CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
SPECIAL MEETING
July 31, 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/Commissioner	Absent
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Joshua Bills	City Attorney	Present
Cassandra Smith	Assistant City Manager/CFO	Present
Jessica Barnes	City Clerk	Present
Lynzey McClellan	Assistant CFO	Present
Jason Martin	Assistant Utility Director	Present
Jeremy Hockenbury	Public Works Director	Present
Thomas Rigwood	Assistant Public Works Director	Present
Randall Parmer	Police Chief	Present

Mayor Wolf brought the meeting to order at 9 a.m., followed by the invocation and Pledge of Allegiance.

2. Consent Agenda/Informational Items
None.

3. Presentations and/or Proclamations

A. Wildwood Wastewater Treatment Facility Presentation by CPH

Benjamin Fries with CPH presented an update on the wastewater treatment facility expansion project. He provided an overview of flows, capacity, the current system, short-term and long-term solutions, the different phases of improvements, and the various challenges with the project, such as funding and timing. There was an extensive discussion regarding the various options for how to proceed with the project.

B. Utility Fund Revenue Sufficiency Analysis Presentation by Stantec

Jeffrey Dykstra with Stantec presented his firm's findings in the recent Utility Fund Revenue Sufficiency Analysis. He provided an overview of the city's historical data, current and projected growth, inflation, financial plan considerations, a proposed rate plan and citizen impacts, comparisons to other similarly-sized local municipalities and districts, and closed with the firm's recommendations. These recommendations include a 4-year rate increase plan, annual CPI indexing, review of system development charges (SDCs) to provide additional funding resources from growth, and annual revenue sufficiency updates to ensure financial sustainability. A discussion was held regarding the findings and recommendations.

C. Second Budget Presentation

Assistant City Manager/CFO Cassandra Smith presented the second budget presentation. A draft of the budget book for Fiscal Year 2023-24 was included in the agenda packet for review. Some notable changes that had been made since the first budget workshop were a vehicle change in the Public Works Department, funding for the Utility Master Plan, and the continued development of the Utility Revenue Fund budget and Capital Improvement Plan. There was a short discussion on various projects listed in the budget.

The Commission then discussed compensation for the City Manager, and agreed upon a 12% increase for FY24. No other comments were offered or received. Vote 4-0.

RESULT:	**Approved**
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

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)**
None.

8. **Resolutions for Approval**
None.

9. **Financial & Contracts & Agreements**

A. Huey St Parking Lot & Stormwater Project Notice of Intent to Award in the Amount of $319,084.96

The Huey Street stormwater and infrastructure improvements have been identified in the City's Capital Improvement Project program. Kimley-Horn was retained and provided the defined design services and bidding coordination. The project was advertised and five (5) responsive bids were received. Bulldog Sitework, LLC provided the lowest bid in the amount of $319,084.96. Kimley-Horn has reviewed the bid submittals and has recommended approval of a Notice of Intent to Award to Bulldog Sitework, LLC as the lowest responsive bidder. No comments were offered or received. Vote 4-0.

RESULT:	**Approved**
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. **General Items for Consideration/Discussion and Other Business**
None.

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 was adjourned at 10:56 a.m.

RESULT:	**Adjourned**
MOVER:	Commissioner Flores
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: Jessica Barnes
Jessica Barnes, City Clerk

BY: Ed Wolf
Ed Wolf, Mayor