



Life's Just Better Here

**MINUTES OF THE  
BUDGET REVIEW COMMITTEE  
CITY OF WILTON MANORS  
EMERGENCY OPERATIONS CENTER, CITY HALL  
2020 WILTON DRIVE  
WILTON MANORS, FLORIDA 33305  
WEDNESDAY, JULY 11, 2018 – 6:30 P.M.**

<b>Committee Members</b>	<b>Attendance</b>	<b>Cumulative Attendance</b>	
		<b>P</b>	<b>A</b>
Sal Torre, Chair	P	2	0
Mark Freeman, Vice Chair	P	2	0
Jon O'Connor, Secretary	P	2	0
Van Gosselin	P	2	0

**City Staff**

- Leigh Ann Henderson, City Manager
- Bob Mays, Finance Director / Staff Liaison
- Carol Conol, Assistant Finance Director
- Paul O'Connell, Chief of Police
- David Archaki, Emergency Management/Utilities Director
- Patrick Cann, Leisure Services Director
- Todd DeJesus, Capital Projects and Grants Manager
- Michelle Parks, Parks and Recreation Division Director
- Rick Sterling, Library Director
- Brigitte Chiappetta, Recording Secretary, Prototype, Inc.

**1. Call to Order**

Chair Torre called the meeting to order at 6:30 p.m.

**2. Roll Call**

Roll was called, and all City Staff members present introduced themselves.

**3. Approve Minutes from February 20, 2018 Organizational Meeting**

**Motion** made by Mr. Gosselin, seconded by Vice Chair Freeman, to approve. In a voice vote, the **motion** passed unanimously.

**4. Public Comments – Limited to 3 Minutes**

None.

Chair Torre explained that Chief of Police Paul O'Connell was invited back to tonight's meeting to complete the discussion of the Police Department's budget that began on July 9, 2018. He asked if Chief O'Connell had a plan to adjust personnel due to the four vacancies currently in the Department in light of the City's current crime rate, which has recently decreased. Chief O'Connell replied that he would not advocate reducing the number of Officers, even in light of good news regarding the crime rate, without a compelling reason to do so.

Chief O'Connell continued that there has been consideration of returning to 12-hour shifts. This has been proposed to the Police Benevolent Association (PBA), which will take the proposal back to its members. He felt this would make the City more competitive in the local marketplace.

Mr. Gosselin asked if there are any Officers who serve on foot patrol. Chief O'Connell replied that at present, there are multiple Officers conducting bike patrols, but no foot patrols. Mr. Gosselin explained that representatives of businesses located on Wilton Drive have suggested a more obvious physical Police presence might be helpful. Chief O'Connell emphasized the need for Officers to talk to residents and get to know the community.

Vice Chair Freeman requested clarification of Code Compliance's authority. Chief O'Connell advised that by design, the Code Compliance process can be frustrating, as the entire concept is to encourage compliance. He noted that fines and forfeitures for fiscal year (FY) 2018 were budgeted at \$50,000, but are currently over \$150,000.

City Manager Leigh Ann Henderson commented that the Code Compliance process requires Officers to identify Code violations, then send a courtesy notice to the property owner establishing a date by which the property must come into compliance. If the property does not become compliant, the case goes before a Special Magistrate, who hears evidence and determines the penalty. A typical penalty consists of a fine per day until the property is brought into compliance.

Ms. Henderson continued that properties incurring Code Compliance violations are a matter of public record. A lien may be placed on the property if it does not come into compliance; however, if the property is homesteaded, the City has no power to collect on this lien until the property is sold. In recent years, the City has foreclosed on two properties.

## **5. Individual Department Budget Reviews**

### **A. Emergency Management / Utilities**

David Archaki, Emergency Management/Utilities Director, advised that this Department oversees water and sewer services, drainage, recycling and garbage, and roads. This

year's capital improvement projects will include the implementation of climate change modifications into the drainage system, as some roads are severely affected by king tides. There are no capital projects and the Public Services budget remains flat, covering equipment repairs and rentals.

Mr. Archaki continued that there is a small budget item addressing road resurfacing. This project is budgeted using funds received from the gas tax. The City has also budgeted \$15,000 to wrap utility boxes. Other projects include sidewalk replacement/repairs. A 26<sup>th</sup> Street project is funded in part through a \$1 million grant from the Florida Department of Transportation (FDOT). It is expected to improve sidewalks and bike lanes on the north side of the roadway from Five Points to Andrews Avenue.

- **Water / Sewer**

Mr. Archaki stated that there are multiple capital projects in this category, including replacing the roof on a storage facility and repainting that building. Front office furniture will be replaced. Lift stations 12, 2, 1, and 4 will be replaced in FY 2019. This will complete the replacement of all the City's lift stations. All stations have a backup generator hookup; however, there is not sufficient money, or room within the right-of-way, to keep a generator at each lift station. The City can operate up to five generators at one time in the event of a City-wide power failure. In the event that a major storm is expected, additional generators are rented in advance.

Mr. Gosselin asked if there has been consideration of installing power panels in lift stations. Mr. Archaki replied that he plans to look into this possibility for certain stations. Other projects include waterline replacements from mains to meters on Maynard Road and Jenata Isles, as line breaks have begun to occur in laterals. A committee has been formed to select a firm that will prepare a water/sewer/stormwater Master Plan.

- **Stormwater Drainage**

Mr. Archaki advised that the Department plans to add a new backhoe carport at the municipal lot, which will cover some of the City's newer equipment. The Drainage Fund ensures that rainwater is clean before it is emptied into the canals.

Chair Torre asked if there is an increased awareness of climate change. Mr. Archaki replied that the City Manager's Office is working on a complete inventory for a City-unified project to help all homeowners raise their seawalls. Broward County is working to establish the appropriate elevations for new buildings and seawalls. He anticipated this will be complete by October 2019.

Chair Torre asked if the Department anticipates an increase in utility user fees. Mr. Mays responded that these fees will have to increase; in addition, Broward County has

proposed a referendum for a County transportation surtax, part of which could be used to mitigate the effects of climate change. Ms. Henderson added that the state and federal governments will need to take a larger role to combat the effects of climate change.

Mr. Gosselin asked if the City is planning incremental increases into the Drainage Fund in anticipation of these changes. Finance Director Bob Mays replied that this fund increases by 5% each year, independently of the water bill. Mr. Archaki advised that the City is currently seeking Community Development Block Grant (CDBG) funds to help pay for some drainage projects, including NW 26<sup>th</sup> Street, 24<sup>th</sup> Street, and 7<sup>th</sup> Avenue, over a two- to three-year period.

- **Recycling**

Mr. Mays clarified that these services are funded through garbage and recycling fees. Mr. Archaki continued that the recycling market is currently flat. The City is currently paying \$88/ton for recycling. There may be a future change to the waste management contract to remove glass from the recycling stream in order to cut costs further, as there is presently no market for it.

Mr. Archaki continued that he will sit down with a representative of Waste Management to discuss several ideas further and arrive at a solid plan, which will then be taken to the City Manager and City Commission for approval. He noted that Wilton Manors is typically one of the top five cities in Broward in pounds of household recycling. The City is also the only municipality in Florida to provide at-the-door household hazardous waste pickup.

## **B. Leisure Services**

Patrick Cann, Leisure Services Director, gave a brief overview of the Department, which provides a broad range of services to support the needs and interests of the community, enhance quality of life, and cultivates a team of professionals to pursue opportunities such as grants, donations, land acquisitions, and other services.

Trends include an 11% increase in participation, resulting in more than 507,000 annual park and library visits. For the past two years, participation has been up by 23%. Revenue is up by 5% and exceeds \$600,000. Over the past 10 years, programs, facilities, and amenities have expanded by approximately 153% of operation, while participation has increased by 136% over the same time frame. Revenue has increased by 111% over the last 10 years. Staffing has decreased by 2%.

Key areas include the library, recreational parks and facilities, public facilities, waterways, rights-of-way, capital projects, and grants. Mr. Cann noted that the proposed FY 2019 budget is consistent with the previous year, and there have been no changes

to staffing. The Department is not asking for additional resources at this time to help programs and amenities continue to grow.

One priority project underway is at Colohatchee Park, with the current phase budgeted at \$483,000, including grant funding. This will expand the dog play area at the park and create a transition area, a walking trail, and an outdoor fitness zone with a shade structure. These improvements will go before the City Commission in August 2018 and, if approved, will be under construction beginning in September or October. The park will be closed for six to ten weeks to accommodate construction. Mr. Cann advised that security cameras have been added to Jaycee Park. Field renovations are planned for Mickel Park and may tie into the next fiscal year as well.

Ms. Henderson noted that the City Commission has requested site analysis for Site 92 to determine its potential future usage if it is still owned by the County, as well as what would be necessary if the City takes ownership of the parcel and identification of any issues. The parcel is 1.43 acres, valued at approximately \$1.5 million. A culvert on the property presents a challenge, as it may cost up to \$300,000 to repair. The Town would like to keep this property passive, incurring minimal expenses; if the community prefers that it be developed, there may be additional challenges and costs.

Mr. Cann continued that some equipment at the Hagen Park Fitness Center will need to be replaced, as the facility is now 10 years old. This equipment includes treadmills, bicycles, and stair climbers. Weight-bearing equipment does not require replacement. There are approximately 100 members who use the facility.

Vice Chair Freeman asked if there has been consideration of enlarging the Fitness Center. Mr. Cann replied that Staff has considered developing the space into a gym facility, noting that the intent is to maintain multi-functional use rather than a sole source facility. There are 14 classes per week held at the Fitness Center, which generated \$76,000 the previous year. While there has been consideration of using CDBG funds to convert the Center to a larger gym facility, it would no longer be able to accommodate the diverse uses currently served there.

Chair Torre observed that the current size of the Fitness Center means other facilities must sometimes be rented to accommodate different uses. Mr. Cann reiterated that there is significant demand for a diversity of services at all Leisure Services facilities, including the Fitness Center, the library, and the parks.

Mr. Cann noted that square footage in community facilities is limited. Hagen Park had 194 reservations in the current fiscal year for a diversity of functions, while Island City Park had 160 reservations. These include classes, meetings, and various seasonal camps. Some costs are subsidized: for example, while child care generates \$355,000, the cost recovery for this service is 75%. He explained that it is not possible to recover 100% of these costs, as this would have a negative effect on participation.

Mr. Gosselin asked how the Department determines how many Wilton Manors residents are using the facilities provided as opposed to residents of other municipalities. Mr. Cann explained that the City tracks this use, as fees for some facilities differ for non-residents. For example, a non-resident may pay more to rent facilities at the Fitness Center; however, for other uses, such as the volleyball court, there is significantly less maintenance, and the reason for the amenity is to attract people to the community. This tracking is done through surveys.

Vice Chair Freeman asked how the \$5 charge to attend the recent Stonewall event is used. Mr. Cann replied that the event itself costs roughly \$500,000. The \$5 donation is intended to offset costs such as the Police detail, barricades, and other considerations. The event is sponsored by a nonprofit group. Ms. Henderson added that this can be a difficult event to stage, as it must balance the concerns of business owners who may not want competition from outside vendors.

Chair Torre asked which costs for the event are subsidized by the City. Mr. Cann replied that the City's maximum contribution is \$15,000, which is used toward barricades. He noted that a consultant retained to measure the value and economic impact of the Stonewall event determined that it brought \$4 million in revenue to Broward County.

Chair Torre expressed concern that the City is spending any money on the event rather than making money on it. Ms. Henderson advised that the event is making incremental gains each year, some of which are due to improved public safety considerations. Vice Chair Freeman commented that he would like to see multiple groups compete for the benefit of sponsoring the event.

Chair Torre requested an update on the Parks System Master Plan, which was approved in 2010. Mr. Cann recalled that the catalysts for the development of this plan included the repurposing of Mickel and Colohatchee Parks and the expansion of Hagen Park. The Master Plan provides a blueprint for what aspects of the parks system to focus on in response to community surveys, public meetings, and focus groups. Future improvements or expansion could be addressed through a bond issue rather than through the General Fund. The Master Plan is intended to prioritize improvements to the parks' infrastructure and redevelopment.

Chair Torre commented that while many Master Plans may be updated every five years, the demographics of the City have not changed significantly. He asked if it might be beneficial to postpone an update until after the 2020 U.S. Census, when more current demographic information may be available. Mr. Cann pointed out that several changes have occurred over the past 10 years, including more than double the number of annual park/library visits, the addition of facility space and amenities, and significant development and redevelopment in the City. He did not feel the City should wait longer to update the Parks System Master Plan.

Mr. Gosselin asked how the system could respond to these changes without a corresponding increase in revenues to support this growth. Mr. Cann replied that this is why a Parks System Master Plan was necessary: the City would bring in an expert in growth planning within the parks industry. Vice Chair Freeman agreed that the input from a third party could be helpful in planning future improvements.

Michelle Parks, Parks and Recreation Division Director, stated that the ages served through summer youth participation are 4 through 13 years, with the average participant aged 8 to 10 years. The City offers a mentoring program for teenagers at Fort Lauderdale High School. She acknowledged that it can be difficult to attract teens to programming, and that there is no dedicated facility or space for this population.

Chair Torre observed that the Hagen Park Community Center expansion does not appear in the budget. Mr. Gosselin asked if this facility might include space for a teen center. Mr. Cann replied that the plan is to expand the facility to the east in order to include fitness space at the Community Center.

Mr. Gosselin requested additional information regarding plans to replace any existing tennis courts with clay courts. Mr. Mays explained that this decision was not initiated by Leisure Services but by the City Commission: during last year's budget process, some residents had requested this change, and the Commission directed Leisure Services to set aside \$32,000 for this purpose. FY 2019 will be year two of the process. The complete estimated cost of conversion will be \$96,000.

Mr. Cann noted that although clay courts are considered safer for wear and tear on players' joints, sustainability and maintenance costs are concerns. Additional revenues are expected to be minimal, as the City generates approximately \$4500 per court. While having all courts with the same surface could mean they are used for tournaments, the downside to this is that residents would have less access to them during tournament play. He concluded that the Department recommends keeping four asphalt courts, as there is an ongoing demand for a faster surface.

Chair Torre asked how the \$32,000 could be used if asphalt tennis courts are not converted to clay. Mr. Cann replied that these funds could be used toward lighting enhancements for City Hall as well as street lighting. He emphasized the importance of creating an inviting atmosphere through lighting.

Chair Torre also asked if the Department needs more funding for the upkeep of waterfront facilities in light of the effects of climate change. Mr. Cann confirmed that there are challenges related to climate change, and pointed out that there are few good solutions other than raising the height of bridges, which is not feasible at this time. Flooding is another consequence, which means water storage to prevent inundation of streets is important.

Chair Torre noted that contractual services expenses are divided between \$17,500 for recreation and \$57,000 for parks and recreation. Mr. Mays noted that a portion of this is due to credit card fees, which can total between \$8000 and \$10,000 per year. He continued that \$10,000 of the recreation line item goes toward custodial contract maintenance at Wilton Manors Elementary. The largest line item under parks and facilities covers 30 visits from a landscaping contractor. Some maintenance is performed in-house.

Chair Torre requested clarification of a \$25,000 interfund transfer. Mr. Mays replied that for approximately 20 years, the Grants Fund has operated at a deficit, which the City addresses by transferring \$25,000/year from the General Fund to the Grants Fund.

## **6. General Discussion**

Vice Chair Freeman asked if a “wrap-up” meeting is planned to address some of the questions raised by the Committee during the budget meetings. It was determined that these will be addressed at the meeting planned for Monday, July 16, 2018.

## **7. Adjournment**

As there was no further business to come before the Committee at this time, the meeting was adjourned at 8:21 p.m.

[Minutes prepared by K. McGuire, Prototype, Inc.]

Minutes approved by the Committee at their meeting of August 21, 2018.