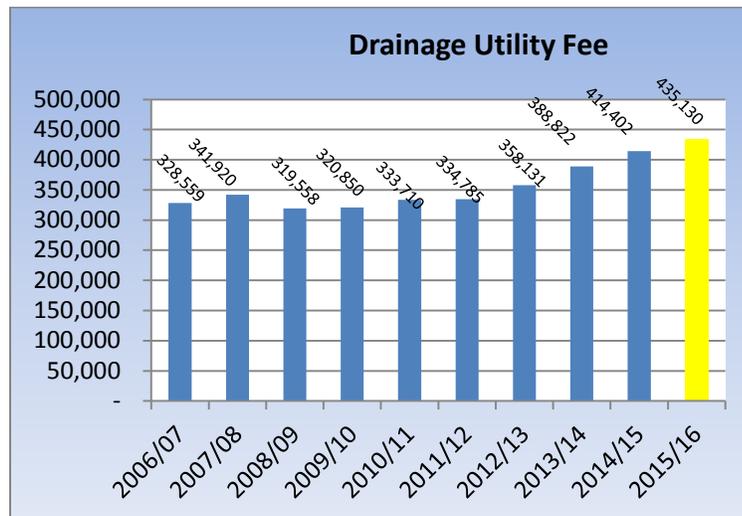
## Parking Fees

The City maintains several public parking lots for access to various city locations and also provides metered on-street parking in the City's Arts & Entertainment District adjacent to Wilton Drive. Revenue estimates include proposed increase in parking fee from \$1.00/hour to \$1.50/hour and slight boost in the economy.



## Drainage Fee

This revenue is collected to support the requirements of a federal mandated National Pollutant Discharge Elimination System Permit. The drainage fee is charged to residential and commercial dwellings. Revenue estimates are based on a 5% rate increase.



## **MAYOR AND CITY COMMISSION**

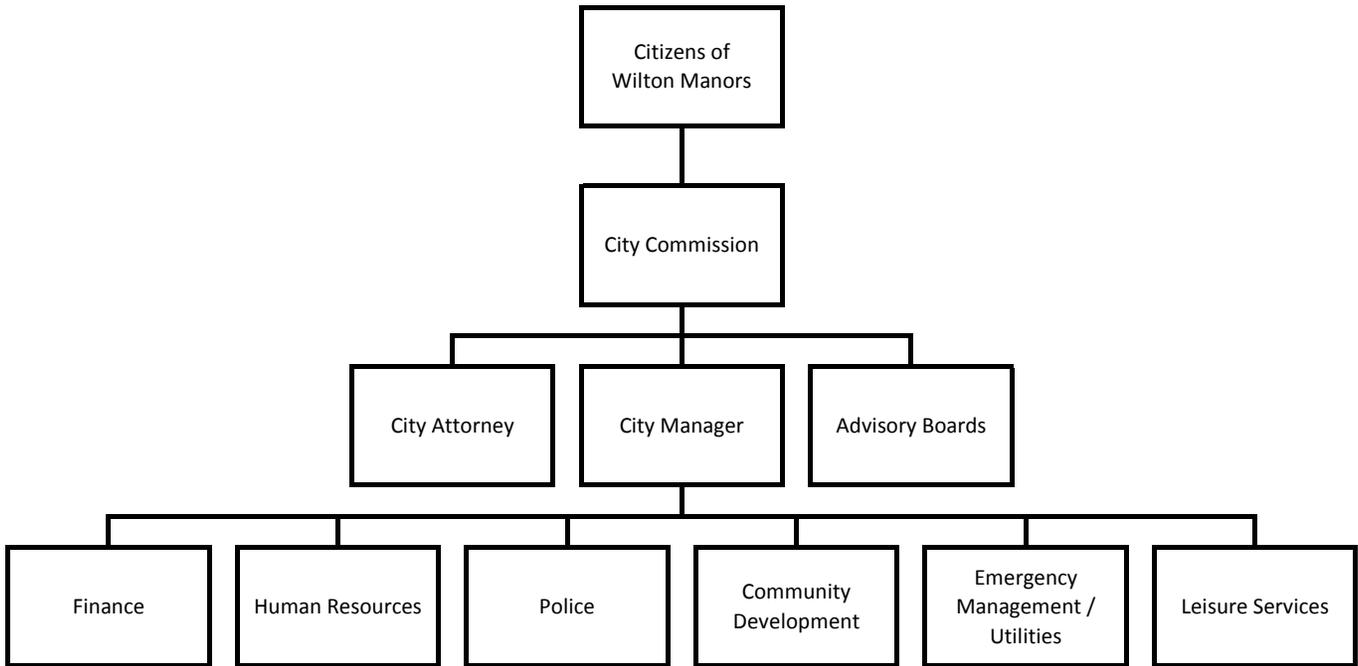
The City Commission of the City of Wilton Manors is composed of a Mayor and four Commissioners. The Mayor is elected for a two-year term and Commissioners are elected for four-year staggered terms. The City Commission is responsible to the citizens of Wilton Manors for the establishment of policy and the overview of the operation of the City, which is performed by the City Manager and the various operating departments.

The City Commission holds regular meetings on the second and fourth Tuesdays of each month, at which time City policy is established through the passage of ordinances and resolutions. Additional Commission meetings and special meetings are held periodically as required.

The duties of the City Commission include attendance at regular and special Commission meetings and workshop meetings; public hearings; passage of ordinances and resolutions; acting on items required by City Charter such as acceptance of proposals, grants, agreements, proclamations, awards, etc.; and dealing with citizens on a daily basis both formally and informally. The Commission also has a primary responsibility for the establishment of the annual City budget and the provision of revenues sufficient for the effective operation of City government.

# City of Wilton Manors

## ORGANIZATION CHART



**DEPARTMENTAL BUDGET SUMMARY  
MAYOR AND CITY COMMISSION**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 40,200	\$ 40,200	\$ 55,824
Personnel Benefits	71,040	78,854	65,540
Operating Expenditures	34,349	43,009	40,128
Capital	439	-	-
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 146,028</b>	<b>\$ 162,063</b>	<b>\$ 161,492</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Mayor	1	0.50	1	0.50
Vice Mayor	1	0.50	1	0.50
Commissioner	3	1.50	3	1.50
Total Part Time	5	2.50	5	2.50
<b>MAYOR AND COMMISSION TOTALS</b>	<b>5</b>	<b>2.50</b>	<b>5</b>	<b>2.50</b>

NOTE: The Mayor and City Commission are salaried positions. An assumption of 1,040 annual hours (20 hours per week) was made to calculate the number of full time equivalent units.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5111-MAYOR AND COMMISSION</b>							
1	PERSONNEL WAGES						1
2	001-5111-5111.000 Executive Salaries	40,200	40,200	40,200	40,196	50,274	2
3	001-5111-5151.000 Cellular Phone Stipend	2,400	2,400	2,400	2,400	2,400	3
4	001-5111-5157.000 TAX EQUITY STIPENDS	500	750	750	750	750	4
5	001-5111-5232.000 Insurance Opt-Out	1,200	1,200	1,200	2,400	2,400	5
6	PERSONNEL WAGES	44,300	44,550	44,550	45,746	55,824	6
7							7
8	PERSONNEL BENEFITS						8
9	001-5111-5211.000 FICA	2,468	3,408	3,408	3,316	4,087	9
10	001-5111-5222.000 Pension - FRS	14,986	18,030	18,030	17,167	21,471	10
11	001-5111-5231.000 Life & Health Insurance	49,486	53,066	53,066	39,982	39,982	11
12	PERSONNEL BENEFITS	66,940	74,504	74,504	60,465	65,540	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5111-5401.000 Meetings & Conferences	7,653	12,600	12,600	14,100	14,100	15
16	001-5111-5411.000 Telephone	455	415	415	416	416	16
17	001-5111-5412.000 Postage	98	200	200	200	200	17
18	001-5111-5461.000 Computer Maintenance	115	500	500	400	400	18
19	001-5111-5481.000 Promotional Activities	8,424	9,100	9,100	11,600	11,600	19
20	001-5111-5491.000 City Hall Indirect Charges	13,592	13,344	13,344	6,137	6,137	20
21	001-5111-5511.000 Office Supplies	0	250	250	200	200	21
22	001-5111-5521.000 Operating Supplies	370	1,000	1,000	800	800	22
23	001-5111-5541.000 Subs, Memberships, Dues	3,641	5,600	5,600	6,275	6,275	23
24	OPERATING EXPENDITURES	34,348	43,009	43,009	40,128	40,128	24
25							25
26	CAPITAL						26
27	001-5111-5641.000 Capital Outlay - Mayor & Comm.	439	0	0	0	0	27
28	CAPITAL	439	0	0	0	0	28
29							29
30	<b>Totals for dept 5111-MAYOR AND COMMISSION</b>	<b>146,027</b>	<b>162,063</b>	<b>162,063</b>	<b>146,339</b>	<b>161,492</b>	<b>30</b>

## **CITY MANAGER**

The City Manager is responsible for the supervision and efficient operation of all City departments, in accordance with the policies established by the City Commission. Serving at the pleasure of the City Commission, the City Manager is the chief administrative official of the City and directs the operation of all municipal functions. Working closely with the City's department directors, the City Manager coordinates the provision of services to the residents of the City. As the chief financial officer of the City, the City Manager is responsible to the City Commission for the preparation and monitoring of the City's annual budget. Additionally, the City Manager is responsible for all personnel and purchasing functions.

## **CITY CLERK**

Under the administrative direction of the City Manager, the City Clerk is the official Records Custodian for the City, serves as the municipal Supervisor of Elections, is custodian of the City seal, Clerk to the City Commission, and carries out other functions as set forth in the City Charter and City Code. Responsibilities include attending Commission meetings, managing the preparation of meeting agendas and minutes, certifying ordinances and resolutions, organizing and supervising municipal elections, preparing and publishing legal notices. The City Clerk also serves as registrar for lobbyists and assists in the compliance of the Broward County Ethics Code. The City Clerk performs other work as required.

## FY2014-2015 Accomplishments

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### City Manager

The City Manager's Office has overseen the following accomplishments in the 2013/2014 fiscal year:

- Staffed School Resource Officer position – fully-funded by the School Board.
- The \$1.4 million Mickel Field repurposing project was unanimously approved by the Commission.
- Supported the City of Fort Lauderdale's application to the FDOT for the Powerline Road lane elimination initiative (Sunrise Blvd to NW 29<sup>th</sup> Street).
- Supported safety improvements on the south end of Andrews Avenue. The City of Fort Lauderdale will install optical speed bars to reduce traffic speeds.
- Approved emergency temporary housing after natural or manmade disasters.
- Authorized agreement with Angie Brewer and Associates to provide grant consulting. Angie Brewer has completed a review of proposed projects and identified potential grant resources. They are now in the application phase of seeking resources for Mickel Field redevelopment.
- Implement a Marketing and Public Relations plan utilizing the consultant Conceptual Communications. A new weekly E-News now has almost 1,000 subscribers. Stories about Wilton Manors have been placed in print and tv media. Press releases are now being issued on a regular schedule on topical items, new programs, and informational items.
- Supported the successful Stonewall Pride Event on Saturday, June 21, 2014 – with the selection of Pride South Florida as the coordinating organization.
- Proceeding on the foreclosure of abandoned property 832 NW 30<sup>th</sup> Court.
- Began the design NE 16<sup>th</sup> Ave roadway improvements (Chen & Associates).
- Fully staffed the Police Department.
- Prepared and submitted grant application in the amount of \$996,216.25 to the Broward MPO under the transportation alternatives project for NE 26<sup>th</sup> Street.
- Imposed restrictions on the sale of dogs and cats within City limits.
- Engaged with Dr. Leslie Leip to facilitate the City's Strategic Planning Process. Completed the first phase of analysis with staff; held informational workshop with the City Commission; completed and issued the 2014 Resident Survey.
- Resolution of the matter of the fencing at St. Clement Catholic Church.
- Participated in the coordination of the redevelopment of the Middle River Trailer Park. The Metropolitan Development at 1224 NE 24<sup>th</sup> Street will begin construction in the next few months.
- Successfully concluded negotiations on re-opener clauses of the PBA collective bargaining agreement.
- Worked with CGI Communications to complete six community videos about the City that were produced at no charge to the City. The videos are posted on [www.relocate.org](http://www.relocate.org) and the City's homepage.
- Certified the City as a Local Agency with the Florida Department of Transportation as a prerequisite to obtaining grant funds for the completion of the Dixie Highway Streetscape project. This entailed a review of City policies and procurement procedures to ensure compliance with federal and state requirements.

- Facilitated public input phase of the Dixie Highway Streetscape project. Preliminary plans were presented at a public meeting of Dixie Highway property owners and interested residents. The project has been presented to the Central Area Neighborhood Association and will be presented at the East Neighborhood Association in September.
- Coordinated State of the City Presentations that were given by the Mayor at all three Neighborhood Associations.
- Served on the Board of the Oakland Park/Wilton Manors/Uptown Council of the Greater Fort Lauderdale Chamber of Commerce.
- Participated on interview panel for the hiring of the Human Resources Manager; Community Development Services Director; IT Manager; and Part Time IT Analyst.

### City Clerk

- *Agenda Management:* The City Clerk's Office is in the process of obtaining an agenda management and webcasting system. With assistance from the City's new IT Manager Angel Martinez, this office has met with numerous vendors and is now in the process of making a recommendation. In the meantime, we have streamlined the agenda process and offer it as an electronic document to the entire commission as well as the City Attorney and other staff members.
- *Paperless Records:* Most resolutions, agendas and backup, all contracts and agreements and certificate of insurances relative to agreements have been scanned and are now located on the K drive for easy access for city staff. All new contracts, agreements, insurance documents, resolutions, ordinances and minutes will continue to be scanned and kept in such a manner until an electronic records system has been acquired. We look forward to becoming a paperless office.
- *Records Maintenance:* The City Clerk's office continues to maintain all contracts, and city records as required by State Statute. The City's vault is more organized than ever before, with records properly labeled and contained in water resistant plastic containers.
- *Broward County Ethics Code Compliance:* With the successful transition to a new website, the City Clerk's office has been able to adhere to the requirements of the Broward County Ethics Code (lobbyist registration and compliance, Commissioners' contributions and financial affidavit disclosures, etc.) and continuing our goal of transparency.
- *Municipal Elections:* Candidate qualifying occurred from June 16 through June 20, 2014. During that time 3 mayoral candidates and 8 commission candidates qualified for office. Through the rest of the year, the City Clerk's office is considered the filing officer for financial statements and reports required of the candidates.
- *Communication:* A priority of the City Clerk's Office is to ensure proper notice and communication to the city's constituents. Apart and separate from the city's email blasts, City Clerk's office sends out email notifications to a growing number of interested residents, from noticing of all public hearings, agendas and backup to articles provided by residents and calendar events such as ribbon cuttings and workshops.

- *Workshops:* In February, the City Clerk's office scheduled and facilitated a Sunshine Law Training with the City Attorney's office which was open to all City board members, staff and the Commission. This will occur on an annual basis. A Public Records half day workshop with City employees to educate on proper compliance of records retentions and proper handling of public records requests will occur by the end of the fiscal year.
- *Public Records Requests:* The main success and accomplishment of this office on a recurring annual basis is the ability to respond quickly and efficiently to numerous requests for information, retrieval and production of records that we receive from the public and City Staff on a daily basis. This office is also responsible for receiving and signing for subpoenas and summons and routing them to the City Attorney and appropriate departments. The number of public records requests has increased over the past year.

*Interdepartmental Communication:* We have continued a close relationship with the City Manager's office and City Attorney and continue to provide both with assistance on matters requiring research. The City Clerk's office also assists the Mayor and Commissioners on proclamations, travel planning and reimbursements, correspondence to constituents and presentations.

## FY2015-2016 Goals and Objectives

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### City Manager

The City Manager ensures the implementation of the policy directives of the City Commission and proper management of city operations. The City Manager provides oversight of all city departments and guides and assists *all* departments in achieving their annual Goals and Objectives.

#### Priority Area: Sound Governance

- A. **Strategic Planning** – Ensure alignment between departments and the City Commission Objectives:
1. Effectively communicate the plan with the residents, staff, and community organizations
  2. Integrate the plan with operational budget process
  3. Ensure progress toward the desired goals through the performance management system
  4. Report to the Commission and community periodic progress updates
  5. Continue to evaluate the plan and make updates and changes as needed

#### Priority Area: Sound Governance

#### Priority Area: Strategic Growth & Redevelopment

- B. **Grants and Partnerships** – Pursue grant and partnering opportunities as appropriate Objectives:
1. Evaluate grant opportunities and actively pursue feasible, appropriate funding that will further the established goals and objectives
  2. Seek corporate partnerships and sponsorships for city programs and events
  3. Evaluate the Stonewall Festival planning model to ensure the event's long-term sustainability and success
- C. **Public and Intergovernmental Relations** – Promote positive public and intergovernmental relations Objectives:
1. Provide City representation on regional issues
  2. Maintain an active role in community activities
  3. Facilitate public involvement and representation
  4. Monitor legislative trends that impact the City
  5. Explore a program to engage residents in their local government process, i.e.: a Wilton Manors University/Resident Academy
  6. Enhance communications through social media

#### Priority Area: Sound Governance

- D. **Personnel** – Recruit and retain quality City employees Objectives:

1. Promote professional development through continuing education, participation in professional organizations
2. Promote a professional culture that values integrity and respect for our residents, businesses, and guests

**Priority Area: Sound Governance**

**Priority Area: Innovating and Adapting for the Future**

- E. **Technology** – Deliver infrastructure and software application tools to support the City’s mission

Objectives:

1. Fully evaluate the IT Division’s delivery of services
2. Establish a Technology Strategic Plan to drive innovation and collaboration between departments and establish common standards
3. Evaluate new tools and services that promote open government

**City Clerk**

**Priority Area: Sound Governance**

**Enhance Public Records Request procedures** – In keeping with the goal of the City to operate in a fair and transparent manner, the City Clerk’s Office looks to enhance the public records request procedure. We have researched programs that allow the public to submit public records request via the City’s website. Through this portal, public records request will be logged, process days counted, and a date of completion recorded. This will allow for accountability between departments and can be used as a performance measurement tool.

**Practicing the requirements of the Sunshine Law in Open Government** - The City Clerk’s office will continue to work closely with the City Attorney’s office to hold periodic Sunshine Law training for all board and committee members. The objective is to refresh our volunteers with the law and update them on any new legislation of which they may be required to comply.

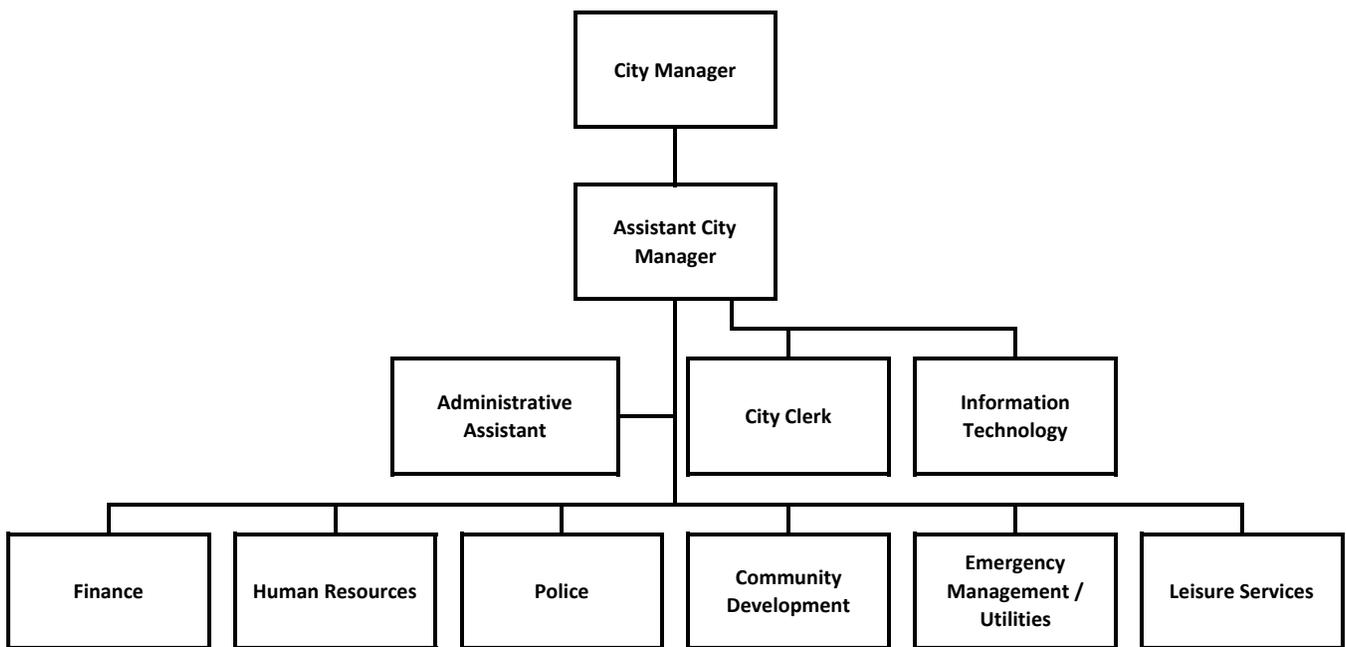
**Internal Training and Education** – As the City Clerk’s Office strives to be the most qualified and competent in the field, internal training should continue. The City Clerk and Deputy City Clerk are both on Master Municipal Clerk certification tracks. As future election laws and ethics legislation passes, training in such will be beneficial to the office, as well as training for management, business writing, and business professionalism. Both the City Clerk and Deputy City Clerk also plan to continue their educational goals for certifications and higher degrees.

**Securing a part-time office assistant for the City Clerk’s Office** - In order for it to develop, maintain and improve its service delivery the City Clerk’s Office will be requesting a part-time office assistant for the upcoming fiscal year, to assist the office in daily tasks, data entry and office coverage during trainings and leave. The proposed position will be flexible and able to work evenings and weekends, if necessary, and will allow for the office to remain present on all deadlines and projects, be a tool to measure performance and allow for new projects and extra responsibilities to be welcome in the office. This position will also be available to the City Commission for certain daily tasks and also be available to assist in coverage and assignments during the transition in the City Manager’s office.

**Facilitate trainings or “open houses” for board and staff members** - As mentioned in the recent city survey performed as part of the Strategic Planning process, there is a desire among the city’s constituents for city employees to become educated on the functions of advisory boards. In turn, there is a need for advisory boards to learn the functions of city departments. The City Clerk’s office would like to facilitate or coordinate with other departments to assist employees in a better understanding of the City’s Advisory Boards, and vice versa. This practice will allow for both groups to assist each other towards common goals.

**Document Records Management** - As the City works towards sustainability, there is a need to implement technologies to eliminate paper. Coupled with that, the City Clerk’s Office is due for advancement in modern records storage solutions. In order to successfully digitize records by scanning, documents should be OCR’d (Optical Character Recognition) and stored in a searchable database since city records are open for inspection under State Statute. All City departments should be equipped to electronically store records using the same program, with certain viewing restrictions for some. Such programs allow for the public to search for records, including ordinances, resolutions, agreements, etc. This will also allow for greater transparency. A document records management system is an inevitable undertaking, but will assist in bringing the City current in regards to transparency, efficiency and becoming a sustainable City.

# City Management



DEPARTMENTAL BUDGET SUMMARY  
CITY MANAGEMENT

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 422,034	\$ 452,835	\$ 485,048
Personnel Benefits	238,235	254,139	236,077
Operating Expenditures	115,889	164,535	155,316
Capital	19,388	2,244	2,000
Debt Service	-	-	
Depreciation	-	-	
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 795,546</b>	<b>\$ 873,753</b>	<b>\$ 878,441</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
<b>City Manager Department:</b>				
City Manager	1	1.00	1	1.00
Assistant City Manager	1	1.00	1	1.00
Administrative Assistant to City Manager	1	1.00	1	1.00
Total Full Time	3	3.00	3	3.00
<b>City Clerk Department:</b>				
City Clerk	1	1.00	1	1.00
Deputy City Clerk	1	1.00	1	1.00
Total Full Time	2	2.00	2	2.00
<b>CITY MANAGMENT TOTALS</b>	<b>5</b>	<b>5.00</b>	<b>5</b>	<b>5.00</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5112-CITY MANAGER</b>							
1	PERSONNEL WAGES						1
2	001-5112-5121.000 SALARIES - FULL TIME	304,603	325,668	325,668	341,117	341,117	2
3	001-5112-5141.000 Overtime	0	0	0	2,970	2,970	3
4	001-5112-5151.000 Cellular Phone Stipend	1,680	1,740	1,740	1,740	1,740	4
5	001-5112-5153.000 Assignment Pay	0	0	0	750	750	5
6	001-5112-5155.000 Vehicle Allowance	0	0	0	6,000	6,000	6
7	001-5112-5157.000 TAX EQUITY STIPENDS	688	750	750	0	0	7
8	PERSONNEL WAGES	306,971	328,158	328,158	352,577	352,577	8
9							9
10	PERSONNEL BENEFITS						10
11	001-5112-5211.000 FICA	20,470	25,104	25,104	26,972	26,972	11
12	001-5112-5221.000 Pension - WM	51,983	50,598	50,598	47,654	47,654	12
13	001-5112-5222.000 Pension - FRS	40,353	47,172	47,172	54,037	54,037	13
14	001-5112-5231.000 Life & Health Insurance	43,925	43,771	43,771	42,683	42,683	14
15	PERSONNEL BENEFITS	156,731	166,645	166,645	171,346	171,346	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5112-5311.000 Professional Services	42,962	59,407	74,650	56,000	56,000	18
19	001-5112-5341.000 Contractual Services	0	339	339	0	0	19
20	001-5112-5401.000 Meetings & Conferences	5,988	12,953	12,953	5,500	5,500	20
21	001-5112-5411.000 Telephone	994	760	760	760	760	21
22	001-5112-5412.000 Postage	260	400	400	400	400	22
23	001-5112-5441.000 Equipment Rental	4,133	3,780	3,780	3,780	0	23
24	001-5112-5461.000 Computer Maintenance	1,069	729	729	1,500	1,500	24
25	001-5112-5463.000 Vehicle Maint-Repair	127	564	564	630	0	25
26	001-5112-5464.000 Vehicle Operation-Fuel	868	972	972	948	0	26
27	001-5112-5471.000 Printing & Binding	721	487	487	1,000	1,000	27
28	001-5112-5481.000 Promotional Activities	0	973	973	1,000	1,000	28
29	001-5112-5491.000 City Hall Indirect Charges	9,628	9,452	9,452	23,416	23,416	29
30	001-5112-5511.000 Office Supplies	637	1,363	1,363	1,300	1,300	30
31	001-5112-5521.000 Operating Supplies	267	258	258	300	300	31
32	001-5112-5541.000 Subs, Memberships, Dues	3,689	3,155	3,155	3,630	3,630	32
33	001-5112-5542.000 Training/Education	0	973	973	250	250	33
34	001-5112-5544.000 TUITION REIMBURSEMENT	0	0	0	1,000	1,000	34
35	OPERATING EXPENDITURES	71,343	96,565	111,808	101,414	96,056	35
36							36
37	CAPITAL						37
38	001-5112-5641.000 Capital Outlay	1,368	0	1,244	0	0	38
39	CAPITAL	1,368	0	1,244	0	0	39
40							40
41	<b>Totals for dept 5112-CITY MANAGER</b>	<b>536,413</b>	<b>591,368</b>	<b>607,855</b>	<b>625,337</b>	<b>619,979</b>	<b>41</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Dept 5113-CITY CLERK</b>						
1	PERSONNEL WAGES					
2	001-5113-5121.000 SALARIES - FULL TIME	114,524	123,837	123,837	130,431	130,431
3	001-5113-5131.000 SALARIES - PART-TIME	0	0	0	0	0
4	001-5113-5141.000 Overtime	0	300	300	300	300
5	001-5113-5151.000 Cellular Phone Stipend	540	540	540	540	540
6	001-5113-5232.000 Insurance Opt-Out	0	0	0	1,200	1,200
7	PERSONNEL WAGES	115,064	124,677	124,677	132,471	132,471
8						
9	PERSONNEL BENEFITS					
10	001-5113-5211.000 FICA	7,970	9,538	9,538	10,042	10,042
11	001-5113-5211.005 FICA PART-TIME	0	0	0	0	0
12	001-5113-5221.000 Pension - WM	19,698	19,531	19,531	18,222	18,222
13	001-5113-5222.000 Pension - FRS	15,987	19,828	19,828	20,594	20,594
14	001-5113-5231.000 Life & Health Insurance	37,850	38,597	38,597	15,873	15,873
15	PERSONNEL BENEFITS	81,505	87,494	87,494	64,731	64,731
16						
17	OPERATING EXPENDITURES					
18	001-5113-5341.000 Contractual Services	5,400	0	6,000	0	5,000
19	001-5113-5401.000 Meetings & Conferences	1,783	2,571	2,571	2,400	2,400
20	001-5113-5411.000 Telephone	649	540	540	540	540
21	001-5113-5412.000 Postage	343	250	250	250	250
22	001-5113-5461.000 Computer Maintenance	863	12,177	12,177	14,570	15,770
23	001-5113-5462.000 Equipment Maint-Repair	53	243	243	250	250
24	001-5113-5482.000 Advertising	12,121	10,177	6,343	13,500	13,500
25	001-5113-5491.000 City Hall Indirect Charges	10,383	10,194	10,194	10,085	10,085
26	001-5113-5492.000 Elections	828	4,804	2,638	0	0
27	001-5113-5493.000 Codification	4,630	5,000	5,000	5,000	5,000
28	001-5113-5511.000 Office Supplies	1,873	1,462	1,462	1,000	1,000
29	001-5113-5521.000 Operating Supplies	946	380	380	350	350
30	001-5113-5541.000 Subs, Memberships, Dues	570	545	545	835	835
31	001-5113-5542.000 Training/Education	4,104	4,384	4,384	950	950
32	001-5113-5544.000 TUITION REIMBURSEMENT	0	0	0	3,330	3,330
33	OPERATING EXPENDITURES	44,546	52,727	52,727	53,060	59,260
34						
35	CAPITAL					
36	001-5113-5641.000 Capital Outlay	18,020	1,000	1,000	2,000	2,000
37	CAPITAL	18,020	1,000	1,000	2,000	2,000
38						
39	<b>Totals for dept 5113-CITY CLERK</b>	<b>259,135</b>	<b>265,898</b>	<b>265,898</b>	<b>252,262</b>	<b>258,462</b>

## FINANCE DEPARTMENT

The Finance Department performs the following functions:

Accounting and Financial Services include maintaining a system to assure accountability in compliance with legal provisions and in accordance with generally accepted accounting principles. Supporting documents for revenues, expenditures, encumbrances and accounts receivable are reviewed for correctness, legality, adherence to contracts, agreements, and City purchasing procedures, as well as for compliance with the City Commission adopted budget. Financial and management reports indicating financial status are prepared to provide timely information to the City Commission, City Manager, Department Directors, and the general public.

Records for accounts payable are maintained and vendor checks are issued on a weekly basis. Utility billing records reflect the monthly issuance of water, sewer, solid waste, recycling, and stormwater invoices. Fixed asset records are maintained and reviewed annually for internal control purposes and to insure adequate insurance coverages.

In addition to accounting and financial services, the Utility Billing Customer Service personnel field all utility-related inquiries from City residents, and help promote water conservation and participation in the City's recycling program. Responsibilities also include coordinating services with our solid waste hauler; processing lien searches; filing utility liens; and insuring the timely collection of utility payments. The Utility Billing Customer Service personnel additionally field all incoming calls from the City's main telephone lines.

The Finance Department, under the direction of the City Manager, is responsible for the preparation and coordination of the Annual Operating Budget and five-year capital improvement program for all funds. This process must be monitored for compliance with the State's Truth in Millage (TRIM) laws. The Department also oversees the implementation of the budget after adoption by the City Commission through appropriate internal accounting control measures.

Cash Management and Revenue Collection. The Finance Department is responsible for the collection and recording of all City revenues. The Department prepares cash reconciliations and internal audits of City revenue accounts to insure that projected revenue targets are being met and recorded properly. Responsibilities also include the investment of all City funds, as well as the coordination of various banking services.

Purchasing. The Finance Department acts as liaison to all City departments for items that require formal bids, proposals, or bulk ordering, and assists in providing resources for the competitive pricing of merchandise.

Parking. The Finance Department is responsible for oversight of the City's parking program. The day-to-day management of the parking program is performed by a major parking corporation under contract to the City.

## HUMAN RESOURCES DEPARTMENT

The Human Resources Department (HR) is dedicated to serving the needs of City employees in the most efficient and fair manner, to attracting and retaining the most qualified employees for the City, to being a leader and change agent, and to being a strategic planning partner with the City. The Department will help the City adopt modern Human Resources strategy by emphasizing quality training, attention to the changes in the workforce, alternative work schedules, cafeteria plans to individualize the employees' financial needs, emergency planning, and continued involvement in Human Resources professional associations. The Human Resources Department will stay current in the vast multitude of federal and state mandated legal requirements and regulations.

The Human Resources Department is responsible for:

Personnel Functions HR is responsible for the traditional personnel roles of recruitment, assessment and examination, selection, placement, orientation and exit interviews. HR is responsible for maintenance of the Personnel Rules and Safety Regulations. HR must remain current in Public Records Law and maintain all personnel and related records. HR is responsible for the administration and maintenance of the Classification and Compensation Plan.

Payroll/Pension HR is responsible for all payroll records, input of payroll into the ADP payroll system, monitoring of FLSA rules and regulations, and accuracy in employee payroll deductions. The City became part of the Florida Retirement System (FRS) in 2007 and all employees hired after that time are part of FRS. HR maintains the payroll-related FRS pension records, performs administration of employee contributions, and notifies FRS of resignations and retirements.

Much of the administration of the City's previous pension plan such as estimate of benefits, employee contributions and credited service, and final retirement benefits is facilitated through HR.

Labor Relations HR is responsible for negotiations with the union, administration of the Collective Bargaining Agreement, the City representative to the General Employee Quality of Work Life Committee, oversight of the EEOC Plan, acts as Critical Incident Coordinator, acts as liaison to Labor Relations Board and Civil Service Board. HR is an active participant in all employee discipline and grievances; EEOC and civil employee lawsuits; and investigates harassment complaints.

Benefits HR is responsible for the procurement and administration of group medical and life insurance, dental insurance, long-term disability insurance, state-mandated insurance coverage for law enforcement officers, administration of COBRA, and implementation of Health Insurance Portability and Accountability Act Rules. HR acts as Privacy Officers under the HIPAA Rules and Medical Review Officers for exposure incidents. HR correlates the annual enrollment for all insurances as well as the 125 cafeteria plan and voluntary insurance policies. HR administers the Employee Assistance Plan and is responsible for referrals to the EAP. HR is responsible for administration of the two 457 deferred compensation plans and the executive 401(a) Plan. HR is responsible for accuracy of benefit accruals, adherence to leave rules, as well as the end-of-year reallocation of unused hours and reestablishment of leave banks for the new calendar year.

Training and Development HR is responsible for in-service training of all employees for harassment, diversity, sensitivity, etc. HR maintains records of all required training of employees. HR reviews and approves tuition reimbursement requests.

Risk Management HR is responsible for all Risk Management functions such as maintaining the City's property, flood, liability, and worker's compensation insurance coverage. HR will review annually for competitive pricing and adequate insurance coverage. HR is responsible for all records relating to vehicle accidents, liability and injury claims against the City and all other Risk Management functions. The HR/Risk Director is now responsible for appraisals of City owned property together with the assistance of the Florida League of Cities. HR administers the Safety and Security Committee and all required safety awareness training.

## FY2014-2015 Accomplishments

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### Finance Department

#### ***Accounting, Financial Reporting, and Administration:***

- Received the Government Finance Officers' Association Certificate of Achievement in Financial Reporting Award (Fiscal Year 12-13).
- Worked with the City's independent Certified Public Accountants on the annual audit. Received a clean audit opinion with no findings.
- Issued the City's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 12-13. Posted the CAFR on the City's website.
- Expanded implementation of the BS&A accounting software to include automated Purchase Order entry.
- Continued to update the Finance Department's Policies and Procedures Manual.
- Assisted the Police Department with quarterly grant reporting and closeout.
- Completed a spreadsheet documenting all City-owned land.
- Updated the City's PCI compliance for credit card processing.
- Maintained the for DRC Review reimbursements.
- Issued 2,240 accounts payable checks totaling \$10,050,643.
- Began to use the City's p-card for vendor payment to maximize p-card rebate.
- Made electronic (p-card) payments totaling \$4,751,637.
- Received a rebate of \$29,176 on p-card purchases.
- Completed the multi-year project to convert old accounts payable paper records to electronic files.
- Began converting old fixed assets paper records to electronic files.
- Prepared invoices as necessary to outside vendors providing services to the City.
- Renewal of the City's three Local Option Gas Tax Agreements (with assistance of the City Clerk).
- Completed resolutions for increases in water, sewer and stormwater rates.
- Coordinated the annual renewal of the Jenada Isle agreement.
- Made all City debt service payments in a timely manner.
- Filed Island City Foundation State Annual Report.
- Filed annual State Highway Mileage and Financial Report.
- Filed annual State Public Depositor Report.
- Filed state Annual Financial Report with the Auditor General.
- Filed annual State Abandoned Property Report.
- Filed monthly State Sales Tax returns.
- Filed monthly State Fuel Tax rebate returns.
- Filed quarterly returns for State Building Permit Surcharges.
- Filed quarterly returns for State Building Contractor's & Inspector's Fund.
- Processed over 473,000 accounting transactions in the BS&A accounting systems.
- Acted as the City's central distribution center for mail and packages.

**Budgeting:**

- Received approval from Department of Revenue for FY13 TRIM compliance.
- Coordinated the annual Goals and Objectives Workshop for City Commission.
- Issued the Proposed Annual City Budget for Fiscal Year 13-14 on June 19, 2014.
- Calculation of the Fire Assessment Fees using the 2011 GSG methodology.
- Calculation of the Jenada Special Assessment.
- Coordination with the City Attorney for the assessment resolutions and public hearings.
- Coordinated a dedicated Budget Workshop with the City Commission and Budget Review Committee.
- Updated the five-year budget projections for City's Comprehensive Plan.
- Coordinated quarterly Budget Workshops.
- Coordinated Budget Review Committee meetings.

**Parking:**

- Continued to account for parking activities in the new Parking enterprise fund.
- Assisted with construction, opening, and operation of the new parking lot on NE 8<sup>th</sup> Terrace, adding 42 additional parking spaces to the north end of Wilton Drive.
- Coordinated installation of additional parking signage throughout the Arts & Entertainment district.
- Daily oversight of parking issues with the City's parking contractor.
- Responded to and resolved citizen complaints regarding parking.
- Assisted with a parking plan for the Wicked Manors Festival and Stonewall Street Festival.
- Continued to assist the staff of the City of Midland Texas with information about our parking program.
- Wrote articles for public awareness of the parking program for the City's website, Town Crier, and Island City News.
- Kept updated the Parking pages on the City's website.

**Purchasing:**

- Provided significant training to the City's first full-time Purchasing Coordinator, including:
  - Legal Aspects of Public Procurement
  - BID/RFP Specification Writing for Government Purchasing
  - Developing and Managing Request for Proposals (RFP)
  - Local Agency Program (LAP) & Federal Highway Administration
- The Purchasing Coordinator attended the annual conference of the Florida Association of Public Procurement Officials.
- The Purchasing Coordinator attended the National Institute of Government Purchasing (NIGP)/Co-Op Reverse Trade Show.
- Developed and implemented procurement forms and procedures to ensure conformance to City's procurement policies
- Expanded implementation of the new Purchasing Card program.
- Continued to identify vendors that accept p-card payments to maximize p-card rebates.
- Enabled attachment of invoice images to p-card transactions.
- Began electronic downloads of p-card data.
- Evaluated and issued 485 purchase orders.
- Coordinated renewal of citywide radio maintenance contract.

- Successfully negotiated the citywide telephone service contract with AT&T.
- Saved the City an estimated \$16,801 in contractual agreements.
- Assisted all City departments with development and execution of Requests for Proposals (RFP), Invitations to Bid (ITB) and other competitive purchasing procedures.
- Major ITB/RFP activities for the year were:
  - Issued Forklift ITB
  - Issued Copier RFP
  - Prepared Towing Services RFP
  - Assisted with ICPP Fitness Station RFP
- Obtained quotes for Parking golf cart and Parking paystations
- Staff served on evaluation committees for several Requests for Proposals.
- Conducted price comparisons analysis with several vendors, including:
  - Office Depot Toner vs A1 Printing Toner
  - PCI vs Arrow Mail
  - Office Depot vs Quill
  - Office Depot vs Staples
  - AmSan vs US Communities AmSan

**Utility Billing and Cash Collection:**

- Improved the procedures for processing turn-offs of delinquent accounts, resulting in increased efficiency and fewer turn-offs.
- Began the process to re-sequence the order in which utility accounts are read as a first step toward realigning the City's three billing cycles.
- Expanded the implementation of the new BS&A Software to include additional features.
- Switched to new handheld meter-reading devices that accommodate the City's new encoded water meters.
- Issued bills and collected payments for an average of 4,204 monthly utility bills that brought in revenues of over \$8.7 Million.
- Performed 676 lien searches generating revenues of \$58,010.
- Continued to accept all payments for the Community Development Department and Police Department at the main Utility Billing / Cashiers window in the City Hall lobby.
- Coordinated with the City Attorney on the filing of liens for uncollected utility bills.
- Distributed reports on new customers to City Commission and others.
- Educated the public with monthly notices included in the utility bills.

**Emergency Operations:**

- Finance staff completed FEMA training required to maintain eligibility for City reimbursements.
- Sent renewal letters and maintained database of 'special needs' residents for emergency contact information.
- Updated the Special Needs Database Registration Form and posted online at City's website.

**Training / Committees / Other:**

- Employee Sandria Barrett-Lee served on the City's Health Insurance Committee.
- Employee Sandria Barrett-Lee served on the City's Quality of Work Life Committee (QWL).
- Finance Director served on the City's collective bargaining team for the PBA contract

renewal.

- Finance Director served as Acting City Manager as required.
- Coordinated three Island City Foundation Meetings.
- Participated in the Central Regional Large User Group Meetings (sewer).
- Finance Director and Assistant Finance Director attended mandatory annual investments training (8 hours each).
- Finance Director attended the Government Finance Officers Association's online GAAP update webinar.
- Finance Director and Assistant Finance Director attended several other training webinars.
- Three Finance employees attended multiple training sessions at the Florida Government Finance Officers Association's annual conference.
- Finance Director attended training at the South Florida Government Finance Officers and City Clerks Association's bi-monthly meetings.
- Director attended Florida League of Cities seminar on Best Budgeting Practices.
- Accountant completed GFOA training on Intermediate Governmental Accounting.
- Purchasing Coordinator attended monthly local chapter meetings for National Institute of Governmental Purchasing and the area purchasing co-op.
- The Assistant Finance Director was awarded the Certified Government Finance Officer certification.
- The Finance Director maintained certification as a Certified Government Finance Officer.

## **HUMAN RESOURCES DEPARTMENT**

- The Department continues to provide friendly and professional administration of recruitment, training, labor relations, compensation, benefits, payroll, pension, and risk management. The successful recruitment of the Human Resources Manager vacancy within the department assisted to continue this standard of service excellence.
- Human Resources recruited and filled 18 full time vacancies and 18 part time and seasonal vacancies throughout the City. Additionally, the department accelerated the recruitment of 8 sworn personnel and 2 non-sworn personnel to bring the Police Department to fully-staffed status for the first time in 10 years.
- A third-party consultant was procured by the Department to conduct an independent analysis of the City's classification and compensation system. A report of the consultant's findings and suggested modifications to the City's pay plan and classification structure is forthcoming.
- In partnership with the Florida League of Cities, Risk Management conducted a detailed accounting of structural inventory at all City sites and properties. This thorough documentation ensures that the City and its property are adequately insured against loss and safeguards it against unnecessary financial losses.

- Human Resources successfully negotiated with the City's current payroll vendor to provide a no-cost transition from the current software-based system to a Cloud-based system that will enable the rollout of a paperless payroll process, including Internet-based timesheet submission and leave management reporting. The implementation of the paperless process is expected to begin before the end of the current fiscal year.
- The Department successfully transitioned all employees to the City's High Deductible Health Plan (HDHP) and coordinated one-on-one training for the employees who were new to this HDHP style of health plan. The proactive transition of these employees to the HDHP assists to ensure the City's ability to continue to provide sustainable and high-quality health care options for its employees.
- Human Resources arranged for employees to receive onsite complementary health screenings as part of the City's wellness program. In addition, Human Resources is working with the Florida League of Cities Hometown Health Coordinator to help employees lead healthier lifestyles by participating in health challenges and fitness assessments. A 13-week Weight Watchers At Work program has been started with the Florida League of Cities and the City contributing a portion of the participant fees.
- The Department coordinated the provision of annual flu shots for employees.
- Human Resources addressed and testified in insurance, unemployment, and worker's compensation claims.
- Three employees retired during this fiscal year and the Department has processed all retirements.
- The Department provides notary services for residents/contractors in connection with obtaining permits in Community Development Services. This service assists to simplify the permitting process and receives many compliments from residents and contractors.
- The Human Resources and Risk Management Director continues to serve on the Board of Directors of PRIMA. Through his careful inspections of our parks and facilities, the City has received high praise from the Florida League of Cities. The City continues to receive rate decreases in insurance renewals as a result of the thorough in-house investigation of claims which decreases payouts by the FLC.
- The Human Resources Director was installed as Past President of the Florida Public Employer's Labor Relations Association (FPELRA) in January 2014.
- The Human Resources Manager began the certification process offered by the Florida Public Human Resources Association by attending the required training sessions offered by the Association at its annual pre-conference meetings.
- The Department continues to provide background checks for all contractors including the employees of Lanier Parking Services, volunteers, and individuals completing community

service hours.

- The Department successfully procured and installed a new identification card processor that replaced the obsolete machine that had been used for the past ten years. More cost-efficient and timely card processing and enhanced security has resulted from this replacement.

## FY2015-2016 Goals and Objectives

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### Finance Department

#### Priority Area: Sound Governance

- A. Goal: Administrative** – Maintain a friendly, supportive, and effective work environment that encourages employees to develop new skills, improve existing skills and practices, and fosters maximum efficiency and integrity.
- Objectives:**
1. Maintain relationships with the City’s business partners.
  2. Educate employees on internal policies, procedures and controls.
  3. Provide training and educational opportunities to all employees.
  4. Work individually as needed with each employee to maximize efficiency and performance.
  5. Expand the use of electronic recordkeeping.
  6. Monitor and improve the department’s web pages.
- B. Goal: Accounting & Financial Reporting** – Accurately and completely account for all City business transactions and assets; provide accurate and timely information to City Commission, City management, and the public.
- Objectives:**
1. Use the existing accounting system to its maximum effectiveness and efficiency.
  2. Complete work on the department’s comprehensive Policy and Procedures Manual.
  3. Monitor the state’s Uniform Chart of Accounts mandate and develop an implementation plan.
  4. Produce a Comprehensive Annual Financial Report that earns the Government Finance Officers Association’s Certificate of Achievement for Excellence.
  5. Ensure compliance with audit requirements and maintain “zero audit finding” status.
  6. Provide input on the financial implications of City Commission agenda items.
- C. Goal: Asset Management** – Safeguard the City’s cash and fixed assets.
- Objectives:**
1. Manage the City’s cash assets relying on the principles of Safety, Liquidity, and Yield.
  2. Continuously review the City’s Investment Policy, and when appropriate, update it in a manner consistent with state law and best practices.
  3. Continuously review City’s investments and make improvements where possible.
  4. Monitor all purchases and disposals of fixed assets, properly labeling and recording all new assets.
  5. Continue to maintain an accurate inventory of all City fixed assets including an annual physical inventory count and verification.
- D. Goal: Accounts Payable and Internal Customer Service** – Make accurate and timely payments when due for all City obligations; process internal service requests accurately and efficiently.

**Objectives:**

1. Continue working on improvements to improve efficiency of our existing accounting system.
2. Continue to pay invoices on the due date.
3. Increase the use of p-cards to pay for regular payables in order to maximize the rebates for the City.
4. Review department activities and processes for the purpose of increasing departmental efficiency and improving our customer service to other City departments.

- E. **Goal: Budgeting** – Develop a realistic budget aligned with City priorities; monitor budget throughout the fiscal year to ensure good stewardship of City resources.

**Objectives:**

1. Produce the annual budget in mid-June.
2. Enhance the budget's 5-year Capital Improvement Plan.
3. Produce a budget that earns the Government Finance Officers Association's Distinguished Budget Presentation Award.
4. Monitor and compare actual to budgeted revenues and expenditures on a monthly basis; meet with departments as needed to discuss variances and options for corrective action.

- F. **Goal: Purchasing** – Coordinate City purchases to maximize value consistent with City policies and the highest ethical standards.

**Objectives:**

1. Use the existing accounting system to process purchasing transactions with maximum effectiveness and efficiency.
2. Implement an automated, paperless process for purchase requisitions, purchase orders, and major competitive solicitations.
3. Improve the purchasing website to include links to current contracts.

- G. **Goal: Utility Billing** – Provide excellent customer service including accurate billing and efficient, effective collections.

**Objectives:**

1. Maintain excellent customer service.
2. Review and update the City's customer utility deposit structure.
3. Expand the cross-training of utility billing staff to provide additional back-up coverage and enhance customer service.
4. Realign the utility billing cycles to coincide with the west, central, and east neighborhood boundaries.
5. Increase customer usage of email utility bills.
6. Increase customer usage of ACH payments.
7. Stay abreast of new developments in billing, payment, and collections techniques and technology.
8. Investigate alternatives to current billing, payment, and collections practices and implement new procedures where appropriate.
9. Improve efficiency of collections.

## **Priority Area: Strategic Growth & Development**

H. **Goal: Parking** – Manage the existing parking program effectively and efficiently; work to expand parking opportunities in the City.

### **Objectives:**

1. Continue to manage the contractual relationship with the parking management company.
2. Relocate the parking office to a city-owned facility.
3. Construct one additional parking lot to serve the north end of Wilton Drive
4. Add additional parking spaces where safe and feasible
5. Increase the collection rate of parking citations by contracting with a reputable collection agency experienced in the sensitive and responsible collection of governmental accounts.
6. Begin the process to develop a parking master plan.
7. Increase the price of metered parking from \$1.00 per hour to \$1.50 per hour.
8. Develop a plan for replacing existing metering equipment with more advanced technology.

## **Human Resources**

### **EMPLOYEE RECRUITMENT**

#### **Priority Areas: Sound Governance; Innovating and Adapting for the Future**

From October 1, 2014, to the present the City has experienced 21 position vacancies and has filled 16 of those vacancies. The Human Resources Department will continue to provide efficient and expedient employee recruitment services that yield highly-skilled candidates who are representative of the City's diversity.

### **POSITION DESCRIPTION EVALUATION AND MODIFICATION**

#### **Priority Area: Sound Governance**

In coordination with department directors, the Human Resources staff will conduct a systematic review of all existing position descriptions with the goal of updating and modifying the documents for future recruitment needs, optimal employee performance, and clarity of purpose.

### **EMPLOYEE DEVELOPMENT AND TRAINING**

#### **Priority Areas: Sound Governance; Innovating and Adapting for the Future**

During FY 2015-2016, the Human Resources staff will conduct a survey of all employees regarding their training needs. In consultation with department directors, appropriate trainings will be identified and coordinated within budgetary allocations. Additionally, the Human Resources Department will coordinate a minimum of two city-wide trainings for employees to be delivered by the Human Resources staff, City staff, or appropriate contractors.

### **HR STAFF CERTIFICATION AND RECERTIFICATION**

#### **Priority Areas: Sound Governance; Innovating and Adapting for the Future**

HR staff will continue to obtain certifications in the professional components of Human Capital Management and Risk Management as well as maintain the valuable certifications previously achieved. The HR Director became President of the Florida Public Labor Relations Association in January of 2013 and served in the role of Past President through January of 2015. He will continue to serve on the board through Fiscal Year 2015-2016. Both the HR Director and HR Manager will be involved with certification programs and the annual professional conference for the Florida Public Human Resources Association.

Continued involvement in professional associations provides the City with current trends throughout the state.

#### **RISK MANAGEMENT**

##### **Priority Area: Proactive Public Safety; Sound Governance**

The Risk Manager is nationally certified through PRIMA, conducts in-house appraisals and inspections, and is called out on any issues of possible liability to the City; i.e., automobile accidents, citizen complaints, etc. The excellent performance and reputation of our Risk Manager benefited the City with premium decreases for six budget years and return of premiums. The continuation of a return of premiums is anticipated for the coming fiscal year. In order to continue such a trend during FY 2015-2016, the Human Resources / Risk Management Department will conduct periodic reviews with department directors and other relevant staff to inventory existing City property and to identify and remedy any potentially hazardous conditions or insurance concerns.

#### **INSURANCE POLICIES**

##### **Priority Areas: Sound Governance; Innovating and Adapting for the Future**

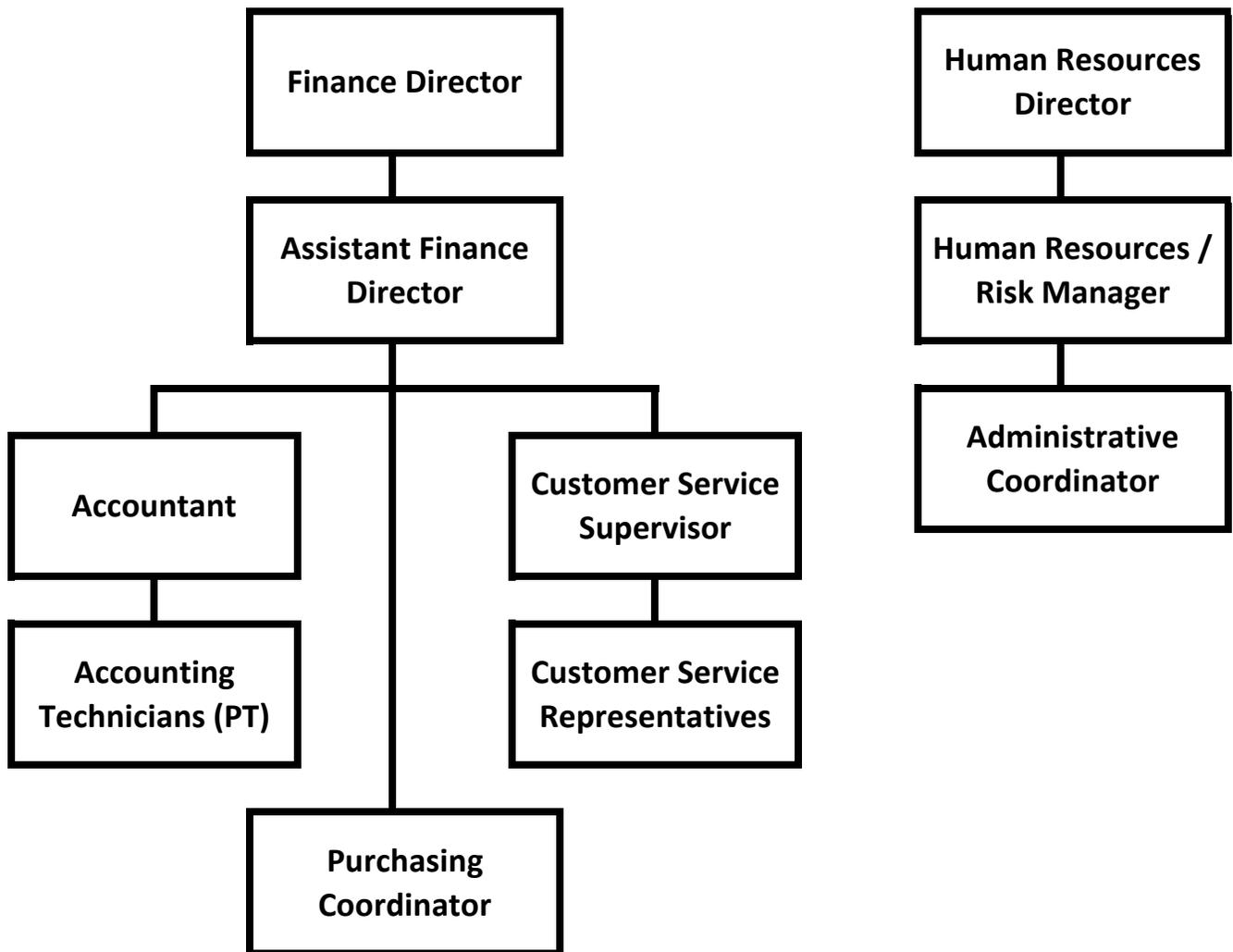
The Human Resources Department reviews the City's insurance policies and premiums for health, dental, vision, life, disability, liability, property, and automobile on an annual basis. In an effort to extend the recent trend of savings in the aforementioned areas, the Human Resources Department will continue to explore opportunities for potential savings while simultaneously ensuring high quality coverage for the City, its property, and its employees.

#### **DIRECT DEPOSIT AND PAPERLESS PROCESSING**

##### **Priority Areas: Sound Governance; Innovating and Adapting for the Future**

Direct Deposit will continue to be offered and encouraged for all employees. In March 2015, the Human Resources Department facilitated the transition from a

# Financial



**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5114-FINANCE</b>							
1	PERSONNEL WAGES						1
2	001-5114-5121.000 SALARIES - FULL TIME	268,899	293,016	293,016	328,668	328,668	2
3	001-5114-5131.000 SALARIES - PART-TIME	0	23,687	23,687	21,893	21,893	3
4	001-5114-5141.000 Overtime	237	500	500	0	0	4
5	001-5114-5151.000 Cellular Phone Stipend	1,296	1,382	1,382	1,404	1,404	5
6	001-5114-5153.000 Assignment Pay	0	0	0	250	250	6
7	PERSONNEL WAGES	270,432	318,585	318,585	352,215	352,215	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5114-5211.000 FICA	19,605	24,356	24,356	25,270	25,270	10
11	001-5114-5211.005 FICA PART-TIME	0	0	0	1,675	1,675	11
12	001-5114-5221.000 Pension - WM	50,181	53,058	53,058	48,973	48,973	12
13	001-5114-5222.000 Pension - FRS	36,916	48,141	48,141	53,457	53,457	13
14	001-5114-5231.000 Life & Health Insurance	50,799	49,872	49,872	63,629	63,629	14
15	PERSONNEL BENEFITS	157,501	175,427	175,427	193,004	193,004	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5114-5311.000 Professional Services	19,176	29,990	29,990	0	0	18
19	001-5114-5321.000 Audit & Accounting	15,000	12,300	14,800	14,800	14,800	19
20	001-5114-5401.000 Meetings & Conferences	5,378	3,960	3,960	6,960	6,960	20
21	001-5114-5411.000 Telephone	1,566	975	975	975	975	21
22	001-5114-5412.000 Postage	3,828	4,200	4,200	3,700	3,700	22
23	001-5114-5461.000 Computer Maintenance	7,143	1,600	1,600	1,500	1,500	23
24	001-5114-5471.000 Printing & Binding	585	873	873	873	873	24
25	001-5114-5491.000 City Hall Indirect Charges	15,197	14,920	14,920	22,839	22,839	25
26	001-5114-5511.000 Office Supplies	1,346	1,575	1,575	1,575	1,575	26
27	001-5114-5521.000 Operating Supplies	1,348	1,050	1,050	950	950	27
28	001-5114-5541.000 Subs, Memberships, Dues	960	730	1,230	1,630	1,630	28
29	001-5114-5542.000 Training/Education	9,247	19,800	16,800	5,700	5,700	29
30	001-5114-5543.000 Books & Manuals	0	450	450	450	450	30
31	001-5114-5544.000 TUITION REIMBURSEMENT	0	0	0	6,600	6,600	31
32	OPERATING EXPENDITURES	80,774	92,423	92,423	68,552	68,552	32
33							33
34	CAPITAL						34
35	001-5114-5641.000 Capital Outlay	25,212	2,000	2,000	0	0	35
36	CAPITAL	25,212	2,000	2,000	0	0	36
37							37
38	<b>Totals for dept 5114-FINANCE</b>	<b>533,919</b>	<b>588,435</b>	<b>588,435</b>	<b>613,771</b>	<b>613,771</b>	<b>38</b>

**DEPARTMENTAL BUDGET SUMMARY  
FINANCIAL & HUMAN RESOURCES**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 501,691	\$ 581,806	\$ 595,691
Personnel Benefits	277,448	315,139	316,432
Operating Expenditures	201,752	210,407	175,063
Capital	31,917	3,200	1,200
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 1,012,808</b>	<b>\$ 1,110,552</b>	<b>\$ 1,088,386</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalent	Number of Positions	Full Time Equivalent
<b>Finance Department:</b>				
Finance Director	0.80	0.80	0.95	0.95
Assistant Finance Director	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Purchasing Coordinator	1.00	1.00	1.00	1.00
Total Full Time	3.80	3.80	3.95	3.95
Part Time Accounting Technician	1.50	1.130	1.50	1.130
Total Part Time	1.50	1.130	1.50	1.130
Total Finance Department	5.30	4.930	5.45	5.080
<b>Human Resources Department:</b>				
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources / Risk Manager	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Total Full Time	3.00	3.00	3.00	3.00
<b>TOTALS</b>	<b>8.30</b>	<b>7.930</b>	<b>8.45</b>	<b>8.080</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5115-HUMAN RESOURCES</b>							
1	PERSONNEL WAGES						1
2	001-5115-5121.000 SALARIES - FULL TIME	228,990	261,281	261,281	241,496	241,496	2
3	001-5115-5141.000 Overtime	889	500	500	540	540	3
4	001-5115-5151.000 Cellular Phone Stipend	1,380	1,440	1,440	1,440	1,440	4
5	PERSONNEL WAGES	231,259	263,221	263,221	243,476	243,476	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5115-5211.000 FICA	16,927	20,136	20,136	18,626	18,626	8
9	001-5115-5221.000 Pension - WM	43,910	41,650	41,650	33,737	33,737	9
10	001-5115-5222.000 Pension - FRS	34,196	41,586	41,586	43,760	43,760	10
11	001-5115-5231.000 Life & Health Insurance	24,914	36,340	36,340	27,305	27,305	11
12	PERSONNEL BENEFITS	119,947	139,712	139,712	123,428	123,428	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5115-5311.000 Professional Services	79,318	57,274	67,274	52,484	52,484	15
16	001-5115-5341.000 Contractual Services	0	339	339	339	339	16
17	001-5115-5401.000 Meetings & Conferences	564	4,500	4,500	3,000	3,000	17
18	001-5115-5411.000 Telephone	1,285	860	860	860	860	18
19	001-5115-5412.000 Postage	1,446	1,500	1,500	1,500	1,500	19
20	001-5115-5441.000 Equipment Rental	4,125	3,900	3,900	4,000	4,000	20
21	001-5115-5461.000 Computer Maintenance	3,896	2,000	2,000	3,000	3,000	21
22	001-5115-5463.000 Vehicle Maint-Repair	641	1,000	1,000	1,000	1,000	22
23	001-5115-5464.000 Vehicle Operation-Fuel	1,145	1,200	1,200	1,020	1,020	23
24	001-5115-5471.000 Printing & Binding	154	650	650	550	550	24
25	001-5115-5482.000 Advertising	1,105	2,100	2,100	2,700	2,700	25
26	001-5115-5491.000 City Hall Indirect Charges	14,159	13,901	13,901	19,100	19,100	26
27	001-5115-5511.000 Office Supplies	1,053	2,000	2,000	1,800	1,800	27
28	001-5115-5521.000 Operating Supplies	1,814	1,750	1,750	1,675	1,675	28
29	001-5115-5541.000 Subs, Memberships, Dues	1,102	1,610	1,610	1,483	1,483	29
30	001-5115-5542.000 Training/Education	9,172	13,000	13,000	11,500	11,500	30
31	001-5115-5543.000 Books & Manuals	0	400	400	500	500	31
32	001-5115-5544.000 TUITION REIMBURSEMENT	0	0	0	0	0	32
33	OPERATING EXPENDITURES	120,979	107,984	117,984	106,511	106,511	33
34							34
35	CAPITAL						35
36	001-5115-5641.000 Capital Outlay	6,705	1,200	1,200	1,200	1,200	36
37	CAPITAL	6,705	1,200	1,200	1,200	1,200	37
38							38
39	<b>Totals for dept 5115-HUMAN RESOURCES</b>	<b>478,890</b>	<b>512,117</b>	<b>522,117</b>	<b>474,615</b>	<b>474,615</b>	<b>39</b>

## **CITY ATTORNEY**

The City Attorney is responsible to the City Commission for the proper administration of all City legal matters. A major portion of the City Attorney's effort is directed in providing on-going legal counsel to the City Commission, City Manager and staff. The City Attorney attends all City Commission meetings and various Advisory Board meetings on an as needed basis. The City Attorney also provides routine guidance to administration in the proper handling of municipal operations. Additionally, the City Attorney represents the City in litigation when such need arises.

A major program objective, developed on a cooperative basis with administration, is to practice "preventative law". It is our goal to eliminate as much as possible situations that have the potential to develop into legal action.

The City Attorney function is contracted to a local law firm specializing in municipal representation.

DEPARTMENTAL BUDGET SUMMARY  
CITY ATTORNEY

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	237,230	243,880	268,649
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 237,230</b>	<b>\$ 243,880</b>	<b>\$ 268,649</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5116-CITY ATTORNEY</b>							
1	OPERATING EXPENDITURES						1
2	001-5116-5312.000 Legal Services	202,230	243,880	243,880	268,649	268,649	2
3	001-5116-5490.003 LEGAL SETTLEMENTS	35,000	0	0	0	0	3
4	OPERATING EXPENDITURES	237,230	243,880	243,880	268,649	268,649	4
5							5
6	<b>Totals for dept 5116-CITY ATTORNEY</b>	237,230	243,880	243,880	268,649	268,649	6

## **NON-DEPARTMENTAL**

The Non-Departmental Budget includes the costs associated with items that are for services and/or equipment utilized by all City Departments but not directly related to a specific department. These items include technology infrastructure, insurance, copying, printing, disaster preparedness, utilities, buildings, grounds and waterway maintenance. Where applicable, these costs are pro-rated out to the various departments on the basis of their proportionate usage.

DEPARTMENTAL BUDGET SUMMARY  
NON-DEPARTMENTAL

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 122,693	\$ 90,150	\$ 165,921
Personnel Benefits	70,581	77,396	85,875
Operating Expenditures	(105,318)	(288,115)	(250,169)
Capital	12,428	211,000	425,000
Debt Service	559,232	553,625	533,936
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 659,617</b>	<b>\$ 644,056</b>	<b>\$ 960,563</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Courier	1	1.00	1	1.00
Information Technology Manager	1	1.00	1	1.00
Total Part Time	2.00	2.000	2.00	2.000
Part Time Computer Technician	1.00	0.700	1.00	0.700
Total Part Time	1.00	0.700	1.00	0.700
<b>NON-DEPARTMENTAL TOTALS</b>	<b>3</b>	<b>2.70</b>	<b>3</b>	<b>2.70</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET		
<b>Dept 5117-NON DEPT PERSONNEL</b>								
1	PERSONNEL WAGES						1	
2	001-5117-5121.000 SALARIES - FULL TIME	121,277	138,830	88,830	136,404	135,915	2	
3	001-5117-5131.000 SALARIES - PART-TIME	0	0	0	28,353	28,206	3	
4	001-5117-5141.000 Overtime	501	600	600	600	540	4	
5	001-5117-5151.000 Cellular Phone Stipend	915	720	720	1,260	1,260	5	
6	PERSONNEL WAGES	122,693	140,150	90,150	166,617	165,921	6	
7							7	
8	PERSONNEL BENEFITS						8	
9	001-5117-5211.000 FICA	9,035	10,722	10,722	10,577	10,535	9	
10	001-5117-5211.005 FICA PART-TIME	0	0	0	2,169	2,158	10	
11	001-5117-5221.000 Pension - WM	25,477	22,313	22,313	22,547	22,928	11	
12	001-5117-5222.000 Pension - FRS	5,295	7,572	7,572	22,752	22,687	12	
13	001-5117-5231.000 Life & Health Insurance	21,331	31,589	31,589	22,927	22,357	13	
14	PERSONNEL BENEFITS	61,138	72,196	72,196	80,972	80,665	14	
15							15	
16	<b>Totals for dept 5117-NON DEPT PERSONNEL</b>	<b>183,831</b>	<b>212,346</b>	<b>162,346</b>	<b>247,589</b>	<b>246,586</b>	16	
17							17	
18	<b>Dept 5118-NON DEPT OPERATIONS</b>							18
19							19	
20	PERSONNEL BENEFITS						20	
21	001-5118-5231.000 Life & Health Insurance	156	200	200	210	210	21	
22	001-5118-5251.000 Unemployment Compensatn	9,288	5,000	5,000	5,000	5,000	22	
23	PERSONNEL BENEFITS	9,444	5,200	5,200	5,210	5,210	23	
24							24	
25	OPERATING EXPENDITURES						25	
26	001-5118-5821.000 Women In Distress	1,000	1,500	1,500	4,000	1,500	26	
27	001-5118-5822.000 Aging & Disab Res Centr	8,220	8,081	8,081	10,593	8,081	27	
28	001-5118-5824.000 Family Central	1,200	1,440	1,440	5,000	5,000	28	
29	001-5118-5824.010 OTHER CHARITABLE ORGANIZATIONS	0	2,800	2,800	500	0	29	
30	001-5118-5825.000 Miscellaneous Expense	146	0	0	0	0	30	
31	001-5118-5826.000 Comm Affairs Advisory Bd	8,048	13,500	15,000	10,000	7,000	31	
32	001-5118-5828.000 Historical Society Board	10,000	10,000	10,000	4,000	4,000	32	
33	001-5118-5951.000 Contingencies	0	11,909	1,909	0	21,416	33	
34	001-5118-5991.000 Contingency - Fund Balance	0	0	0	0	0	34	
35	OPERATING EXPENDITURES	28,614	49,230	40,730	34,093	46,997	35	
36							36	
37	CAPITAL						37	
38	001-5118-5641.000 Capital Outlay	12,428	211,000	211,000	0	0	38	
39	001-5118-5690.000 Contribution to Capital Replacement Plan	0	0	0	425,000	425,000	39	
40	CAPITAL	12,428	211,000	211,000	425,000	425,000	40	
41							41	
42	DEBT SERVICE						42	
43	001-5118-5711.000 Principal Payments	364,575	374,306	374,306	369,920	369,920	43	
44	001-5118-5721.000 Interest Payments	194,657	179,319	179,319	164,016	164,016	44	
45	DEBT SERVICE	559,232	553,625	553,625	533,936	533,936	45	
46							46	
47	TRANSFERS OUT						47	
48	001-5118-5911.000 Operating Transfers Out	0	0	0	0	0	48	
49	TRANSFERS OUT	0	0	0	0	0	49	
50							50	
51	<b>Totals for dept 5118-NON DEPT OPERATIONS</b>	<b>609,718</b>	<b>819,055</b>	<b>810,555</b>	<b>998,239</b>	<b>1,011,143</b>	51	

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Dept 5119-CITY HALL OPERATIONS</b>						
1	OPERATING EXPENDITURES					
2	001-5119-5311.000 Professional Services	500	0	0	25,000	25,000
3	001-5119-5313.000 Fire Services	99,612	100,000	100,000	110,171	159,550
4	001-5119-5341.000 Contractual Services	63,432	77,950	77,950	73,200	73,200
5	001-5119-5401.000 Meetings, Conferences, Schools	4	2,435	2,435	2,500	2,500
6	001-5119-5411.000 Telephone	9,738	7,600	7,600	7,600	7,600
7	001-5119-5431.000 Utilities	80,619	66,940	66,940	66,940	66,940
8	001-5119-5451.000 Insurance	376,733	339,972	339,972	354,340	310,222
9	001-5119-5461.000 Computer Maintenance	48,784	25,168	75,168	26,819	26,819
10	001-5119-5462.000 Equipment Maint-Repair	3,850	2,922	2,922	2,900	2,900
11	001-5119-5463.000 Vehicle Maint-Repair	655	1,753	1,753	1,500	1,500
12	001-5119-5464.000 Vehicle Operation-Fuel	3,394	3,200	3,200	2,839	2,839
13	001-5119-5465.000 Copy Machine	13,692	13,347	13,347	13,000	13,000
14	001-5119-5466.000 Building Maintenance	83,506	74,367	74,367	119,906	119,906
15	001-5119-5467.000 Grounds Maintenance	7,852	7,770	7,770	5,775	5,775
16	001-5119-5468.000 Waterway Maintenance	2,101	2,336	2,336	2,998	2,998
17	001-5119-5521.000 Operating Supplies	3,804	2,143	2,143	2,200	2,200
18	001-5119-5522.000 Emergency Management	5,084	6,110	6,110	6,278	6,278
19	001-5119-5541.000 Subs, Memberships, Dues	0	200	200	200	200
20	001-5119-5542.000 Training/Education	0	5,796	5,796	6,150	6,150
21	001-5119-5901.000 Allocation to Department	(937,292)	(1,118,854)	(1,118,854)	(1,132,743)	(1,132,743)
22	OPERATING EXPENDITURES	(133,932)	(378,845)	(328,845)	(302,427)	(297,166)
23						
24	CAPITAL					
25	001-5119-5641.000 Capital Outlay	0	0	0	0	0
26	CAPITAL	0	0	0	0	0
27						
28	<b>Totals for dept 5119-CITY HALL OPERATIONS</b>	<b>(133,932)</b>	<b>(378,845)</b>	<b>(328,845)</b>	<b>(302,427)</b>	<b>(297,166)</b>

# POLICE DEPARTMENT

*The Wilton Manors Police Department*

*Is Dedicated to*

*Policing with a Passion for our Profession*

*And*

*Compassion for Those We Serve*

The mission, function and objectives of the Police Department are conducted by three Bureaus (see attached Departmental Organization Chart). These Bureaus perform in unison and, with other City Departments, work to enhance our community's quality of life.

## **Office of the Police Chief**

The Office of the Police Chief provides the vision, leadership and direction for the Police Department. All of our Police Officers and all of our support staff must create a direct and personal relationship with our citizens in order to achieve our goal and earn the respect and trust of our community. Policing truly is a **Partnership** between the Police and the members of the community. Only in this way can law enforcement succeed in its mission to serve and protect our community.

## **Administration Bureau**

The Administrative Bureau is responsible for the coordination of all police support services provided by the Department. This is accomplished by the management of sub-divisions within the Bureau which include Records Management, Front Desk services, Grant Management, Accreditation, Budget Review / Control and Evidence / Inventory Control. Cost effective planning is critical in maintaining a balanced budget while meeting the needs of the Department.

## **Investigations Bureau**

The Investigations Bureau is responsible for all criminal investigations in "property crime" such as larceny, burglary and computer crimes. In addition, this Bureau is tasked with investigations of all "persons crime" such as assault, battery, all sex crimes and other crimes of violence. Long term narcotics investigations (through Task Force assignment) are also a critical part of this Bureau as such activity can be directly related to crimes of violence. Code Compliance is also within this Bureau as it relates to maintaining uniform enforcement of the City Codes.

## **Operations Bureau**

The Operations Bureau oversees all Road Patrol functions in an effort to answer all police calls for service in a timely manner. This Bureau works to maintain quality of life issues alongside not just “state of the art” law enforcement techniques but also with a “state of mind” approach to our ever changing and ever challenging function. WMPD works with the community to create a safer and more secure environment in which to live, work and play. It includes Road Patrol, Crime Prevention, Marine Patrol, Canine Drug Detection, Bicycle Patrol, Training (such as continuing education and all FTO functions), Community Policing Officer and our School Resource Officer (who works with our school children teaching D.A.R.E., GREAT and computer safety).

## **FUNDING SOURCES**

Most Police Department activities are funded through the City’s General Fund. The Department receives supplemental support from three additional funds:

### **Federal Equitable Sharing Forfeiture Fund**

Through this program, the Department of Justice distributes an equitable share of forfeited property and proceeds to participating state and local law enforcement agencies that directly participate in an investigation or prosecution that result in a federal forfeiture. The funds are for use by the law enforcement agency to enhance law enforcement operations not otherwise available through general funding sources.

### **State Law Enforcement Forfeiture Trust Fund**

Florida State Statute 932.7055 was established to allow law enforcement agencies to seize and forfeit any contraband assets that have been used in the commissions of felonies. This includes vehicles, vessels, aircraft, real property, cash or any other item of value. After a final legal settlement or judgment is obtained, the cash or proceeds from the sale of the seized items go into the Law Enforcement Forfeiture Trust Fund account for use by the law enforcement agency. Like the federal forfeiture funds, these state-authorized forfeiture funds are designed to enhance law enforcement operations not otherwise available through general funding sources.

### **Police Training & Education Fund**

Florida State Statute 938.15 provides funding for criminal justice education degree programs and training courses, including basic recruit training, for their respective officers and employing agency support personnel, provided such education degree programs and training courses are approved by the employing agency administrator. The source of this funding comes from a surcharge on traffic citations.

## Police Department

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### FY2014-2015 Accomplishments

*“FY 2012 – 2013 was, and continues to be, a challenging year. The influx of resignations and unplanned retirements continues to burden the staffing of our Department. WMPD is working hand in hand with Human Resources to accelerate and streamline the hiring process in our effort to become fully staffed. In the meantime, the plethora of vacancies has placed a strain on our efforts to manage our overtime costs. These challenges notwithstanding, we firmly believe the Wilton Manors Police Department is on the right path.”*

That was the opening paragraph to you in our July 2013 memorandum which listed the accomplishments of WMPD. What a difference a year makes!

Here are our successes during the 2013-2014 FY of which we are very proud.

- The most striking success for WMPD is that for the first time in over a decade we can state that **we are fully staffed!** No doubt, this was accomplished through a strong partnership between WMPD and HR. That partnership produced quality candidates and quality selections. The ongoing challenge through the remainder of the calendar year is to train our new police officers to the point that they are both competent and confident in their law enforcement actions.
- Now that our Police Department is fully staffed, WMPD will transition to the 12 hour shift. This work schedule will allow for greater flexibility in staffing and more “boots on the ground” for longer periods of time.
- WMPD has in place a new Division Commander who oversees all of the Operations Division. We would be remiss if we did not state that Commander Blocker has “hit the ground running” as he assumes command of his new duties.
- WMPD promoted two patrol officers to the position of Sergeant; one Detective Sergeant and one Road Patrol Sergeant. Their training is a work in progress as they become acclimated to their new duties and responsibilities.
- Perhaps the greatest challenge WMPD now faces is the transition to the **Consolidated 911 Regional Dispatch System and the Regional Records Management System** which will allow our police officers to access vital criminal intelligence from throughout the entire County. There will be “bumps in the road” as we make this transition; but in the end WMPD will be able to respond and serve our citizens more effectively.
- As identified in past communications, our City far exceeds the national and state average for suicides per capita. The Wilton Manors Police Department has partnered with the Florida Initiative for Suicide Prevention (**F.I.S.P.**), Sun Serve and the Henderson Clinic to sponsor a series of theater workshops centered on the **“You Are Not Alone”** theme. In addition, there are performance workshops in progress at a local church to prepare for a performance on September 21<sup>st</sup> at Hagen Park. The partnership established has had a consistent contributor; our Leisure Services Department which has made accommodations available to us. Finally, it is noteworthy to state that a majority of our sworn officers are Crisis Intervention Trained (C.I.T.). WMPD will train our newer police officers in the near future.

- As stated last year at this time, WMPD was awarded Re-Accreditation. Immediately thereafter, ongoing preparations began for our next Re-Accreditation review which will occur in 2016. The internal review process is a non-stop process which allows WMPD to constantly fine tune our services.
- The Wilton Manors Police Department welcomed to our family two student interns from Germany. Ann-Kathrin Krauss and Christian Franke are students in the Fachhochschule Polizei, Sachsen-Anhalt Police Academy. For four (4) weeks in July / August they interned with the Wilton Manors Police Department and other police departments in Broward County to get a “flavor” of Law Enforcement in America.
- Diversity Training is an ever-constant and ever-changing process as we remind our troops that Wilton Manors is culturally diverse and it is our responsibility to be prepared for and be responsive to the needs of a diverse community.
- The Wilton Manors Police Department held its Second Civilian Police Academy during the FY. This eight (8) week program taught sixteen (16) members of the Wilton Manors community the “ins and outs” of the law enforcement profession. Our Command Staff along with many subject matter experts instructed these students throughout the program.

**Other significant accomplishments:**

**Other Law Enforcement Efforts:**

- You will recall that our Westside Community experienced a series of residential burglaries. WMPD was able to make significant arrests and recover some stolen property. However, we did not stop there. We assigned a patrol officer to a countywide **Task Force** created for the sole purpose of combating residential burglaries. No doubt, those persons committing burglaries in other parts of Broward County were probability committing burglaries in our City. This Task Force allowed for a structured approach to combating the crime of burglary
- The City of Wilton Manors showed a small increase in Part I crime from 2012 to 2013. WMPD is committed to reversing this trend through structured and timely responses to crime trends as they happen.
- WMPD continues to employ proactive crime fighting tactics in order to prevent and suppress crime in our City. When comparing FY 2012 – 2013 to FY 2013 – 2014 (through July 1<sup>st</sup>); WMPD experienced an 18% increase (698 vs. 571) in the number of arrests made.
- Innovation will be on display Monday August 4<sup>th</sup> when the Wilton Manors Police Department deploys the **First in Florida** Zero Electric Police Motorcycle. Motor Officer Sam House will hit the streets of our Island City to improve traffic safety.
- WMPD Officers conducted a D.U.I. Wolf Pack Operation to address aggressive and impaired on December 13, 2013 in an effort to combat impaired or aggressive driving. Going forward, this will be an on-going effort led by our Motor Unit.

**Our Code Compliance Unit:**

During the first six months of 2014 members of our Code Compliance Unit handled 3769 activities (cases, requests for service or assistance); this in comparison to 2069 activities for the same time period in 2013. In 2014, 34 cases were presented to the Special Magistrate

compared to 68 cases in the first of 2013. This is positive news in that our rate of voluntary compliance has significantly increased!

- Success rates during past Special Magistrate hearings reaped rewards for the City this year when liens against properties were satisfied. Liens were satisfied to the tune of over \$75,000.00 this past year. Our Unit continues to strive to address code matters knowing that property values rise with the proper care of the neighborhood.
- **Our Code team** has completed its move into a new workspace which affords them a professional environment to complete their tasks and meet with members of our community.
- **Citizen Serve** has been modified and updated so that both Building Officials and Code Inspectors can share data which increases our efficiency.
- **Common Complaints** – the most common complaints have been snipe signs placed throughout the City and poor property maintenance (overgrowth, etc.) The Code Compliance Unit has addressed over 160 individual cases and achieved voluntary compliance in a majority of those cases.

**In other areas:**

- The **EMLEG Grant** was successfully renewed for FY 2014 – 2015. This will give us directed patrols along our many miles of canals.
- During the FY the Wilton Manors Police Department donated from its **LEFTF** over \$10,000 to worthy charitable organizations within Broward County such as PACE, F.I.S.P., Kiwanis and ACRC of Broward County.
- Sgt. Chadwick continues to lead this Department in its training efforts to ensure our new police officers are fully trained and fully informed of the ever-changing landscape of criminal law, search/seizure law and Miranda law. Training has been and will continue to be the core measurement of this Department's success.

## Police Department

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### **FY2015-2016 Goals and Objectives**

The Mission Statement of the Wilton Manors Police Department is *“Policing with a Passion for Our Profession and Compassion for Those We Serve.”* To maintain our focus on this Mission Statement the Wilton Manors Police Department continuously strives to obtain and maintain a fully staffed, well trained Department. Our emphasis has been and will continue to be on both training and retaining our personnel. To that end the following goals are submitted to your office and to the City Commission for respective review. This document serves as the “first salvo” in our FY 2015 – 2016 budget planning and review process during which WMPD will request two (2) additional FTE (sworn). This will be explained herein. In sum, these goals and our commitment to achieving these goals will enhance our ability to serve our community.

### **Priority Area: Proactive Public Safety**

#### **Office of the Chief**

- During 2014 the Department, for the first time in recent years, achieved fully staffed status. It did not last long as turnovers and terminations impacted our ability to maintain that status. **WMPD** has been and will continue to be unwavering in its commitment to excellence and those personnel who fall short of our expectations will be jettisoned. Diligent cooperation with the City’s Human Resources Department has helped mitigate the adverse impact of losing personnel as the hiring process continues, unabated. At the writing of this document, WMPD has one FTE (sworn) and one PTE-SRO (sworn) vacancy and one PTE (non-sworn) vacancy. Looking forward to FY 2015 – 2106 our focus will continue to be on training our new, young police force and keeping them with us as a career commitment to this community.
- Training of our new personnel will be the focus of FY 2015 – 2016. To that end **WMPD** will work to achieve a training partnership with other police agencies of similar size which face the same challenges we have; do more with less. Ft. Lauderdale Police has provided us a true partnership in the shared training of new personnel who have just graduated from the Police Academy. Focus will be active shooter, scenario based training and delivery of quality service.
- Continue to review and re-evaluate the **2011 - 2012 re-organization**. Change, adjustment to change and adaptation to change are ongoing processes that must be constantly measured for effectiveness. In 2015 **WMPD** again revised its organizational structure and will monitor and evaluate going forward.
- Wages and benefits are a product of labor / management negotiations and outside the scope of this document; but we must constantly be reminded that **WMPD** competes in the open marketplace for quality personnel. The labor agreement signed in 2014 signified the City’s financial commitment to attracting and retaining quality personnel.
- In 2012 **WMPD** re-established a Narcotics K-9 Unit. The 2013 & 2014 work product speaks for itself. Going forward into 2015 the Department must replace its current K-9 Officer (transferred to a Task Force assignment). That replacement has been selected

and is in training at the writing of this document. **WMPD** is committed to adding a second K-9, utilizing LETF and existing personnel, as a means of enhancing the value of the work done by these special work teams.

- **WMPD** has had success in reducing sick time by the implementation of the 12 hour shift. This continued commitment will work to maintain our fiscal discipline.
- **WMPD** will mark the graduation of its Third Wilton Manors Citizens Police Academy (CPA) on April 2<sup>nd</sup>. We are committed to making this CPA an annual event.
- Fine tune our means of electronic communications with the community regarding crime trends and other police related topics.
- Continue to attend Neighborhood Association meetings to ensure open, face to face communications between the Police Department and the Community we serve.
- The Code Compliance Unit has a new Supervisor (FTE) and a new Administrative Assistant (PTE) in place. The new supervisor will be reporting directly to the Chief's Office. The personnel issues of the past: those issues are in the past and the Unit is moving forward under new leadership.
- **Body Cameras:** Please see the final page for a detailed review of this issue.

### Operations Division

- Daytime, residential burglaries are a plague that has impacted all of Broward County and Wilton Manors in particular. Although residential burglaries declined in 2014 when compared to 2013, we can never say, "Mission Accomplished." In fact, YTD numbers for residential burglaries shows a slight increase. The **BSO BAT Team** (burglary apprehension team) is a county-wide effort to combat these crimes and it was and continues to be an effective tool. In that light, **WMPD** proposes two additional sworn officers who would be dedicated to a **WMPD Selective Enforcement Team (SET)**. This team would focus solely on current crime trends through covert surveillance, intelligence gathering and other techniques. **SET** would be designed to be a "nimble, flexible and proactive" team approach to public safety.
- Our new Motor Officer is in place and has had a positive impact on traffic safety. The anticipated opening of the new Mickel Field complex in the summer of 2015 will allow **WMPD** to open and operate a new police substation where the Motor Officer will be stationed. In addition, our bike patrol efforts will be collocated at this location.
- Homelessness is not a crime but it does negatively impact the quality of life in Wilton Manors. The Broward Chiefs of Police Association has dedicated 2015 to Crisis Intervention Training (**CIT**) for all of our police officers and **WMPD** will make a concerted effort to have **ALL** of our Road Patrol trained in CIT before the end of the FY 15 – 16. In addition, we will be dedicated to finding viable alternatives for our homeless population.
- Continue to be responsive to crime trends in a timely manner through the development and use of focused, timely Operational Plans. Although hampered by the "bugs" in the County's Regional Consolidated Dispatch system, **WMPD** is committed to finding alternative solutions to this pressing need.
- Explore "*predictive policing*" programs which can direct our **SET Team** and increase the concept of public safety city wide.
- Continue to evaluate the various ways to improve security at city facilities.

- Transition to a “realistic training” model to improve through training our officers’ tactics, situation assessment, officer safety, etc.
- Continue to evaluate ways to improve traffic, bicycle and pedestrian safety in our City and implement reasonable education and enforcement tactics.

### **Criminal Investigations Division**

- 2014 showed a 15% increase in cases cleared. This accomplishment was the result of excellent leadership within the Division and dedicated personnel focused on getting the job done. But we must do better with tools described herein.
- The additional investigative aide is not yet in place, but this PTE in the Investigations Division will be focused on smoothing the investigative process and conduct follow-up contacts with our crime victims. This PTE will assist our Detective Bureau with case filing, tracking of crime patterns, court liaison processes and coordinated communications with crime victims to ensure quality control of the investigative process.
- Maintain our current participation in the Broward County Drug Task Force (**BCDTF**) with the assignment of a new TF member as our current member retires this summer. This TF is dedicated to stemming the tide of substance abuse within our community.
- Continue our partnership with the Broward Sheriff’s Office for investigations of all suspicious deaths.
- Implement our Records Management System Crime Analysis + module to monitor crime more effectively.

### **Priority Area: Proactive Public Safety**

### **Priority Area: Sound Governance**

### **Administrations Division**

- Our new Administrative Manager is in place and he brings with him a wealth of knowledge and experience gained during his police career in Ft. Lauderdale PD. **WMPD** is fortunate to have him on board.
- 2016 will mark **WMPD’s** second **CFA** Re-accreditation review. The pending retirement of our current Accreditation Coordinator will certainly hamper our efforts but finding a qualified replacement will be a priority. Our preparation for the review process will be a priority for this Department and its personnel.
- More boots on the ground by creating a **WMPD Reserve Unit** under the command of Reserve Commanders Russ Hanstein and Vincent Affanato; retired Deputy Chiefs from Ft. Lauderdale and Hollywood PD, respectively.
- Conduct a feasibility study for static v. mobile LPR systems.
- Expand our Volunteer Program under the leadership of current volunteers.
- Expand our document scanning abilities to reduce our “carbon footprint.”
- Evaluate current methods in place for alarm monitoring and develop a more efficient way to reduce false alarms through a more effective utilization of Department resources.
- Coordinate with the Department for Community Development a plan for one Police Department employee to receive training and certification for Crime Prevention through

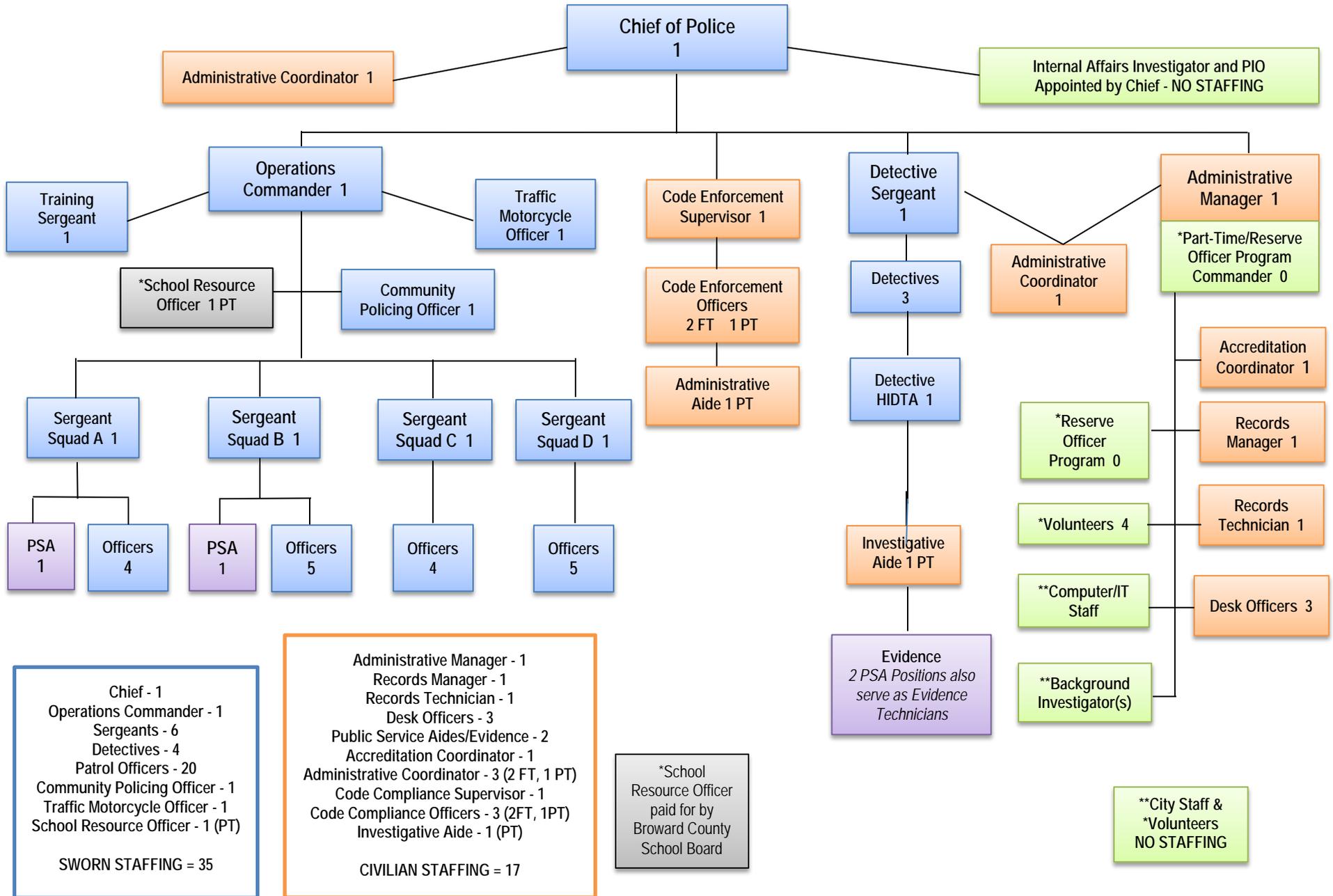
Environmental Design (**CPTED**) in order to enhance the Development Review Committee process.

- Explore the feasibility of using Records Management System's Police-to-Citizen module to improve agency/community communications.
- Once the Mickel Field project is completed and the security camera system is fully operational, begin exploring options to expand the security camera system to other public areas. Such an expansion will allow us to provide increased security in locations traditionally open to the public, such as parks and government buildings.

### **Code Compliance**

- The reorganization of the Code Compliance Unit is a work in progress as the new Unit supervisor (FTE) is in place as of February 2015 and the Administrative Aide (PTE) will be in place within the next month. Once staffing is in place, the focus will be on the two points below.
- The Code Compliance Unit will begin monthly Actions Plans, specifically targeting commercial corridors and our gateways, to educate business owners on more common code violations and proactively address repeat violations. Each monthly Action Plan will focus on a different code ordinance.
- The Code Compliance website is being redesigned to allow for a more streamlined and user friendly process to submit online complaints, as well as providing residents essential contact information on their assigned Code Compliance Officer.

# PROPOSED WILTON MANORS POLICE DEPARTMENT ORGANIZATIONAL CHART



DEPARTMENTAL BUDGET SUMMARY  
POLICE DEPARTMENT  
GENERAL FUND

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 2,892,199	\$ 3,155,793	\$ 3,374,170
Personnel Benefits	2,208,884	2,379,191	2,441,104
Operating Expenditures	522,689	638,397	769,457
Capital	284,928	346,865	398,902
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer to Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 5,908,699</b>	<b>\$ 6,520,246</b>	<b>\$ 6,983,633</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Chief of Police	1	1.00	1	1.00
Division Commander	1	1.00	1	1.00
Sergeant	6	6.00	6	6.00
Detective	4	4.00	4	4.00
Police Officer (a)	18	18.00	20	19.75
Community Policing Officer	1	1.00	1	1.00
Motorcycle Officer	1	1.00	1	1.00
Total Sworn Full Time	32	32.00	34	33.75
Part Time School Resource Officer	1	0.680	1	0.680
Total Sworn Part Time	1	0.680	1	0.680
Administrative Manager	1	1.00	1	1.00
Accreditation Coordinator	1	1.00	1	1.00
Public Safety Aide	2	2.00	2	2.00
Police Aide / Desk Officer	3	3.00	3	3.00
Records Manager / Criminal Analyst	1	1.00	1	1.00
Records Technician	1	1.00	1	1.00
Administrative Coordinator	2	2.00	2	2.00
Code Compliance Supervisor	1	1.00	1	1.00
Code Compliance Officer	2	2.00	2	2.00
Total Non-Sworn Full Time	14	14.00	14	14.00
Part Time Investigative Aide	1	0.70	1	0.70
Part Time Code Compliance Officer	2	1.40	1	0.70
Part Time Code Compliance Admin. Asst.	0	0.00	1	0.70
Total Non-Sworn Part Time	3	2.100	3	2.100
<b>POLICE DEPARTMENT TOTALS</b>	<b>50</b>	<b>48.78</b>	<b>52</b>	<b>50.53</b>

(a) One new police officer position is authorized to begin on January 1, 2016, the equivalent of .75 FTEs for the fiscal year.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Dept 5221-POLICE SWORN</b>						
1	PERSONNEL WAGES					1
2	001-5221-5121.000 SALARIES - FULL TIME	1,954,755	2,109,854	2,109,854	2,224,594	2,262,180
3	001-5221-5131.000 SALARIES - PART-TIME	0	0	0	35,362	35,362
4	001-5221-5141.000 Overtime	207,462	201,344	201,344	172,174	176,300
5	001-5221-5142.000 O/T Traffic Enforcement	3,894	12,672	12,672	6,000	6,000
6	001-5221-5151.000 Cellular Phone Stipend	9,540	12,600	12,600	10,800	10,800
7	001-5221-5153.000 Assignment Pay	25,390	44,229	44,229	47,257	47,257
8	001-5221-5156.000 Academic Incentive Pay	14,600	19,680	19,680	19,680	19,680
9	001-5221-5157.000 TAX EQUITY STIPENDS	313	750	750	750	750
10	001-5221-5232.000 Insurance Opt-Out	6,000	6,000	6,000	6,000	6,000
11	PERSONNEL WAGES	2,221,954	2,407,129	2,407,129	2,522,617	2,564,329
12						
13	PERSONNEL BENEFITS					
14	001-5221-5158.000 LOCAL RESIDENCY STIPEND	0	0	0	0	0
15	001-5221-5211.000 FICA	163,881	184,145	184,145	189,698	192,915
16	001-5221-5211.005 FICA PART-TIME	0	0	0	2,823	2,823
17	001-5221-5221.000 Pension - WM	927,835	927,834	927,834	963,831	963,831
18	001-5221-5222.000 Pension - FRS	392,737	434,925	434,925	490,932	500,280
19	001-5221-5231.000 Life & Health Insurance	370,448	429,365	429,365	396,446	406,375
20	PERSONNEL BENEFITS	1,854,901	1,976,269	1,976,269	2,043,730	2,066,224
21						
22	<b>Totals for dept 5221-POLICE SWORN</b>	<b>4,076,855</b>	<b>4,383,398</b>	<b>4,383,398</b>	<b>4,566,347</b>	<b>4,630,553</b>
23						
24	<b>Dept 5222-POL NON-SWORN</b>					
25						
26	PERSONNEL WAGES					
27	001-5222-5121.000 SALARIES - FULL TIME	585,858	679,955	679,955	710,860	710,860
28	001-5222-5131.000 SALARIES - PART-TIME	54,983	49,420	49,420	75,361	75,361
29	001-5222-5141.000 Overtime	21,506	11,899	11,899	14,000	14,000
30	001-5222-5151.000 Cellular Phone Stipend	1,260	2,640	2,640	3,630	3,630
31	001-5222-5153.000 Assignment Pay	4,613	2,800	2,800	2,800	2,800
32	001-5222-5157.000 TAX EQUITY STIPENDS	625	750	750	750	750
33	001-5222-5232.000 Insurance Opt Out	1,400	1,200	1,200	2,400	2,400
34	PERSONNEL WAGES	670,245	748,664	748,664	809,801	809,801
35						
36	PERSONNEL BENEFITS					
37	001-5222-5158.000 LOCAL RESIDENCY STIPEND	0	0	0	0	0
38	001-5222-5211.000 FICA	49,098	56,356	56,356	56,001	56,001
39	001-5222-5211.005 FICA - PT Non-Sworn	0	3,773	3,773	5,765	5,765
40	001-5222-5221.000 Pension - WM	113,884	100,696	100,696	109,833	109,833
41	001-5222-5222.000 Pension - FRS	38,801	59,002	59,002	57,958	57,958
42	001-5222-5231.000 Life & Health Insurance	152,201	183,095	183,095	145,323	145,323
43	PERSONNEL BENEFITS	353,984	402,922	402,922	374,880	374,880

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
1	OPERATING EXPENDITURES						1
2	001-5222-5311.000 Professional Services	22,098	25,225	25,225	32,310	32,310	2
3	001-5222-5341.000 Contractual Services	24,113	74,470	74,470	195,070	195,070	3
4	001-5222-5401.000 Meetings & Conferences	2,771	1,500	1,500	7,500	7,500	4
5	001-5222-5411.000 Telephone	10,226	6,682	6,682	6,682	6,682	5
6	001-5222-5412.000 Postage	4,527	3,000	3,000	4,000	4,000	6
7	001-5222-5441.000 Equipment Rental	8,681	17,400	17,400	11,700	11,700	7
8	001-5222-5461.000 Computer Maintenance	92,355	102,414	102,414	90,414	90,414	8
9	001-5222-5462.000 Equipment Maint-Repair	10,420	12,300	12,300	6,640	6,640	9
10	001-5222-5463.000 Vehicle Maint-Repair	49,957	47,150	47,150	45,640	45,640	10
11	001-5222-5464.000 Vehicle Operation-Fuel	112,293	140,000	140,000	119,000	119,000	11
12	001-5222-5465.000 Copy Machine	9,714	7,755	7,755	7,600	7,600	12
13	001-5222-5471.000 Printing & Binding	2,764	6,000	6,000	6,000	6,000	13
14	001-5222-5490.002 CODE VIOLATION EXPENSES	2,904	14,000	14,000	8,000	8,000	14
15	001-5222-5491.000 City Hall Indirect Charges	69,661	68,391	68,391	86,651	86,651	15
16	001-5222-5495.000 Investigative Expense	5,394	8,200	8,200	8,200	8,200	16
17	001-5222-5521.000 Operating Supplies	35,051	32,200	33,200	48,600	51,900	17
18	001-5222-5523.000 Photo Supplies	491	500	500	500	500	18
19	001-5222-5524.000 Uniforms & Clothing	32,922	30,300	30,300	28,250	28,250	19
20	001-5222-5541.000 Subs, Memberships, Dues	7,780	10,105	10,105	10,700	10,700	20
21	001-5222-5542.000 Training/Education	17,649	27,100	27,100	7,000	7,000	21
22	001-5222-5543.000 Books & Manuals	918	2,705	2,705	2,700	2,700	22
23	001-5222-5544.000 TUITION REIMBURSEMENT	0	0	0	33,000	33,000	23
24	001-5222-5912.001 Transfer to Federal Police Forfeiture Fund	0	0	0	0	0	24
25	OPERATING EXPENDITURES	522,689	637,397	638,397	766,157	769,457	25
26							26
27	CAPITAL						27
28	001-5222-5641.000 Capital Outlay	284,928	341,865	346,865	356,907	398,902	28
29	CAPITAL	284,928	341,865	346,865	356,907	398,902	29
30							30
31	TRANSFERS OUT						31
32	001-5222-5912.000 TRANS TO STATE LAW ENFORCEMENT TRUST I	0	0	0	0	0	32
33	TRANSFERS OUT	0	0	0	0	0	33
34							34
35	<b>Totals for dept 5222-POI NON-SWORN</b>	<b>1,831,846</b>	<b>2,130,848</b>	<b>2,136,848</b>	<b>2,307,745</b>	<b>2,353,040</b>	<b>35</b>

DEPARTMENTAL BUDGET SUMMARY  
 Police Department  
 Fund 158 - Police Federal Equitable Sharing Forfeiture Fund

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	14,611	40,175	41,000
Capital	33,743	25,000	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	83,700	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 48,354</b>	<b>\$ 148,875</b>	<b>\$ 41,000</b>

DEPARTMENTAL BUDGET SUMMARY  
 Police Department  
 Fund 161 - Police Training and Education Fund

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	19,595	3,775	4,000
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 19,595</b>	<b>\$ 3,775</b>	<b>\$ 4,000</b>

DEPARTMENTAL BUDGET SUMMARY  
 Police Department  
 Fund 165 - Police State Law Enforcement Forfeiture Trust Fund

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	23,678	31,000	14,000
Capital	21,856	-	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 45,534</b>	<b>\$ 31,000</b>	<b>\$ 14,000</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET		
<b>Fund 158 - FEDERAL POLICE FORFEITURE FUND</b>								
<b>Dept 5221-POLICE SWORN</b>								
1	OPERATING EXPENDITURES						1	
2	158-5221-5401.000 MEETINGS AND CONFERENCES	502	750	750	0	0	2	
3	158-5221-5461.000 Computer Maintenance	3,390	3,550	3,550	0	0	3	
4	158-5221-5521.000 Operating Supplies	2,356	0	0	0	0	4	
5	158-5221-5542.000 TRAINING/EDUCATION	8,363	5,875	5,875	0	27,000	5	
6	158-5221-5582.000 OTHER CONTRIBUTIONS AND AIDS	0	30,000	30,000	0	14,000	6	
7	OPERATING EXPENDITURES	14,611	40,175	40,175	0	41,000	7	
8							8	
9	CAPITAL						9	
10	158-5221-5641.000 Capital Outlay	33,743	25,000	25,000	41,000	0	10	
11	CAPITAL	33,743	25,000	25,000	41,000	0	11	
12							12	
13	TRANSFERS OUT						13	
14	158-5221-5911.000 Operating Transfers Out	0	0	83,700	0	0	14	
15	TRANSFERS OUT	0	0	83,700	0	0	15	
16							16	
17	<b>Totals for dept 5221-POLICE SWORN</b>	<b>48,354</b>	<b>65,175</b>	<b>148,875</b>	<b>41,000</b>	<b>41,000</b>	17	
18							18	
19							19	
20	<b>TOTAL FEDERAL POLICE FORFEITURE FUND EXPENDITURES</b>	<b>48,354</b>	<b>65,175</b>	<b>148,875</b>	<b>41,000</b>	<b>41,000</b>	20	
21							21	
22							22	
23	<b>Fund 161 - POLICE TRAINING AND EDUCATION FUND</b>							23
24							24	
25	<b>Dept 5221-POLICE SWORN</b>							25
26							26	
27	OPERATING EXPENDITURES						27	
28	161-5221-5542.000 Training/Education	19,595	3,775	3,775	4,000	4,000	28	
29	OPERATING EXPENDITURES	19,595	3,775	3,775	4,000	4,000	29	
30							30	
31	<b>Totals for dept 5221-POLICE SWORN</b>	<b>19,595</b>	<b>3,775</b>	<b>3,775</b>	<b>4,000</b>	<b>4,000</b>	31	
32							32	
33							33	
34	<b>TOTAL POLICE TRAINING AND EDUCATION FUND EXPENDITURES</b>	<b>19,595</b>	<b>3,775</b>	<b>3,775</b>	<b>4,000</b>	<b>4,000</b>	34	
35							35	
36							36	
37	<b>Fund 165 - STATE POLICE FORFEITURE FUND</b>							37
38							38	
39	<b>Dept 5221-POLICE SWORN</b>							39
40							40	
41	OPERATING EXPENDITURES						41	
42	165-5221-5526.000 D A R E	1,365	2,000	2,000	0	0	42	
43	165-5221-5542.000 Training/Education	0	0	20,000	0	0	43	
44	165-5221-5582.000 OTHER CONTRIBUTIONS AND AIDS	0	9,000	9,000	0	14,000	44	
45	OPERATING EXPENDITURES	1,365	11,000	31,000	0	14,000	45	
46							46	
47	CAPITAL						47	
48	165-5221-5641.000 Capital Outlay	21,856	0	0	14,000	0	48	
49	CAPITAL	21,856	0	0	14,000	0	49	
50							50	
51	UNCLASSIFIED						51	
52	165-5221-5301.006 Confiscated Expenditure	22,313	0	0	0	0	52	
53	UNCLASSIFIED	22,313	0	0	0	0	53	
54							54	
55	<b>Totals for dept 5221-POLICE SWORN</b>	<b>45,534</b>	<b>11,000</b>	<b>31,000</b>	<b>14,000</b>	<b>14,000</b>	55	
56							56	
57	<b>Dept 5222-POL NON-SWORN</b>							57
58							58	
59	TRANSFERS OUT						59	
60	165-5222-5911.000 Operating Transfers Out	0	0	0	0	0	60	
61	TRANSFERS OUT	0	0	0	0	0	61	
62							62	
63	<b>Totals for dept 5222-POL NON-SWORN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	63	
64							64	
65							65	
66	<b>TOTAL STATE POLICE FORFEITURE FUND EXPENDITURES</b>	<b>45,534</b>	<b>11,000</b>	<b>31,000</b>	<b>14,000</b>	<b>14,000</b>	66	

## **COMMUNITY DEVELOPMENT SERVICES DEPARTMENT**

The Community Development Services Department is responsible for improving the quality of life for all City residents, businesses and visitors through a high level of customer service and professional environment. The Department encompasses three (3) Divisions which include the Business Development Division, Construction Services Division, and Neighborhood Planning Division.

The Business Development Division proactively attracts economic development investors to the City, assists existing businesses thrive and seeks to market the City of Wilton Manors as a stable residential community and destination for visitors. The Division also provides administrative support to the City's Economic Development Task Force. The Economic Development Coordinator and Business Tax Receipt Officer are part of the Business Development Division.

The Construction Services Division is responsible for the administration of the Florida Building Code, issuance of building permits and job-site inspections. The Permit Technician, Fire Marshal and Building Plans Review and Inspection provider are part of the Construction Services Division.

The Neighborhood Planning Division implements creative solutions to improve the quality of life for all City residents, businesses, and visitors. Through the City's Unified Land Development Regulations, the Comprehensive Plan and neighborhood improvement programs, the Neighborhood Planning Division strives for a multi-generational and sustainable community and promotes environmentally friendly programs and processes. The Division also provides administrative support to the City's Development Review Committee (DRC) and the Planning and Zoning Board (PZB). The Community Planning Technician and the planning services provider are part of the Neighborhood Planning Division.

## Community Development Services Department

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### FY2014-2015 Accomplishments

#### General Department Administration

- Creation of Policies and Procedures document to continue to ensure efficient processes, improved customer service and management of fiscal and public records.
- Enhanced City website to ensure user access improved.
- Provided on-site and off-site training of department staff including building department practices and public records retention.

#### Neighborhood Planning Division

- Provided professional guidance to Planning and Zoning Board including improving quality of staff reports, improved submittal packages and professional taking of meeting minutes.
- Created more visibility in the community through the participation of neighborhood and business association meetings and city-wide community functions.
- Worked with developers on identifying appropriate parcels of land to develop residential projects in the future.
- Amended Unified Land Development Regulations (ULDR), including Emergency Housing, Go Solar, pawn shops, check cashing, and prohibiting puppy mills.
- Reviewed and processed development plans for two (2) site plan applications and three (3) site plan amendment applications. New site plan projects include 620 NE 20 Street (four (4) unit townhome project); and 2111-2119 NE 5 Avenue (four (4) unit townhouse project). The three (3) site plan amendment projects include an addition and renovation to an existing commercial building; covered outdoor patio seating with deck; and covered terrace on roof of commercial building. Reviewed and processed 12 Planning and Zoning Board applications.
- Provided staff with guidelines and mentoring for the accurate and consistent application to the Unified Land Development Regulations creating a predictable experience for customers.
- Continued to promote the City's Green Building Program.
- Hosted the Greater Fort Lauderdale Alliance, Broward County Business Forum annual meeting including presentation on Social Media, Business Loan Programs, and Work Force Development.

#### Business Development Division

- Issuance of 981 Business Tax Licenses which includes 90 new Business Tax Licenses
- Administration of extension of alcohol-sales-hours program which brought in \$200.00 in revenue thus far this fiscal year.
- Continued designation and promotion of City as a Platinum City by the Greater Fort Lauderdale Alliance.
- Participated in Greater Fort Lauderdale Alliance Permitting Action Committee (studying a uniform building permit for Broward County municipalities).
- Coordinated a joint workshop between City Commission and Economic Development Task Force to discuss economic development efforts.

- Hosted two (2) Alliance quarterly meetings which included topics on social networking and identifying your client base.
- Continued promotion of Business Enhancement Program which provided ten businesses with financial assistance for painting, lighting, signage or awnings along Andrews Avenue and Dixie Highway.
- Provided staff support to Economic Development Task Force.
- Extended temporary banner allowance for City Commission approval.
- Provided staff research to Economic Development Task Force regarding Business Improvement Districts for Wilton Drive.
- Managed study of Powerline Road to determine what zoning changes might be initiated.
- Attended ICSC Florida Conference to promote Wilton Manors to retail representatives.
- Assisted in tenant attract and site redevelopment for with various commercial property owners including Shoppes of Wilton Manors and Gables Wilton Park.

#### **Construction Services Division**

- Processed approximately 1,376 new Building Permits since October 1, 2013.
- Issued building permits for eight (8) new single-family homes and one (1) new commercial building since October 1, 2013.
- Retained approximately 36% of permit revenue through the continued use of third-party building plans and inspection services.
- Continued to promote the online building permit software to the public and customer base.
- Continued to deliver building permits in an expedited manner.
- Managed Broward County mandated 40 year inspection program for City of Wilton Manors' properties.
- Continue to implement Contractor Registration program which provides revenue to Department.
- Completed 1,064 annual fire inspections.
- Conducted annual fire hydrant testing and maintenance.
- Continue to maintain fire station.

## Community Development Services Department

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### FY2015-2016 Goals and Objectives

#### LONG-TERM GOALS

The Goals of the Community Development Services Department are reflected in the Department's Mission Statement:

*Community Development Services is a customer focused department that facilitates investment in the City in order to create a balanced, sustainable community that enhances the overall quality of life for our residents, business owners and visitors.*

With this as the department's guiding principle, the staff continues to:

- Proactively attract economic development investors in the City of Wilton Manors;
- Implement creative solutions to continue to improve the quality of life for all City residents, businesses, and visitors;
- Promote environmentally friendly programs and processes;
- Strive for a multi-generational friendly community; and
- Improve internal Departmental operations and customer service.

#### SHORT-TERM OBJECTIVES

The Department will continue to achieve its goals and perform its duties through the following objectives:

##### Priority Area: Sound Governance

##### Department and Staff Development

- By identifying the abilities and appropriate skill sets, staff will receive training that will improve the delivery of services to citizens and businesses in the categories of planning and zoning, permitting and review, and business development.
  - Proposed Implementation:
    - Fund to allow use of City program to advance and support higher education goals.
    - Ongoing training to improve job skills.
    - Enhance department web site to provide more information about services.
- Improve internal controls for documentation, storage and notification of permits and licenses.
  - Continue to organize and properly store historical documents and public records.
  - Improve system of notification of expiring permits and required follow up to inspect incomplete projects.

- Continue to build relationships with various community and business groups such as Wilton Manors Development Alliance, the Wilton Manors Business Association, neighborhood associations, Greater Fort Lauderdale Gay & Lesbian Chamber of Commerce, Greater Fort Lauderdale Alliance, and any other civic or business group whose membership may benefit from our assistance.

**Priority Area: Strategic Growth & Development**

**Priority Area: Innovating and Adapting for the Future**

**Neighborhood Planning**

- Review Code of Ordinances for inconsistencies with Comprehensive Plan.
- Create a process that proactively addresses the removal of nonconforming signs consistent with the Unified Land Development Regulations (ULDR).
- Complete an Affordable Housing Plan.
- Explore the creation of a Zoning Review/Certificate of Use process that will take place prior to the commencement of building permit reviews.
- Review ULDR's for necessary updates.
- Complete Andrews Avenue and Oakland Park Boulevard Corridor Study.
- Expand ULDR's to promote environmentally friendly regulations.
- Apply for Complete Streets designation.
- Explore funding mechanisms for Complete Streets program.

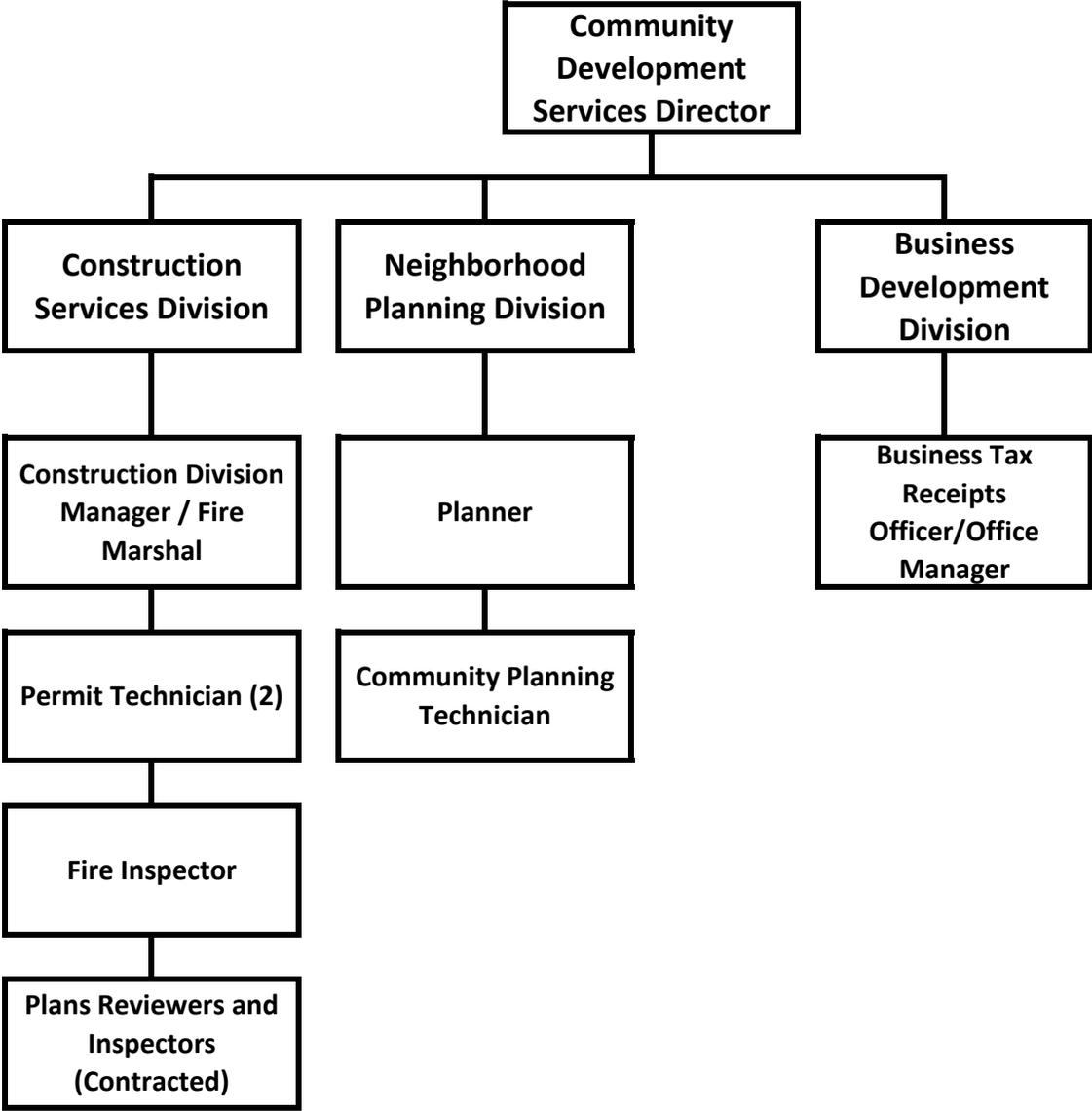
**Business Development**

- Create the Wayfinding system to assist visitors to Wilton Manors to find parking and local destinations.
- Develop and fund an incentive program to attract entrepreneurial businesses to locate in Wilton Manors.
- Subscribe to the CoStar service to enhance the research necessary to highlight the potential business market in Wilton Manors.
- Proceed with the creation of the Wilton Drive Improvement District.
- Host a series of business seminars dedicated to enhancing local businesses in Wilton Manors.
- Create a web site based Marketing Plan to attract users to identify Wilton Manors as a premiere spot for Tourism, Business Development, and Relocation.
- Partner with other departments in identifying opportunities for economic development and capitalization of City property and the City's natural features such as waterways.
- Fund a targeted Business Enhancement Grant program along Andrews Avenue.

**Construction Services**

- Continue to improve permitting services and customer service delivery through training, certifications, and continuing education.
- Continue to work with Greater Fort Lauderdale Alliance to standardize permit applications through a countywide program.
- Continue to expand use of online permitting system including online plan review, updates to citizen view, use of notifications and refine submittal requirements.
- Devise a system to properly reduce outstanding issues concerning expired permits.

# Community Development Services



**DEPARTMENTAL BUDGET SUMMARY  
COMMUNITY DEVELOPMENT DEPARTMENT**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 245,167	\$ 308,979	\$ 360,554
Personnel Benefits	125,341	146,014	182,045
Operating Expenditures	396,080	513,386	757,714
Capital	3,983	5,600	1,000
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 770,571</b>	<b>\$ 973,979</b>	<b>\$ 1,301,313</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Community Development Services ( a )	0.90	0.90	0.90	0.90
Fire Chief / Emergency Management Coordinator ( a )	0.30	0.30	0.30	0.30
Economic Development Coordinator Planner	1.00	1.00	0.00	0.00
	0.00	0.00	1.00	1.00
Community Planning Technician ( a )	0.90	0.90	0.90	0.90
Business Tax Receipts Officer / Office Manager ( a )	0.85	0.85	0.85	0.85
Customer Service Representative	1.00	1.00	1.00	1.00
Permit Technician ( a )	0.90	0.90	1.80	1.80
Total Full Time	5.85	5.85	6.75	6.75
<b>COMMUNITY SERVICES TOTALS</b>	<b>5.85</b>	<b>5.85</b>	<b>6.75</b>	<b>6.75</b>

( a ) Payroll costs are allocated between the Community Development Services Department and the Fire Assessment Fund.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5224-COMMUNITY DEVELOPMENT</b>							
1	PERSONNEL WAGES						1
2	001-5224-5121.000 SALARIES - FULL TIME	241,457	305,595	305,595	362,991	356,870	2
3	001-5224-5141.000 Overtime	0	0	0	900	900	3
4	001-5224-5151.000 Cellular Phone Stipend	420	1,284	1,284	1,224	684	4
5	001-5224-5153.000 Assignment Pay	990	0	0	0	0	5
6	001-5224-5232.000 Insurance Opt-Out	2,300	2,100	2,100	2,100	2,100	6
7	PERSONNEL WAGES	245,167	308,979	308,979	367,215	360,554	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5224-5211.000 FICA	18,586	23,637	23,637	27,931	27,422	10
11	001-5224-5221.000 Pension - WM	50,021	49,107	49,107	50,709	50,709	11
12	001-5224-5222.000 Pension - FRS	22,720	35,149	35,149	42,596	42,152	12
13	001-5224-5231.000 Life & Health Insurance	34,014	38,121	38,121	55,499	61,762	13
14	PERSONNEL BENEFITS	125,341	146,014	146,014	176,735	182,045	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5224-5311.000 Professional Services	31,850	63,434	111,869	170,000	195,000	17
18	001-5224-5341.000 Contractual Services	299,385	309,200	309,200	427,089	390,089	18
19	001-5224-5401.000 Meetings & Conferences	0	1,952	1,952	4,000	4,000	19
20	001-5224-5411.000 Telephone	2,406	1,500	1,500	1,500	1,500	20
21	001-5224-5412.000 Postage	4,488	4,000	4,000	7,000	7,000	21
22	001-5224-5461.000 Computer Maintenance	12,541	23,813	23,813	31,400	31,400	22
23	001-5224-5465.000 Copy Machine	4,706	7,320	7,320	7,300	7,300	23
24	001-5224-5471.000 Printing & Binding	3,103	2,440	2,440	4,000	4,000	24
25	001-5224-5483.000 ECONOMIC DEVELOPMENT	9,564	14,639	20,636	60,750	60,750	25
26	001-5224-5491.000 City Hall Indirect Charges	21,521	21,129	21,129	44,575	44,575	26
27	001-5224-5511.000 Office Supplies	3,166	2,927	2,927	3,500	3,500	27
28	001-5224-5521.000 Operating Supplies	746	488	488	500	500	28
29	001-5224-5524.000 Uniforms & Clothing	222	195	195	400	400	29
30	001-5224-5541.000 Subs, Memberships, Dues	2,082	2,709	2,709	4,450	4,450	30
31	001-5224-5542.000 Training/Education	300	2,964	2,964	1,500	1,500	31
32	001-5224-5543.000 Books & Manuals	0	244	244	250	250	32
33	001-5224-5544.000 TUITION REIMBURSEMENT	0	0	0	1,500	1,500	33
34	OPERATING EXPENDITURES	396,080	458,954	513,386	769,714	757,714	34
35							35
36	CAPITAL						36
37	001-5224-5641.000 Capital Outlay	3,983	5,600	5,600	1,000	1,000	37
38	CAPITAL	3,983	5,600	5,600	1,000	1,000	38
39							39
40	<b>Totals for dept 5224-COMMUNITY DEVELOPMENT</b>	<b>770,571</b>	<b>919,547</b>	<b>973,979</b>	<b>1,314,664</b>	<b>1,301,313</b>	<b>40</b>

## **EMERGENCY MANAGEMENT/UTILITIES DEPARTMENT**

The Emergency Management/Utilities Department is responsible for the water distribution network, the sanitary sewer collection system, traditional public works functions (such as the repair and maintenance of streets, sidewalks, and signs), drainage maintenance, administration of the recycling and solid waste contracts, plan review, various inspections, and emergency preparedness and response. A detailed description of these Emergency Management/Utilities Department responsibilities is listed under separate City funds (Recycling, Utilities, and Drainage Utility). The following is a program description of only the emergency medical services function of the department:

### **Emergency Medical Services**

This Division details those expenditures associated with costs for the delivery of emergency medical services (paramedic/emergency medical technicians) to the residents and visitors of the City. These services are provided under contract with the City of Fort Lauderdale. These charges had been billed to the residents in prior years through a special assessment. Pursuant, however, to recent rulings by the courts, EMS services were deemed to be inappropriate for assessment through special assessment districts and are now funded through the City's General Fund.

## Emergency Medical Services

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### FY2014-2015 Accomplishments

- With funds received from a Department of Homeland Security's Urban Area Security Initiative (UASI) grant, purchased a drone along with camera equipment, in order to be able to assess damage and monitor response and recovery to emergency situations, which will assist the City in receiving the maximum reimbursement from FEMA.
- Ensured the City's emergency preparedness by maintaining emergency services contracts as follows:
  - Debris Removal: Crowder-Gulf Joint Venture
  - Debris Removal Monitoring: Leidos, Inc. BDR Division (*formerly Beck Disaster Recovery*)
- Ensured the City has sufficient water held in storage for first responders, as well as a contract for food services for first responders.
- Maintained the interlocal agreement with our Sister City, Lake Mary, Florida, for emergency management purposes. The partnership anticipates that, in the event of an emergency, one sister city could secure emergency assistance from the other. Ideally, this partnership will allow both cities to pre-plan such assistance by ensuring compatibility of equipment and other resources. It is hoped that this pre-planning will expedite the recovery of the affected sister city.
- Continued responsibility for the coordination, administration, and management of the City's National Incident Management System ("NIMS") training requirements city-wide. This training is required for the City to retain its eligibility to receive reimbursement from FEMA for recovery activities performed before, during and after declared emergencies. Currently, 97 City employees have completed at least the basic 2 courses required by FEMA. Course requirements vary depending upon the level of responsibility, resulting in the top three Command positions (the City Manager, the Chief of Police, and the Emergency Management/Utilities Director) currently requiring 11 courses.
- The Emergency Management/Utilities Director, his Office Manager and the employee designated as our Municipal liaison maintained their WebEOC training. WebEOC is the software system used by all municipalities, as well as the County, to communicate and track messages, resource requests, etc., during an emergency event. It is anticipated that this software will assist the City with assembling and substantiating FEMA claims, should the need ever arise.
- The Emergency Management/Utilities Director continues to work with the City's IT staff to ensure the functionality of the new EOC's up-to-date electronics and communications components.

## Emergency Medical Services

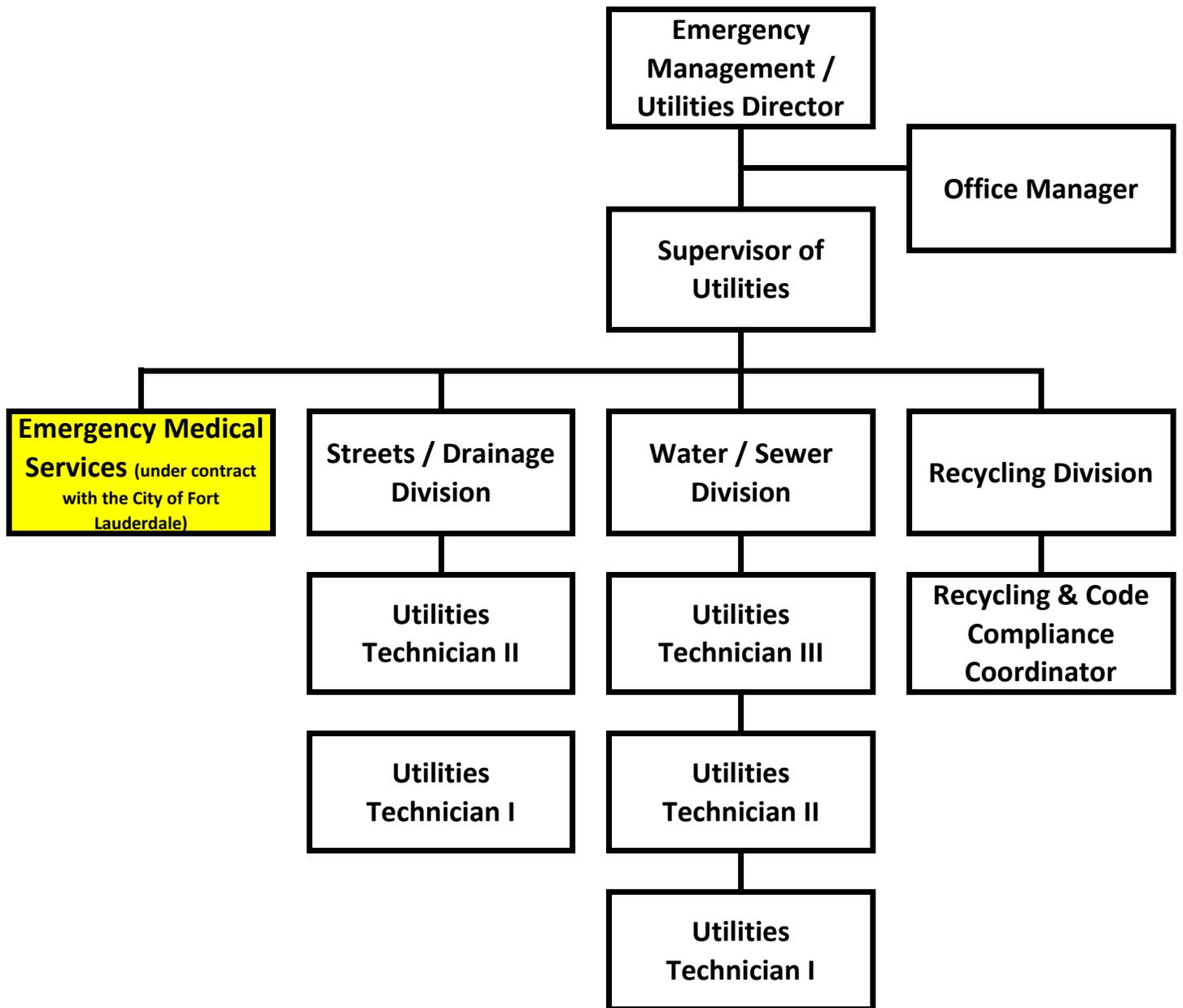
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### FY2015-2016 Goals and Objectives

#### **Priority Area: Proactive Public Safety**

1. Continue administration of the increased FEMA-mandated emergency preparedness training requirements for ***all*** City employees, to ensure compliance with the National Incident Management System (“NIMS”). *Goal 3:* Provide emergency management to ensure public safety in the City; *Objective 1:* Provide WMPD and City EOC representatives with continued training.
2. Maintain the Comprehensive Emergency Operations Plan for the City of Wilton Manors, in conjunction with Broward County. Maintaining the Plan ensures that the City is compliant with NIMS and that our Plan integrates seamlessly with County, State and Federal Plans. *Goal 3:* Provide emergency management to ensure public safety in the City; *Objective 4:* Ensure City employee Emergency Management Plan is up-to-date.
3. Ensure that emergency operations continue to run smoothly by maintaining contracts for emergency debris removal, emergency debris monitoring, food services, etc. *Goal 3:* Provide emergency management to ensure public safety in the City; *Objective 5:* Ensure mitigation awareness throughout the City.
4. Utilize adopted Traffic Calming manual. *Goal 6:* Provide safe roadways for all users; *Objective 5:* Collect data related to motorists’ driving patterns/speeds.
5. Continue to track waterway pollution prevention activities for the National Pollution Discharge Elimination System (NPDES) program within the City. Such activities include street sweeping, inspecting and cleaning catch basins, canal outfalls and piping, and mandatory sedimentation and erosion control inspections of construction sites. *Goal 7:* Ensure marine and water safety; *Objective 4:* Keep waterways clean for public safety..
6. Continue to contract out sedimentation and erosion control inspections of construction sites and preparation of the annual National Pollutant Discharge Elimination System (NPDES) annual report to Chen Moore & Associates. *Goal 7:* Ensure marine and water safety; *Objective 4:* Keep waterways clean for public safety.

# Emergency Management / Utilities



DEPARTMENTAL BUDGET SUMMARY  
EMERGENCY MEDICAL SERVICES

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	771,939	883,306	714,240
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 771,939</b>	<b>\$ 883,306</b>	<b>\$ 714,240</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5226-EMERGENCY MEDICAL</b>							
1	OPERATING EXPENDITURES						1
2	001-5226-5341.000 Contractual Services	734,183	846,237	846,237	683,085	683,085	2
3	001-5226-5491.000 City Hall Indirect Charges	37,756	37,069	37,069	31,155	31,155	3
4	OPERATING EXPENDITURES	771,939	883,306	883,306	714,240	714,240	4
5							5
6	<b>Totals for dept 5226-EMERGENCY MEDICAL</b>	771,939	883,306	883,306	714,240	714,240	6

## EMERGENCY MANAGEMENT/UTILITIES DEPARTMENT

The Emergency Management/Utilities Department is responsible for the water distribution network, the sanitary sewer collection system, traditional public works functions (such as the repair and maintenance of streets, sidewalks, and signs), drainage maintenance, administration of the recycling and solid waste contracts, plan review, various inspections, and emergency preparedness and response. A detailed description of these Emergency Management/Utilities Department responsibilities is listed under separate City funds (Recycling, Utilities, and Drainage Utility). The following is a program description of only the traditional public works functions:

### Public Services Division

Streets, Signs, and Sidewalks - The street and sidewalk program provides for maintenance to the City's roads and walkways. Minor repairs to the streets, such as pothole patching or utility excavation repairs, are done in house. An asphalt overlay contractor performs street paving. Sidewalk repairs are done on an "as needed" basis. Additionally, this program encompasses the removal of debris within the City's right-of-ways and the repair/replacement of street signs. The streets program also includes the installation of striping, such as centerline, edge line, and stop bars.

**Emergency Management & Utilities Department**  
**Public Services Division**

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**FY2014-2015 Accomplishments**

- With funds received from a Department of Homeland Security's Urban Area Security Initiative (UASI) grant, purchased a drone along with camera equipment, in order to be able to assess damage and monitor response and recovery to emergency situations, which will assist the City in receiving the maximum reimbursement from FEMA.
- Ensured the City's emergency preparedness by maintaining emergency services contracts as follows:
  - Debris Removal: Crowder-Gulf Joint Venture
  - Debris Removal Monitoring: Leidos, Inc. BDR Division (*formerly Beck Disaster Recovery*)
- Ensured the City has sufficient water held in storage for first responders, as well as a contract for food services for first responders.
- Maintained the inter-local agreement with our Sister City, Lake Mary, Florida, for emergency management purposes. The partnership anticipates that, in the event of an emergency, one sister city could secure emergency assistance from the other. Ideally, this partnership will allow both cities to pre-plan such assistance by ensuring compatibility of equipment and other resources. It is hoped that this pre-planning will expedite the recovery of the affected sister city.
- Continued responsibility for the coordination, administration, and management of the City's National Incident Management System ("NIMS") training requirements city-wide. This training is required for the City to retain its eligibility to receive reimbursement from FEMA for recovery activities performed before, during and after declared emergencies. Currently, 97 City employees have completed at least the basic 2 courses required by FEMA. Course requirements vary depending upon the level of responsibility, resulting in the top three Command positions (the City Manager, the Chief of Police, and the Emergency Management/Utilities Director) currently requiring 11 courses.
- The Emergency Management/Utilities Director, his Office Manager and the employee designated as our Municipal liaison maintained their WebEOC training. WebEOC is the software system used by all municipalities, as well as the County, to communicate and track messages, resource requests, etc., during an emergency event. It is anticipated that this software will assist the City with assembling and substantiating FEMA claims, should the need ever arise.
- The Emergency Management/Utilities Director continues to work with the City's IT staff to ensure the functionality of the new EOC's up-to-date electronics and communications components.

**Emergency Management & Utilities Department**  
**Public Services Division**

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**FY2015-2016 Goals & Objectives**

**Priority Area: Proactive Public Safety**

- Continue administration of the increased FEMA-mandated emergency preparedness training requirements for ***all*** City employees, to ensure compliance with the National Incident Management System (“NIMS”).
- Maintain the Comprehensive Emergency Operations Plan for the City of Wilton Manors, in conjunction with Broward County. Maintaining the Plan ensures that the City is compliant with NIMS and that our Plan integrates seamlessly with County, State and Federal Plans.
- Ensure that emergency operations continue to run smoothly by maintaining contracts for emergency debris removal, emergency debris monitoring, food services, etc.

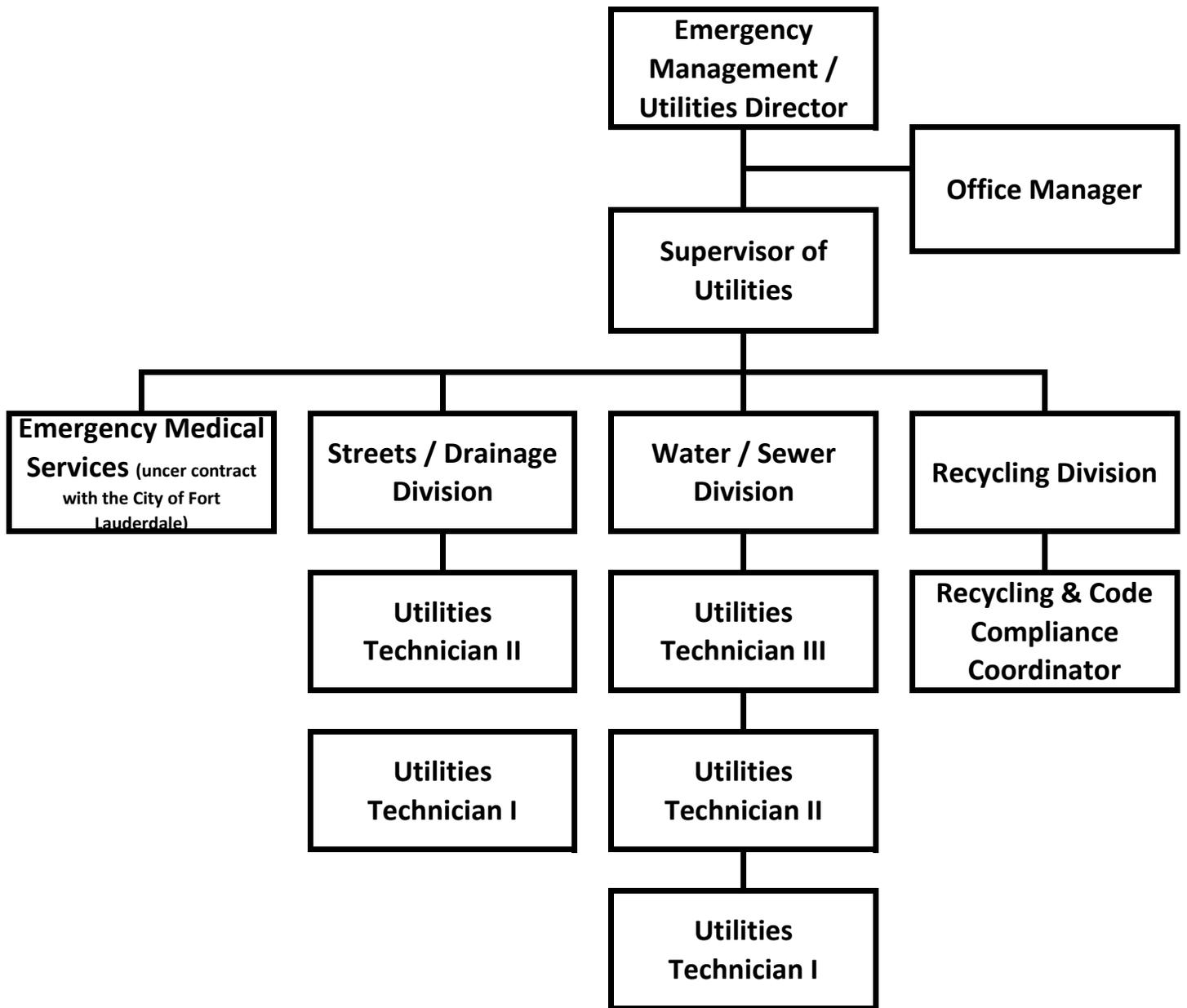
**Priority Area: Sound Governance**

- Continue informing and educating residents through articles for the Town Crier on subjects related to emergency preparedness.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.
- Maintain the online auction of surplus City vehicles and equipment.
- Continue to follow the City’s vehicle and equipment replacement schedule.
- Maintain 5-year plan for all public works and emergency management functions.
- Identify and establish funding to complete the connection of the generator salvaged from the old City Hall building to all of the offices in the Municipal Complex located at 2100 N Dixie Highway. Currently, the Parks & Facilities Maintenance office and the Emergency Management/Utilities office do not have alternative power available in a power outage. Connection of the generator at this location will ensure uninterrupted activity during a significant extended power outage, such as that experienced during the 2005 hurricane season.

**Priority Area: Strategic Growth & Redevelopment**

- Annually assess and upgrade, if necessary, equipment required for emergency operations (such as generators).

# Emergency Management / Utilities



**DEPARTMENTAL BUDGET SUMMARY**  
**EMERGENCY MANAGEMENT & UTILITIES DEPARTMENT**  
**PUBLIC SERVICES DIVISION**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 38,799	\$ 27,160	\$ 29,598
Personnel Benefits	18,987	13,672	17,573
Operating Expenditures	137,719	150,599	135,863
Capital	55,532	-	-
Debt Service	-	-	-
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 251,037</b>	<b>\$ 191,431</b>	<b>\$ 183,034</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Emergency Management & Utilities Director (a)	0.25	0.25	0.25	0.25
Total Full Time	0.25	0.25	0.25	0.25
<b>EMERGENCY MGMT / UTILITIES TOTALS</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

(a) This position is allocated between the General Fund and the Water and Sewer Utilities Fund.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Dept 5440-PUBLIC SERVICES</b>						
1	PERSONNEL WAGES					
2	001-5440-5121.000 SALARIES - FULL TIME	38,433	26,980	26,980	29,418	29,418
3	001-5440-5141.000 Overtime	306	0	0	0	0
4	001-5440-5151.000 Cellular Phone Stipend	60	180	180	180	180
5	001-5440-5153.000 Assignment Pay	0	0	0	0	0
6	PERSONNEL WAGES	38,799	27,160	27,160	29,598	29,598
7						
8	PERSONNEL BENEFITS					
9	001-5440-5211.000 FICA	2,300	2,078	2,078	2,264	2,264
10	001-5440-5221.000 Pension - WM	4,490	4,480	4,480	4,110	4,110
11	001-5440-5222.000 Pension - FRS	4,772	5,767	5,767	6,271	6,271
12	001-5440-5231.000 Life & Health Insurance	7,426	1,347	1,347	4,928	4,928
13	PERSONNEL BENEFITS	18,988	13,672	13,672	17,573	17,573
14						
15	OPERATING EXPENDITURES					
16	001-5440-5341.000 Contractual Services	90	1,036	1,036	1,200	1,200
17	001-5440-5412.000 Postage	0	50	50	0	0
18	001-5440-5431.000 Utilities	98,004	110,587	110,587	111,087	111,087
19	001-5440-5441.000 Equipment Rental	0	487	487	700	700
20	001-5440-5461.000 Computer Maintenance	163	244	244	300	300
21	001-5440-5462.000 Equipment Maint-Repair	4,155	4,522	4,522	4,500	4,500
22	001-5440-5463.000 Vehicle Maint-Repair	1,472	780	780	900	900
23	001-5440-5464.000 Vehicle Operation-Fuel	4,949	3,119	3,119	3,561	3,561
24	001-5440-5491.000 City Hall Indirect Charges	24,070	23,631	23,603	7,590	7,590
25	001-5440-5496.000 Year-End Inventory Adjustment	1,877	0	0	0	0
26	001-5440-5521.000 Operating Supplies	2,940	5,359	5,359	4,900	4,900
27	001-5440-5524.000 Uniforms & Clothing	0	47	75	75	75
28	001-5440-5541.000 Subs, Memberships, Dues	0	250	250	250	250
29	001-5440-5542.000 Training/Education	0	487	487	800	800
30	OPERATING EXPENDITURES	137,720	150,599	150,599	135,863	135,863
31						
32	CAPITAL					
33	001-5440-5641.000 Capital Outlay	55,532	0	0	0	0
34	CAPITAL	55,532	0	0	0	0
35						
36	<b>Totals for dept 5440-PUBLIC SERVICES</b>	<b>251,039</b>	<b>191,431</b>	<b>191,431</b>	<b>183,034</b>	<b>183,034</b>

## **LEISURE SERVICES DEPARTMENT**

The Leisure Services Department provides key functions including administration, budgeting, planning, organizing, leadership and performance measurements for parks and facilities, recreation, library, grants, capital projects, medians and right of ways, waterways and public facilities. Additional functions include establishing and enforcing policy and procedures, leading department emergency management plan, leisure services management, natural resources management and leisure services program delivery.

The Leisure Services Department ensures fiscal prudence of city resources and seeks out alternative resources for social, economic and environmental sustainability. Leisure Services ensures quality opportunities in a broad range of programs, amenities and services that enhance quality of life. Additionally, the department is also the liaison of (6) ongoing boards and committees and participates in more than 35 active organizations ranging from homeowner and resident associations, grant providers, event committees, school board and schools, YMCA, FRPA, NRPA, ISA, APWA, ACSM, FFEA, Naturescape, Non-profits and many others.

This fiscal year the Leisure Services Department will continue to follow the Parks System Master Plan approved in 2010 as a guide to continue to Repurpose Mickel Park, which has many new amenities but will add a new playground with a splash feature. Expanding Hagen Park through land acquisition, and developing a Park Site Master Plan for Colohatchee Park are also key priorities. Additional priorities include staffing Mickel Park and Colohatchee Park to expand programs and leisure opportunities.

### **CAPITAL PROJECTS AND GRANTS**

The Leisure Services Department coordinates multiple grants including completing and submitting applications, making presentations to the grant providing organizations and provides grant monitoring and compliance. Additionally, the department provides the closeouts for City grants. Some of the current grants still active include the 39<sup>th</sup> and 40<sup>th</sup> year Community Development Block Grants, Broward County Parks for People Phase III, Florida Department of Transportation Recreation Trails Program, and Broward County Tree Trust Fund.

Additionally, the department is responsible for multiple capital projects with the department and City of Wilton Manors. Capital projects are led by the Leisure Services Department Director with support from city staff and a consultant. Some of these projects include improvements at Richardson Historic Park, Mickel Field Repurposing and Site Master Plan, Colohatchee Park Improvements and Site Master Plan, Island City Park Preserve Expansion, Hagen Park Expansion, Improvements to NW 26<sup>th</sup> Street,

Irrigation and Landscaping throughout City, multiple CDBG projects, and implementing the Park System Master Plan.

### **CONTRACTS AND EVENTS**

The Leisure Services Department manages multiple contracts including the bus bench advertisements, snack and beverage vending, cell tower, bus shelter advertisement and many contractual agreements with consultants, contractors and program providers such as Zumba, Dance, Tennis Professional, Yoga, Kayak Rentals and Martial Arts.

The Leisure Services Department also develops Event Permits and is Chair of an events committee with appropriate city departments for city wide community events such as the Stonewall Parade and Festival, Wicked Manors Halloween Event, Community Grand Openings and other major events on Wilton Drive. The department also administers Specific Use and Facility Use Permits as part of the daily operations.

### **LIBRARY DIVISION**

The Richard C. Sullivan Public Library of Wilton Manors provides library service to the residents and business owners of Wilton Manors and surrounding area. The division provides an important service to the community, using accepted library standards as well as innovative planning. The Library is an institution that prides itself in helping patrons, young and old, with their information and leisure needs. Library service currently available includes patron's access to books, DVDs, books-on-CD, large print books, a children's collection, magazines, eBooks, and local and national newspapers. Computers are available to the public in both the adult and children's area. High speed Internet access is made available free of charge.

- The Friends of the Library provides funding for children's programs. The support group also purchases the DVDs and books-on-CD for the collection. They meet on a regular basis and provide social events and activities for Library patrons.
- Other services to the community include use of a fax machine and copier; and book delivery to home bound residents. A meeting room is available for local organizations and city boards.

### **RECREATION DIVISION**

Recreation provides a variety of affordable leisure opportunities to all the citizens of the community. The recreation program covers a diverse range of services including: youth, adult and senior recreation activities, social services, facility/equipment rentals, athletics, special events, cultural enrichment activities and after school and seasonal camps. All of these programs, although different, have the common purpose of

providing safe, enjoyable programs and facilities to all facets of the community. Programs offered to the community are designed, based on recommendations received from participants, advisory boards, civic groups and City staff. All programs are evaluated annually and changes are implemented when dictated by community/participant interest and budget considerations.

- Youth, adult and senior recreation activities offer leisure time activities, childcare, and skill improvement programs. Programs are developed to meet the community needs, especially when their needs and interests are not being achieved through school, church or other public and private establishments. Programs are conducted through contractual instructors and City employees.
- Facility and equipment rentals include renting of all facilities, pavilions, parks and equipment owned and/or operated by the department. When facilities are not in use with regular contractual classes, league sports or club meetings, the rental of facilities and equipment are the best uses of these resources.
- The Fitness Center at Hagen Park has completed eight successful years of operation. This program has enhanced quality of living with an emphasis on a healthy Wilton Manors Community. An additional outdoor Fitness Zone has been implemented at Island City Park Preserve for free fitness opportunities. Working out helps reduce stress, (the cause of 90% of illnesses) and will contribute towards reducing the epidemic of obesity in America.
- Youth athletics provide residents with the opportunity to learn and experience the fundamentals of sports and enjoy this experience. The focus is on learning and having fun at the instructional level. However, the concentration includes attention to adaptability and development at the more advanced level of participation. Through sports, participants can develop and maintain an enthusiasm for active participation, which becomes the basis for life-long interest in personal fitness and good health. Current program offerings include: basketball, baseball, soccer, and softball. The Leisure Services Department currently partners with Northeast Little League Baseball, Babe Ruth League, I-9 Sports and other non-profit organizations that provide youth athletics.
- Adult Athletics consist of softball practice, volleyball open play, basketball open play and baseball. There are currently (5) softball teams that use our ball fields. Many residents use our volleyball courts. However, participants travel from as far as South Beach to play beach volleyball here in Wilton Manors and afterwards patronize our local restaurants.

- Tennis programs are offered for seniors, adults and juniors on four lighted hard surface courts and two lighted hydro-grid clay surface courts. A contracted tennis professional provides all tennis programs. These include court rentals, private lessons, group lessons, league play, tournaments and monthly socials.
- Special events are developed to provide opportunities for social exchanges that promote wholesome fun and value. They contribute towards multi-generational gatherings and uniting our families and strengthening our neighborhoods. Most special event programs provide activities or entertainment for all ages although some are aimed at specific age groups. The department has prioritized key events with a focus on cultural diversity, partnerships, street festivals and community collaboration.

### **PARKS AND FACILITIES DIVISION**

Parks and Facilities provides services in six (6) main areas of maintenance, which includes buildings/structures/facilities/fleet service/trades, grounds and irrigation, custodial, program support, waterway and emergency management. Working with a broad range of maintenance areas, the four key components of maintenance include, preventive, routine, housekeeping and program support.

- The Building/Structure/Facility/Fleet Service and Trade Maintenance consists of maintaining buildings, docks, boat ramps, structures and vehicles and equipment within the City. This work deals with plumbing, HVAC, elevator, electrical, mechanical, carpentry, painting and general repairs to the structures. There are 25 buildings and/or structures that require on-going building maintenance and the department fleet of trucks, utility vehicles, trailer, boat and mowers. Most of these maintenance services are completed by the leisure services team. However, there are some services that are outsourced.
- The Grounds and Irrigation Maintenance consists of maintaining approximately 36 acres of parks, grounds, green areas and 42 medians and right-of-way areas through staff and the supervision of contractual maintenance. New amenities at Mickel Park include an outdoor Fitness Zone, ¼ mile walking trail, Entertainment Pavilion, small pavilion with restroom building, volleyball court, security lighting, park benches, and more than 100 new shade trees. Maintenance of these areas includes mowing, trimming, edging, pest control, turf management, weed control, fertilization, irrigation systems, fence and gate repairs, sidewalks,

walkways, debris removal, mulching, etc. Maintenance emphasis is directed toward excellent city entry ways, medians and public areas.

- The Custodial Maintenance consists of ensuring the cleanliness of 25 buildings and structures. This involves daily cleaning, dusting, polishing, and trash removal at all sites and a regular schedule for mopping, vacuuming, waxing and window cleaning. Other areas include adding supplies and cleaning products, paper towels, etc. The key buildings and facilities cleaned daily consists of 69,500 Square Feet and includes City Hall, Public Safety, Emergency Management and Utility Services Building, Hagen Park, Women's Club, Island City Park Preserve, Richardson Historic Park Manor House and rest room building, Colohatchee Park, Colohatchee Boat Ramp, Mickel Field, Wilton Manors Elementary School (portion used by After School and Summer Camp), and Library.
- The Program Support Maintenance includes providing set-up, break down, preparation logistical support, clean-up, and various tasks to support activities and many special events and programs. These include facility rentals, recreation programs such as line dancing, yoga, dog obedience and music. Functions also include preparation for ball fields, courts, playgrounds and pavilions. Additionally, responsibilities include assisting other departments with citywide functions, work requests and projects.
- The Waterway Maintenance includes maintaining approximately thirteen and a half miles of navigable waterways on an extremely limited basis with a small boat. Primary emphasis is placed on debris removal, flood and erosion prevention, and ensuring safe and navigable waterways.
- The Emergency Management Maintenance includes preventive measures before storms and related emergencies and providing clean-up after storms and related emergencies. This area has been much more active the past three years and the forecasts continue to project multiple storms during hurricane season. When the City goes into emergency mode, steps are taken from the department emergency management plan to brace for emergencies and to get back to operational mode as quickly as possible after an emergency.

## Leisure Services Department

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### FY2014-2015 Accomplishments

#### Administration, Capital Projects & Grants:

- Overall parks and library attendance continue to be in high demand with more than 285,239 annual visits.
- Completed Brochures in-house of all City Parks that features the unique programs, amenities and services to better market our facilities.
- Leisure Services staff successfully published the “2013 Annual Report”, which packages the many relationships, City accomplishments, events, and activities.
- Parks for People Phase III grant project is in progress, which includes a new nature trail, and native landscaping at Richardson Historic Park for a total of \$74,000.
- Island City Park Preserve Expansion project was completed through Community Development Block Grant funding and includes recreational amenities including 14 parking spaces, estate style fencing, a trail, irrigation and native landscaping.
- Mickel field Repurposing project has progressed to include detailed plans for a \$1.4 million project, which includes adding a .35 mile trail, outdoor fitness equipment, shade structures, covered park benches, shelter/stage, renovate existing building, new beach volleyball, ball field enhancements and a shelter/restroom building.
- City staff was awarded a \$53,835 Recreational Trails Program grant from the Florida Department of Environmental Protection.
- Completed Phase IV of the Tree Trust Fund program adding shade trees Island City Park Preserve and Mickel Park.
- Conducted Hagen Park Expansion planning through acquiring two new properties under market value adjacent to the existing tennis courts.
- Promoted entrepreneurial leadership by facilitating department Leadership Retreats and offering training principles based on relevant leadership tools.
- Leisure Services Team has continued to increase revenue for eight consecutive years as the annual revenue has reached \$406,145 in FY 2013-2014.

#### Recreation Division:

##### Adult Programs, Classes, and Rentals

- Adopt-A-Street is still an active program in Wilton Manors. We have fifteen organizations that participate in this volunteer program.
- Facility Rentals continue to bring funds to the Leisure Services Department with over 140 rentals in FY 12/13 Facility Rentals include Hagen Park, Island City Park Preserve, Richardson Historic Park Manor House, Woman’s Club, Colohatchee Park pavilion, Hagen Park pavilion, Island City Park Preserve pavilion, Richardson Historic Park pavilion and Mickel Field and Wilton Manors Elementary School ball fields.
- Messy Hands Arts and Crafts program began March 2014, which is a creative experience for parents and children ages two to four.
- Brains and Balance Past 60 started in March and is offered free to Wilton Manors residents. The program, held on Wednesday mornings at Hagen Park has received great reviews and is attended by more than 30 adults 60 years and older.

- Great Escapes, field trips for ages 55 and over began this year, which gives seniors the opportunity to attend affordable local trips to museums, parks, malls, etc.
- The Leisure Services contractual classes continued to attract residents to lead positive and active lifestyles. We offer many classes, which take place weekly including Kayaking, Square Dancing, Messy Hands, Baby Yoga, Brains and Balance Past 60, Meditation, Hula Dance, Bridge Lessons, Tennis Lessons, Zumba, Yoga, and Dog Obedience Training.

**Special Events:**

- The City dedicated NE 5<sup>th</sup> Avenue as Diane Cline’s Way on Wednesday, October 16, 2013.
- The annual Halloween Spooktacular was held at Wilton Manors Elementary School on October 24, 2013. Over 900 people attended the event.
- The City continues to partner with Pride Center at Equality Park to host the Annual Halloween Street Festival, Wicked Manors.
- Richardson Historic Park and Nature Preserve Park hosted “Taste of the Island” event in partnership with Taste of the Island Committee on November 4, 2013. Food vendors from in and around the City were given booth space and 1,000 attended.
- There were (6) six City Wide Yard Sales on the second Saturday of the month from November through April with an average of 90 vendors, which increased 39% from the previous year and had an average of 1,500 people attending these events.
- Hosted the 7<sup>th</sup> Annual Veteran’s Day breakfast at Hagen Park as a pre-event to our Veteran’s Day ceremonies, which was attended by 150 people.
- Assisted Broward House with hosting World Aids Day and Candle Light Vigil on December 1, 2013. The event attracted over 700 people to Hagen Park with the candlelight vigil proceeding to the Pride Center.
- Coordinated the Holiday Lighting Ceremony on December 5, 2013. The event incorporated the City’s tree lighting event with activities, including holiday readings and musical performances. The event was attended by more than 700 people.
- Santa’s Enchanted Evening was held at Wilton Manors Elementary School on December 19, 2013. More than 900 people attended and played in the snow sponsored by Taste of the Island, Waste Management other sponsorships.
- Hosted the Broward House Island City 5K Run on December 21, 2013.
- Facilitated a community outing to the American Airlines Area to watch the Miami Heat on January 8, 2014. More than 40 residents attended the event.
- A dedication remembering Tracey Stafford was hosted at Island City Park Preserve on Saturday, January 11, 2014.
- Hosted the 2nd Annual Wilton Manors Elementary School Teacher Appreciation Week Breakfast, which was attended by 100 school staff and volunteers.
- Leisure Services partnered with the Tennis Professional to host the 5th Annual Tennis Tournament, February 1<sup>st</sup> and 2<sup>nd</sup>, 2014, which was an excellent venue.
- The Classical Concert featuring Janice Potter performing on the Marimba held February 5, 2014.
- The City collaborated with the Pride Center at Equality Park hosting an Annual fundraiser, Evening in Paradise at Richardson Historic Park on February 22, 2014, which was an excellent community event and also raises \$5,000 for the ICF.

- Co-sponsored the 37<sup>th</sup> Annual Waterway Cleanup at Colohatchee Boat Ramp on Saturday, March 1, 2014. Over 15 boats and 75 people volunteered to clean the South and North Forks of the Middle River.
- City staff hosted a Volunteer Luncheon at Hagen Park on Saturday, March 22, 2014, which was another perfect party with approximately 85 participants.
- Eggstravaganza was held on April 5, 2014 at St. Clement Catholic School and attracted over 400 people to the event.
- Pooch Pics with Peter Cottontail was held on Wednesday April 9 and gave residents the opportunity to have their pet's picture taken with Peter Cottontail. Over 25 dogs participated in this 1<sup>st</sup> time event.
- Sponsored the 23rd Annual Canoe Race on May 17, 2014, which started at Colohatchee Park Boat Ramp and ended at Richardson Historic Park and Nature Preserve. The event attracted more than 600 people and hosted 22 teams consisting of 10 people per team. The City's Birthday Celebration was held immediately after the race at Richardson Historic Park.
- The City partnered with Pride of South Florida to host a successful Stonewall Parade and Street Festival on Saturday, June 21, 2014, featuring Sheila E and attracted more than 20,000 visitors to the City of Wilton Manors.

#### **Youth Services and Programs:**

- Hosted the 8<sup>th</sup> Annual Touch a Truck Event at Somerset Academy with over 300 children in attendance.
- Afterschool Program operated another exciting year of activities and events. The Afterschool Program was coordinated at Wilton Manors Elementary School. The Afterschool Program had more than 140 participants.
- Afterschool Program received an outstanding rating from the Broward County Schools Before and After Child Care Quality Needs Assessment for 8 consecutive years.
- Increased enrollment and additional services youth through Family Central.
- Hosted the 7<sup>th</sup> Annual Lights On Afterschool Program at Wilton Manors Elementary School.
- Hosted 5th Annual Black History Month Jeopardy Competition at Wilton Manors Elementary School.
- Partnered with the Kiwanis Club of Wilton Manors and assisted with Kiwanis Kids Day.
- The Afterschool Program offered Earth Day Program on April 22, 2014.
- Hosted Winter Camp at Island City Park Preserve from December 23-January 3, 2014 with more than 80 children attending.
- Hosted Spring Camp at Island City Park Preserve in April 2014 with more than 90 children attending.
- Recreation Team facilitated (7) School Days Out programs during the school year.
- Summer Camp operated another exciting summer of activities, events and field trips. The Summer Camp was coordinated at Wilton Manors Elementary School during the first (7) weeks and at Island City Park Preserve the final (3) weeks. The camp had more than 220 participants. The huge participation continues to demonstrate the demand for quality youth programs and services.

#### **Parks, Medians, Waterways & Public Facilities Maintenance:**

- Removal of exotic plants at Colohatchee and Richardson Parks on a continuing basis.

- Maintain/repair entrance gates to Police Department and 2100 N Dixie Highway locations.
- Extended the length of the Colohatchee Boat Ramp, replacing asphalt with 8 cubic yards of concrete.
- Repaired boardwalks at Colohatchee Boat Ramp, Snook Creek Boat Ramp and Richardson Historic Park.
- Repaired/replaced City entrance signs.
- Painted the main rooms at Richardson Manor House.
- Painted the outside Woman's Club.
- Painted the Library lobby.
- Installed a new ice machine at the Fire Station and new drinking fountains at Hagen Park and the Fire Station.
- Replaced the stove at the Fire Station.
- Installed new paper and hand-soap dispensers in all buildings where needed.
- Pressure cleaned and painted roof at the Richardson Manor House.
- Repaired or replaced sinks, faucets, toilets and urinal valves as needed city-wide.
- Repaired or replaced door locks city-wide.
- Completed roof repairs at the Library and Island City Park Preserve.
- Repaired water lines to Hagen Park and the Library.
- Repaired the sewer line at Richardson Historic Park.
- Provided program support during all City special events, building rentals, and other meetings and City functions.
- Repaired or replaced interior lights, ballasts, power outlets, switches and exit signs.
- Repaired and replaced parking lot lights and ballasts.
- Replaced weatherproof outlets in pavilions and on parks grounds.
- Repaired and replaced exhaust fans in restrooms.
- Replaced on/off systems and temperature control on sinks in City Hall restrooms.
- Repaired, replaced and painted playground elements.
- Repaired or replaced tennis court light fixtures, nets, posts, windscreens, and valves at the hydro-grid clay courts.
- Designed and installed new sprinkler system at 811 NE 28 Street.
- Installed new sprinkler timers and pumps where needed throughout the City.
- Repaired chain link fencing and gates.

**Library Division:**

- The Library provided nearly 2200 hours of service to the community, delivered lending and information services, programs, public meeting space, and Internet access and computer applications, and provided information and materials in a variety of formats – print, audio and video recordings, and electronic.
- Over 54,000 items were borrowed by more than 17,000 users. The number of checkouts was 54% higher than in 2007-08.
- Library users saved over \$150,000 by borrowing these materials from the Library rather than buying them. With an annual materials budget of \$30,000, this represents a return to residents of over \$5 per dollar spent.
- Nearly 600 items were delivered to homebound residents.

- Through our Interlibrary Loan program, residents were able to borrow 325 items from other libraries, while we lent 224 items to 80 other libraries.
- In response to resident demand, almost 3600 new items were added to the collection.
- In partnership with NatureScape Broward, the Library provided residents with information from experts helping them enjoy and develop their own backyard habitats.
- Partnering with the Recreation Division, Library staff provided programming, activities, and support at the Spooktacular, Santa's Enchanted Evening, the Eggstravaganza, the Waterway Cleanup, and the Annual Canoe Race. The Library also partnered with the Riviera Beach Library to bring their CyberMobile to the City's Touch a Truck event.
- Almost 22,000 people used the Library's computers for over 11,000 hours. Children accounted for 26% of the total computer sessions. This service was valued by the State Library at nearly \$134,000. Library users were also able to use their own personal devices to access the Internet via the Library's wi-fi connection, paid for by the Friends of the Library.
- Environmental savings realized through the Library's multi-seat public access computer system include: 9 PCs, over 10,800 KWh of electricity (almost \$400), and the diversion of almost 17,000 pounds of CO2.
- Approximately 3000 residents were served via Library youth and adult programs.
- The Library provided residents with tax forms, voter registration materials and assistance, and test proctoring assistance.
- The Library received an operations grant of over \$14,000 from the State Library. These funds supplemented the Library's book budget and allowed for expanded library technology and increased programming.
- Revenues collected from fees and services totaled over \$13,000.
- Volunteers provided over 300 hours of service. If a library assistant had worked these hours, the City would have expended over \$5000 in salary. These figures do not count the many hours of volunteer service contributed by members of the Friends of the Library and the Library Advisory Board.
- The total value delivered to the community from Library grants, programs, services, and volunteers was over \$754,000 from a Library budget of \$580,000 – a return of over \$174,000.

## Leisure Services Department

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### **FY2015-2016 Goals and Objectives**

#### **Priority Area: Proactive Public Safety**

##### **Leisure Services Goal 1: Incorporate a department culture committed to public and employee safety.**

###### *Objectives:*

1. Ensure maintenance team conducts daily pre-opening inspections prior to opening the parks and opens spaces.
2. Provide safety training opportunities for all team members by reputable organization.
3. Collaborate with Police Department to train Leisure Services Team how to effectively handle public safety.
4. Accurately track incidents that occur in the parks and library and monitor the frequency of them to determine any corrective measures to be implemented to prevent them from occurring.
5. Ensure team members are provided and using authorized safety equipment when performing their work assignments.
6. Request City Human Resources Director/Risk Manager to conduct random audits related to employees performing assignments in a safe manner.
7. Ensure adequate signage is displayed where there are considerable risks involved.
8. Appropriately utilize waivers when appropriate to inform public of hazards with participating in park activities and amenities.

#### **Priority Area: Sound Governance**

##### **Leisure Services Goal 1: Update the department organizational structure to operate safely and resourcefully, providing high quality programs and services.**

###### *Objectives:*

1. Incorporate a department operations manager position to reduce the span of eight (8) direct reports to the department director to five (5).
2. Convert two part time Recreation Leaders into Full Time Recreation Leader II positions to support the growth and success of child care programs; before care, after school, summer camp, seasonal camps, and school days out.
3. Convert a part time Recreation Leader II to a Full Time Recreation Leader II to implement programming at Mickel Park and Colohatchee Park.
4. Convert a part time Maintenance Worker to a Full Time Maintenance Worker.

**Leisure Services Goal 2: Increase department participation and revenue by 5%.**

*Objectives:*

1. Actively participate in Neighborhood Association meetings to gather information that will enable our team to address community concerns, needs, interests and priorities.
2. Continually assess community needs using diverse forums to reach the community.
3. Ensure diverse choices for leisure opportunities that will encourage a wider range of participation.
4. Consistently evaluate Guest experiences to determine if the programs and services are meeting expectations.
5. Expand forums for promoting (4) facilities, fitness center, tennis center, ball fields, pavilions, instructional classes, child care programs, and special events.
6. Increase public awareness regarding availability of Library adaptive devices for enlarging print and enhancing sound for an improved customer experience.
7. Ensure library staff providing programs and services to elder adults receives two to four hours of training to improve successful program deliver to elder adults.
8. Increase the use of free social media to provide up-to-date information and marketing of City special events, services and activities offered to our residents using City Webpage, LinkedIn, Twitter and Facebook.

**Leisure Services Goal 3: Pursue alternative funding and resources to efficiently expand leisure opportunities.**

*Objectives:*

1. Complete grant portfolio to determine feasible grants to pursue.
2. Assertively pursue grants outlined in grant portfolio.
3. Consider expanding sponsorship opportunities to include naming rights.
4. Pursue collaboration with organizations that can provide relevant services in a resourceful approach, achieving high customer satisfaction ratings.

**Leisure Services Goal 4: Incorporate adequate technology and training to ensure proficient leisure services management and program delivery.**

*Objectives:*

1. Install RecTracs Vermont Systems that was purchased in FY 2015 and automates memberships in fitness and tennis programs, registration for after school, summer/seasonal camps, and relevant programs, and reservations for park and facility rentals in order to streamline the Guest experience.
2. Provide consistent training for all team members that will actively use the new software to enhance the Guest experience.
3. Continue to collaborate with the IT Manager to ensure the hardware, software and storage accommodates the level of technology required to ensure efficient administrative services.
4. Collaborate with the Finance Director to ensure proper interaction with financial software and new specialized recreation software.

**Leisure Services Goal 5: The Library will evaluate, maintain, and improve its delivery of general library services.**

*Objectives:*

1. The Library will evaluate outreach methods and identify areas of improvement.
2. The Library will identify means to improve its efficiency in providing those services basic to the public library mission -- lending, information, programs, public space, and Internet access and personal computing applications services.
3. The provision and scheduling of children's programming will be evaluated to ensure that sufficient programs are provided in the evening and on weekends.
4. The Library will increase its outreach to teen-aged customers in order to increase their participation in the planning of services targeted to their age group.
5. Library staff will receive training in available research sources to ensure that information provided to users in response to their queries is accurate and is derived from sources meeting professional standards of authority.
6. The Library will improve maintenance of its web site to ensure that it is complete, easy-to-use, and up-to-date and will explore methods to enhance access.
7. The Library will systematically, weekly or more frequently, inform the community about its programs and resources through a combination of communication techniques -- media/press releases; flyers, posters, and pamphlets; attend neighborhood associations, speak at local schools, special events, etc.

**Leisure Services Goal 6: The Library will realign its use of volunteers to enhance paid staffing.**

*Objectives:*

1. The Library will finalize its policy describing how volunteers are used.
2. Ensure that volunteers are oriented to its mission, policies, and procedures before they begin work and are assigned tasks appropriate to their skill level.
3. Create a process for training and assessing volunteers.

**Leisure Services Goal 7: Engage the Library Advisory Board in enhancing the leadership, planning, and evaluation of library activities, events and services.**

*Objectives:*

1. The Board and the Library Director will create strategies to enhance consistent formal and informal communications to keep the Board well informed about the library's programs, policies, budget, and plans.
2. The Library will assist and encourage Board members and Library staff in continually developing their understanding and expertise through membership and participation in the activities of professional associations.

**Priority Area: Strategic Growth & Development**

**Leisure Services Goal 1: Ensure proper growth and redevelopment of parks, trails, open spaces and waterways.**

*Objectives:*

1. Hire consultant to update Parks System Master Plan that was adopted in 2010.
2. Adopt 5-Year CIP budget to determine key priorities with funding sources.
3. Develop specific Park Site Master Plans from Parks System Master Plan.
4. Be prepared to pursue land acquisition to expand existing City parks.
5. Evaluate low cost leases of properties to expand programming opportunities.
6. Pursue expanding partnerships with local schools, Broward County and consistent organizations that will help support future programs and services.
7. Partner with appropriate organization to conduct street festivals and events on Wilton Drive.

**Leisure Services Goal 2: Accessibility to the Library and its services will be evaluated in order to ensure alignment with the requirements of the Americans with Disabilities Act (ADA).**

*Objectives:*

1. The Library will update its policies and procedures to ensure that users with disabilities who are unable to travel to the library are provided service in keeping with the provisions of the ADA.
2. The Library will evaluate its facility and determine if improvements are needed to ensure that it is physically accessible to all people and meets the requirements of the *Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities* as published in the *Federal Register*, the Florida Building Code, and applicable local standards.

**Priority Area: Innovating and Adapting for the Future**

**Leisure Services Goal 1: Ensure the future of leisure services programs, amenities and services through effective planning, creative partnerships and collaboration, land acquisition, and redevelopment.**

*Objectives:*

1. Continue to expand Hagen Park to meet the current and future needs of City residents, guests, and visitors.
2. Develop focus groups to complete Hagen Park Site Master Plan.
3. Complete elements developed in the Mickel Park Site Master Plan.
4. Acquire property to expand Colohatchee Boat Ramp Waterfront Park.
5. Conduct evaluations to determine that sufficient power is available to all locations in the library to accommodate laptop computers for future needs.
6. Partner with Center of Spiritual Living to host larger activities and events.
7. Consider a \$1 annual lease with Broward County for 1.43 park acres, Site 92.
8. Complete 40<sup>th</sup> Year CDBG project of expanding basketball court and pavilion at Island City Park Preserve.
9. Prepare for 41<sup>st</sup> Year CDBG project to expand canopy over ICPP Fitness Zone.

10. Apply for the 42<sup>nd</sup> Year CDBG project at Island City Park Preserve based on community needs and interests.
11. Complete improvements at Richardson Historic Park including final phase of Carriage House and Courtyard as developed with Historical Society.
12. Conduct a City-wide needs assessment to identify future needs of library and parks participants.

**Leisure Services Goal 2: Evaluate extending operating hours of parks and library.**

*Objectives:*

1. Monitor the usage data of library and four recreation buildings and assess the feasibility of extending hours.
2. Improve operating process at tennis center when courts are not staffed to effectively support a quality park experience.
3. Improve communication methods when library and recreation centers are not open, to ensure participants are provided the hours of operations and services offered.

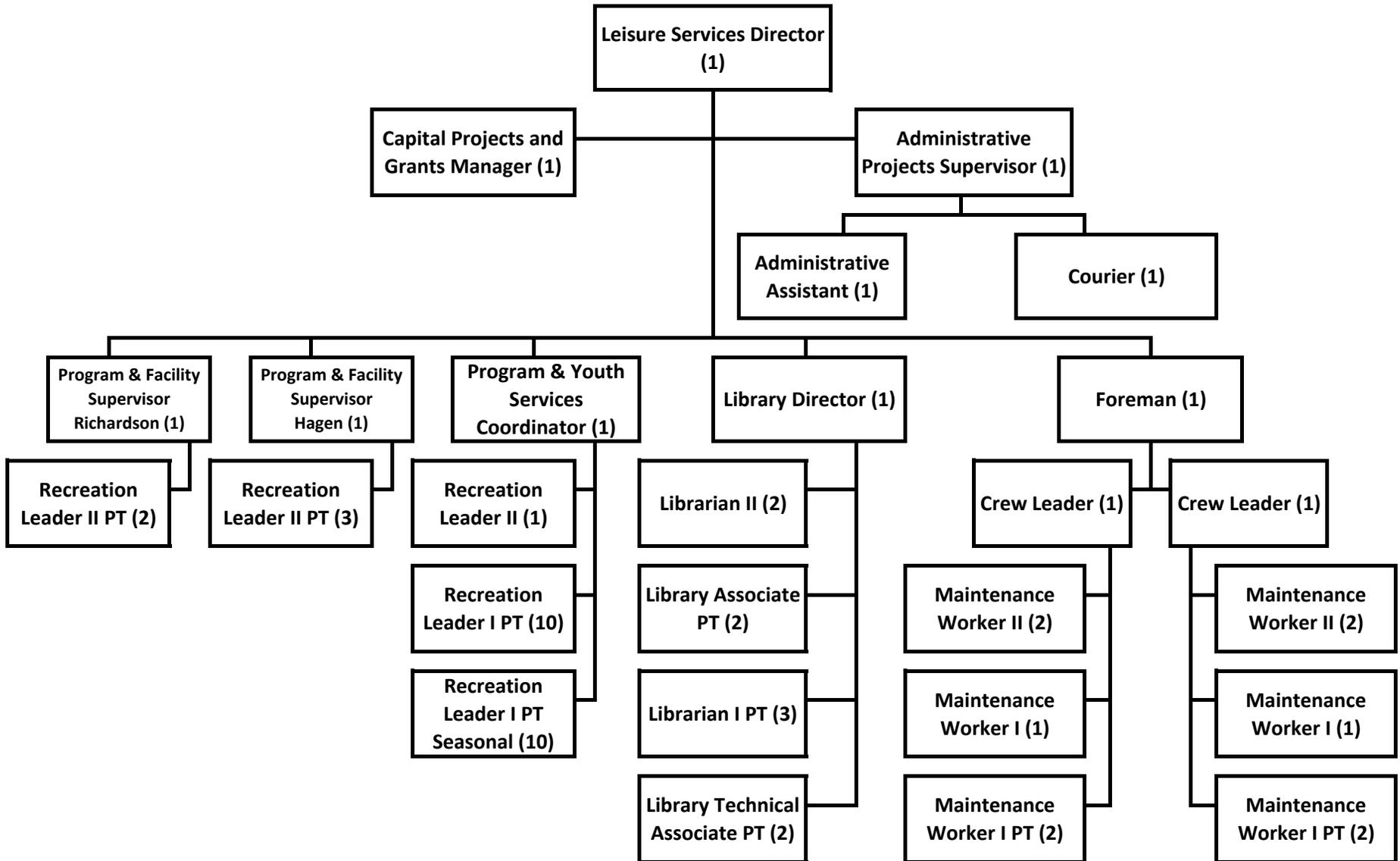
**Leisure Services Goal 3: Continue to build the most responsive team to apply social and business philosophies appropriately to support community needs.**

*Objectives:*

1. Establish operating procedures related to Guest and Citizen Responsiveness.
2. Maintain a positive and knowledgeable team committed to providing the highest standards of professionalism by continuing training at department orientations and retreats reinforcing the organizational culture.
3. Train all team members to be compassionate and effective problem solvers to deliver outstanding Guest Services.
4. Pursue implementing certification pay incentive program to encourage improved training and expertise.

Develop a facility use policy to provide a consistent approach toward co-sponsoring programs at public facilities.

# Leisure Services



DEPARTMENTAL BUDGET SUMMARY  
LEISURE SERVICES

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 1,380,728	\$ 1,711,458	\$ 1,769,141
Personnel Benefits	639,424	759,145	756,345
Operating Expenditures	715,399	748,430	759,859
Capital	599,615	1,913,416	262,145
Debt Service	214,170	214,170	307,963
Depreciation	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 3,549,336</b>	<b>\$ 5,346,619</b>	<b>\$ 3,855,453</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Leisure Services ( a )	1	1.00	1	1.00
Library Division Director	1	1.00	1	1.00
Librarian II	2	2.00	2	2.00
Capital Projects & Grants Manager	1	1.00	1	1.00
Administrative Projects Supervisor	1	1.00	1	1.00
Administrative Assistant	1	1.00	1	1.00
Program and Youth Services Coordinator	1	1.00	1	1.00
Program/Facility Supervisor	2	2.00	2	2.00
Recreation Leader II	1	1.00	2	2.00
Maintenance Foreman	1	1.00	1	1.00
Crew Leader	2	2.00	2	2.00
Maintenance Worker II	4	4.00	4	4.00
Maintenance Worker I	2	2.00	2	2.00
Total Full Time	20	20.00	21	21.00
Part Time Librarian I	3	1.58	3	1.58
Part Time Library Associate	2	1.33	2	1.33
Part Time Library Technical Assistant	2	1.26	2	1.26
Part Time Maintenance Worker	4	2.80	4	2.80
Part Time Recreation Leaders II	5	3.50	5	3.50
Part Time Recreation Leaders I	10	7.00	10	7.000
Part Time Recreation Leaders I (seasonal) ( b )	10	2.40	10	2.40
Total Part Time	36	19.87	36	19.87
<b>LEISURE SERVICES TOTAL</b>	<b>56</b>	<b>39.87</b>	<b>57</b>	<b>40.87</b>

( a ) The salary of the Director of Leisure Services is allocated 1/3 each to the Library, Recreation, and Parks and Facilities divisions.

( b ) Seasonal Recreation Leaders I are hired on an as-needed basis to assist with summer camp and other activities when enrollment in these programs increases.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5771-LIBRARY</b>							
1	PERSONNEL WAGES						1
2	001-5771-5121.000 SALARIES - FULL TIME	165,725	226,899	226,899	247,358	247,358	2
3	001-5771-5131.000 SALARIES - PART-TIME	150,425	174,241	174,241	182,374	182,374	3
4	001-5771-5141.000 Overtime	199	1,800	1,800	300	300	4
5	001-5771-5151.000 Cellular Phone Stipend	720	958	958	960	960	5
6	PERSONNEL WAGES	317,069	403,898	403,898	430,992	430,992	6
7							7
8	PERSONNEL BENEFITS						8
9	001-5771-5211.000 FICA	12,239	17,706	17,706	19,019	19,019	9
10	001-5771-5211.005 FICA PART-TIME	11,536	13,329	13,329	13,952	13,952	10
11	001-5771-5221.000 Pension - WM	55,542	62,017	62,017	60,034	60,034	11
12	001-5771-5222.000 Pension - FRS	34,042	46,619	46,619	48,431	48,431	12
13	001-5771-5231.000 Life & Health Insurance	31,963	42,356	42,356	40,953	40,953	13
14	PERSONNEL BENEFITS	145,322	182,027	182,027	182,389	182,389	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5771-5401.000 Meetings & Conferences	310	741	741	760	760	17
18	001-5771-5411.000 Telephone	2,790	3,320	3,320	3,320	3,320	18
19	001-5771-5412.000 Postage	154	200	200	250	250	19
20	001-5771-5431.000 Utilities	12,795	12,455	12,455	12,455	12,455	20
21	001-5771-5461.000 Computer Maintenance	3,270	4,643	4,643	6,521	6,521	21
22	001-5771-5462.000 Equipment Maint-Repair	1,922	346	346	350	350	22
23	001-5771-5465.000 Copy Machine	0	3,349	3,349	3,300	3,300	23
24	001-5771-5471.000 Printing & Binding	0	53	53	0	0	24
25	001-5771-5491.000 City Hall Indirect Charges	41,249	40,497	40,497	28,266	28,266	25
26	001-5771-5511.000 Office Supplies	609	526	526	500	500	26
27	001-5771-5521.000 Operating Supplies	6,616	6,239	6,239	6,820	6,820	27
28	001-5771-5524.000 Uniforms & Clothing	0	195	195	200	200	28
29	001-5771-5541.000 Subs, Memberships, Dues	3,230	1,541	1,541	1,580	1,580	29
30	001-5771-5542.000 Training/Education	10	102	102	100	100	30
31	OPERATING EXPENDITURES	72,955	74,207	74,207	64,422	64,422	31
32							32
33	CAPITAL						33
34	001-5771-5641.000 Capital Outlay	0	33,900	35,100	13,200	13,200	34
35	001-5771-5661.000 Capital Outlay - Books	30,941	30,000	30,000	25,000	30,000	35
36	CAPITAL	30,941	63,900	65,100	38,200	43,200	36
37							37
38	<b>Totals for dept 5771-LIBRARY</b>	<b>566,287</b>	<b>724,032</b>	<b>725,232</b>	<b>716,003</b>	<b>721,003</b>	<b>38</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5772-RECREATION</b>							
1	PERSONNEL WAGES						1
2	001-5772-5121.000 SALARIES - FULL TIME	269,389	315,028	315,028	399,885	430,189	2
3	001-5772-5131.000 SALARIES - PART-TIME	248,301	271,616	271,616	362,110	362,110	3
4	001-5772-5141.000 Overtime	9,174	4,500	4,500	7,500	8,750	4
5	001-5772-5151.000 Cellular Phone Stipend	2,880	2,405	2,405	2,940	2,940	5
6	001-5772-5153.000 Assignment Pay	1,820	0	0	0	0	6
7	PERSONNEL WAGES	531,564	593,549	593,549	772,435	803,989	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5772-5211.000 FICA	20,862	24,628	24,628	31,390	33,804	10
11	001-5772-5211.005 FICA PART-TIME	18,957	20,779	20,779	27,701	27,701	11
12	001-5772-5221.000 Pension - WM	83,994	89,686	89,686	106,450	106,450	12
13	001-5772-5222.000 Pension - FRS	34,100	45,939	45,939	61,522	63,813	13
14	001-5772-5231.000 Life & Health Insurance	71,924	76,233	76,233	82,884	96,185	14
15	PERSONNEL BENEFITS	229,837	257,265	257,265	309,947	327,953	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5772-5311.000 Professional Services	256	2,290	2,290	2,000	2,000	18
19	001-5772-5341.000 Contractual Services	9,636	12,600	12,600	12,684	12,684	19
20	001-5772-5401.000 Meetings, Conferences, Schools	0	293	293	250	250	20
21	001-5772-5411.000 Telephone	4,219	4,000	4,000	3,500	3,500	21
22	001-5772-5412.000 Postage	1,922	2,500	2,500	2,400	2,400	22
23	001-5772-5431.000 Utilities	90,654	88,000	88,000	88,301	88,301	23
24	001-5772-5461.000 Computer Maintenance	2,638	1,073	1,073	4,000	4,000	24
25	001-5772-5462.000 Equipment Maint-Repair	0	627	627	600	600	25
26	001-5772-5463.000 Vehicle Maint-Repair	4,712	4,436	4,436	4,050	4,050	26
27	001-5772-5464.000 Vehicle Operation-Fuel	11,765	13,272	13,272	12,240	12,240	27
28	001-5772-5465.000 Copy Machine	13,123	13,172	13,172	13,000	13,000	28
29	001-5772-5471.000 Printing & Binding	1,176	3,024	3,024	3,000	3,000	29
30	001-5772-5481.000 Adult Athletics (was PromAct.)	1,127	2,000	2,000	2,050	2,050	30
31	001-5772-5491.000 City Hall Indirect Charges	130,261	127,887	127,887	56,312	56,312	31
32	001-5772-5511.000 Office Supplies	3,581	3,287	3,287	2,875	2,875	32
33	001-5772-5521.000 Operating Supplies	1,587	5,337	5,337	5,175	8,875	33
34	001-5772-5524.000 Uniforms & Clothing	1,953	3,363	3,363	2,450	3,950	34
35	001-5772-5525.000 Program Operations	1,489	5,849	5,849	4,000	4,000	35
36	001-5772-5525.001 Youth Athletics	0	780	780	800	800	36
37	001-5772-5525.002 Tennis	1,344	2,737	2,737	2,700	2,700	37
38	001-5772-5525.003 Special Events	30,596	33,337	33,337	41,600	41,600	38
39	001-5772-5525.004 Summer Youth Activities	53,343	50,316	50,316	51,150	51,150	39
40	001-5772-5525.005 New Program Expenditures	2,027	4,679	4,679	5,600	5,600	40
41	001-5772-5525.006 After School Program	28,643	32,404	32,404	37,000	37,000	41
42	001-5772-5541.000 Subs, Memberships, Dues	2,915	1,550	1,550	2,100	2,100	42
43	001-5772-5542.000 Training/Education	5,809	6,629	6,629	11,700	14,200	43
44	001-5772-5544.000 TUITION REIMBURSEMENT	0	0	0	6,850	6,850	44
45	OPERATING EXPENDITURES	404,776	425,442	425,442	378,387	386,087	45
46							46
47	CAPITAL						47
48	001-5772-5641.000 Capital Outlay	56,985	33,800	46,300	39,150	39,150	48
49	CAPITAL	56,985	33,800	46,300	39,150	39,150	49
50							50
51	<b>Totals for dept 5772-RECREATION</b>	<b>1,223,162</b>	<b>1,310,056</b>	<b>1,322,556</b>	<b>1,499,919</b>	<b>1,557,179</b>	<b>51</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5779-PARKS &amp; FACILITIES</b>							
1	PERSONNEL WAGES						1
2	001-5779-5121.000 SALARIES - FULL TIME	347,824	507,747	507,747	419,253	419,253	2
3	001-5779-5131.000 SALARIES - PART-TIME	169,019	189,069	189,069	93,677	93,677	3
4	001-5779-5141.000 Overtime	13,085	14,167	14,167	18,500	18,500	4
5	001-5779-5151.000 Cellular Phone Stipend	280	1,078	1,078	780	780	5
6	001-5779-5157.000 TAX EQUITY STIPENDS	688	750	750	750	750	6
7	001-5779-5232.000 Insurance Opt-Out	1,200	1,200	1,200	1,200	1,200	7
8	PERSONNEL WAGES	532,096	714,011	714,011	534,160	534,160	8
9							9
10	PERSONNEL BENEFITS						10
11	001-5779-5211.000 FICA	26,110	35,565	35,565	33,605	33,605	11
12	001-5779-5211.005 FICA PART-TIME	12,979	14,464	14,464	7,166	7,166	12
13	001-5779-5221.000 Pension - WM	98,125	109,883	109,883	71,656	71,656	13
14	001-5779-5222.000 Pension - FRS	35,793	44,394	44,394	37,553	37,553	14
15	001-5779-5231.000 Life & Health Insurance	91,257	115,547	115,547	96,023	96,023	15
16	PERSONNEL BENEFITS	264,264	319,853	319,853	246,003	246,003	16
17							17
18	OPERATING EXPENDITURES						18
19	001-5779-5311.000 Professional Services	2,315	0	0	0	0	19
20	001-5779-5341.000 Contractual Services	72,126	94,143	94,143	92,593	92,593	20
21	001-5779-5401.000 Meetings, Conferences, Schools	0	194	194	200	200	21
22	001-5779-5411.000 Telephone	3,074	2,500	2,500	2,500	2,500	22
23	001-5779-5412.000 Postage	0	450	450	450	450	23
24	001-5779-5431.000 Utilities	11,234	10,566	10,566	10,566	10,566	24
25	001-5779-5461.000 Computer Maintenance	1,564	2,126	2,126	5,748	5,748	25
26	001-5779-5462.000 Equipment Maint-Repair	8,459	7,894	7,894	8,000	8,000	26
27	001-5779-5463.000 Vehicle Maint-Repair	9,880	9,209	9,209	9,200	9,200	27
28	001-5779-5464.000 Vehicle Operation-Fuel	12,621	13,254	13,254	11,560	11,560	28
29	001-5779-5467.000 Grounds Maintenance	46,881	44,400	44,400	57,150	57,150	29
30	001-5779-5471.000 Printing & Binding	0	122	122	100	100	30
31	001-5779-5490.001 TREE MITIGATION EXPENSES	5,558	0	0	0	0	31
32	001-5779-5491.000 City Hall Indirect Charges	46,724	45,872	45,872	90,133	90,133	32
33	001-5779-5511.000 Office Supplies	153	194	194	200	200	33
34	001-5779-5521.000 Operating Supplies	7,160	6,993	6,993	7,600	7,600	34
35	001-5779-5524.000 Uniforms & Clothing	7,649	7,114	7,114	6,950	6,950	35
36	001-5779-5525.000 Program Operations	312	291	291	300	300	36
37	001-5779-5541.000 Subs, Memberships, Dues	390	877	877	900	900	37
38	001-5779-5542.000 Training/Education	1,573	2,582	2,582	4,000	4,000	38
39	001-5779-5544.000 TUITION REIMBURSEMENT	0	0	0	1,200	1,200	39
40	OPERATING EXPENDITURES	237,673	248,781	248,781	309,350	309,350	40
41							41
42	CAPITAL						42
43	001-5779-5641.000 Capital Outlay	489,713	1,566,900	177,700	189,795	179,795	43
44	001-5779-5650.000 MICKEL PARK PROJECT	21,976	0	1,624,316	0	0	44
45	CAPITAL	511,689	1,566,900	1,802,016	189,795	179,795	45
46							46
47	DEBT SERVICE						47
48	001-5779-5702.000 DEBT ISSUANCE COSTS	0	0	0	0	0	48
49	001-5779-5711.000 Principal Payments	189,608	193,668	193,668	261,014	261,014	49
50	001-5779-5721.000 Interest Payments	24,562	20,502	20,502	46,949	46,949	50
51	DEBT SERVICE	214,170	214,170	214,170	307,963	307,963	51
52							52
53	<b>Totals for dept 5779-PARKS &amp; FACILITIES</b>	<b>1,759,892</b>	<b>3,063,715</b>	<b>3,298,831</b>	<b>1,587,271</b>	<b>1,577,271</b>	<b>53</b>

## **RECYCLING FUND**

The Recycling Program provides for recycling promotion within the community and related brochure development; garbage and recycling contract administration; monitoring of the recycling programs for contamination and container replacement; commercial solid waste audits; maintenance of the drop-off center; and oversight of code violation enforcement at dumpster enclosures and for bulk pickup items.

The City of Wilton Manors uses the most resourceful and energy efficient means possible during construction projects and for replacement structures and amenities. Many of the products used include recycled materials for boardwalks; picnic tables and benches; curb stops; playground equipment and surfaces; and vehicles.

## Recycling Fund

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### **FY2014-2015 Accomplishments**

- The Department continues to maintain the database of recycling carts assigned to each address in the City.
- Maintained the City's Recycling Drop-off Center, located at NE 24<sup>th</sup> Street & the FEC railroad tracks.
- Hosted the City's 11<sup>th</sup> Annual Household Hazardous Waste collection and recycling event in February at the City's Municipal Complex at 2100 N Dixie Highway. This event attracted more than 300 participants and collected almost 28,000 lbs of household hazardous waste. We anticipate another successful and productive event next year in this important step to protect our local environment and water quality.
- Continued to maintain a database of residents' individually numbered garbage roll-outs, including those who have additional bins.
- Actively participated in the ILA with Broward County for Solid Waste Disposal, including the new contract with Wheelabrator.

## Recycling Fund

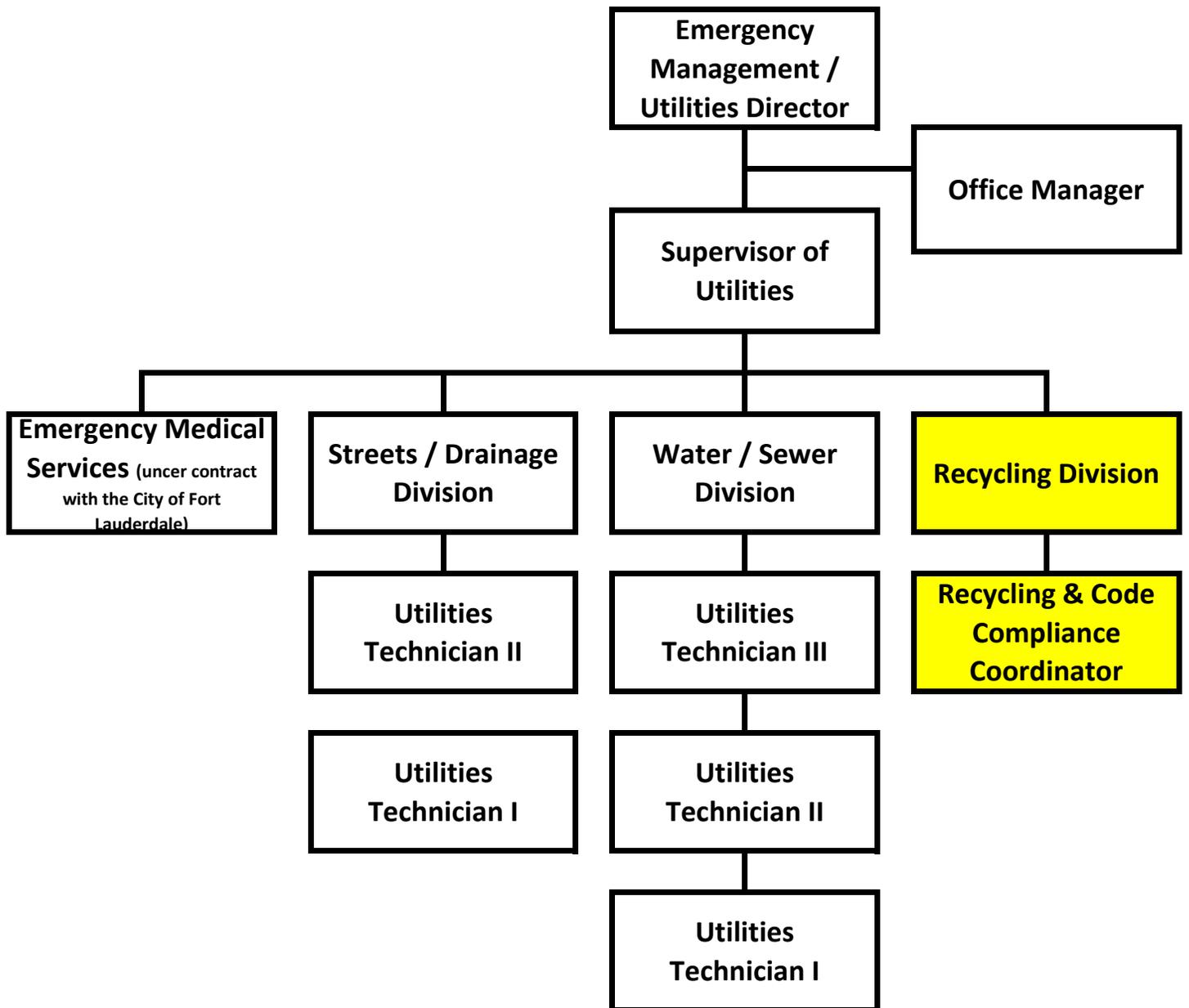
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### **FY2015-2016 Goals and Objectives**

#### **Priority Area: Sound Governance**

- Continue informing and educating residents through articles for the Town Crier on subjects related to the water, sewer and stormwater systems, garbage, recycling and emergency preparedness.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.
- Maintain a working partnership with Waste Management and Sun-Bergeron, the City’s contractors for refuse and recycling collection and disposal.
- Continue to pursue pilot programs for recycling larger plastics and electronics.

# Emergency Management / Utilities



**DEPARTMENTAL BUDGET SUMMARY  
RECYCLING FUND**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 76,981	\$ 80,937	\$ 83,930
Personnel Benefits	45,287	41,668	45,295
Operating Expenditures	181,236	189,190	200,226
Capital	34,229	5,150	8,050
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	209,583	209,583	209,583
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 547,317</b>	<b>\$ 526,528</b>	<b>\$ 547,084</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Recycling & Code Compliance Officer	1.00	1.00	1.00	1.00
Office Manager ( a )	0.50	0.50	0.50	0.50
Total Full Time	1.50	1.50	1.50	1.50
<b>RECYCLING FUND TOTALS</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

( a ) Allocated between Recycling and Utilities Funds.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Fund 151 - RECYCLING FUND</b>						
<b>Dept 5334-RECYCLING PERSONNEL</b>						
1	PERSONNEL WAGES					1
2	151-5334-5121.000 SALARIES - FULL TIME	76,645	80,477	80,477	83,160	83,160
3	151-5334-5141.000 Overtime	336	250	250	500	500
4	151-5334-5151.000 Cellular Phone Stipend	0	210	210	270	270
5	151-5334-5153.000 Assignment Pay	0	0	0	0	0
6	PERSONNEL WAGES	76,981	80,937	80,937	83,930	83,930
8	PERSONNEL BENEFITS					
9	151-5334-5211.000 FICA	5,251	6,192	6,192	6,421	6,421
10	151-5334-5221.000 Pension - WM	12,930	12,284	12,284	11,617	11,617
11	151-5334-5222.000 Pension - FRS	3,370	3,915	3,915	3,915	3,915
12	151-5334-5231.000 Life & Health Insurance	23,737	19,277	19,277	23,342	23,342
13	PERSONNEL BENEFITS	45,288	41,668	41,668	45,295	45,295
15	<b>Totals for dept 5334-RECYCLING PERSONNEL</b>	<b>122,269</b>	<b>122,605</b>	<b>122,605</b>	<b>129,225</b>	<b>129,225</b>
<b>Dept 5335-RECYCLING OPERATIONS</b>						
<b>OPERATING EXPENDITURES</b>						
19	151-5335-5312.000 Legal Services	0	0	0	0	0
20	151-5335-5341.000 Contractual Services	31,219	40,539	40,539	40,539	40,539
21	151-5335-5401.000 Meetings & Conferences	877	1,169	1,169	1,200	1,200
22	151-5335-5412.000 Postage	0	50	50	50	50
23	151-5335-5431.000 Utilities	0	268	268	268	268
24	151-5335-5451.000 Insurance	4,003	2,298	2,298	2,299	1,966
25	151-5335-5461.000 Computer Maintenance	176	194	194	200	200
26	151-5335-5462.000 Equipment Maint-Repair	509	228	228	2,300	2,300
27	151-5335-5463.000 Vehicle Maint-Repair	3,817	1,559	1,559	2,200	2,200
28	151-5335-5464.000 VEHICLE OPERATION-FUEL	3,642	4,384	4,384	4,600	4,600
29	151-5335-5466.000 Building Maintenance	2,123	3,215	3,215	3,500	3,500
30	151-5335-5469.000 System Maintenance	153	4,091	4,091	4,200	4,200
31	151-5335-5471.000 Printing & Binding	35	974	974	1,000	1,000
32	151-5335-5472.000 Town Crier	32,572	26,122	26,122	37,135	37,135
33	151-5335-5491.000 City Hall Indirect Charges	94,391	92,671	92,608	92,608	92,608
34	151-5335-5521.000 Operating Supplies	1,537	3,215	4,715	3,300	3,300
35	151-5335-5524.000 Uniforms & Clothing	4,459	563	626	675	675
36	151-5335-5541.000 Subs, Memberships, Dues	280	463	463	475	475
37	151-5335-5542.000 Training/Education	0	292	292	300	300
38	151-5335-5951.000 Contingencies	0	935	935	0	0
39	OPERATING EXPENDITURES	179,793	183,230	184,730	196,849	196,516
<b>CAPITAL</b>						
42	151-5335-5641.000 Capital Outlay	26,734	1,500	0	0	0
43	151-5335-5690.000 Contribution to Capital Replacement Plan	0	0	0	1,850	1,850
44	CAPITAL	26,734	1,500	0	1,850	1,850
46	<b>Totals for dept 5335-RECYCLING OPERATIONS</b>	<b>206,527</b>	<b>184,730</b>	<b>184,730</b>	<b>198,699</b>	<b>198,366</b>
<b>Dept 5779-PARKS &amp; FACILITIES</b>						
<b>OPERATING EXPENDITURES</b>						
50	151-5779-5521.000 Operating Supplies	1,443	3,410	3,410	3,710	3,710
51	OPERATING EXPENDITURES	1,443	3,410	3,410	3,710	3,710
<b>CAPITAL</b>						
54	151-5779-5641.000 Capital Outlay	7,495	6,200	6,200	6,200	6,200
55	151-5779-5690.000 Contribution to Capital Replacement Plan	0	0	0	0	0
56	CAPITAL	7,495	6,200	6,200	6,200	6,200
58	<b>Totals for dept 5779-PARKS &amp; FACILITIES</b>	<b>8,938</b>	<b>9,610</b>	<b>9,610</b>	<b>9,910</b>	<b>9,910</b>
<b>Dept 5881-INTERFUND TRANSFERS</b>						
<b>TRANSFERS OUT</b>						
62	151-5881-5911.000 Operating Transfers Out	209,583	209,583	209,583	209,583	209,583
63	TRANSFERS OUT	209,583	209,583	209,583	209,583	209,583
65	<b>Totals for dept 5881-INTERFUND TRANSFERS</b>	<b>209,583</b>	<b>209,583</b>	<b>209,583</b>	<b>209,583</b>	<b>209,583</b>
67	<b>TOTAL RECYCLING FUND EXPENDITURES</b>	<b>547,317</b>	<b>526,528</b>	<b>526,528</b>	<b>547,417</b>	<b>547,084</b>

## **FIRE RESCUE SPECIAL ASSESSMENT FUND**

The mission of the department is to provide Fire, Emergency Medical Services (EMS), Fire Prevention, and Fire Administration in the most efficient and effective way possible to the citizens of Wilton Manors. Operations are based out of one central fire station located at 533 NE 22 Street. Fort Lauderdale Fire-Rescue provides three (3) Firefighters for an Advanced Life Support (ALS) Engine Company and two (2) Firefighters for an ALS Rescue (EMS). Wilton Manors provides a Fire Marshal / Fire Liaison, a Fire Inspector, and administrative assistance from the Leisure Services and Community Services Departments. The department strives to do this in the following manner:

- Fire Suppression, Rescue (Emergency Medical Services), Hazardous Materials, Mutual Aid Services - Under a contract with the City of Fort Lauderdale Fire-Rescue Department, through the Contract Administrator (Fire Marshal / Fire Liaison).
- Fire Prevention and Life Safety - Under the direction of the Fire Marshal / Fire Liaison, the Fire Prevention Division ensures fire code compliance through inspections, and provides fire cause and origin investigation services in coordination with the State Fire Marshal, and also provides fire public safety education.

**DEPARTMENTAL BUDGET SUMMARY  
FIRE RESCUE ASSESSMENT FUND**

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 75,179	\$ 112,467	\$ 141,554
Personnel Benefits	34,594	65,101	83,226
Operating Expenditures	1,237,106	1,435,229	1,753,791
Capital	3,235	57,500	39,300
Debt Service	-	-	
Depreciation	-	-	
Operating Transfer To Other Funds	206,197	206,197	206,197
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 1,556,311</b>	<b>\$ 1,876,494</b>	<b>\$ 2,224,068</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Community Development Services ( a )	0.10	0.10	0.10	0.10
Fire Chief / Emergency Management Coordinator ( a )	0.70	0.70	0.70	0.70
Business Tax Receipts Officer / Office Manager ( a )	0.15	0.15	0.15	0.15
Community Planning Technician ( a )	0.10	0.10	0.10	0.10
Permit Technician ( a )	0.10	0.10	0.20	0.20
Fire Inspector	1.00	1.00	1.00	1.00
Total Full Time	2.15	2.15	2.25	2.25
Part Time Fire Inspector ( b )	0.00	0.00	0.00	0.00
Total Part Time	0.00	0.00	0.00	0.00
<b>FIRE ASSESSMENT FUND TOTALS</b>	<b>2.15</b>	<b>2.15</b>	<b>2.25</b>	<b>2.25</b>

( a ) Payroll costs are allocated between the Community Development Services Department and the Fire Assessment Fund.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Fund 155 - FIRE ASSESSMENT FUND</b>							
<b>Dept 5223-FIRE PREVENTION</b>							
1	PERSONNEL WAGES						1
2	155-5223-5121.000 SALARIES - FULL TIME	24,050	127,051	111,051	136,204	139,638	2
3	155-5223-5131.000 SALARIES - PART-TIME	49,474	0	0	0	0	3
4	155-5223-5141.000 Overtime	390	0	0	500	500	4
5	155-5223-5151.000 Cellular Phone Stipend	1,080	1,116	1,116	1,116	1,116	5
6	155-5223-5153.000 Assignment Pay	185	0	0	0	0	6
7	155-5223-5232.000 Insurance Opt-Out	0	300	300	300	300	7
8	PERSONNEL WAGES	75,179	128,467	112,467	138,120	141,554	8
10	PERSONNEL BENEFITS						10
11	155-5223-5211.000 FICA	5,392	9,828	9,828	10,543	10,806	11
12	155-5223-5221.000 Pension - WM	20,414	20,306	20,306	24,835	24,835	12
13	155-5223-5222.000 Pension - FRS	5,783	11,009	11,009	19,047	19,296	13
14	155-5223-5231.000 Life & Health Insurance	3,005	23,958	23,958	27,012	28,289	14
15	PERSONNEL BENEFITS	34,594	65,101	65,101	81,437	83,226	15
17	OPERATING EXPENDITURES						17
18	155-5223-5311.000 Professional Services	1,070	26,000	26,000	1,000	1,000	18
19	155-5223-5411.000 Telephone	0	167	167	167	167	19
20	155-5223-5412.000 Postage	504	300	300	300	300	20
21	155-5223-5461.000 Computer Maintenance	2,160	1,200	1,200	1,200	1,200	21
22	155-5223-5462.000 Equipment Maint-Repair	167	300	300	300	300	22
23	155-5223-5463.000 Vehicle Maint-Repair	321	1,500	1,500	1,500	1,500	23
24	155-5223-5464.000 VEHICLE OPERATION-FUEL	1,648	4,000	4,000	2,975	2,975	24
25	155-5223-5465.000 Copy Machine	1,006	3,000	3,000	3,000	3,000	25
26	155-5223-5471.000 Printing & Binding	148	400	400	900	900	26
27	155-5223-5521.000 Operating Supplies	1,325	3,995	3,995	2,000	2,000	27
28	155-5223-5524.000 Uniforms & Clothing	409	1,000	1,000	1,500	1,500	28
29	155-5223-5541.000 Subs, Memberships, Dues	847	1,750	1,750	6,000	6,000	29
30	155-5223-5542.000 Training/Education	0	1,500	1,500	2,000	2,000	30
31	OPERATING EXPENDITURES	9,605	45,112	45,112	22,842	22,842	31
33	CAPITAL						33
34	155-5223-5641.000 Capital Outlay	3,235	57,500	57,500	1,800	1,800	34
35	CAPITAL	3,235	57,500	57,500	1,800	1,800	35
37	<b>Totals for dept 5223-FIRE PREVENTION</b>	<b>122,613</b>	<b>296,180</b>	<b>280,180</b>	<b>244,199</b>	<b>249,422</b>	<b>37</b>
39	<b>Dept 5225-FIRE OPERATIONS</b>						<b>39</b>
40	OPERATING EXPENDITURES						40
41	155-5225-5311.000 Professional Services	11,484	3,000	19,000	3,000	3,000	41
42	155-5225-5312.000 Legal Services	4,362	5,000	5,000	5,000	5,000	42
43	155-5225-5341.000 Contractual Services	1,114,562	1,269,356	1,269,356	1,624,628	1,624,628	43
44	155-5225-5411.000 Telephone	2,201	1,600	1,600	1,600	1,600	44
45	155-5225-5412.000 Postage	120	100	100	100	100	45
46	155-5225-5431.000 Utilities	14,619	12,522	12,522	14,500	14,500	46
47	155-5225-5451.000 Insurance	13,269	10,396	10,396	10,500	8,978	47
48	155-5225-5462.000 Equipment Maint-Repair	1,557	4,400	4,400	4,400	4,400	48
49	155-5225-5463.000 Vehicle Maint-Repair	50	0	0	0	0	49
50	155-5225-5466.000 Building Maintenance	7,388	10,000	10,000	11,000	11,000	50
51	155-5225-5491.000 City Hall Indirect Charges	56,635	55,603	55,603	55,603	55,603	51
52	155-5225-5521.000 Operating Supplies	1,060	1,800	1,800	1,800	1,800	52
53	155-5225-5541.000 Subs, Memberships, Dues	195	340	340	340	340	53
54	OPERATING EXPENDITURES	1,227,502	1,374,117	1,390,117	1,732,471	1,730,949	54
56	CAPITAL						56
57	155-5225-5641.000 Capital Outlay	0	0	0	29,500	29,500	57
58	155-5225-5690.000 Contribution to Capital Replacement Plan	0	0	0	8,000	8,000	58
59	CAPITAL	0	0	0	37,500	37,500	59
61	<b>Totals for dept 5225-FIRE OPERATIONS</b>	<b>1,227,502</b>	<b>1,374,117</b>	<b>1,390,117</b>	<b>1,769,971</b>	<b>1,768,449</b>	<b>61</b>
63	<b>Dept 5881-INTERFUND TRANSFERS</b>						<b>63</b>
64	TRANSFERS OUT						64
65	155-5881-5911.000 Operating Transfers Out	206,197	206,197	206,197	206,197	206,197	65
66	TRANSFERS OUT	206,197	206,197	206,197	206,197	206,197	66
68	<b>Totals for dept 5881-INTERFUND TRANSFERS</b>	<b>206,197</b>	<b>206,197</b>	<b>206,197</b>	<b>206,197</b>	<b>206,197</b>	<b>68</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

		FY2013-14	FY 2014-15 ORIGINAL	FY 2014-15 AMENDED	FY 2015-16 PROPOSED	FY 2015-16 ADOPTED
	GL NUMBER	DESCRIPTION	ACTUAL	BUDGET	BUDGET	BUDGET
70		<b>TOTAL FIRE ASSESSMENT FUND EXPENDITURES</b>	1,556,312	1,876,494	1,876,494	2,220,367
						2,224,068

## **MISCELLANEOUS GRANTS FUND**

This fund's revenues come from grants awarded to the City from federal and state agencies, local governmental entities, and occasionally from private organizations. Grant revenues received may be spent only for purposes specified in the grant agreements and must meet compliance and reporting requirements.

DEPARTMENTAL BUDGET SUMMARY  
Miscellaneous Grants Fund  
Fund 157

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 14,599	\$ 22,288	\$ 35,552
Personnel Benefits	1,361	-	-
Operating Expenditures	72,136	32,372	38,915
Capital	217,800	190,375	152,168
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 305,896</b>	<b>\$ 245,035</b>	<b>\$ 226,635</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Fund 157 - MISCELLANEOUS GRANTS FUND</b>						
<b>Dept 5119-CITY HALL OPERATIONS</b>						
1	OPERATING EXPENDITURES					
2	157-5119-5951.000 Contingencies	0	25,000	25,000	25,000	25,000
3	OPERATING EXPENDITURES	0	25,000	25,000	25,000	25,000
4						
5	<b>Totals for dept 5119-CITY HALL OPERATIONS</b>	0	25,000	25,000	25,000	25,000
6						
7	<b>Dept 5210-Police</b>					
8	OPERATING EXPENDITURES					
9	157-5210-5802.004 Bulletproof Vest Grant Expense	4,925	3,375	3,375	0	0
10	157-5210-5807.008 Metro Broward Drug Task Force	22,578	0	0	13,915	13,915
11	157-5210-5807.009 2012-JAGD-BROW-2-C5-046	3,991	0	0	0	0
12	157-5210-5807.010 2013 JAGD-BROW-4-D8-062	0	3,997	3,997	0	0
13	OPERATING EXPENDITURES	31,494	7,372	7,372	13,915	13,915
14						
15	CAPITAL					
16	157-5210-5808.009 2009 UASI Grant Expenditures	0	0	0	0	0
17	157-5210-5808.010 2011 UASI GRANT EXPENDITURES	22,251	0	0	0	0
18	CAPITAL	22,251	0	0	0	0
19	<b>Totals for dept 5210-Police</b>	53,745	7,372	7,372	13,915	13,915
20						
21	<b>Dept 5221-POLICE SWORN</b>					
22	PERSONNEL WAGES					
23	157-5221-5141.000 EMLEG Grant Overtime	14,599	22,288	22,288	35,552	35,552
24	PERSONNEL WAGES	14,599	22,288	22,288	35,552	35,552
25						
26	PERSONNEL BENEFITS					
27	157-5221-5211.000 EMLEG Grant FICA	1,361	0	0	0	0
28	PERSONNEL BENEFITS	1,361	0	0	0	0
29						
30	OPERATING EXPENDITURES					
31	157-5221-5542.000 EMLEG TRAINING/EDUCATION	1,798	0	0	0	0
32	OPERATING EXPENDITURES	1,798	0	0	0	0
33	<b>Totals for dept 5221-POLICE SWORN</b>	17,758	22,288	22,288	35,552	35,552
34						
35	<b>Dept 5712-Library</b>					
36	CAPITAL					
37	157-5712-5802.001 State Aid to Libraries	15,795	0	0	16,000	16,000
38	CAPITAL	15,795	0	0	16,000	16,000
39	<b>Totals for dept 5712-Library</b>	15,795	0	0	16,000	16,000
40						
41	<b>Dept 5771-LIBRARY</b>					
42	OPERATING EXPENDITURES					
43	157-5771-5521.000 Operating Supplies	799	0	0	0	0
44	OPERATING EXPENDITURES	799	0	0	0	0
45						
46	CAPITAL					
47	157-5771-5641.000 Capital Outlay	0	0	0	80,333	80,333
48	157-5771-5661.000 Capital Outlay - Books	0	0	0	0	0
49	CAPITAL	0	0	0	80,333	80,333
50	<b>Totals for dept 5771-LIBRARY</b>	799	0	0	80,333	80,333
51	<b>Dept 5779-PARKS &amp; FACILITIES</b>					
52	CAPITAL					
53	157-5779-5601.006 CAPITAL OUTLAY - CDBG 38TH YEAR	136,428	0	0	0	0
54	157-5779-5601.007 CDBG 39TH YR EXP	0	67,319	67,319	0	0
55	157-5779-5601.008 CDBG 40TH YR EXP	0	67,221	67,221	0	0
56	157-5779-5601.009 FDEP REC TRAIL PROGRAM EXP	0	55,835	55,835	55,835	55,835
57	157-5779-5630.000 PARKS FOR PEOPLE GRANT PHASE III	72,347	0	0	0	0
58	157-5779-5805.009 TREE TRUST FUND PHASE #4 EXPENDITURE	9,026	0	0	0	0
59	CAPITAL	217,801	190,375	190,375	55,835	55,835
60	<b>Totals for dept 5779-PARKS &amp; FACILITIES</b>	217,801	190,375	190,375	55,835	55,835
61	<b>TOTAL MISCELLANEOUS GRANTS FUND EXPENDITURES</b>	305,898	245,035	245,035	226,635	226,635

## **ROAD IMPROVEMENT FUND**

The revenue from this fund is generated through a State and Local Option Gas Tax. The City uses this money to overlay streets, install traffic calming devices, perform right-of-way grounds maintenance, and for purchasing related right-of-way maintenance equipment, supplies, and materials.

## Road Improvement Fund

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### FY2014-2015 Accomplishments

- Coordinated 2 house demolitions for the Hagen Park expansion.
- Contracted out the first phase of the installation of sidewalks between City Hall and N Dixie Highway, completing the section on NE 21<sup>st</sup> Court from Wilton Drive to NE 20<sup>th</sup> Drive and along NE 20<sup>th</sup> Drive to NE 6<sup>th</sup> Terrace.
- Contracted with the City's consulting engineers for the design and construction management of sidewalks and bike paths on NE 16<sup>th</sup> Avenue from NE 26<sup>th</sup> Street north to the bridge.
- Contracted out thermoplastic striping at 3 intersections and 24 speed humps throughout the City.
- Contracted out replacement of 158 sidewalk planks and 16 trip hazards.
- NE 8<sup>th</sup> Terrace parking lot construction management.

## Road Improvement Fund

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### **FY2015-2016 Goals and Objectives**

#### **Priority Area: Proactive Public Safety**

- Utilize adopted Traffic Calming manual.

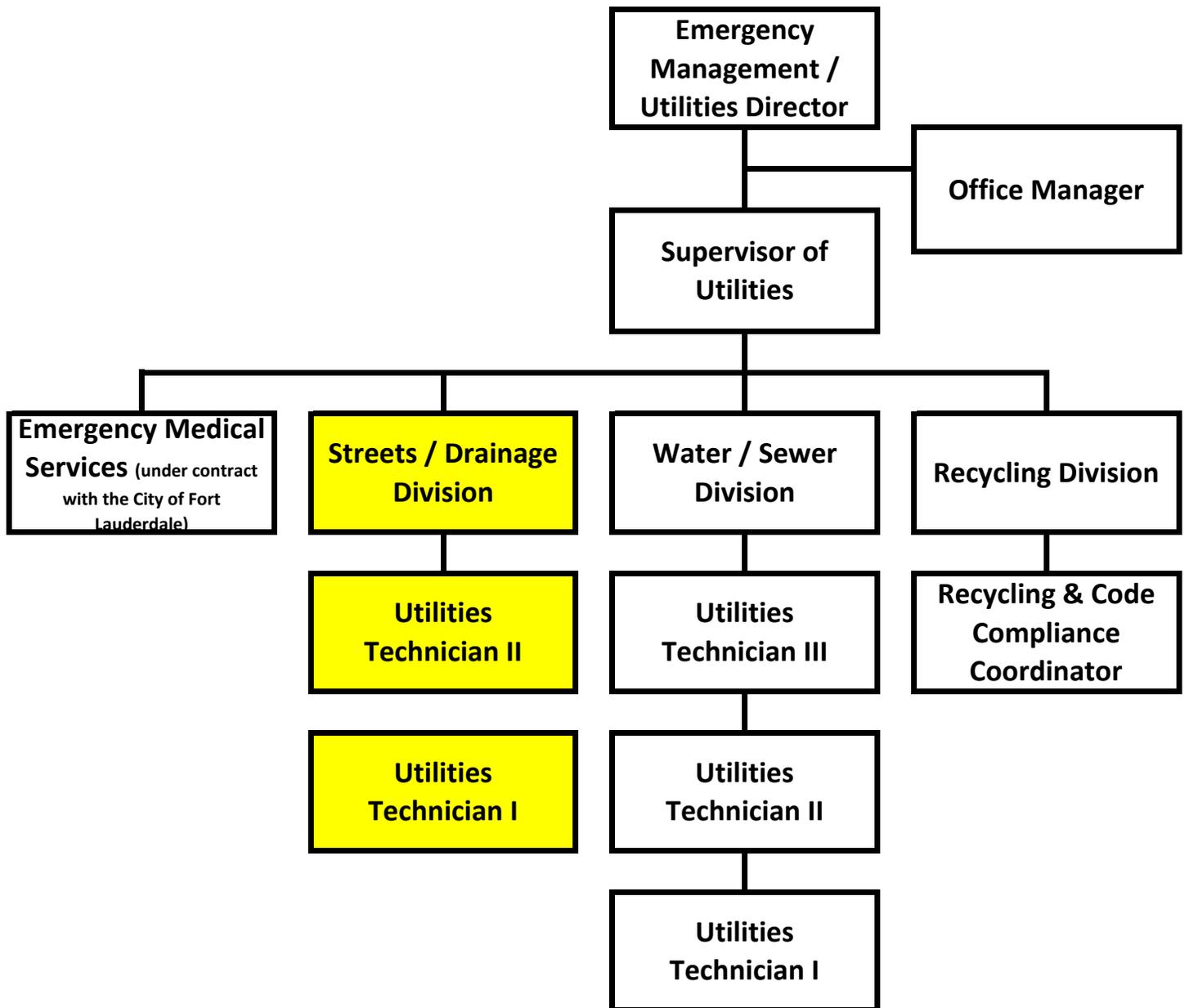
#### **Priority Area: Sound Governance**

- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.
- Continue to act as the liaison for residents’/businesses’ concerns and complaints with FPL, Comcast, AT&T, FDOT and Broward County for issues such as streetlight outages and malfunctions, wire and pole maintenance, traffic signal outages, missing or damaged signage, etc.
- Continue to identify and pursue grant funding to assist in improving and modernizing the City’s network of roads.

#### **Priority Area: Strategic Growth & Redevelopment**

- Contract out the repair of existing deteriorated sidewalks and continue to add sidewalks where necessary.

# Emergency Management / Utilities



DEPARTMENTAL BUDGET SUMMARY  
ROAD IMPROVEMENT FUND

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	97,890	103,775	97,478
Capital	157,360	400,493	165,625
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 255,250</b>	<b>\$ 504,268</b>	<b>\$ 263,103</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Fund 163 - ROAD IMPROVEMENT FUND</b>							
<b>Dept 5441-ROAD IMP/PUBLIC SERVICES</b>							
1	OPERATING EXPENDITURES						1
2	163-5441-5302.000 Road Imprvmnt Operations	37,084	32,481	32,481	36,250	36,250	2
3	163-5441-5491.000 City Hall Indirect Chgs	18,878	18,534	18,534	18,534	18,534	3
4	163-5441-5496.000 Year End Inventory Adjmt	1,507	0	0	0	0	4
5	163-5441-5951.000 Contingencies	2,402	10,597	10,597	0	0	5
6	OPERATING EXPENDITURES	59,871	61,612	61,612	54,784	54,784	6
7							7
8	CAPITAL						8
9	163-5441-5641.000 Capital Outlay	157,360	214,625	400,493	151,625	151,625	9
10	163-5441-5690.000 Contribution to Capital Replacement Plan	0	0	0	14,000	14,000	10
11	CAPITAL	157,360	214,625	400,493	165,625	165,625	11
12							12
13	<b>Totals for dept 5441-ROAD IMP/PUBLIC SERVICES</b>	<b>217,231</b>	<b>276,237</b>	<b>462,105</b>	<b>220,409</b>	<b>220,409</b>	<b>13</b>
14							14
15	<b>Dept 5779-PARKS &amp; FACILITIES</b>						15
16							16
17	OPERATING EXPENDITURES						17
18	163-5779-5341.000 Contractual Services	14,663	19,750	19,750	19,750	19,750	18
19	163-5779-5467.000 Right-of-Way Maintenance	23,355	22,413	22,413	22,944	22,944	19
20	OPERATING EXPENDITURES	38,018	42,163	42,163	42,694	42,694	20
21							21
22	CAPITAL						22
23	163-5779-5641.000 Capital Outlay	0	0	0	0	0	23
24	CAPITAL	0	0	0	0	0	24
25							25
26	<b>Totals for dept 5779-PARKS &amp; FACILITIES</b>	<b>38,018</b>	<b>42,163</b>	<b>42,163</b>	<b>42,694</b>	<b>42,694</b>	<b>26</b>
27							27
28	<b>Dept 5881-INTERFUND TRANSFERS</b>						28
29							29
30	TRANSFERS OUT						30
31	163-5881-5911.000 Operating Transfers Out	0	0	0	0	0	31
32	TRANSFERS OUT	0	0	0	0	0	32
33							33
34	<b>Totals for dept 5881-INTERFUND TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>
35							35
36							36
37	<b>TOTAL ROAD IMPROVEMENT FUND EXPENDITURES</b>	<b>255,249</b>	<b>318,400</b>	<b>504,268</b>	<b>263,103</b>	<b>263,103</b>	<b>37</b>

## **JENADA GATEHOUSE SPECIAL ASSESSMENT FUND**

The Jenada Gatehouse Special Assessment budget provides for the maintenance and utilities of the gatehouse, and is funded by the residents of Jenada Isle through a special assessment.

DEPARTMENTAL BUDGET SUMMARY  
JENADA GATEHOUSE ASSESSMENT

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	6,539	8,162	8,350
Capital	-	10,000	10,000
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 6,539</b>	<b>\$ 18,162</b>	<b>\$ 18,350</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Fund 601 - JENADA SPECIAL ASSESSMENT FUND</b>						
<b>Dept 5440-PUBLIC SERVICES</b>						
1	OPERATING EXPENDITURES					
2	601-5440-5312.000 Legal Services	1,775	2,162	2,162	2,300	2,300
3	601-5440-5466.000 Building Maintenance	4,764	6,000	6,000	6,050	6,050
4	601-5440-5494.000 Miscellaneous Expense	0	0	0	0	0
5	OPERATING EXPENDITURES	6,539	8,162	8,162	8,350	8,350
6						
7	CAPITAL					
8	601-5440-5641.000 Capital Outlay	0	10,000	10,000	10,000	10,000
9	CAPITAL	0	10,000	10,000	10,000	10,000
10						
11	<b>Totals for dept 5440-PUBLIC SERVICES</b>	<b>6,539</b>	<b>18,162</b>	<b>18,162</b>	<b>18,350</b>	<b>18,350</b>
12						
13						
14	<b>TOTAL JENADA SPECIAL ASSESSMENT FUND EXPENDITURES</b>	<b>6,539</b>	<b>18,162</b>	<b>18,162</b>	<b>18,350</b>	<b>18,350</b>

## **WATER & SEWER UTILITIES FUND**

The Emergency Management/Utilities Department is responsible for the water distribution network and the sanitary sewer collection system. The Finance Department is responsible for the preparation and collection of utility bills.

### **WATER DISTRIBUTION**

The City of Wilton Manors receives its water from the City of Fort Lauderdale through a 20 year large user agreement. The water plant named “Five Ash” is located at NW 9<sup>th</sup> Avenue and 38<sup>th</sup> Street, and water is distributed to Wilton Manors through three 8” master meters (similar to a standard house meter but larger) located on NW 9<sup>th</sup> Avenue, N Andrews Avenue and NE 11<sup>th</sup> Avenue. The City of Fort Lauderdale invoices the City of Wilton Manors for the consumption monthly.

The water meter program includes meter reading; meter repairs and replacement; turn ons/off; non-payment tags, leak detection; pressure checks; meter read checks; backflow certification; and general customer complaints response.

The water distribution program includes service line replacement (between the main and meter); fire hydrant flow testing, repair and replacement; installing hydrant isolation valves, exercise hydrants and valves; and painting valve boxes, hydrants and marking locations in street and main line repairs.

The backflow and cross-connection program is a statutory requirement and it is monitored on an annual basis. The Emergency Management/Utilities Department Director is required to sign off on all test and maintenance reports submitted by independent technicians.

### **SEWER COLLECTION**

The City of Wilton Manors contracts with the City of Fort Lauderdale to treat all sewage that is generated in the City of Wilton Manors. Usage is tracked through one sewer meter 16” in diameter, which is located in the City of Oakland Park at NE 16<sup>th</sup> Avenue and 42<sup>nd</sup> Street. This meter is read on a monthly basis for the purposes of billing. After sewage is pumped through the meter, it is sent to a transfer station that pumps it to the George T. Lohmeyer Regional Wastewater Treatment Plant in Port Everglades for the required treatment by DEP.

The sewer lift station program provides continual maintenance to the City's twelve stations. The various internal functions of the stations are monitored via a computerized telemetry system. The telemetry system provides the field personnel with a daily record of these functions. Other elements of this program include the biannual cleaning of the station wet well using a vacuum truck, and repairing/replacing valves, motors, pump parts and electrical panels. Routine lift station maintenance is performed at least once a month.

The lateral repair and replacement program is an on-going project. Sewer laterals are repaired or replaced on an "as-needed" basis. Laterals have been long identified as a major infiltration contributor to the sewer system. System expansion is necessary to provide adequate space for redevelopment.

The grease trap/oil separator inspection program augments the State's program. Grease build-up in a restaurant's trap causes it to overflow into the sanitary sewer system. This will cause main-line clogging and excessive build-up on the wet well walls, both of which require unnecessary cleaning and accelerated maintenance.

The sewer collection system televideo, smoke testing, and sealing programs are designed to address the sewer system's infiltration in aggregate. This program operates on a continuous schedule until the entire system has been televised and repaired. The process addresses main lines as well as the house service laterals.

### **UTILITY BILLING**

Utility Billing is responsible for the timely preparation and distribution of the monthly utility bills for all water, sewer, stormwater, recycling and solid waste customers. Customer service personnel field all utility related inquiries from City residents, and help promote water conservation and participation in the City's recycling program. Responsibilities also include coordinating services with our solid waste hauler, processing utility liens, and maintaining the timely collection of utility payments. The Utility Billing office is located in City Hall and is administered as part of the Finance Department.

## Water & Sewer Utility Fund

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### FY2014-2015 Accomplishments

- Contractors completed the first phase of the valve maintenance program, which also provided GIS locations for each valve. The program is now approximately 75% complete and should be finalized in the next fiscal year.
- Initiated a pilot program to convert a small section of the City's water meters to encoded meters that can be read by a handheld device as the meter reader walks or rides by. This method of reading eliminates the possibility of human error in reading the meter. 160 of the encoded meters were initially purchased and soon will be installed. As it is anticipated that the pilot project will be successful, the Department has budgeted for one-third of the remaining non-encoded meters to be replaced with encoded meters in each of the next three fiscal years, which would mean the entire City would be converted to encoded meters by FY17/18.
- Contracted with the City's consulting engineers for the design and construction management of a water main replacement on NE 3<sup>rd</sup> Avenue.
- Purchased and installed \$10,000 in replacement water meters; this keeps the City's water revenues accurate by replacing aging or defective meters. Aging meters historically "slow down" and under record water consumption.
- Replaced four fire hydrants and twelve water service lines. This saves the City money due to decreased underground water leakage.
- Continued to produce the City's annual Water Quality Report which is mailed with every water bill, posted online and available at City Hall and the Library.
- Completed the annual fire hydrant testing (268 hydrants total), in conjunction with the City's Fire Inspector.
- Upgraded Lift Station #10 from an air bubbler system to a transducer system.

## Water & Sewer Utility Fund

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### **FY2015-2016 Goals and Objectives**

#### **Priority Area: Proactive Public Safety**

- Continue to track waterway pollution prevention activities for the National Pollution Discharge Elimination System (NPDES) program within the City. Such activities include street sweeping, inspecting and cleaning catch basins, canal outfalls and piping, and mandatory sedimentation and erosion control inspections of construction sites.
- Continue to contract out sedimentation and erosion control inspections of construction sites and preparation of the annual National Pollutant Discharge Elimination System (NPDES) annual report.

#### **Priority Area: Sound Governance**

- Continue informing and educating residents through articles for the Town Crier on subjects related to the water, sewer and stormwater systems, garbage, recycling and emergency preparedness. Regular topics include twice-yearly chlorination, annual Household Hazardous Waste Drop-off Event, annual fire hydrant flushing, upcoming projects that may impact traffic or water/sewer service, and educational articles on the effect of illicit discharges on the stormwater system. Some notices may also be communicated through the City's website, other local publications, the City's weekly E-mail Blast, and/or e-mails to neighborhood associations' representatives. During an emergency event, the City's two electronic message boards and the City's radio channel are also used to communicate important information to residents and businesses.
- Maintain a quality water system to the residents and businesses of Wilton Manors by providing accessibility of our department via e-mail, written request, and telephone. Supply our residents with a yearly Consumer Confidence Report which explains the quality of water supplied by the City of Fort Lauderdale.
- Maintain the "Who You Gonna Call?" flyer, both in handout form in the lobby of City Hall and in an interactive format on the City's website.
- Continue with plan reviews for redevelopment and household additions, and inspections of driveways and projects affecting the water and/or sewer system.
- Continue employee training on GIS software for water and sewer maps.
- Continue to identify and pursue grant funding to assist in improving and modernizing the City's water & sewer system.
- Ensure water employees' new State certification (a new State mandate) is maintained by their attendance at training courses offering Continuing Education Hours.

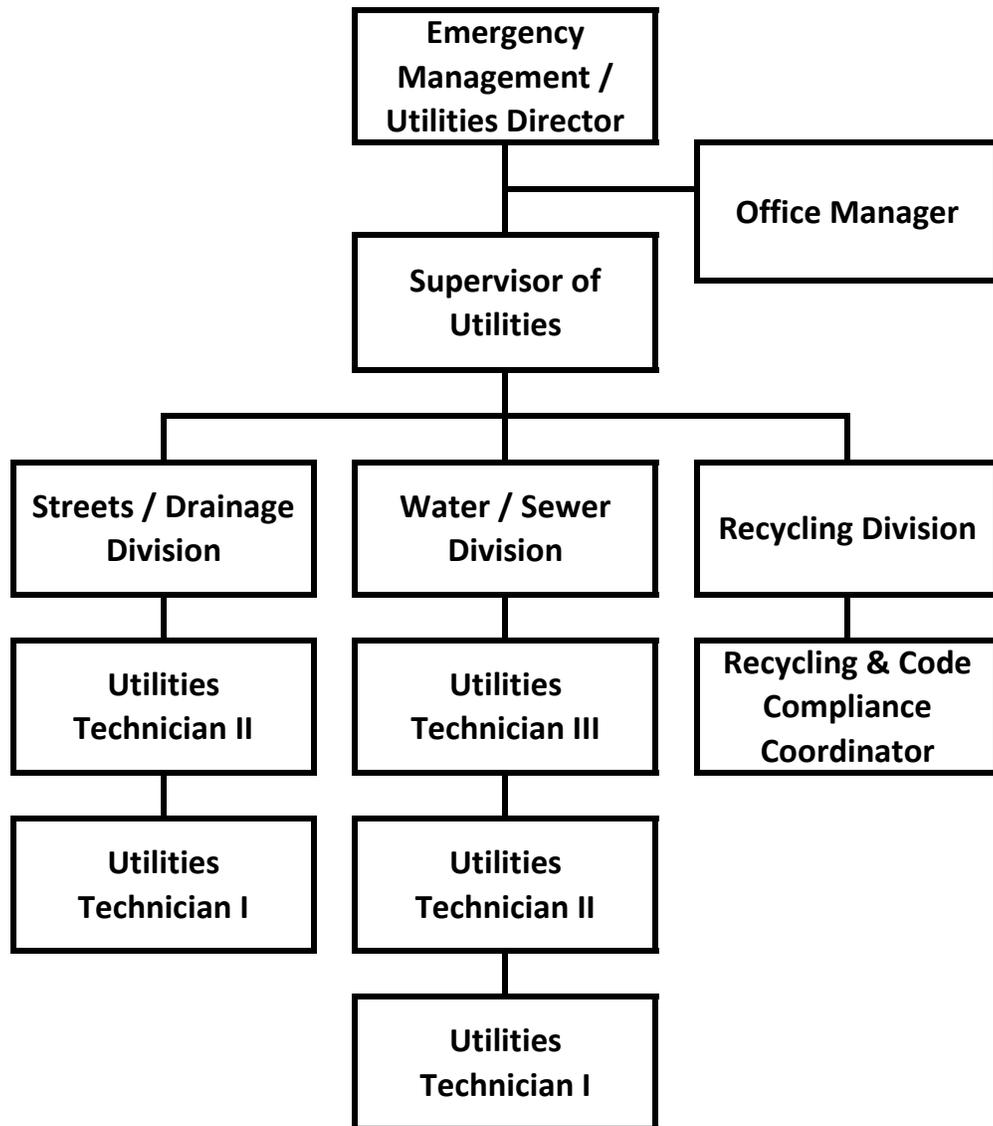
#### **Priority Area: Strategic Growth & Redevelopment**

- Continue with contracting out the installation of encoded water meters which will be read by a handheld device as the meter reader walks by, ensuring an accurate reading by

eliminating the possibility of human error. This is a 3-year project, with 2 years remaining to completion.

- Continue with the City's policy of water meter replacements in cases where the meter has slowed down and has decreased accuracy. It is anticipated that approximately 30 meters will need to be replaced each year.
- Continue with the City's sewer manhole rehabilitation program, which is contracted out and involves the cleaning and recoating of the inside of manholes to prevent leakage and damage from harmful sewer gases.
- Continue with sewer system maintenance, including the cleaning, repairing, sliplining or replacement of deteriorated sewer pipe.
- Maintain sewer inflow and infiltration studies and, by using the latest technology, continue an aggressive program to identify problems in our lateral system and make necessary repairs.
- Due to the size, cost and lifespan of the three new submersible pumps at the new Lift Station 11, continue to fund for replacement of the pumps (3 pumps at a current cost of \$60,000 each = \$180,000 funded over the next 12 years).
- Maintain the City's aging drainage system while adding new systems where flooding occurs due to new construction.
- Continue with drainage system maintenance, including the cleaning, repairing, sliplining or replacement of deteriorated stormwater pipe.
- Maintain the long-term contract with the City of Fort Lauderdale for water purchase and sewer treatment services.
- Continue to contract with BSI Online to maintain the City's state-required quality backflow prevention program which protects our potable water system and customers.

# Emergency Management / Utilities



DEPARTMENTAL BUDGET SUMMARY  
WATER AND SEWER UTILITIES FUND

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 429,191	\$ 471,453	\$ 486,095
Personnel Benefits	243,129	195,837	267,160
Operating Expenditures	3,670,394	3,794,766	3,901,690
Capital	-	1,826,582	1,932,200
Debt Service	156,704	1,302,256	1,284,571
Depreciation	709,720	309,300	752,370
Operating Transfer To Other Funds	1,354,980	1,475,000	1,475,000
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 6,564,118</b>	<b>\$ 9,375,194</b>	<b>\$ 10,099,086</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Emergency Management/Utilities (a)	0.75	0.75	0.75	0.75
Office Manager (b)	0.50	0.50	0.50	0.50
Customer Service Supervisor	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00
Supervisor of Utilities	1.00	1.00	1.00	1.00
Utilities Technician III	1.00	1.00	1.00	1.00
Utilities Technician II	1.00	1.00	1.00	1.00
Utilities Technician I	1.00	1.00	1.00	1.00
Total Full Time	7.25	7.25	7.25	7.25
Part Time Customer Service Representative	0.50	0.50	0.50	0.50
Total Part Time	0.50	0.50	0.50	0.50
<b>UTILITIES FUND TOTALS</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>

(a) This position is allocated between the General Fund and the Utilities Fund.

(b) This position is allocated between the Recycling Fund and the Utilities Fund.

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Fund 401 - WATER AND SEWER UTILITY FUND</b>							
<b>Dept 5330-WATER U/B PERSONNEL</b>							
1	PERSONNEL WAGES						1
2	401-5330-5121.000 SALARIES - FULL TIME	58,460	71,092	71,092	63,547	63,547	2
3	401-5330-5122.000 Curr Lia-Compensated Abs	(7,346)	0	0	0	0	3
4	401-5330-5141.000 Overtime	144	750	750	750	750	4
5	PERSONNEL WAGES	51,258	71,842	71,842	64,297	64,297	5
6							6
7	PERSONNEL BENEFITS						7
8	401-5330-5211.000 FICA	4,247	5,496	5,496	4,919	4,919	8
9	401-5330-5221.000 Pension - WM	11,152	10,734	10,734	11,587	11,587	9
10	401-5330-5222.000 Pension - FRS	2,199	2,610	2,610	2,169	2,169	10
11	401-5330-5231.000 Life & Health Insurance	11,213	5,419	5,419	14,423	14,423	11
12	PERSONNEL BENEFITS	28,811	24,259	24,259	33,098	33,098	12
13							13
14	<b>Totals for dept 5330-WATER U/B PERSONNEL</b>	<b>80,069</b>	<b>96,101</b>	<b>96,101</b>	<b>97,395</b>	<b>97,395</b>	<b>14</b>
15							15
16	<b>Dept 5331-SEWER U/B PERSONNEL</b>						
17							17
18	PERSONNEL WAGES						18
19	401-5331-5121.000 SALARIES - FULL TIME	56,404	71,092	71,092	63,547	63,547	19
20	401-5331-5122.000 Curr Lia-Compensated Abs	(7,346)	0	0	0	0	20
21	401-5331-5141.000 Overtime	144	750	750	750	750	21
22	401-5331-5151.000 Cellular Phone Stipend	0	0	0	0	0	22
23	PERSONNEL WAGES	49,202	71,842	71,842	64,297	64,297	23
24							24
25	PERSONNEL BENEFITS						25
26	401-5331-5211.000 FICA	4,333	5,496	5,496	4,919	4,919	26
27	401-5331-5221.000 Pension - WM	11,152	10,734	10,734	11,587	11,587	27
28	401-5331-5222.000 Pension - FRS	2,199	2,610	2,610	2,169	2,169	28
29	401-5331-5231.000 Life & Health Insurance	11,217	5,419	5,419	14,423	14,423	29
30	PERSONNEL BENEFITS	28,901	24,259	24,259	33,098	33,098	30
31							31
32	<b>Totals for dept 5331-SEWER U/B PERSONNEL</b>	<b>78,103</b>	<b>96,101</b>	<b>96,101</b>	<b>97,395</b>	<b>97,395</b>	<b>32</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5332-SEWER OPERATIONS</b>							
1	PERSONNEL WAGES						1
2	401-5332-5121.000 SALARIES - FULL TIME	209,394	203,216	203,216	218,178	218,178	2
3	401-5332-5122.000 Curr Lia-Compensated Abs	(9,982)	0	0	0	0	3
4	401-5332-5141.000 Overtime	8,265	10,400	10,400	10,400	10,400	4
5	401-5332-5151.000 Cellular Phone Stipend	2,475	1,673	1,673	1,440	1,440	5
6	401-5332-5154.000 Duty Pay	5,014	5,850	5,850	7,800	7,800	6
7	401-5332-5157.000 TAX EQUITY STIPENDS	688	563	563	750	750	7
8	PERSONNEL WAGES	215,854	221,702	221,702	238,568	238,568	8
9							9
10	PERSONNEL BENEFITS						10
11	401-5332-5211.000 FICA	17,303	16,960	16,960	18,193	18,193	11
12	401-5332-5221.000 Pension - WM	32,550	32,603	32,603	39,784	39,784	12
13	401-5332-5222.000 Pension - FRS	9,941	10,841	10,841	11,790	11,790	13
14	401-5332-5231.000 Life & Health Insurance	63,205	45,318	45,318	62,919	62,919	14
15	PERSONNEL BENEFITS	122,999	105,722	105,722	132,686	132,686	15
1	OPERATING EXPENDITURES						1
2	401-5332-5311.000 Professional Services	0	781	781	800	800	2
3	401-5332-5312.000 Legal Services	4,750	5,000	5,000	5,000	5,000	3
4	401-5332-5321.000 Audit & Accounting	11,000	11,100	11,100	11,100	11,100	4
5	401-5332-5341.000 Contractual Services	10,199	7,194	7,194	7,194	7,194	5
6	401-5332-5342.000 Contractual - Waste Water	1,086,559	1,052,196	1,052,196	1,100,000	1,100,000	6
7	401-5332-5401.000 Meetings & Conferences	6	1,171	1,171	1,200	1,200	7
8	401-5332-5411.000 Telephone	2,918	1,735	1,735	2,700	2,700	8
9	401-5332-5412.000 Postage	12,499	14,100	14,100	14,100	14,100	9
10	401-5332-5431.000 Utilities	67,241	62,482	62,482	62,482	62,482	10
11	401-5332-5451.000 Insurance	12,010	22,666	22,666	22,683	19,811	11
12	401-5332-5461.000 Computer Maintenance	14,645	7,510	7,510	7,693	7,693	12
13	401-5332-5462.000 Equipment Maint-Repair	8,723	8,932	8,932	9,000	9,000	13
14	401-5332-5463.000 Vehicle Maint-Repair	6,204	3,895	3,895	5,100	5,100	14
15	401-5332-5464.000 VEHICLE OPERATION-FUEL	8,098	9,860	9,860	7,608	7,608	15
16	401-5332-5466.000 Building Maintenance	3,088	2,928	2,928	3,000	3,000	16
17	401-5332-5469.000 System Maintenance	30,916	32,215	32,215	33,000	33,000	17
18	401-5332-5471.000 Printing & Binding	1,866	976	976	1,000	1,000	18
19	401-5332-5491.000 City Hall Indirect Chgs	141,587	139,007	138,207	138,207	138,207	19
20	401-5332-5511.000 Office Supplies	1,270	1,465	1,465	1,500	1,500	20
21	401-5332-5521.000 Operating Supplies	3,799	2,928	2,928	3,000	3,000	21
22	401-5332-5524.000 Uniforms & Clothing	1,019	645	1,445	1,845	1,845	22
23	401-5332-5541.000 Subs, Memberships, Dues	981	1,281	1,281	1,312	1,312	23
24	401-5332-5542.000 Training/Education	1,279	6,248	15,969	9,400	9,400	24
25	401-5332-5544.000 TUITION REIMBURSEMENT	0	0	0	350	350	25
26	401-5332-5951.000 Contingencies	0	0	0	0	0	26
27	OPERATING EXPENDITURES	1,430,657	1,396,315	1,406,036	1,449,274	1,446,402	27
28							28
29	CAPITAL						29
30	401-5332-5690.000 Contribution to Capital Replacement Plan	0	0	0	31,500	31,500	30
31	401-5332-5954.000 Conting -Cap/Equipment	0	0	0	25,000	25,000	31
32	401-5332-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	638,241	820,996	964,900	964,900	32
33	CAPITAL	0	638,241	820,996	1,021,400	1,021,400	33
34							34
35	DEBT SERVICE						35
36	401-5332-5701.000 Debt Service	97,808	758,292	758,292	740,912	740,912	36
37	401-5332-5702.000 DEBT ISSUANCE COSTS	0	0	0	0	0	37
38	DEBT SERVICE	97,808	758,292	758,292	740,912	740,912	38
39							39
40	DEPRECIATION						40
41	401-5332-5992.000 DEPRECIATION EXPENSE	1,009	0	0	0	0	41
42	401-5332-5994.000 Dep Exp-Furn & Equipment	14,943	140,000	140,000	17,363	17,363	42
43	401-5332-5995.000 Depr Exp - Sewer	191,363	56,000	56,000	209,735	209,735	43
44	401-5332-5997.000 Dep Exp - Sys Imp Proj	239,484	22,800	22,800	247,897	247,897	44
45	DEPRECIATION	446,799	218,800	218,800	474,995	474,995	45
46							46
47	<b>Totals for dept 5332-SEWER OPERATIONS</b>	<b>2,314,117</b>	<b>3,339,072</b>	<b>3,531,548</b>	<b>4,057,835</b>	<b>4,054,963</b>	<b>47</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET	
<b>Dept 5333-WATER OPERATIONS</b>							
1	PERSONNEL WAGES						1
2	401-5333-5121.000 SALARIES - FULL TIME	114,986	99,656	99,656	111,983	111,983	2
3	401-5333-5122.000 Curr Lia-Compensated Abs	(7,186)	0	0	0	0	3
4	401-5333-5141.000 Overtime	3,162	3,500	3,500	3,600	3,600	4
5	401-5333-5151.000 Cellular Phone Stipend	45	773	773	750	750	5
6	401-5333-5154.000 Duty Pay	1,872	1,950	1,950	2,600	2,600	6
7	401-5333-5157.000 TAX EQUITY STIPENDS	0	188	188	0	0	7
8	PERSONNEL WAGES	112,879	106,067	106,067	118,933	118,933	8
9							9
10	PERSONNEL BENEFITS						10
11	401-5333-5211.000 FICA	7,530	8,114	8,114	9,156	9,156	11
12	401-5333-5221.000 Pension - WM	16,261	16,136	16,136	20,419	20,419	12
13	401-5333-5222.000 Pension - FRS	8,085	9,381	9,381	10,203	10,203	13
14	401-5333-5231.000 Life & Health Insurance	30,542	7,966	7,966	28,500	28,500	14
15	PERSONNEL BENEFITS	62,418	41,597	41,597	68,278	68,278	15
16							16
17	OPERATING EXPENDITURES						17
18	401-5333-5311.000 Professional Services	1,469	634	634	1,500	1,500	18
19	401-5333-5312.000 Legal Services	4,750	5,000	5,000	5,000	5,000	19
20	401-5333-5321.000 Audit & Accounting	11,000	11,100	11,100	11,100	11,100	20
21	401-5333-5341.000 Contractual Services	40,953	23,502	25,002	23,502	23,502	21
22	401-5333-5401.000 Meetings & Conferences	0	2,048	2,048	2,100	2,100	22
23	401-5333-5411.000 Telephone	1,038	830	830	830	830	23
24	401-5333-5412.000 Postage	12,820	14,100	14,100	13,200	13,200	24
25	401-5333-5432.000 Water Purchases	1,936,392	2,100,000	2,100,000	2,163,000	2,163,000	25
26	401-5333-5451.000 Insurance	8,007	16,927	16,927	16,943	14,071	26
27	401-5333-5461.000 Computer Maintenance	16,245	8,500	8,500	10,836	10,836	27
28	401-5333-5462.000 Equipment Maint-Repair	2,887	2,682	2,682	2,950	2,950	28
29	401-5333-5463.000 Vehicle Maint-Repair	4,563	2,617	2,617	8,800	8,800	29
30	401-5333-5464.000 VEHICLE OPERATION-FUEL	5,235	8,631	8,631	6,372	6,372	30
31	401-5333-5466.000 Building Maintenance	693	0	0	0	0	31
32	401-5333-5469.000 System Maintenance	24,903	20,969	27,269	23,600	23,600	32
33	401-5333-5471.000 Printing & Binding	2,495	731	731	750	750	33
34	401-5333-5491.000 City Hall Indirect Chgs	141,587	139,007	139,007	139,007	139,007	34
35	401-5333-5496.000 Year End Inventory Adjmt	16,347	0	0	0	0	35
36	401-5333-5511.000 Office Supplies	1,002	1,170	1,170	1,200	1,200	36
37	401-5333-5521.000 Operating Supplies	4,925	4,763	4,763	4,800	4,800	37
38	401-5333-5524.000 Uniforms & Clothing	1,259	1,480	1,480	1,320	1,320	38
39	401-5333-5541.000 Subs, Memberships, Dues	763	1,780	1,780	1,825	1,825	39
40	401-5333-5542.000 Training/Education	405	2,535	10,530	6,400	6,400	40
41	401-5333-5544.000 TUITION REIMBURSEMENT	0	0	0	350	350	41
42	401-5333-5951.000 Contingencies	0	3,929	3,929	7,031	12,775	42
43	401-5333-5991.000 Contingency - Fund Balance	0	0	0	0	0	43
44	OPERATING EXPENDITURES	2,239,738	2,372,935	2,388,730	2,452,416	2,455,288	44
45							45
46	CAPITAL						46
47	401-5333-5690.000 Contribution to Capital Replacement Plan	0	0	0	31,500	31,500	47
48	401-5333-5954.000 Conting -Cap/Equipment	0	0	0	25,000	25,000	48
49	401-5333-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	770,691	1,005,586	854,300	854,300	49
50	CAPITAL	0	770,691	1,005,586	910,800	910,800	50
51							51
52	DEBT SERVICE						52
53	401-5333-5701.000 Debt Service	58,897	543,964	543,964	543,659	543,659	53
54	DEBT SERVICE	58,897	543,964	543,964	543,659	543,659	54
55							55
56	DEPRECIATION						56
57	401-5333-5992.000 DEPRECIATION EXPENSE	1,125	0	0	0	0	57
58	401-5333-5993.000 Dep Exp -System & Improvements	194,940	0	0	194,834	194,834	58
59	401-5333-5994.000 Dep Exp - Fire Hydrants	7,322	46,000	46,000	12,853	12,853	59
60	401-5333-5995.000 Dep Exp - Autos & Trucks	3,701	3,600	3,600	10,320	10,320	60
61	401-5333-5996.000 Dep Exp - Furn & Equipment	24,198	5,900	5,900	23,623	23,623	61
62	401-5333-5997.000 Dep Exp - Sys Imp Proj	29,891	35,000	35,000	34,000	34,000	62
63	401-5333-5998.000 Dep Exp - Buildings	1,745	0	0	1,745	1,745	63
64	DEPRECIATION	262,922	90,500	90,500	277,375	277,375	64
65							65
66	<b>Totals for dept 5333-WATER OPERATIONS</b>	<b>2,736,854</b>	<b>3,925,754</b>	<b>4,176,444</b>	<b>4,371,461</b>	<b>4,374,333</b>	66
67							67
68							68
69	Dept 5881-INTERFUND TRANSFERS						69
70	TRANSFERS OUT						70
71	401-5881-5911.000 Operating Transfers Out	1,354,980	1,475,000	1,475,000	1,475,000	1,475,000	71
72	TRANSFERS OUT	1,354,980	1,475,000	1,475,000	1,475,000	1,475,000	72
73							73
74	<b>Totals for dept 5881-INTERFUND TRANSFERS</b>	<b>1,354,980</b>	<b>1,475,000</b>	<b>1,475,000</b>	<b>1,475,000</b>	<b>1,475,000</b>	74
75							75
76	<b>TOTAL WATER AND SEWER UTILITY FUND EXPENDITURES</b>	<b>6,564,123</b>	<b>8,932,028</b>	<b>9,375,194</b>	<b>10,099,086</b>	<b>10,099,086</b>	76

## **PARKING FUND**

The City is committed to increasing the amount of parking available to citizens patronizing the businesses in the Arts & Entertainment District along Wilton Drive.

In 2007 the City installed parking paystations at Richardson and Hagen Park parking lots and began to charge for parking during peak evening hours. In 2010 the City's parking program was expanded to include on-street meters along Wilton Drive and connecting side streets. Hours for paid parking at these meters were also expanded.

In May, 2014 the City opened a new 42-space parking lot on the corner of NE 8<sup>th</sup> Terrace and NE 26<sup>th</sup> Street as part of its commitment to increase parking to serve the north end of Wilton Drive. The City is pursuing the purchase of land for the construction of a second parking lot to serve this area.

Through FY12 the parking program was accounted for in the General Fund. In FY13 a new Parking Fund was established to account for all revenues and expenditures of the parking program. Revenue for this enterprise fund is generated through user fees from parking meter and permit payment, and fines and forfeitures from parking citations.

Management of the City's parking program is contracted out to a commercial vendor. The City's Finance Director acts as Parking Contract Administrator.

## Finance Department – Parking Division

### **FY2014-2015 Accomplishments**

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- Continued to account for parking activities in the new Parking enterprise fund.
- Assisted with construction, opening, and operation of the new parking lot on NE 8<sup>th</sup> Terrace, adding 42 additional parking spaces to the north end of Wilton Drive.
- Coordinated installation of additional parking signage throughout the Arts & Entertainment district.
- Daily oversight of parking issues with the City's parking contractor.
- Responded to and resolved citizen complaints regarding parking.
- Assisted with a parking plan for the Wicked Manors Festival and Stonewall Street Festival.
- Continued to assist the staff of the City of Midland Texas with information about our parking program.
- Wrote articles for public awareness of the parking program for the City's website, Town Crier, and Island City News.
- Kept updated the Parking pages on the City's website.

### **FY2015-2016 Goals and Objectives**

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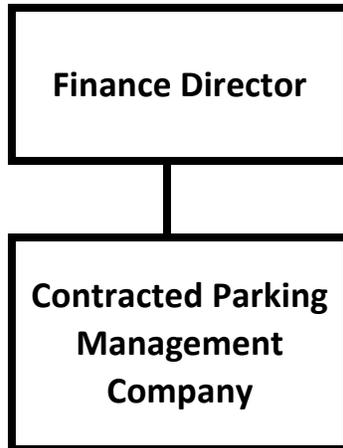
#### **Priority Area: Sound Governance**

**Goal: Parking** – Manage the existing parking program effectively and efficiently; work to expand parking opportunities in the City.

#### **Objectives:**

1. Continue to manage the contractual relationship with the parking management company.
2. Relocate the parking office to a city-owned facility.
3. Construct one additional parking lot to serve the north end of Wilton Drive
4. Add additional parking spaces where safe and feasible
5. Increase the collection rate of parking citations by contracting with a reputable collection agency experienced in the sensitive and responsible collection of governmental accounts.
6. Begin the process to develop a parking master plan.
7. Increase the price of metered parking from \$1.00 per hour to \$1.50 per hour.
8. Develop a plan for replacing existing metering equipment with more advanced technology.

# Parking



DEPARTMENTAL BUDGET SUMMARY  
PARKING FUND

Type of Budgeted Expenditure	FY13-14 Actual Expenditures	FY14-15 Amended Budget	FY15-16 Adopted Budget
Personnel Wages	\$ 21,426	\$ 22,306	\$ 5,928
Personnel Benefits	10,865	6,908	3,240
Operating Expenditures	394,387	383,875	438,529
Capital	-	310,000	352,500
Debt Service	27,230	111,944	110,455
Depreciation	36,781	36,400	43,198
Operating Transfer To Other Funds	46,732	-	-
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 537,421</b>	<b>\$ 871,433</b>	<b>\$ 953,850</b>

PERSONNEL POSITIONS	Fiscal Year 14-15		Fiscal Year 15-16	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Finance Director ( a )	0.2	0.20	0.05	0.05
Total Full Time	0.2	0.20	0.05	0.05
<b>PARKING FUND TOTALS</b>	<b>0.2</b>	<b>0.20</b>	<b>0.05</b>	<b>0.05</b>

**CITY OF WILTON MANORS  
BUDGET EXPENDITURE DETAIL  
FISCAL YEAR 2015-2016 BUDGET**

GL NUMBER	DESCRIPTION	FY2013-14 ACTUAL	FY 2014-15 ORIGINAL BUDGET	FY 2014-15 AMENDED BUDGET	FY 2015-16 PROPOSED BUDGET	FY 2015-16 ADOPTED BUDGET
<b>Fund 406 - PARKING FUND</b>						
<b>Dept 5450-PARKING</b>						
1	PERSONNEL WAGES					1
2	406-5450-5121.000 SALARIES - FULL TIME	21,045	22,248	22,248	5,892	5,892
3	406-5450-5122.000 Curr Lia-Compensated Abs	237	0	0	0	0
4	406-5450-5151.000 Cell Phone Stipend	144	58	58	36	36
5	PERSONNEL WAGES	21,426	22,306	22,306	5,928	5,928
6						
7	PERSONNEL BENEFITS					
8	406-5450-5211.000 FICA	1,611	1,706	1,706	453	453
9	406-5450-5221.000 Pension - WM	3,546	0	0	1,074	1,074
10	406-5450-5222.000 Pension - FRS	3,801	4,809	4,809	1,256	1,256
11	406-5450-5231.000 Life & Health Insurance	1,906	393	393	457	457
12	PERSONNEL BENEFITS	10,864	6,908	6,908	3,240	3,240
13						
14	OPERATING EXPENDITURES					
15	406-5450-5311.000 Professional Services	0	0	0	15,000	15,000
16	406-5450-5312.000 Legal Services	2,028	0	0	0	0
17	406-5450-5341.000 Contractual Services	349,648	340,818	29,080	32,700	32,700
18	406-5450-5343.000 Contractual Services - Management Co.	0	0	311,738	332,335	332,335
19	406-5450-5401.000 Meetings & Conferences	0	783	783	800	800
20	406-5450-5431.000 Utilities	1,175	1,200	1,200	1,560	1,560
21	406-5450-5451.000 Insurance	8,007	206	206	600	600
22	406-5450-5461.000 Computer Maintenance	0	979	979	500	500
23	406-5450-5462.000 Equipment Maint-Repair	130	979	979	1,000	1,000
24	406-5450-5467.001 GROUNDS MAINTENANCE	1,125	5,432	5,432	5,000	5,000
25	406-5450-5491.000 City Hall Indirect Charges	28,317	27,801	27,801	27,801	27,801
26	406-5450-5511.000 Office Supplies	360	489	489	500	500
27	406-5450-5521.000 Operating Supplies	3,517	4,894	4,894	5,000	5,000
28	406-5450-5541.000 Subs, Memberships, Dues	80	294	294	300	300
29	406-5450-5951.000 Contingencies	0	0	0	15,433	15,433
30	OPERATING EXPENDITURES	394,387	383,875	383,875	438,529	438,529
31						
32	CAPITAL					
33	406-5450-5690.000 Contribution to Capital Replacement Plan	0	0	0	27,000	27,000
34	406-5450-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	310,000	310,000	325,500	325,500
35	CAPITAL	0	310,000	310,000	352,500	352,500
36						
37	DEBT SERVICE					
38	406-5450-5711.000 Principal Payments	0	86,974	86,974	83,337	83,337
39	406-5450-5721.000 Interest Payments	27,230	24,970	24,970	27,118	27,118
40	DEBT SERVICE	27,230	111,944	111,944	110,455	110,455
41						
42	TRANSFERS OUT					
43	406-5450-5911.000 Operating Transfers Out	0	0	0	0	0
44	TRANSFERS OUT	0	0	0	0	0
45						
46	DEPRECIATION					
47	406-5450-5591.009 Depreciation - Parking System	36,351	0	0	7,272	7,272
48	406-5450-5992.000 DEPRECIATION EXPENSE	430	36,400	36,400	35,926	35,926
49	DEPRECIATION	36,781	36,400	36,400	43,198	43,198
50						
51	<b>Totals for dept 5450-PARKING</b>	<b>490,688</b>	<b>871,433</b>	<b>871,433</b>	<b>953,850</b>	<b>953,850</b>
52						
53	<b>Dept 5881-INTERFUND TRANSFERS</b>					
54						
55	TRANSFERS OUT					
56	406-5881-5911.000 Operating Transfers Out	46,732	0	0	0	0
57	TRANSFERS OUT	46,732	0	0	0	0
58						
59	<b>Totals for dept 5881-INTERFUND TRANSFERS</b>	<b>46,732</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
60						
61						
62	<b>TOTAL PARKING FUND EXPENDITURES</b>	<b>537,420</b>	<b>871,433</b>	<b>871,433</b>	<b>953,850</b>	<b>953,850</b>

## **DRAINAGE UTILITY FUND**

The stormwater system rehabilitation program consists of replacing outdated catch basins as well as the associated undersized drainage pipes. The program also addresses the continuing maintenance of the network such as cleaning debris out of the catch basins and associated piping, the repair of broken or cracked pipes, and addressing the quality of water entering canals. The City is a co-permittee in Broward County Inter-local Agreement NPDES-00016 for state-mandated maintenance activities and sediment control standards in the City's waterways, thereby reducing the amount of sediment entering the City's drainage system and waterways.

## Drainage Utility Fund

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### **FY2014-2015 Accomplishments**

- Completed 9 swale redevelopments at properties throughout the City. There is 1 swale remaining on our list to complete and no new addresses are being added as the program has been terminated.
- Continued required National Pollutant Discharge Elimination System (“NPDES”) reporting.
- Contracted out drainage work at NW 21<sup>st</sup> Street & NW 3<sup>rd</sup> Avenue, NE 26<sup>th</sup> Street & NE 7<sup>th</sup> Terrace, and NE 29<sup>th</sup> Street & NE 1<sup>st</sup> Terrace, to prevent and/or repair storm sewer collapses.

## Drainage Utility Fund

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### **FY2015-2016 Goals and Objectives**

#### **Priority Area: Sound Governance**

- Continue informing and educating residents through articles for the Town Crier on subjects related to stormwater systems.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.
- Continue to identify and pursue grant funding to assist in improving and modernizing the City’s stormwater system.
- Continue to track waterway pollution prevention activities for the National Pollution Discharge Elimination System (NPDES) program within the City. Such activities include street sweeping, inspecting and cleaning catch basins, canal outfalls and piping, and mandatory sedimentation and erosion control inspections of construction sites.
- Continue to contract out sedimentation and erosion control inspections of construction sites and preparation of the annual National Pollutant Discharge Elimination System (NPDES) annual report to Chen Moore & Associates.

#### **Priority Area: Strategic Growth & Redevelopment**

- Maintain the City’s drainage system while adding new systems where flooding occurs due to new construction which decreases the amount of pervious area in the City.
- Continue with drainage system maintenance, including the cleaning, repairing, sliplining or replacement of deteriorated stormwater pipe.



## **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

**FY2015/16 – FY2019/20**



## **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

As part of the City's continuing compliance with the comprehensive plan requirements of the State Growth Management Act, City staff has prepared the following five year capital improvement program (CIP). These budget projections represent an overview of anticipated capital expenditures in years to come and serve as a guide for the City in developing proposed programs and operations as funding sources become available. The CIP concentrates on the development of a long-range framework in which physical projects may be planned while, at the same time, implementing projects within the City's financial capabilities. Since the City's funding capability for major capital programs is severely limited, staff will continue to formulate suggestions and recommendations relative to potential funding sources.

The purpose of the Capital Improvement Program includes the development of a long-range framework in which projects are planned, evaluated, and presented in an order of sequence; the coordination of the capital related projects of the City departments to ensure equitable distributions of projects with regard to the needs of the community, the timing of related projects, and the fiscal ability of the City to undertake the projects; and the assistance of City staff and City Commission members in the determination of project requests and funding with regard to short and long-range plans; and the provision of information regarding the planned capital projects to the residents of the City of Wilton Manors.

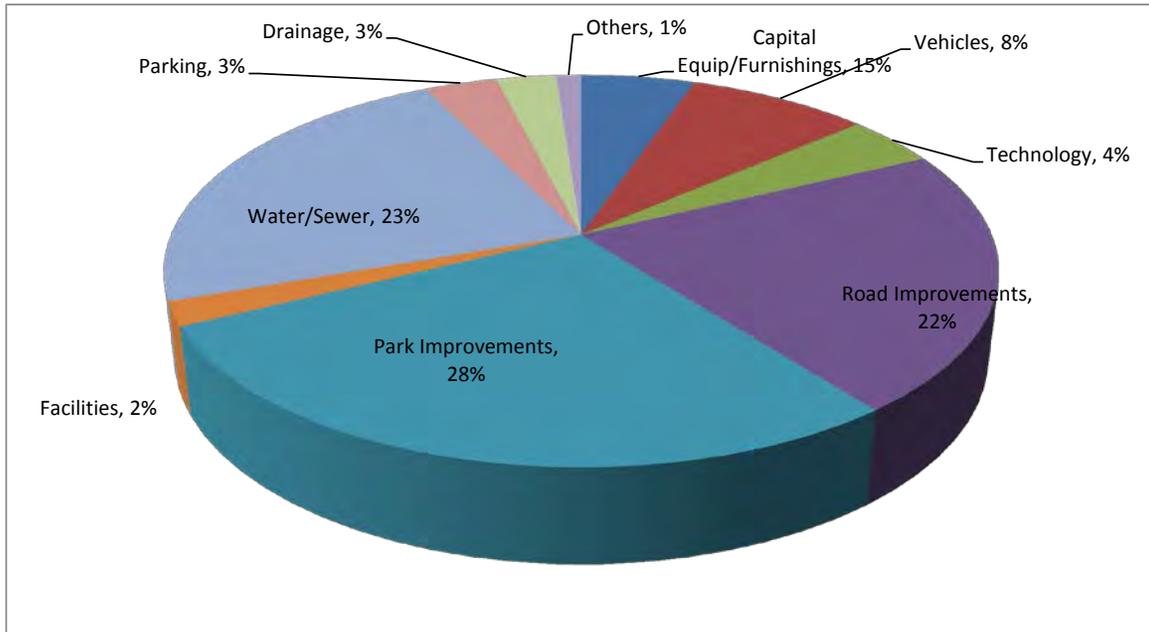
A Capital improvement is defined as a capital expenditure of \$500 or more, resulting in the acquisition, improvement or addition to fixed assets in the form of land, building or improvements, more or less permanent in character, and durable equipment with a life expectancy of more than one (1) year.

## **CAPITAL IMPROVEMENT PROGRAM 2015-2016 HIGHLIGHTS**

- Provides funding to replace ten (10) vehicles for the Police Department to continue to provide high quality and effective police services.
- Provides funding for road maintenance projects that total \$152,000.
- Provides funding for completion of the encoded water meter Project. This non-recurring capital expense upgrades the water meters from a manual system to an automatic meter reading (AMR) system. This project does not require additional personnel nor increase in operating expenses more than what is required by the current system. This new system is expected to increase productivity of the meter readers and enhance accuracy of the billing process.
- Funding for Lift Station #3 force main replacement and Lift Station 6 rehabilitation.
- Funding for renovation of the Richardson Carriage House. For the next five years, this non-recurring capital expenditure is expected to raise approximately \$2,000 in annual rental fees and requires \$500 in operating expenses.
- Funding towards the purchase of land for a new parking lot for the north end of Wilton Drive.
- Grant funding for expansion of basketball court and construction of a pavilion at Island City Park Preserve Park.
- Funding for upgrade/reinforcing of the Colohatchee boardwalk.
- Ensures that the tools of production, vehicles, equipment and technology, are available for City operations.

**CITY OF WILTON MANORS  
CAPITAL IMPROVEMENT PLAN SUMMARY  
FY2016 - FY2020**

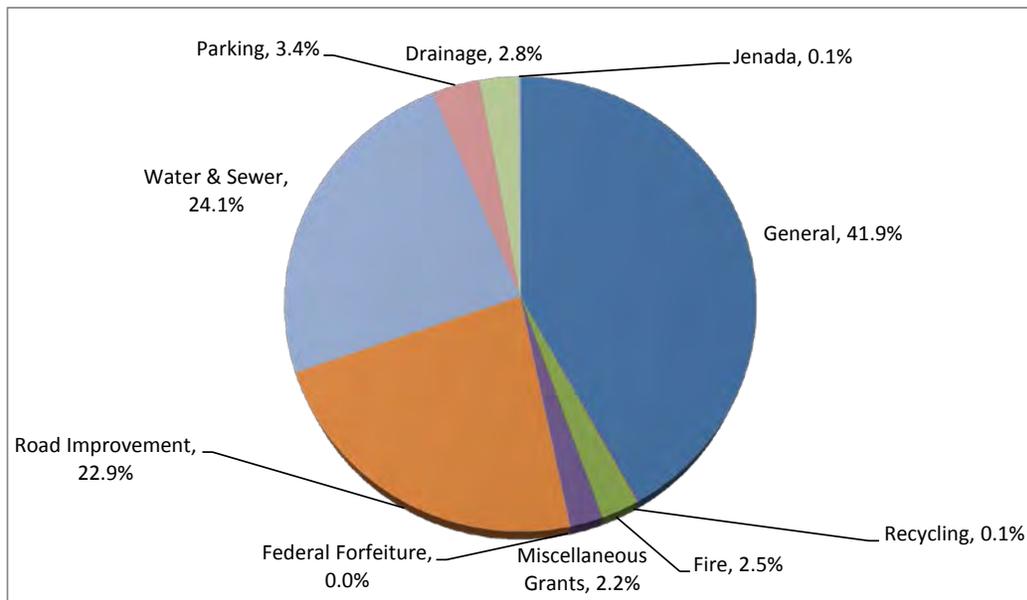
Category/Projects	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	Total
Capital Equipment/Furnishings	\$ 65,750	\$ 245,899	\$ 160,000	\$ 40,000	\$ -	\$ 511,649
Vehicles	373,077	433,335	-	-	-	806,412
Technology	110,525	289,867	2,700	2,900	1,900	407,892
Road Improvements	151,625	115,000	1,336,560	285,000	205,000	2,093,185
Park Improvements	252,328	711,759	528,665	876,165	347,500	2,716,417
Facilities	52,600	139,000	-	-	-	191,600
Water/Sewer	1,753,000	175,000	100,000	100,000	100,000	2,228,000
Parking	325,500	-	-	-	-	325,500
Drainage	68,000	50,000	50,000	50,000	50,000	268,000
Others	5,000	23,160	28,000	28,000	28,000	112,160
<b>TOTAL</b>	<b>\$ 3,157,405</b>	<b>\$ 2,183,020</b>	<b>\$ 2,205,925</b>	<b>\$ 1,382,065</b>	<b>\$ 732,400</b>	<b>\$ 9,660,815</b>



**CITY OF WILTON MANORS  
CAPITAL IMPROVEMENT PLAN SUMMARY  
FY2016 - FY2020**

<b>Funding</b>	<b>FY2015-16</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>Total</b>
General revenue sources	\$ 621,153	\$ 780,615	\$ 532,620	\$ 922,065	\$ 272,400	\$ 3,128,853
Grant Revenue	127,168	942,405	1,171,560	-	-	2,241,133
Water & Sewer Transfer	-	-	-	-	-	-
External Financing	-	-	-	-	-	-
Parking Loan Proceeds	290,500	-	-	-	-	290,500
Capital Replacement Reserve	458,055	460,000	460,000	460,000	460,000	2,298,055
Beginning Fund Balance Appropriations	1,660,529	-	-	-	-	1,660,529
Unfunded	-	-	41,745	-	-	41,745
<b>TOTAL</b>	<b>\$ 3,157,405</b>	<b>\$ 2,183,020</b>	<b>\$ 2,205,925</b>	<b>\$ 1,382,065</b>	<b>\$ 732,400</b>	<b>\$ 9,660,815</b>

<b>Summary By Fund</b>	<b>FY2015-16</b>	<b>FY2016-17</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>Total</b>
General	\$ 665,247	\$ 1,425,620	\$ 691,365	\$ 919,065	\$ 349,400	\$ 4,050,697
Recycling	6,200	-	-	-	-	6,200
Fire	31,300	215,000	-	-	-	246,300
Miscellaneous Grants	80,333	129,400	-	-	-	209,733
Federal Forfeiture	-	-	-	-	-	-
Road Improvement	151,625	235,000	1,336,560	285,000	205,000	2,213,185
Water & Sewer	1,819,200	128,000	128,000	128,000	128,000	2,331,200
Parking	325,500	-	-	-	-	325,500
Drainage	68,000	50,000	50,000	50,000	50,000	268,000
Jenada	10,000	-	-	-	-	10,000
<b>TOTAL</b>	<b>\$ 3,157,405</b>	<b>\$ 2,183,020</b>	<b>\$ 2,205,925</b>	<b>\$ 1,382,065</b>	<b>\$ 732,400</b>	<b>\$ 9,660,815</b>



## FY2015-2016 Budget Glossary of Budget Terms

**Accounting System** – Organized set of manual and computerized accounting methods, procedures, and controls established to record, classify, analyze, summarize and report financial information of an entity.

**Accrual Basis** – A basis of accounting which reports revenues when earned and expenses when incurred as opposed to cash basis which reports revenues when received and expenses when paid.

**Ad Valorem Tax** – A tax based on the assessed value of real (land and buildings) and personal property (business equipment). Ad valorem taxes are used to pay general obligation debt and to support the General Fund. Commonly referred to as property taxes.

**Adopted Budget** – The City Commission approved annual budget establishing the legal authority for the expenditure of funds as set forth in the budget resolution and ordinance.

**Amended Budget** – The original budget plus any amendments passed as of a certain date.

**Appropriation** – An authorization made by the City Commission, which permits officials to incur obligations against and to make expenditures of governmental resources for specific purposes. Appropriations usually are made for fixed amounts and typically are granted for a one-year period.

**Appropriation Ordinance** – The official enactment by the Commission establishing the legal authority for officials to obligate and expend resources.

**Assessed Valuation** – The appraised valuation, less any exemptions, set by the Broward County Property Appraiser upon real estate or other

property; used as a basis for levying ad valorem taxes.

**Assets** – Property that has monetary value. Examples: land, buildings, equipment, improvements, and infrastructure.

**Audit** – An annual examination of the City's financial statements performed by independent certified public accountants for the purpose of ascertaining whether the financial statements fairly present the City's financial positions and results of operations. The audit also includes a review of the City's internal control system and compliance with certain provision of laws, regulations, contracts, and grant agreements.

**Balance Sheet** – A financial statement summarizing the City's assets, liabilities and fund balance at a specific point in time.

**Benefits** – Contributions made by the City to meet commitments or obligations for employee fringe benefits including the City's share of costs for various pension, medical, and life insurance plans.

**Bond** – A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity) along with periodic interest paid at a specified percentage of the principal (interest). Bonds typically are used for long-term debt (to finance large capital projects such as buildings and other infrastructure). The most common types of bonds are General Obligation and Revenue Bonds.

**Bond Proceeds** – The money paid to the issuer by the purchaser or underwriter of municipal securities. These monies are used to finance the project or purpose for which the securities were issued and to pay certain costs of issuance as

proceeds also come from the refinancing of existing debt through the issuance of new debt – generally at a lower rate.

**Bond Referendum** – The process by which voters approve or disapprove a proposed General Obligation Bond issue.

**Bond Refinancing** – The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

**Bonds – General Obligation (see General Obligation Bonds)**

**Bonds – Revenue (see Revenue Bonds)**

**Bonds – Term (see Term Bonds)**

**Budget** – A financial plan for a specified period of time (fiscal year) that includes all planned expenditures for various municipal services and the proposed means of financing them. It is the primary means by which most of the expenditures of a government are controlled. The budget matches projected revenues and planned expenditures to municipal services, goals, and objectives.

**Budget Adjustment or Amendment** – A legal procedure used by the City staff and the City Commission to revise a budget appropriation during the fiscal year. The City Commission must approve a budget adjustment by adopting a supplemental appropriation ordinance (which specifies both the source of revenue and the appropriate expenditure accounts) for any interdepartmental or inter-fund adjustment. City staff has the authority to adjust expenditures within a departmental budget.

**Budget – Adopted (see Adopted Budget)**

**Budget – Amended (see Amended Budget)**

**Budget Document** – The official written statement prepared by the City Manager and the Finance Department that presents the proposed budget to the City Commission.

**Budget – Line Item (see Line Item Budget)**

**Budget Message** – The opening section of the budget that provides the City Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager. The Budget Message is also referred to as the City Manager’s transmittal letter.

**Budget – Operating (see Operating Budget)**

**Budget – Performance (see Performance Budget)**

**Budget – Program (see Program Budget)**

**Budget – Proposed (see Proposed Budget)**

**Budget Schedule or Calendar** – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

**Budgetary Control** – The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

**CAFR (see Comprehensive Annual Financial Report)**

**Capital Assets** – Assets of significant value and having a useful life of more than one year. Capital Assets are also called Fixed Assets.

**Capital Budget** – A plan of proposed capital expenditures and the means of financing them; usually based on the first year of the Capital Improvement Program (CIP) and typically enacted as part of the complete annual budget, which includes both operating and capital outlays.

**Capital Expenditures** – Amounts expended for capital asset acquisitions and improvements.

**Capital Improvement Program (CIP)** – A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, and the amount to be expended in each year. The CIP outlines the capital requirements arising from the City’s long-term needs and addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth.

**Capital Outlay** – A budget appropriation category for capital assets.

**Capital Projects** – Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or infrastructure.

**Cash Basis** – The basis of accounting which record revenues when received and expenses when paid.

**Cash Management** – is the process of collecting, managing and investing cash. Also includes the activities of forecasting the inflows and outflows of cash and establishing and maintaining banking relationships.

**CDBG (see Community Development Block Grants)**

**CIP (see Capital Improvement Program)**

**City Commission** – Legislative branch of local government; for the City of Wilton Manors, it consists of one mayor and four Commission members. The mayor serves a two-year term while the Commission members serve four-year terms.

**City Manager** – The chief administrative officer of the City.

**Collective Bargaining Agreement** – A legal contract between the City and a recognized bargaining unit for specific terms and conditions of employment (hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**Community Development Block Grants (CDBG) Program** – Federal funds available to provide communities with resources to address a wide range of unique community development needs.

**Comprehensive Annual Financial Report (CAFR)** – An annual financial statement that reports the City’s assets, liabilities, revenues and expenditures for each fiscal year.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingencies** – A budgetary reserve set aside for emergencies or unanticipated, non-recurring expenditures not otherwise budgeted for during the fiscal year.

**Current** – A term denoting the present fiscal period as opposed to past or future periods. It is often used to refer to items likely to be used up or converted into cash within one year.

**Debt Instrument** – Method used to borrow funds (i.e., general obligation bonds, revenue bonds, etc.).

**Debt Service** – The City’s obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule. It includes principal and interest payments, and administrative costs for paying agents, registrars, and escrow agents.

**Debt Service Requirements** – The amount of money required to pay principal and interest on outstanding debt and required contributions to accumulate monies for future retirement of bonds.

**Debt Service Reserve** – Funds used to pay debt service if the source of the pledged revenues does not generate sufficient funds to satisfy the debt service requirements. It is funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues.

**Department** – A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area. Departments define and organize City operations and functions.

**Depreciation** – The process of estimating and recording the lost usefulness or expired useful life of a capital asset that cannot or will not be restored by repair. Depreciation can be attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence.

**Division** – A sub-section within a City department that furthers the objectives of the City Commission by providing specific services or a product.

**Encumbrance** – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Committed funds become encumbered when a purchase requisition becomes an actual purchase order. Encumbrances lapse at year's end and require Commission action to re-appropriate funds to cover any remaining encumbrances.

**Enterprise Fund** – A fund established to account for operations that are financed and operated in a manner similar to business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. The City has the following types of enterprise funds: Utilities,

Drainage Utility and Parking.

**EOC** – Emergency Operations Center

**Estimated Revenues** – The budgeted projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures; a formal estimate of how much revenue will be earned from specific revenue sources for some future period, typically a future fiscal year.

**Expenditure** – The outflow of funds paid, or to be paid, for goods and services received during the current period. Budgetary expenditures represent decreases in fund balance.

**Expenditure Object** – Expenditure classifications based upon the types of categories of goods and services purchased. Typical objects of expenditures include personnel services (salaries, wages, and benefits), operating expenditures, debt service, capital outlays and transfers.

**Expenditures – Operating (see Operating Expenditures)**

**Fees** –Charges for services to fund the cost of providing such services.

**Fiduciary (Trust/Agency) Fund Type** – A general classification of funds that includes the City's pension funds.

**Final Millage Rate** – The tax rate adopted in the final public budget hearing of a taxing authority.

**Fiscal Year** – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Wilton Manors is October 1 through September 30.

**Franchise Fee** – A fee levied by the City Commission on businesses that use the City's rights-of-way to deliver services. This fee is usually charged as a percentage of gross receipts.

## **FTE (see Full Time Equivalent)**

**Full Faith and Credit** – A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**Full Time Equivalent (FTE)** – A conversion of part time personnel hours to full time personnel hours. The full time equivalent for one full time employee is 2,080 hours per year (40 hours per week times 52 weeks per year). Example: the full time equivalent for one part time employee working 1,040 hours per year would be .5 FTE (1,040 hours per year divided by 2,080 hours per year for one full time employee).

**Fund** – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, and fund balance, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance** – The excess of a governmental entity's assets over its liabilities. Fund balance could be classified as nonspendable, restricted, committed, assigned and unassigned.

- Nonspendable fund balance – portion of fund balance that is not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- Restricted fund balance – portion of fund balance that is constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance – portion of fund balance that is constrained to specific purposes by a government itself, using its highest level of decision-making authority. The highest level of decision-

- making authority of the City is the City Commission.
- Assigned – portion of fund balance that a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned fund balance – portion of fund balance that is available for any purpose.

**Fund Classification** – Designation of a fund into one of the following general categories:

- Governmental Fund Type (General Fund and Special Revenue Funds);
- Proprietary Fund Type (Enterprise Funds); and
- Fiduciary Fund Type (Trust).

**GAAP (see Generally Accepted Accounting Principles)**

**GASB (see Governmental Accounting Standards Board)**

**General Fund** – The General Fund accounts for all financial resources of the government except for those required to be accounted for in another fund. Ad Valorem (property) taxes, licenses and permits, charges for services, franchise fees, and utility taxes are typically accounted under the General Fund.

**General Obligation Bonds (GO Bonds)** – debt instruments issued to finance public projects. GO Bonds are backed by the full faith and credit of the issuing municipality. This means that the issuing municipality commits its full resources to paying bondholders including general taxation and the ability to raise more funds through credit.

**Generally Accepted Accounting Principles**

**(GAAP)** – A uniform minimum standard for financial accounting and recording as set forth by the Governmental Accounting Standards Board (GASB).

**Goal** – A statement that describes the purpose toward which an endeavor is directed, such as a target or target area; a statement of broad direction, purpose or intent based on the needs of the community.

**Governmental Accounting Standards Board**

**(GASB)** – The authoritative accounting and financial reporting standard-setting body of governmental agencies.

**Governmental Fund Type** – A general classification of funds into the following two categories:

- General Fund; and
- Special Revenue Funds (e.g. Recycling, Miscellaneous Grants, Fire Rescue Special Assessment, and Jenada Gatehouse Special Assessment Funds).

**Grant** – An award of financial assistance to a recipient to carry out a specific purpose. Grants require some level of compliance and reporting.

**Impact Fees** – Fee imposed by a local government on a new or proposed project to pay for all or a portion of the costs of providing public services to the new development. These fees are implemented to help reduce the economic burden on local jurisdictions that are trying to deal with population growth resulting from the new or proposed project.

**Indirect Cost** – A cost necessary for the functioning of the City as a whole, but which cannot be directly assigned to one department or function.

**Infrastructure** – The physical assets of a government which are immovable such as streets, water and sewer lines, public buildings and parks.

**Inter-fund Transfers** – Budgeted amounts transferred from one fund to another.

**Internal Control** – A systematic measures (such as review, checks and balances, methods and procedures) put in place by an entity to (1) conduct its business in an orderly and efficient manner, (2) safeguard its assets and resources, (3) deter and detect error, fraud and theft, (4) ensure accuracy and completeness of accounting data, (5) produce reliable and timely financial information and, and (6) ensure adherence to its policies and procedures.

**Levy** – To impose taxes, special assessments, or service charges for the support of City activities.

**Liability** – Debt or other legal obligations, arising from past transactions or events, which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

**Line Item Budget** – The presentation of the City’s budget in a format that displays each department’s expenditures by specific accounts along with the amount budgeted for each account. The City currently uses a Line Item Budget.

**Long Term Debt** – Existing obligations or debts due after one year of an entity’s reported end of fiscal/calendar year or operating cycle, whichever is longer.

**Management Letter** – A written report from the independent auditors to the City Commission reflecting observations, suggestions and recommendations resulting from the audit process.

**Millage Rate** – Rate used in calculating taxes based upon the value of property, expressed in mills per dollar or property value; a mill is equal to 1/1,000 of a dollar or \$.001.

**Millage Rate – Final (see Final Millage Rate)**

**Millage Rate – Proposed (see Proposed Millage Rate)**

**Millage Rate – Rolled Back (see Rolled Back Millage Rate)**

**Modified Accrual Basis** – A basis of accounting in which revenues are recognized when they become measurable and available, and expenditures/expenses are recognized when incurred, if measurable. Since this type of accounting basis is a conservative financial approach, it is recommended as the standard for most governmental funds.

**Municipal Code** – A book containing the City Commission approved ordinances currently in effect.

**Non-Departmental** – Includes the costs associated with items that are for services and/or equipment not directly related to a specific department but rather utilized by all City departments.

**Objective** – A defined method to accomplish an established goal. An Objective is a specific statement describing what is to be achieved, by how much, and within what time frame. Objectives should be results-oriented, specific, measurable, and relevant to the goals of the programs to which they relate.

**Operating Budget** – A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is sometimes used to denote the officially approved expenditure ceilings under which government and its departments operate.

**Operating Expenditures** – Expenditures of day-to-day operations, such as office supplies, maintenance of equipment, and travel; they exclude capital costs for capital assets.

**Ordinance** – A formal legislative enactment by the City Commission that has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has higher legal standing than a resolution.

**Overtime** – Compensation for hours worked beyond 40 hours within a specific workweek.

**Par Value** – The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**Per Capita** – Value per person. Any number divided by the population total will give the per person share of the number.

**Performance Budget** – A budget that focuses upon activities rather than line items. Workload and unit cost data are collected in order to assess the efficiency of services. Typical data collected might include miles of streets paved per year, cost of paved streets per mile, or tons of garbage collected per employee hour.

**Performance Measures** – A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

**Personnel Services** – Costs related to compensating employees, including salaries and wages and fringe benefit costs.

**Principal** – The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Net Position** – The excess of assets over

**Prior Year Encumbrance** – Unpaid, legally binding obligation from the previous fiscal year in the form of purchase orders, contracts or salary commitments which are chargeable to a prior appropriation.

**Program** – A sub-section of a department division that provides specific services or a product; a program is the smallest unit of service. There may be one or more programs within a division.

**Program Budget** – A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or expenditures.

**Property Tax (see Ad Valorem Tax)**

**Proposed Budget** – The status of an annual budget which has been submitted by the City Manager and is pending public review and City Commission adoption.

**Proposed Millage Rate** – The tax rate certified to a Property Appraiser by each taxing authority within a county.

**Proprietary (Enterprise) Fund Type** – A fund classification that includes the City’s enterprise funds (Utilities, Drainage and Parking Fund).

**Purchase Order** – A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding Purchase Orders are called encumbrances.

**Purchase Requisition** – A written request from a department to the Finance Department for specific goods or services. This action precedes the authorization of a purchase order.

**Resolution** – A formal special order of the City Commission. A resolution has a lower legal standing than an ordinance.

**Special Revenue Fund** – A governmental accounting fund used to account for the

liabilities of an entity’s Enterprise Funds.

proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City’s Special Revenue Funds include the following funds: Recycling, Miscellaneous Grants, Fire Rescue Special Assessment, and Jenada Gatehouse Special Assessment.

**Revenue** – Funds that a government receives as income. These receipts may include tax payments, interest earnings, service charges, grants, and intergovernmental payments. The term designates an increase to a fund’s assets. The term does not include proceeds from a loan, refund of an expenditure already made, cancellation of certain liabilities and increase in contributed capital.

**Revenue Bonds** – Bonds that pledge a particular source of revenue, usually generated by the new asset funded by the revenue bonds proceeds, as the means of repayment.

**Revenue Estimate (see Estimated Revenues)**

**Risk Management** – An organized formal process to protect a government’s assets against accidental loss, utilizing the most economical methods.

**Rolled Back Millage Rate** – The millage rate that will bring in the same amount of taxes as levied the prior year when applied to the current year’s tax base. Newly constructed property is not included in the computation of the rate.

**Shared Revenue** – State-imposed fees or taxes shared with local governments or school districts.

**Special Assessment Funds** – A governmental accounting fund used to account for a compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The City’s Special Assessment Funds include the following: Fire

**Tax Base** – The total property valuations within the City’s legal boundaries on which the City levies its tax rates.

**Tax Rate Limit** – The maximum legal rate at which a locality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

**Tax Roll** – The master list of the assessed value of all taxable properties within the City’s jurisdiction. For all local taxing authorities, the Property Appraiser certifies the list on July 1 of each year.

**Unit Cost** – The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

**User Fee** – The voluntary payment of a fee for direct receipt of a public service by the party benefiting from the service.

**Taxable Value** – The assessed value of property less exemptions.

Rescue Special Assessment, and Jenada Gatehouse Special Assessment.

**Taxes** – Charges levied by a government for the purpose of financing services for the common benefit of the people. Taxes are an involuntary exaction on form of wealth (such as property), transactions (such as taxable sales), or other forms of economic activity (such as operating a business).

**Trust (Agency) Funds** – Funds that are established to collect and distribute monies for a specific function or operation, and are used to account for assets held by the City in a trustee capacity. Trust Funds are classified as either expendable or non-expendable.

**Unencumbered Balance** – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.