CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
WORKSHOP
August 3, 2022 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

Mayor Wolf called the meeting to order and then turned the meeting over to City Manager Jason McHugh.

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison-Bivins	Mayor Pro-Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Joshua Bills	City Attorney	Present
Susan Patterson	City Clerk	Present
Lynsey McClellan	Asst. Chief Financial Officer	Present
Randall Parmer	Chief of Police	Present
Jeremy Hockenbury	Public Works Director	Present
Mark Odell	Utility Director	Present
Amanda Salazar	Parks & Recreation Director	Present
Jessica Barnes	Executive Assistant	Present
Paul Ketz	Information Technology Director	Present
Linda Piotrowicz	Public Engagement Specialist	Present

2. Item(s) for Discussion

City Manager Jason McHugh gave an overall view of what would be covered in the meeting such as coverage of Clear Gov and budget charts followed by a presentation on the Strategic Plan.

A. Second Budget Presentation

Assistant Chief Financial Officer Lynzey McClellan outlined the items she would cover in her 2022-2023 budget presentation. The outline included the General Fund, Capital Improvement Fund, Utility Revenue Fund, Debt, and an all funds overview. McClellan stated that the total revenue budget is $25.626M, an increase of $5.9M. McClellan stated that property tax revenue is budgeted at $12.7M, an increase of $3.4M. Commissioner Elliott asked if the total revenue was based on the ad valorem of 3.0%, and McClellan stated that it was. McClellan reviewed the historical data on the Local Option, Ad Valorem, Franchise, and Public Service (Utility) Tax Revenues, what was budgeted, and what was received. McClellan stated that FY 2021 was budgeted extra conservatively due to the pandemic.

McClellan went over the General Fund expenditures with a total budgeted expense of $27M, with $8M being transferred to the Capital Improvement Fund. McClellan stated that the major purchases would be body cameras, a dump truck, new vehicles, a total of 15 new positions in the General Fund departments, a 4% COLA for employees at a seven or below pay grade, and a merit-based performance management system. Mayor Wolf questioned the vehicles and surplus of vehicles. McHugh stated that Fleet Services Director Steve Watson would handle that area and that Watson was on top of it.

McClellan stated that FY2021 is where the supply chain shortages started to occur. McClellan stated that some projects and equipment were carried over due to shortages and demand. McClellan stated that the estimated ending balance in the General Fund in FY23 is $4,400,843, with the General Fund operating budget of $17,770,408 and the reserve balance equating to 25% of the operating budget. McClellan stated that this meets the Strategic Plan goal of 20% to 25%. McClellan stated that Assistant City Manager/CFO Cassandra Smith would review the Capital Improvement Fund and how it would tie into the Strategic Plan.

McClellan went over the Utility Fund revenues, stating the total revenues budgeted are $8.922M, with an increase of 12% over the current year and a service charge increase of 4%. McClellan stated the total Utility Expenditures budgeted include $2.7M of Capital Equipment purchases and a $2.5M capital project. McClellan stated that a total of 6 new positions were budgeted, 2 in the water department and 4 in the wastewater department, and a 4% COLA for employees at a seven or below pay grade, along with the merit-based performance management system. McClellan stated that the Utility Revenue Fund's estimated ending balance at the end of FY23 is $5,819,715 with an operating budget of $6,962,865, equating to a Reserve Balance of 84% Operating Budget.

McClellan stated that there is no proposed new debt in the General Fund for FY23 and that there would be a reduction in debt of $703,504. McClellan stated that there is no new proposed debt in the Utility Fund for FY23 and that there would be a reduction in debt of $1,007,820. McClellan went over the Five Year Debt Summary, stating that there would be two final payments, one in 2024 and one in 2025.

City Manager Jason McHugh stated that there had been no response from the RFP Salary Study. McHugh stated that he would have staff work on putting a salary study together with some information for the commission at the next budget workshop.

B. DRAFT Strategic Plan

Assistant City Manager / CFO Cassandra Smith presented the Strategic Plan for FY 2023-2027. Smith stated the six goals the plan would include: Community Engagement, Transportation, Affordable Living, Downtown Redevelopment, Infrastructure, and Employee Recruitment / Retainment. Smith stated that the implementation of the Strategic Plan must be tied to the annual budget. Smith stated that the values of the City of Wildwood are Teamwork and Engagement, Leadership and Integrity, Quality, Excellence, Innovation, Customer Service, and Passion and Commitment. Smith stated that the staff created a SWOT analysis to assess the city's strengths, weaknesses, opportunities, and threats. Smith stated that strategic implementation would be tied into each department's budget. Smith stated that throughout the year, departments would be asked to review their progress toward strategic implementation to measure and evaluate performance.

Smith reviewed goals such as transportation, developing a bike and pedestrian path, city transit route expansion, and an overpass on the 301 corridor. Smith stated that affordable housing is important to the city, partnering with local charities and promoting workshops and education for the community about housing. Smith stated that changing the LDRs to make them more flexible with housing might be an item to look into. Smith stated that the plan includes working on the Downtown Redevelopment and Master Plan for uniform planning of buildings, implementing a truck by-pass route, the Complete Streets project, and acquiring property to support the redevelopment. Smith stated that the plan includes assessing, constructing, and maintaining the city's infrastructure with increased wastewater treatment plants and water reuse capacity.

Smith stated the Strategic Plan addresses the importance of recruitment and retainment of staff by evaluating salary levels and classifications and creating programs that provide growth and advancement. Smith also mentioned looking at the city's health and benefits plans and updating, if necessary, and updating the current tuition reimbursement program along with employee appreciation events.

3. Adjournment

The meeting was adjourned at 10:04 a.m. No comments were offered or received.

RESULT:	**Adjournment**
MOVER:	Commissioner Flores
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

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SEAL

ATTEST: Susan Patterson
Susan Patterson, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor