WILDWOOD
FLORIDA
EST. 1877

CITY COMMISSION - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1
Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2
Joe Elliott – Seat 3
Marcos Flores – Seat 4
Julian Green – Seat 5
Jason McHugh – City Manager

Agenda
Workshop
April 21, 2025 10:00 AM
City Hall Commission Chamber
100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 103, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105 - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

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1. Call to Order

2. Item(s) for Discussion

A. *FY24 AUDIT PRESENTATION BY MAULDIN & JENKINS*

B. *FY 24-25 MID-YEAR BUDGET UPDATE*

C. *PARKS AND RECREATION QUARTERLY REPORT*

3. Adjournment

April 21, 2025 10:00 AM

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **FY24 Audit Presentation by Mauldin & Jenkins**

REQUESTED ACTION: For information only.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department: Finance

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Mauldin & Jenkins recently completed the City's Fiscal Year 2024 audit report. A representative from Mauldin & Jenkins will be in attendance at the meeting to present the report and answer any questions from the Commission.

WILDWOOD
FLORIDA

2024 PRESENTATION OF AUDIT RESULTS TO: CITY OF WILDWOOD, FLORIDA

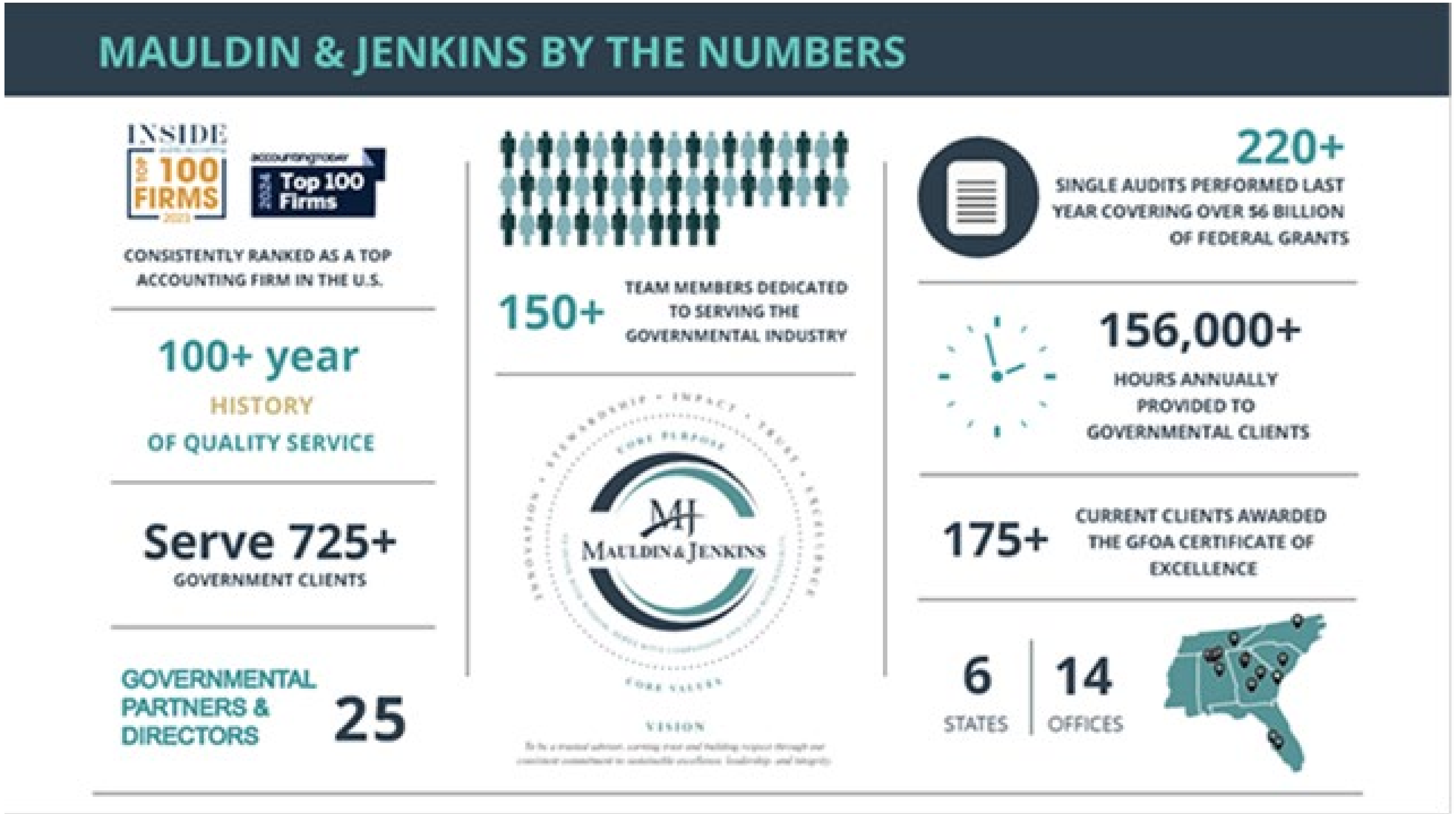
Presented by:
Daniel Anderson

MJ

Agenda

- Information about Mauldin & Jenkins
- Overview of Audit Opinions and Annual Financial Report
- Required Communications under *Government Auditing Standards*
- Questions and Comments

Mauldin & Jenkins, LLC



General Information About the Annual Comprehensive Financial Report

Introductory Section

- Letter of Transmittal; Organizational Chart; Directory of Officials

Financial Section

- Independent Auditor's Report; Management Discussion & Analysis (MD&A); Financial Statements and Footnotes

Statistical Section

- Financial Trends Information; Revenue Capacity Information; Debt Capacity Information; Operating Information

General Information About the Annual Comprehensive Financial Report

Audit Opinion

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America (GAAS)

- We considered the internal control structure for the purpose of expressing our opinion on the City's basic financial statements and not for the purpose of providing an opinion on the effectiveness of internal controls.
- Our audit was performed in accordance with GAAS and *Government Auditing Standards*.
- Our objective is to provide reasonable—not absolute—assurance that the basic financial statements are free of material misstatement.
- The basic financial statements are the responsibility of the City's management.

Report on Basic Financial Statements

- Unmodified ("clean") opinion on basic financial statements.
- Presented fairly in accordance with accounting principles generally accepted in the United States of America.
- Our responsibility does not extend beyond financial information contained in our report.

General Information About the Annual Comprehensive Financial Report

Compliance Report

- The financial reporting package contains a report on our tests of the City's internal controls and compliance with laws, regulations, etc. The report is not intended to provide an opinion on internal controls and compliance with applicable rules and regulations.
- This report and the procedures performed are required by *Government Auditing Standards*.
- No findings were reported in the current year.

Single Audit

- The financial reporting package contains a report on our tests of the City's compliance for each major federal program and on internal control over compliance required by the Uniform Guidance.
- Our single audit covered $2.6 million, and 100% of federal expenditures.
- No findings were reported in the current year.

Required Communications

Significant Accounting Policies

- Management is responsible for the selection and use of appropriate accounting policies.
- The significant accounting policies used by the City are described in Note 1 to the basic financial statements.
- During the current year, the City no new accounting pronouncements were implemented that impacted the financial statements.
- The policies used by the City are in accordance with generally accepted accounting principles.
- In considering the qualitative aspects of its policies, the City is not involved in any controversial or emerging issues for which guidance is not available.

Management Judgment/Accounting Estimates

- Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.
- The City uses various estimates as part of its financial reporting process – including actuarial assumptions.

Relationship with Management

- We received full cooperation from the City's management and staff.
- There were no disagreements with management on accounting issues or financial reporting matters.

Required Communications

Management Representation

- We requested, and received, written representations from management relating to the accuracy of information included in the financial statements and the completeness and accuracy of various information requested by us.

Consultation with Other Accountants

- To the best of our knowledge, management has not consulted with, or obtained opinions from, other independent accountants during the year, nor did we face any issues requiring outside consultation.

Significant Issues Discussed with Management

- There were no significant issues discussed with management related to business conditions, plans, or strategies that may have affected the risk of material misstatement of the financial statements.

Audit Adjustments

- All audit adjustments have been posted to the City's financial records. There were no passed audit adjustments.

Financial Statement Disclosures

- The footnote disclosures to the financial statements are also an integral part of the financial statements and the process used by management to accumulate the information included in the disclosures was the same process used in accumulating the statements. The overall neutrality, consistency, and clarity of the disclosures was considered as part of our audit.

Required Communications

Information in Documents Containing Audited Financial Statements

- Our responsibility for other information in documents containing the City's basic financial statements and our report thereon does not extend beyond the information identified in our report. If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, we must be provided with printers' proof for our review and approval before printing. You must also provide us with a copy of the final reproduced material for our approval before it is distributed.

Auditor Independence

- In accordance with AICPA professional standards, M&J is independent with regard to the City and the financial reporting process.

Other Information in Auditor's Discussion & Analysis

Additional report Issued by our Firm Annually Which Documents the Following:

- All Auditor Required Communications
- Summary of Current Year Findings:
  - None
- Summary of Current Year Recommendations for Improvement:
  - Approval of Journal Entries
  - Approval of Purchasing Cards
- Listing of All Upcoming GASB Standards and Pronouncements

Questions & Comments

Thank you for your time!

Contact Information

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Bradenton, Florida 34205
941.747.4483

Daniel Anderson danderson@mjcpa

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **FY 24-25 Mid-Year Budget Update**

REQUESTED ACTION: For information only.

CONTRACT: Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Attached is a mid-year update presented by Assistant CFO Lynzey McClellan.

Mid-Year Budget Report

April 21, 2025

Agenda

1

Recap of FY24 end of year review

2

Review status of FY25 Budget

- General Fund
- Utility Fund
- Capital Improvement Fund

3

Budget amendment recommendations

4

Finance Updates

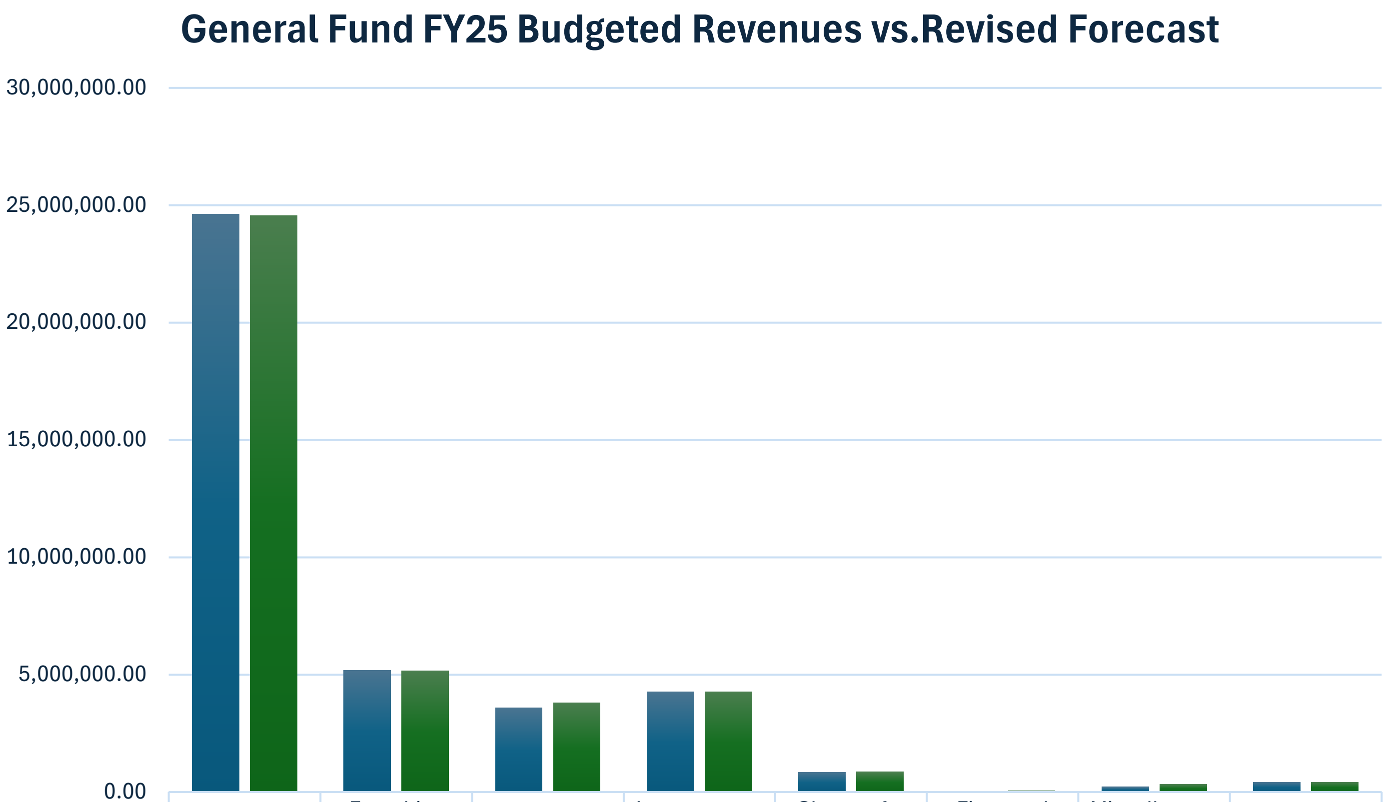
FY24 End of Year Presentation Recap

- General Fund
  - $2M difference between projected and actual ending balance
  - Excess was transferred to WWTP project
- Utility Revenue Fund
  - -$2.7M difference between projected and actual ending balance
  - FY25 budget will be short
  - Relocated and de-obligated projects to offset shortage

FY25 Review

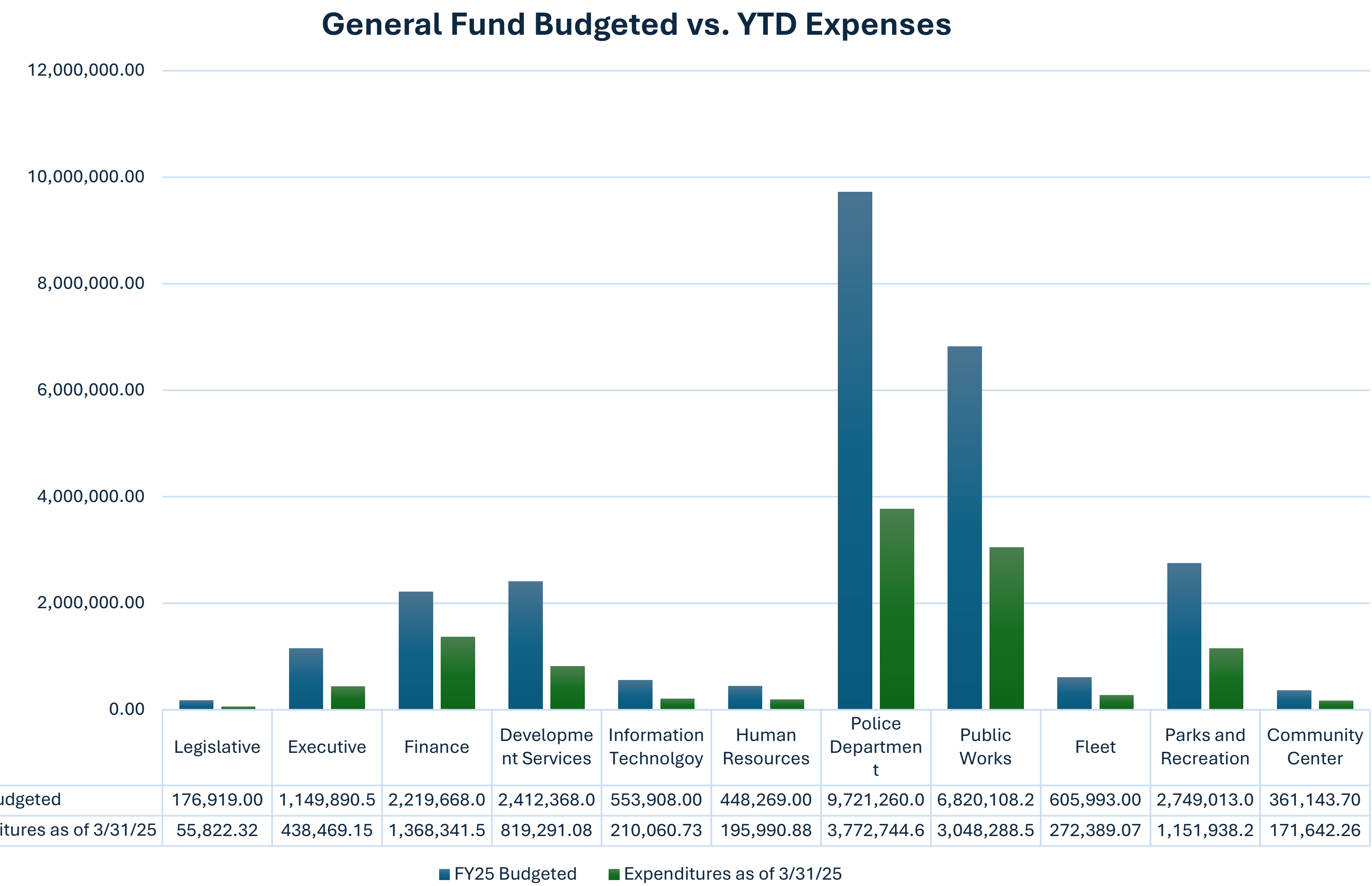
FY25 General Fund Revenues

- Budget close to revised forecast
- Projecting an excess of $273,000



	Taxes	Franchise Fees	Utility Tax	Intergovernmental	Charges for Services	Fines and Forfeitures	Miscellaneous	Transfer In
Budgeted	24,623,700.0	5,181,000.00	3,578,640.00	4,271,370.00	841,900.00	34,000.00	214,550.00	422,800.00
Revised	24,558,511.8	5,163,219.70	3,806,134.60	4,257,473.05	851,841.80	57,000.00	324,450.70	422,800.00

FY25 General Fund Expenditures



	Legislative	Executive	Finance	Developme nt Services	Information Technolgoy	Human Resources	Police Departmen t	Public Works	Fleet	Parks and Recreation	Community Center
FY25 Budgeted	176,919.00	1,149,890.5	2,219,668.0	2,412,368.0	553,908.00	448,269.00	9,721,260.0	6,820,108.2	605,993.00	2,749,013.0	361,143.70
Expenditures as of 3/31/25	55,822.32	438,469.15	1,368,341.5	819,291.08	210,060.73	195,990.88	3,772,744.6	3,048,288.5	272,389.07	1,151,938.2	171,642.26

- Most departments right on track with budget
- Police Department is behind due to vacancies

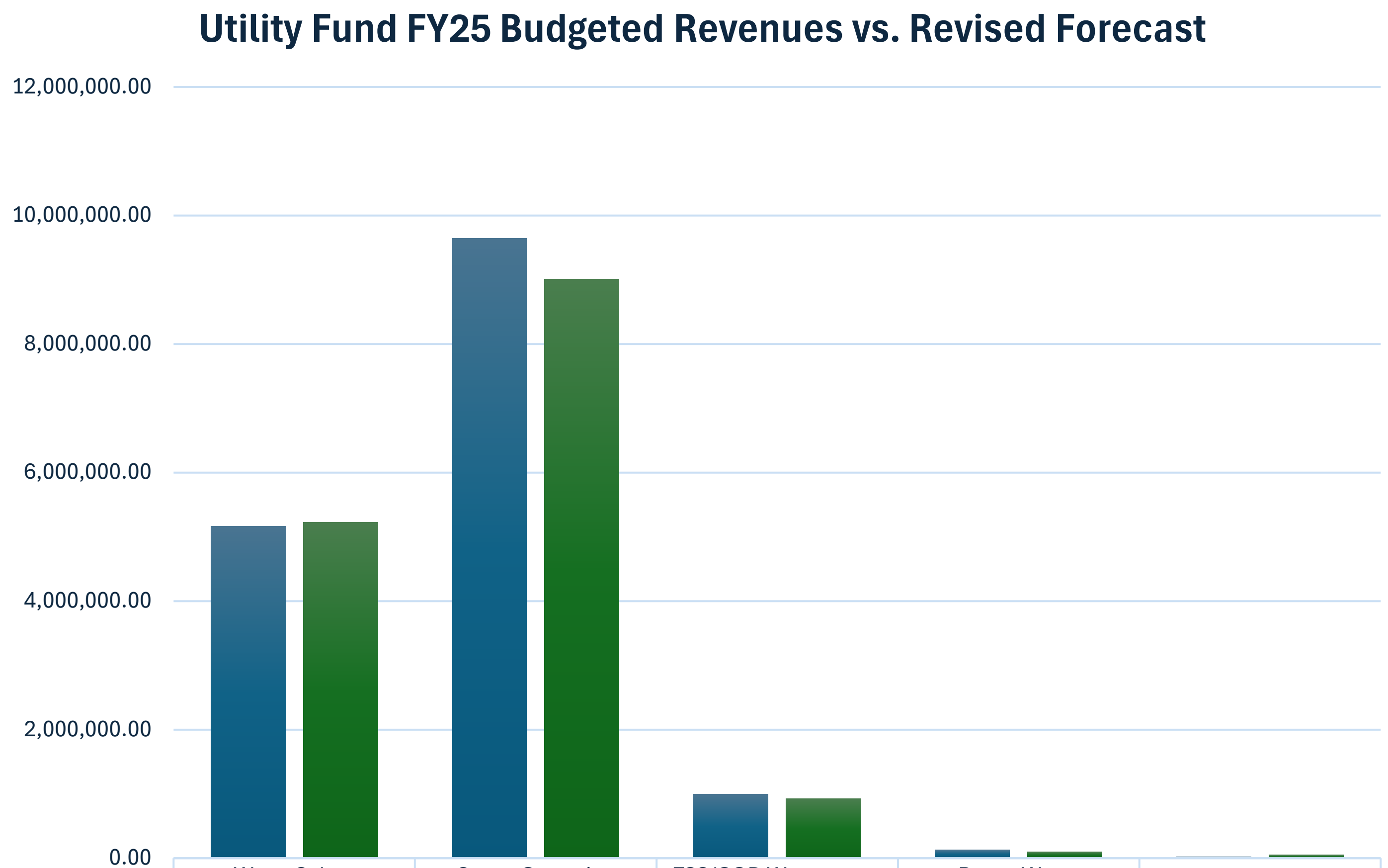
FY25 General Fund Balance Projection

- Operating Budget $26,439,640
- Estimated ending balance is 26% of operating budget
- Reserve goal = 25% of operating budget

Beginning Cash balance	**$ 10,907,949.11**
Plus: Forecasted revenues	$ 39,441,431.69
Less: Budgeted expenses	$ (27,218,540.49)
Less: Transfers	$ (16,231,880.00)
Est. Ending Balance	$ 6,898,960.31

FY25 Utility Fund Revenues

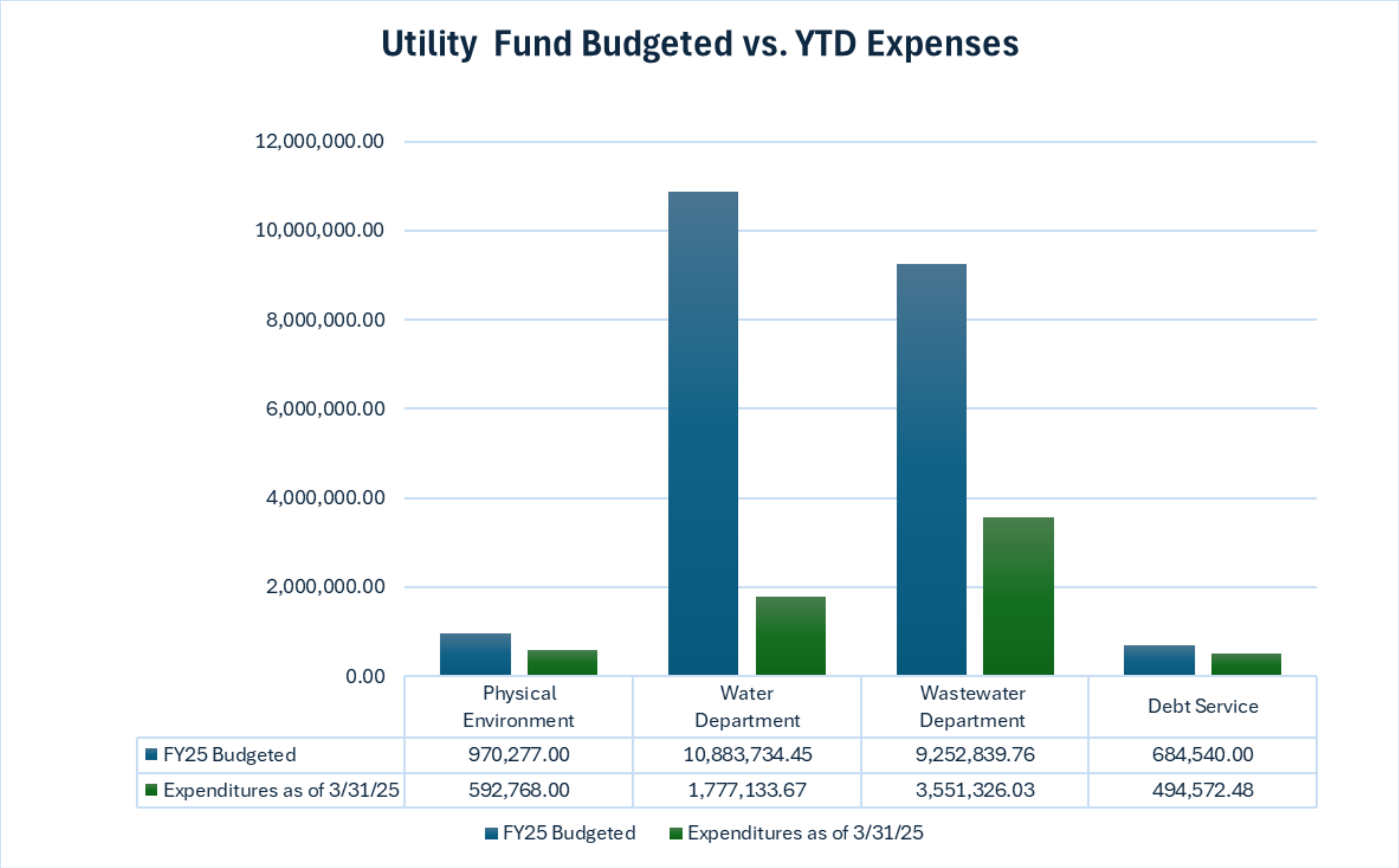
- Revised forecast is lagging budget (-4%)
- Many factors can change this picture



	Water Sales-Operating Income	Sewer Operating Income	TSS/COD Wastewater Fees	Reuse Water Operations	Miscellaneous
Budgeted	5,162,723.00	9,641,212.00	1,000,000.00	130,295.00	25,000.00
Revised	5,229,989.00	9,006,313.82	927,950.02	100,000.00	50,000.00

Budgeted Revised

FY25 Utility Fund Expenditures



- Water Department behind due to a large capital project
- Other departments are right on track with budget

FY25 Utility Fund Balance Projection

- Operating Budget $11,859,220
- Reserve goal = 50% of operating budget
- Estimated ending balance is 20% of operating budget

Beginning Cash balance	$ 8,799,707.04
Plus: Forecasted revenues	$ 15,314,252.84
Less: Budgeted expenses	$ (21,791,391.21)
Est. Ending Balance	2,322,568.67

Recommendation

Current Est. Ending Balance	$2,322,568.67
Plus: Uncommitted project	$4,500,000.00
Revised Est. Ending Balance	$6,822,568.67

- De-obligate $4.5M water main relocation project in Water Department
- Revised ending balance will be 58% of operating budget

Capital Improvement Fund Review

	FY25 Budgeted	Expenditures as of 3/31/25	% Expensed
DOWNTOWN MASTER PLAN PROJECTS	$ 325,000.00	$ 11,387.58	4%
DRAINAGE PROJECT LAND ACQUISITION	514,420.00	185,113.14	36%
PUBLIC WORKS DEPARTMENT ANNEX	100,000.00	0	0%
OAK GROVE VILLAGE DRAINAGE IMPROVEMENTS	949,650.00	5,365.96	1%
CLAY DRAIN ROAD DESIGN	615,367.00	47,263.00	8%
JACKSON ST IMPROVEMENTS	1,545,500.00	360,512.16	23%
HUEY ST IMPROVEMENTS	1,577,505.55	1,095,097.25	69%
DOWNTOWN PARKING GARAGE	333,652.59	251,018.16	75%
RECREATION CENTER AT MLK PARK	224,705.60	1,884.50	1%
MILLENNIUM PARK IMPROVEMENTS	13,244,797.00	401,029.31	3%
CITY HALL COURTYARD REHAB	50,000.00	0	0%
OXFORD PARK IMPROVEMENTS	500,000.00	0	0%
COMMUNITY CENTER HVAC UPGRADES	804,000.00	6,450.14	1%
COMMUNITY CENTER RENOVATIONS	100,000.00	5,793.03	6%
Total	**$ 20,884,597.74**	**$ 2,370,914.23**	

CIP Cash Balance as of 3/31/25	12,372,931.06
Plus: Investment Funds	3,810,165.55
Plus: remaining revenue to be rec'd	10,328,257.87
Less: remaining expenses	-22,114,720.58
Est. Ending Balance	4,396,633.90

- Most projects have begun
    - Capital projects typically take longer to get underway

Budget Amendment Recommendations

- General Fund
  - Executive Department
    - Salaries adjustment – City Manager's approved increase
    - Re-codification services
  - Public Works Department
    - (1) New Inspector position – approved in January
    - Pump rental, related to hurricanes
- Utility Revenue Fund
  - Water Department
    - (1) New Water Trainee position
  - De-obligate Water Main relocation project
- Utility Capital Improvement Fund
  - R12 pump station
- Water SDC Fund
  - Twisted Oaks developer agreement reimbursement
  - Lucky U Cycles developer agreement reimbursement

Finance Updates

1

FY24 Audit is complete

- Audit report has been distributed

2

FY26 Budget Cycle is underway

3

Getting ready for a new Utility RSA

- Proposal should be coming to Commission at the April 28th meeting

Questions?

EXHIBIT A

General Fund

Executive

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Salaries	$556,477	$25,000	$581,477
FICA	$43,130	$1,700	$44,830
Retirement	$148,341	$9,000	$157,341
Professional Services	$260,602.50	$17,000	$277,602.50

Revenue	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Gibson Place Utility Co Fran Fees	$500	$52,700	$53,200

Justification for Amendment: In this amendment the Executive Department is requesting a budget amendment to their salaries and related benefits for the City Manager's approved increase when his contract was renewed in February 2025. In addition, their Professional Services needs amending for the Re-codification services, which was erroneously missed with the carry forward items in the first budget amendment. Funding for this amendment will come from the Gibson Place Utility Company Franchise Fees, which are expected to exceed budgeted projections.

Public Works

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Salaries	$1,593,584	$25,000	$1,618,584
FICA	$123,526	$2,000	$125,526
Retirement	$247,428	$3,500	$250,928
Rental and Leasing	$7,580	$15,000	$22,580

Revenue	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Middleton Utility Co Fran Fees	$15,000	$15,700	$30,700
Gibson Place Utility Co Utility Tax	$200	$19,800	$20,000
Gibson Place Util Co PILOT Fees	$0.00	$10,000	$10,000

Justification for Amendment: In this amendment, the Public Works Department is requesting an amendment to their salaries and related benefits for an additional Field Inspector position, which was approved at the Commission Meeting on January 27, 2025. In addition, their rental and leasing expense account is needing an amendment for pump rentals that were needed for the hurricane. Funding for this amendment will come from the Middleton Utility Company Franchise Fees, Gibson Place Utility

Company Utility Tax, and Gibson Place Utility Company PILOT Fees, which are expected to exceed budgeted projections.

Utility Revenue Fund

Water Department

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Salaries	$1,255,075	$20,590	$1,275,665
FICA	$94,382	$1,570	$95,952
Retirement	$186,626	$2,800	$189,426

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Contingency	$4,277,838.79	($24,960)	$4,252,878.79

Justification for Amendment: In this amendment, the Water Department is requesting a budget amendment to their salaries and related benefits for an additional Water Trainee position, which was requested at the mid-year budget presentation done in April 2025. Funding for this amendment will come from the reserves.

Water Department

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Relocation Projects	$4,500,000	$(4,500,000)	$0.00
Contingency	$4,252,878.79	$4,500,000	$8,752,878.79

Justification for Amendment: In this amendment, the relocation project that was originally budgeted for FY25, is being uncommitted and the funds are being put back to the reserves. The timeline for this project has been postponed and will be reconsidered during the FY26 budget cycle.

Utility Capital Improvement Fund

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Millennium Park Project (R12 Pump Stn)	$0	$4,270,000	$4,270,000

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Contingency	$81,308,300	($4,270,000)	$77,038,300

Justification for Amendment: In this budget amendment, the Millennium Park project needs an amendment for the R12 Pump Station based on the awarded bid, along with the associated engineering costs, which was approved on March 10, 2025.

Water SDC Fund

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Developer Reimbursements	$0.00	$1,070,000	$1,070,000

Expenditure	FY25 Adopted Bud	Increase/(Decrease)	FY25 Amended Bud
Contingency	$2,916,622.50	$(1,070,000)	$1,846,622.50

Justification for Amendment: In this budget amendment the Developer Reimbursement expense account in the Water SDC fund is being amended for developer agreements between Lucky U Cycles, $30,000, and Twisted Oaks, $1,040,000. Funding for this amendment will come from the reserves

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Parks and Recreation Quarterly Report**

REQUESTED ACTION: For information only.

CONTRACT:

Vendor/Entity:

Effective Date: Termination Date:

Managing Division/Department:

BUDGET IMPACT: None.

HISTORY/FACTS/ISSUES:

The presentation provides a review of the Parks and Recreation Department's progress over the last 3–4 months. Topics include special events, athletic programs, staffing, and park updates.

Wildwood Parks and Recreation

Quarterly Department Report
Workshop 4-21-25

Staff

Vacant Positions:

- Office Manager
- 3 Park Maintenance Workers

Recently Hired:

- 2 Recreation Specialists (Athletics & Events)
- 1 Park Maintenance Worker

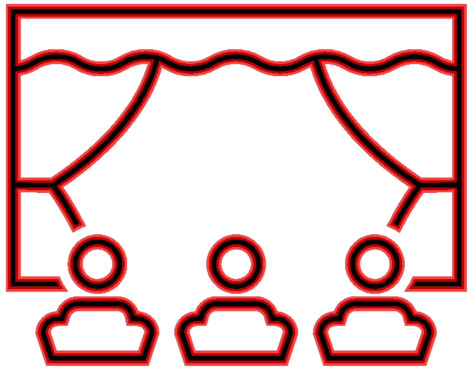
Promotions:

- Brandon Hall – Athletics Manager
- Gabriella Ascione – Events Manager
- Tiffany Shelton – Camp/Youth Programs Supervisor
  - Previously worked as a Recreation Aide

Project Updates

- HVAC Progress at WWCC
- Millennium Park
- Oxford Park
- Dr. Martin Luther King Jr. Recreation Center

Special Events



Event Attendance: January - April

- Touch–A–Truck: ~ 750 people; free to attend
- Dr. Martin Luther King Jr. Celebration: ~150 people; free to attend
- Father Daughter Dance: 130 people; $10/person
- Wildwood Comedy Night: 179 people; $15/person
- Junk in the Trunk: 54 people registered to sell items; free to attend
- Art in the Park: 37 vendors registered to sell items; free to attend
- Adult Flashlight Egg Hunt: over 450 registered participants; $15/person (some participants registered at the door)

Special Events

Upcoming Events:

- Eggstravaganza: April 19th
- Arbor Day: April 25th
- Great Gatsby Party at the Baker House: May 2nd
- Mother & Son Dance: May 10th
- Wildwood Comedy Night: June 7th
- Trivia Night for Adults: June 21st
- Happy Birthday America: July 3rd
- Back-to-School Extravaganza: July 19th

Special Events

- 2026 Event Schedule will be finalized by May 1st
  - Team will focus on planning more quality events rather than the quantity of events to help prevent burnout, provide a better experience for the community, and utilize funds more efficiently

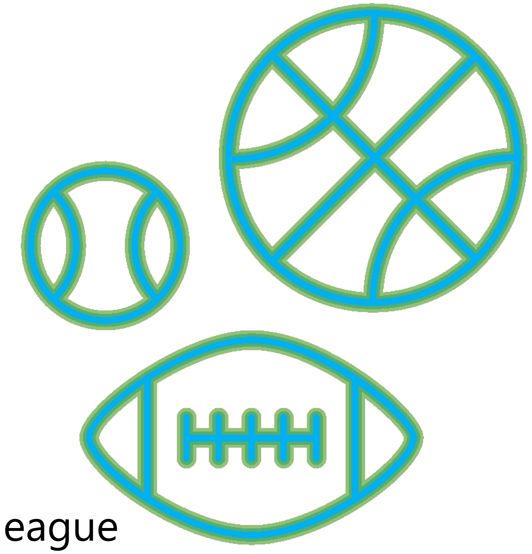
  - New Year's Eve Event
    - We would like to eliminate this event from the schedule, pending Commission approval

    - Staff recommends putting more resources and funds toward other major holiday events (Happy Birthday America fireworks/Winterfest)

- Pros to NYE Event:
  - Well-attended event (over 1500 people in 2024)
  - Received good community feedback

- Cons to NYE Event:
  - Odd timing for an event (right after Christmas; days before NYE
  - Staff burnout by the end of December, with several events to prepare for in January
  - Challenge finding vendors that are available during this time due to holiday vacations/office closures

Athletics



League Participation:

- Baseball: 171 children participated in the 2025 season
  - Currently gearing up for all-star season – 5 teams participating
  - Developing Wildwood Baseball Board
    - Select group of community members
    - Will assist with logistics and provide input/guidance to help Wildwood’s baseball league thrive
- Softball: 46 children participating – Season ends May 3rd
- T-Ball: 37 children participated

Coming Up:

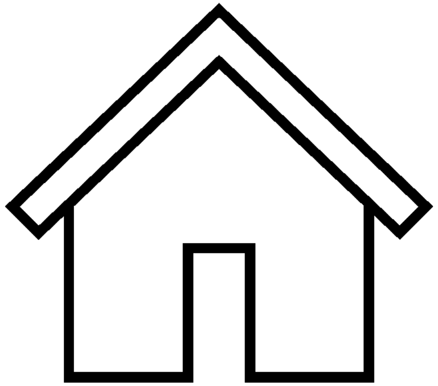
- NBA 2K25 Gaming Tournament: June 7th; free to participate; for ages 12-18
- NBA Jr. Basketball League: Season runs from June 16th – August 7th; $50 per child; for ages 5-15
  - Financial discounts available

Youth Programs

- Summer Camp
  - Scheduled for June 9th – August 8th
  - Currently hiring camp counselors
  - Registration opens May 1st

Kids Night Out & One Day Fun Days set to begin in the Fall

Baker House



Attendance: January - April

- Vintage Clothing Exhibition: January 21st; 30 people
- Victorian Tea: February 25th; 71 people (max was 72)
- Mad Hatter's Murder Mystery Tea: 216 people (sold out)
- Historical Tours: Held every Thursday, January - April; 289 people

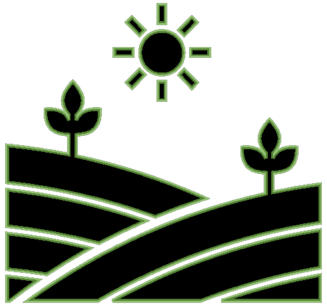
- The Baker House event season runs from September to April
- The season closing event will be the Great Gatsby Party on May 2nd

- The Baker House currently has 15 volunteers

Park Maintenance

General Updates

- Installed new mulch at MLK Jr. Park and Millennium Park playgrounds at the end of March
- Wildwood Community Center irrigation line repairs are in progress
- Seasonal flower installation at parks and facilities started last week
- 466A Wildwood sign serviced last week
- Splash pad opened on April 7th and will stay open until October 1st
  - Current schedule:
    - Monday – Friday 2:00 p.m. – 6:00 p.m.
    - Saturday – Sunday 12:00 noon – 6:00 p.m.
      - Times will be adjusted when schools are out for the Summer



Facility Reservations (January 1 – April 1)

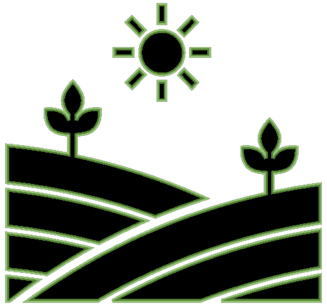
- WWCC: 83 rentals; $32,124 in revenue
- Warfield Auditorium: 24 rentals; $7,305 in revenue
- Oxford Community Center: 43 rentals; $6,670 in revenue
- Dr. MLK Jr. Community Center: 2 rentals; $150 in revenue
- Millennium Park Ballfields/Multipurpose Fields: 53 rentals; $1,135 in revenue

Rental data does not include facility reservations by Sumter County School Board, community partners, or other government agencies

Nine renters have utilized the setup/breakdown service since January 2025

Future Commission Action Items

- Decision about City continuing to host a New Year’s event
- Bicycle and Pedestrian Pathway Master Plan
- Oxford Park Renovations
- Contract with Engage Pickleball
  - Resurfacing/adding six new pickleball courts at Oxford Park



Conclusion

Questions or Comments?