

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
SPECIAL MEETING
July 17, 2023 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

Attendee Name	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
Ashley Hunt	City Attorney	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Assistant City Manager/CFO	Present
Susan Patterson	City Clerk	Present
Melanie Peavy	Development Services Director	Present
Randall Parmer	Police Chief	Present
Lynzey McClellan	Assistant CFO	Present
Melissa Tuck	HR Director	Present

Mayor Wolf brought the meeting to order, followed by the invocation by Commissioner Bivins and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

None.

3. Presentations and/or Proclamations

A. FY24 First Budget Presentation

City Manager Jason McHugh outlined the items that would be covered in the meeting, including the dates of the upcoming budget workshops and the two public hearings in

September. This first draft of the next fiscal year's budget focused mainly on the General Fund and the millage rate, and the commission would be asked to set the tentative millage rate at the next regular commission meeting on July 24th. The second budget meeting will include presentations from CPH to update on the wastewater treatment plant expansion and Stantec on the Utility Revenue Fund. The third budget workshop will cover the final budget presentation using ClearGov, an organizational chart, salary information per employee, and other budget-related items as warranted.

McHugh moved on to the information provided in the agenda packet, which included the draft of the budget by department, a fund balance summary, a list of enhancements such as new equipment, new personnel, and new projects, and the 5-year capital improvement project fund. The total taxable value was estimated at \$6.04 billion, an increase of \$1.2 billion over the prior year. With the rapid population growth, the demand and cost to provide facilities and services will increase.

McHugh reviewed the proposed rollback millage rate of 2.8287, a reduction from the current rate of 3.0 by 5.7% or 0.1713 mills. If the tax rate remained at 3.0, the city would see an additional \$1,000,000 of revenue over the proposed rollback rate. Commissioner Elliott asked what the city needed to get the job done without anything falling through the cracks. McHugh explained that the city has an operating fund and a capital improvement fund. The operating fund contains the minimum amount the city needs to operate and provide the basic services for the city that the commission has established. Any extra monies then go into the capital improvement fund, covering projects such as roadways, flooding, enhancements, and recreation centers. Excess from those projects is then used for projects improving residents' lives, such as correcting traffic issues, stormwater, and recreation. Elliott commented that the capital improvement projects listed seem to exceed the difference between the 2.8287 and 3.0 rates. McHugh responded that he did not feel the millage rate was dropping too fast to cause a problem and that the city needs to stay on top of roads and infrastructure maintenance. The Commission advised they were comfortable moving forward with the rollback rate.

McHugh presented the projected General Fund Revenues due to the increase in growth. Ad Valorem is projected to increase to \$3.4 million, Utility Service Taxes to \$665,200, Franchise Fees to \$1.37 million, and State Revenue Sharing to \$743,170. McHugh provided a brief summary of the new items and programs requested by each department. He then listed a few large projects that were included in the budget, but advised they may need additional discussion or workshops to determine a path forward, including moving the Commission Chambers to the Warfield Auditorium due to limited space at City Hall. Elliott stated that he would like to discuss this particular project further at a later date.

McHugh presented the Utility Revenue Fund, stating that revenues were based on a draft revenue sufficiency analysis to be further discussed at the next budget meeting. The proposed rate increases for water and reuse were 4% and wastewater was 25%. McHugh stated these figures will likely change, but rate increases will be required for financing the wastewater treatment plant project. He then presented additional equipment, vehicles, and programs listed in the fund.

McHugh provided a summary of the proposed organizational changes, including the consolidation of Utilities and Public Works, as well as the new positions requested in all departments. He also provided an overview of the salary increases, maintenance of the performance evaluation system, and insurance rate changes. Other considerations outside the budget include the city manager's salary, employee recruitment and retainment options, and new benefits not currently offered by the city.

B. Salary and Compensation Study Presentation

Rob Williamson of Evergreen Consulting presented the salary and compensation study. He began by reviewing the process and steps Evergreen took to complete the study. The employees and the market were surveyed, which ultimately led to a proposed pay plan with the intention of being fair internally and competitive externally.

Williamson explained the employee survey process that had taken place in January and how the information gained was applied to the study. The Evergreen team then assessed the city's market competitiveness and reviewed the Utilities and Public Works departments for the benefits of consolidation. He explained that employees were placed or moved in the study's step pay system based on tenure and performance. He highlighted the participation of employees in the surveying process, commending a 90% return rate. There were a total of 70 benchmark classifications, or job titles, that were compared to a market of 16 peer cities, with an average of 8 responses for each peer. An adjustment for cost of living was also considered. Williamson stated that the market survey indicates the City of Wildwood is behind the market average at the minimum by 11.5%, midpoint by 15.0%, and maximum by 17.1% of the pay range. He then explained that the Public Works and Utilities department's classifications are 26.8% behind the market, water operators are 27%, directors are 20%, and IT is 17% behind.

Williamson presented the departmental review process of evaluating the current organizational structure, leadership interviews, staffing levels, current asset management resources, maintenance and training programs, opportunities for operational improvements, and consolidation. Williamson presented some of the challenges, such as implementing a new organizational structure, time and costs to train employees for new job functions, mitigating customer impacts during the transition, and integrating capital projects coordinators.

Key study considerations are that all retained classifications are recommended for a pay range increase. The Evergreen team recommended Hybrid Parity to bring all employees to a market-competitive position and eliminate wage compression. Key recommendations were to adopt the proposed pay plan, creating new pay grades with a starting minimum pay of \$15 per hour; reassign positions to pay grades based on internal equity and the market results; place employees within their newly recommended pay grades with a 3% cost of living adjustment; and select an implementation methodology that aligns with the city's compensation philosophy and financial means. Williamson presented cost options to implement the program. The Hybrid Parity option would be a \$531,554.95 cost to the city. Williamson stated that the next steps would be to update job descriptions, job force manager training, and provide a draft and a final report.

4. Public Hearings - Timed - Legislative

None.

5. Public Hearings - Timed - Quasi-Judicial

None.

6. Public Forum - 4 minute time limit

None.

7. Ordinances First Reading Only (No Vote)

A. Twisted Oaks CDD Modification

Mayor Wolf read aloud the title of Ordinance O2023-38. The Board of Supervisors of the Twisted Oaks Pointe Community Development District (the District) has petitioned the City of Wildwood to amend the boundary of Ordinance O2022-57, totaling 339.322 acres MOL. The current petition proposes to amend the boundaries of the District by adding 100.113 acres to the District, resulting in a total of 439.435 acres MOL. First reading only. No vote.

RESULT:	FIRST READING
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8. Resolutions for Approval

None.

9. Financial & Contracts & Agreements

None.

10. General Items for Consideration/Discussion and Other Business

A. Potential Modification to the Police Department's Uniform

Police Chief Randall Parmer presented the requested modification, which is a load-bearing vest/carrier to assist officers with the approximately 30-40 pounds of gear worn as part of the uniform. A recent study found that a supportive carrier does have a positive impact on the officer's ability to maneuver and handle the weight during long shifts. Parmer explained that he prefers the current clean, aesthetic look of the uniforms, but is more concerned with the health, safety, and wellbeing of the officers. Parmer had two officers step forward to show the difference between what is currently being worn and the requested vest. No other comments were offered or received. Vote 5-0.

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

11. Appointments

None.

12. City Manager Reports

None.

13. Other Department Reports

None.

14. Commission Members Reports

None.

15. City Attorney Reports

None.

16. Adjournment

The meeting adjourned at 10:18 a.m. No comments were offered or received.

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

Upcoming Events

SEAL

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

ATTEST: Jessica Barnes
Jessica Barnes, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor