

City of
Wilton Manors, Florida

Adopted Operating and Capital Budget

Fiscal Year 2016-2017

Prepared by the Finance Department



The City's 17th annual Stonewall Festival was held on June 18, 2016 along Wilton Drive. This year's parade was dedicated to the memory of the victims of the Orlando Massacre, whose names were displayed by the parade marchers shown above.



Life's Just Better Here

CITY OF WILTON MANORS
OPERATING AND CAPITAL BUDGET
FISCAL YEAR 2016-2017



CITY COMMISSION

Gary Resnick, Mayor
Scott Newton, Vice-Mayor
Julie Carson, Commissioner
Tom Green, Commissioner
Justin Flippen, Commissioner

CITY MANAGER

Leigh Ann Henderson

ASSISTANT CITY MANAGER

Pamela Landi

DEPARTMENT DIRECTORS

Kerry Ezrol, City Attorney
Kathryn Sims, City Clerk
Bob Mays, Finance Director
Dio Sanchez, Human Resources Director
Paul O'Connell, Police Chief
Roberta Moore, Community Development Services Director
Patrick Cann, Leisure Services Director
David Archacki, Emergency Management/Utilities Director





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Wilton Manors

Florida

For the Fiscal Year Beginning

October 1, 2015

Jeffrey R. Emmer

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award for Distinguished Budget Presentation to the City of Wilton Manors, Florida for its annual budget for the fiscal year beginning October 1, 2015.

In order to receive this award, a governmental unit must publish a budget document that meet program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

The award is valid for a period of one year only. The City administration believes the current budget continues to conform to program requirements, and is submitting it to GFOA to determine its eligibility for another award.

CITY OF WILTON MANORS

OPERATING AND CAPITAL BUDGET FISCAL YEAR 2016-2017

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City of Wilton Manors



Life's Just Better Here

Date: June 22, 2016
To: Mayor and City Commission
From: Leigh Ann Henderson, City Manager
Re: Submittal of Fiscal Year 2016-2017 Budget

Enclosed you will find your individual City Commission Budget binders, submitting the proposed budget for Fiscal Year 2016-2017. The Commission's first advertised budget workshop with the Budget Review Committee is scheduled for Tuesday, July 26 at 6:30 pm. The two advertised budget workshops with the City staff have been scheduled for Wednesday, July 27 and Tuesday, August 23, both at 6:30 pm. All workshops and hearings will be held in the Commission Chambers in City Hall.

In similar manner as the prior fiscal year, your budget book includes the newly-updated section on the following pages that provides "Budget Highlights". This section has been prepared to assist you in easily identifying the changes proposed in the submitted budget in the following areas: personnel; major capital items; operating, and revenues. The format of this year's proposed budget has been updated to include more information on departmental accomplishments, goals and objectives, and capital requests.

In addition, the revenues section includes details on the ad valorem rates for the current year (FY 16) and the proposed rates for the upcoming fiscal year (FY 17).

The Commission's two budget hearings with the public are scheduled for Monday, September 12 and Tuesday, September 20, both at 6:30 pm. As you review the proposed budget prior to the scheduled workshops and throughout the next few weeks, should you have any questions at all, please contact me or Assistant City Manager Pamela Landi. We will be happy to answer your questions at any time either by phone, e-mail or to set up an appointment to meet with you individually or jointly with the City's Finance Director and Departmental staff.

A handwritten signature in black ink, appearing to read "Leigh Henderson".

Leigh Ann Henderson
City Manager



CITY OF WILTON MANORS

BUDGET HIGHLIGHTS FISCAL YEAR 2016-17 BUDGET

Significant Factors Affecting Budget Preparation

General Fund Budget

The General Fund is the City's primary operating fund, and its primary source of revenue is ad valorem taxes (property taxes), which account for 45% of total General Fund revenues. The taxable value of the City's real estate has continued its recovery, increasing again for the fifth consecutive year after several years of decline due to the Great Recession. The City's Taxable Value at June 1, 2016 is \$1,182,590,907 or an increase of 8.54% over last year, although the new value is still well below the pre-recession value of \$1,268,127,597. Since the end of the Great Recession, the City has been in the upper tier of Broward County cities for property value increases, with the City's increase in taxable value this year being the fourth highest in Broward County. This increase in property values brings in additional revenue to the General Fund of \$490,461 at the FY16 operating millage rate of 6.0683.

However, counterbalancing this increased revenue are significant increases in the costs for health insurance, Florida Retirement System pension, contracted compensation for members of the Police Benevolent Association bargaining unit, and other costs.

With these factors in mind, management was faced with the challenge of bringing into balance the staff-requested General Fund budget (the "wish list" budget) of \$18.6 million, which would have been an increase of more than \$2.2 million over the FY15-16 adopted General Fund budget. The resulting adopted FY16-17 General Fund budget of \$16,814,229 is an increase of \$394,025, or 2.4% from FY16. The adopted budget reduced the operating millage rate to 5.9900 from 6.0683 in FY16. Total combined millage rate (including debt service millage) is 6.5547, a decrease of 0.1217 mills.

All-Funds Budget

The FY17 adopted budget for all funds is \$35,832,593. The tables below compare the adopted FY16-17 budget to the adopted FY15-16 budget.

FY16-17 All-Funds Budget, Summary By Fund

Fund	Adopted FY16-17	Adopted FY15-16	\$ Change	% Change	Fund as % of Budget
General Fund	\$16,814,229	\$16,420,204	\$394,025	2.4%	46.9%
Recycling Fund	3,453,000	547,084	2,905,916	531.2%	9.6%
Fire Rescue Assessment Fund	2,575,624	2,224,068	351,556	15.8%	7.2%
Road Improvement Fund	400,674	263,103	137,571	52.3%	1.1%
Miscellaneous Grants Fund	627,754	226,635	401,119	177.2%	1.8%
Federal Police Forfeiture Fund	73,000	41,000	32,000	78.0%	0.2%
Police Training & Education Fund	6,500	4,000	2,500	62.5%	0.0%
State Police Forfeiture Fund	5,000	14,000	(9,000)	-64.3%	0.0%
Water and Sewer Utilities Fund	10,367,127	10,099,086	268,041	2.7%	28.9%
Parking Fund	794,000	953,850	(159,850)	-16.8%	2.2%
Drainage Utility Fund	601,335	476,983	124,352	26.1%	1.7%
Jenada Fund	18,350	18,350	0	0.0%	0.1%
Wilton Drive Improvement District	96,000	0	96,000		0.3%
	\$35,832,593	\$31,288,363	\$4,544,230	14.5%	100%

Note: the large increase in the Recycling Fund budget is due to a change in accounting for the Fund, converting it from a Special Revenue Fund to an Enterprise Fund.

FY16-17 All-Funds Budget, Summary by Category

Category	Adopted FY16-17	Adopted FY15-16	\$ Change	% Change	Category as % of Budget
Personnel Wages	\$7,798,161	\$7,676,684	\$121,477	1.6%	21.76%
Personnel Benefits	4,923,533	4,545,354	378,179	8.3%	13.74%
Operating Expenditures	13,746,139	10,143,160	3,602,979	35.5%	38.36%
Capital Expenditures	4,408,600	3,874,090	534,510	13.8%	12.30%
Debt Service	2,135,885	2,236,925	(101,040)	-4.5%	5.96%
Depreciation	908,261	896,370	11,891	1.3%	2.53%
Transfers	1,912,014	1,915,780	(3,766)	-0.2%	5.34%
	\$35,832,593	\$31,288,363	\$4,544,230	14.5%	100%

Note: The large increase in Operating Expenditures is due to the accounting change for the Recycling Fund (see above).

Strategic Plan

In the summer of 2015 the City adopted the 2020 Strategic Plan, a five-year plan that will guide future policy development, budgeting and management decisions toward the accomplishment of defined goals and objectives.

An important part of the process in developing the Plan was ensuring community participation. Focus group meetings with the City Commission, members of boards and advisory committees, and members of the business community were held and participants were asked to assess and discuss the strengths, weaknesses, opportunities, and challenges of the City. A city-wide resident survey was conducted and requested residents to:

- assess their level of satisfaction with staff and city services;
- examine perceptions about quality of life and standard of living
- measure priorities; and
- assess critical issues.

Through the information collected, the focus areas of the Plan were developed. Multiple planning sessions with City department leaders were conducted to develop the vision and mission statements, goals, objectives, and strategies for each of the Plan's four priority areas:

- Proactive Public Safety
- Sound Governance
- Strategic Growth and Redevelopment
- Innovating and Adapting for the Future

The final component of the Plan is defining the performance measurements that will allow for tracking progress toward the accomplishment of the goals. The process of developing relevant and appropriate performance measures is underway.

The Strategic Plan provided the foundation for the FY16-17 adopted budget. Future budgets will continue to align with and reflect the Plan.

New Components of the FY16-17 Budget

- **Information Technology**
One of the City's goals has been to improve its Information Technology (IT) infrastructure and service delivery. To help further that goal, in the FY16-17 budget the City has consolidated all citywide IT activity into one location. The new IT Division (5117) is a division of the Non-Departmental "Department" (5117, 5118, and 5119). Since the IT Division is an internal service activity, its costs are fully allocated to other departments throughout the City.
- **Recycling Fund**
The City's Recycling Fund accounts for the solid waste and recycling activities of the City. The Fund has traditionally been accounted for as a Special Revenue Fund. Since the Fund provides services that are financed primarily by user charges, staff has determined that it is more appropriate that the Fund be accounted for as an Enterprise Fund. Because of this change in accounting, the budget reflects for the first time the revenues from user charges and the

contractual expenditures to the City’s garbage and recycling contractor. These newly accounted for revenues and expenditures total approximately \$2.9 million.

- **Wilton Drive Improvement District**

In late 2014 the City Commission adopted an ordinance creating the Wilton Drive Improvement District (WDID) to work toward creating a cleaner, safer, and more attractive Wilton Drive. The District consists of 56 parcels of commercial property that border Wilton Drive. The district has the power to levy non-ad valorem assessments up to \$100,000 annually to fund its operations. The first assessments will provide funding for FY16-17 beginning October 1, 2016. WDID is a dependent special district under Chapter 189 of Florida Statutes, and is a Component Unit of the City for financial reporting purposes.

The District’s board is comprised of seven members appointed by the City Commission. The board was initially appointed in late 2015 and began work to organize itself, establish its funding, and set its priorities. The board adopted its first budget (for FY16-17) which per ordinance was subsequently approved by the City Commission. The WDID budget can be found on pages 166 through 168.

Utility User Fees

Changes to the Water and Sewer user fees depend upon the actions of two independent governments – the City of Fort Lauderdale (CFL) and the South Florida Water Management District (SFWMD). The City of Wilton Manors contracts with CFL for water purchases and sewer treatment. CFL’s rates are determined by their City Commission. In addition, the SFWMD issues water-use restrictions in phases depending on the severity of drought conditions.

CFL has instituted additional drought-rate surcharges intended to limit water consumption during SFWMD-issued drought phases. These drought surcharges, which increase according to the severity of drought conditions, are added to their base water rates and are passed through directly to all customers, thereby increasing the rates that the City of Wilton Manors pays for water purchases from CFL. Listed below is the current schedule of drought-rate surcharges charged by CFL.

	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Phase 4</u>
Water Rates	(**)	(**)	17%	31%

(**) Included in rates

For Fiscal Year 16-17, at the publication date of the budget, it was anticipated that CFL would increase rates for both water and sewer by 5%. Pursuant to this, rate increases of 5% for both sewer treatment and water usage have been passed through to consumers in this adopted budget. The FY2016-17 budget includes funding that will be used in part to analyze ways for the City to address the relentless rate increases from CFL.

Fiscal Year 2016-17 finds the Water & Sewer Utility Fund at a milestone moment. During the Fiscal Year the Fund will make the final payment on the 2007 Water & Sewer Bonds, reducing the amount to be budgeted for debt service required in future years by \$1.2 million annually. During the last several

years, the Fund has been financing needed infrastructure upgrades on a pay-as-you-go basis without incurring additional debt. In order to clearly define the City's future utility infrastructure needs, the FY16-17 budget includes funding for a Water, Sewer, and Stormwater Master Plan. This plan will identify the future funding needed for the City's utilities, thus giving staff the information necessary to determine how best to set future utility rates.

A rate increase of 5% has been adopted for the Drainage Utility Fund (Stormwater) for FY16-17.

Fire and Emergency Medical Services

Since June 2000 the City of Wilton Manors has contracted with the City of Fort Lauderdale (CFL) to provide Fire and Emergency Medical Services (EMS). In 2010 this contract was renewed for an additional 5-year term which expired on September 30, 2015. After exploring and rejecting alternatives to the partnership with Fort Lauderdale, City staff negotiated a 5-year renewal of the Fire-EMS contract.

The terms of the newly-negotiated contract include provisions for annual increases based on the CPI, with each year's increase limited to no more than 1.25 times the previous year's increase. The CPI increase this year was 0.72%, translating into an increase of only \$11,697 for Fire Services and only \$7,798 for Emergency Medical Services. This is considerably lower than the increases under the prior 5-year contract.

While the General Fund accounts for the EMS portion of the CFL contract, the fire portion of the contract expenditures are accounted for in the City's Fire Assessment Fund. The principal source of revenue for this fund is the City's Fire Assessment Fee. These fees are calculated based on expenditures for the fire portion only of the CFL contract and on the City's other fire-related expenditures.

The Fire Assessment Fees are budgeted to increase in FY17 for single family homeowners from \$194.97 to \$210.18, or \$15.21, due to the anticipated increase in total operational costs. The total Fire Assessment of \$2,192,828 is allocated proportionately to the various types of users within the City based on the total number of response calls associated with each respective property use designation. The last assessment allocation study was conducted by an outside consulting firm during the summer of 2015.

The FY17 rates are calculated using the methodology of the 2015 study. As mentioned above, one important component of the allocation of costs is the total number of response calls to properties in each of the property use categories. The methodology uses the average of the last three year's calls in order to smooth out any unusual spikes in responses to a particular category in any given year.

Below is a table that compares the adopted FY16-17 Fire Assessment Fees to those of last fiscal year.

Adopted Fire Assessment Fees

Wilton Manors Assessment Rates by Property Use Category	Budget Year FY16-17	FY15-16	Increase (Decrease)	% Change
Residential (per unit)	\$210.18	\$194.97	\$15.21	7.8%
The Rates below are per 100 Square Feet of building space:				
Commercial	\$42.65	\$29.29	\$13.36	45.6%
Industrial/Warehouse	\$2.90	\$3.65	(\$0.75)	-20.5%
Institutional	\$26.42	\$27.61	(\$1.19)	-4.3%
Government	\$34.89	\$31.68	\$3.21	10.1%
Nursing Home	\$76.10	\$71.32	\$4.78	6.7%

Personnel

The City’s Human Resources Department strives to maintain competitiveness in employee recruitment and retention. A full compensation and classification study was performed by the City for the FY14-15 budget. Based on the recommendations of the study, the City’s policy is to adjust employee pay ranges every two years by the average of the change in the Consumer Price Index (CPI) over the last two years. The change in the CPI over the last two years was +2.0052% (February 2014 to February 2016). Accordingly the pay ranges included in this FY16-17 budget were adjusted upwards by 1.0%.

A table showing the job classifications and pay ranges can be seen on page 196 through 197 of this budget document.

- Number of Positions**

The Requested Budget from staff (the “wish list” budget) included requests for six new or reclassified positions (5.4 FTEs). This Adopted Budget, however, includes the addition of only two new positions and one reclassified position. The two new positions are both in the Leisure Services Department: Recreation and Parks Division Director, and Facilities Maintenance Supervisor. The other position change was converting the Part Time Information Technology Technician to Full Time IT Support Analyst. See the tables below for more information on the changes to personnel between the FY15-16 budget and the FY16-17 budget. A staffing summary chart for all funds can be found on page 29.

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Full Time Positions	103.00	102.75	106.00	106.00
Part Time Positions	48.00	27.50	47.00	26.275
TOTALS	151.00	130.25	153.00	132.275

Summary of Changes to Personnel Positions from FY15-16 to FY16-17		
Department	Change in FTE	Explanation
Information Technology & Non-Departmental	0.300	Convert Part Time IT Technician to Full Time IT Support Analyst
Police	0.250	The Police Officer position that was funded for 9 months in FY16 is fully funded in FY17
Leisure Services	0.500	Add new position: Director of Recreation and Parks Division (begins April 1, 2017)
Leisure Services	1.000	Add new position: Facilities Maintenance Supervisor (formerly contractual)
Community Development Services	-0.450	Changed Employee Allocations from CDS to Fire
Fire Assessment Fund	0.450	Changed Employee Allocations from CDS to Fire
Rounding	-0.025	
Total	2.025	

- **Life and Health Insurance Costs**

In January 2008 the City implemented an insurance opt-out program for all full time employees participating in the City's health insurance. As an incentive for employees to decline coverage and reduce the City's expenses for health insurance, the City provides employees with the option of receiving \$100 per month if they have insurance coverage under another medical plan. This program is limited to a maximum of fourteen (14) participants citywide.

In 2010 the City made available to all employees a lower-cost High Deductible Health Plan (HDHP). This plan was introduced as an alternative to traditional HMO and POS plans and gained wide acceptance among employees. In FY13-14 the old HMO and POS plans were eliminated and now all employees electing health insurance coverage are enrolled in an HDHP.

Premiums for health, life, dental, and disability insurance are set on a calendar year basis. The budget, therefore, includes premiums at the current calendar year rate for the first three months of FY16-17, and premiums at the projected rate of increase for the last nine months of the fiscal year.

Actual premiums for the coming calendar year are not known until several months after the budget is adopted. For the FY16-17 adopted budget, health insurance premium increases of 15% are anticipated for calendar year 2017. No premium increases are being budgeted for FY15-16 for dental or life insurance. Due to all of these factors the FY16-17 budget for health, dental, and life insurance is \$1,444,969, an increase of \$191,590, or +13% over FY15-16.

- **Pension Contribution Costs**

The City Commission approved participation in the Florida Retirement System (FRS) during Fiscal Year 2006-07. At that time the City's defined benefit (DB) pension plan was closed to new members. All new employees must participate in the FRS plan and existing employees were given the option of remaining in the City's pension plan or participating in the FRS Plan, with the City paying for five years of past service.

Rates for the FRS plan are set by the state legislature, and are effective for the state's fiscal year from July 1 through June 30. Therefore rates for the first nine months of FY16-17 (October 1, 2016 through June 30, 2017) have been set, but the rates for the last three months of FY16-17 (July 1, 2017-September 30, 2016) will not be adopted until the spring of 2017.

FRS Rates for the first nine months of FY16-17 increased an average of 7% over the FY15-16 rates. Based on the rate increases over the last three years, a rate increase of +5% was anticipated for the last three months of FY16-17.

<u>Total Budgeted Pension Contributions</u>	FY16 Budget	FY17 Budget	\$ Change	% Change
General / Non-Sworn:				
Wilton Manors Plan	\$710,190	\$731,518	\$21,328	3.0%
Florida Retirement System (FRS)	539,427	582,550	43,123	8.0%
Total Non-Sworn	\$1,249,617	\$1,314,068	\$64,451	5.2%
Sworn:				
Wilton Manors Plan	\$963,831	\$906,971	-56,860	-5.9%
Florida Retirement System (FRS)	489,945	521,643	31,698	6.5%
Total Sworn	\$1,453,776	\$1,428,614	-\$25,162	-1.7%
TOTALS	\$2,703,393	\$2,742,682	\$39,289	1.5%
By Plan				
Total Wilton Manors DB Plan	\$1,674,021	\$1,638,489	\$-35,532	-2.1%
Total Florida Retirement System (FRS)	1,029,372	1,104,193	74,821	7.3%
	\$2,703,393	\$2,742,682	\$39,289	1.5%

- **Wage Adjustments**

The City entered into a three-year contract with the Broward County Police Benevolent Association (PBA) which represents 39 sworn and non-sworn Police Department employees. This contract began on October 1, 2014 (FY14-15) and will expire at the end of FY16-17. Among other provisions, the contract calls for pay increases of 3% in each year of the contract, with potential merit increases of 0% - 4% each

year. Bargaining Unit employees are also eligible to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time each year of the contract.

In order to come close to parity in compensation for all City employees, this adopted budget also includes for General Employees (non-PBA) a 1.5% pay increase, 0% - 3% merit pay, and the ability to “sell back” up to 30 hours of unused sick time and up to 30 hours of unused vacation time this fiscal year.

Management has adopted a compensation policy that calls for future pay increases (beginning in FY17-18) to include a cost of living adjustment tied to the annual increase in the Consumer Price Index as reported in February, and annual merit adjustments of 0% - 4% based on the results of annual performance reviews.

Compensation for the City Manager is determined by contract.

Capital

In FY16-17 the City continues its Capital Replacement Plan which is designed to fund the scheduled replacement of vehicles, equipment, and selected infrastructure. Capital expenditures by fund are shown in the table below.

FY16-17 All-Funds Budget, Capital Summary By Fund

Fund	Adopted FY16-17	Adopted FY15-16	\$ Change	% Change	Fund as % of Total
General Fund	\$817,453	\$665,247	\$152,206	22.9%	18.5%
Recycling Fund	41,200	6,200	35,000	564.5%	0.9%
Fire Rescue Assessment Fund	90,000	31,300	58,700	187.5%	2.0%
Road Improvement Fund	270,500	151,625	118,875	78.4%	6.1%
Miscellaneous Grants Fund	549,287	152,168	397,119	261.0%	12.5%
Federal Police Forfeiture Fund	66,000	0	66,000		1.5%
Police Training & Education Fund	0	0	0		0.0%
State Police Forfeiture Fund	0	0	0		0.0%
Water and Sewer Utilities Fund	1,640,000	1,819,200	(179,200)	-9.9%	37.2%
Parking Fund	12,000	325,500	(313,500)	-96.3%	0.3%
Drainage Utility Fund	124,000	68,000	56,000	82.4%	2.8%
Jenada Fund	10,000	10,000	0	0.0%	0.2%
Contingencies for Capital Equipment, All Funds	78,000	70,000	8,000	11.4%	1.8%
Contributions to Capital Replacement Plan, All Funds	710,160	574,850	135,310	23.5%	16.1%
	\$4,408,600	\$3,874,090	\$534,510	13.8%	100%

Funding of Capital Replacement Plan

General Fund	\$450,000
Recycling Fund	6,000
Fire Assessment Fund	8,160
Road Improvement Fund	15,000
Water and Sewer Utilities Fund	140,000
Parking Fund	35,000
Drainage Fund	56,000
	<u>\$710,160</u>

Other Major Budgeted Capital (\$10,000 and over)

General Fund

Wireless Microphone System for Commission Chambers	\$11,000
Update Unsupported Servers	15,404
Replace City Hall A/C Unit	25,000
Repaint City Hall Exterior	25,000
Replace 3 Marked Police Patrol Vehicles	120,500
Replace 4 Unmarked Police Patrol Vehicles	120,000
Watchguard In-Car Video Download System	39,000
Replace 8 Rugged Laptops	15,000
Casocracker Law Enforcement Software	12,000
Stalker Lidar-XS Laser Instruments (4)	12,000
Electronic Fingerprint Scanners (4)	12,000
Contribution to Multi-Modal Transportation Fund	10,000
Library Books & Publications	30,000
Colohatchee Parks Improvements (General Fund portion)	75,000
Colohatchee Boardwalk Upgrade and Reinforcement	65,000
Replace 2 Parks & Facilities Vehicles	54,000
Resurface Hagen Park Tennis Court	21,000
Replace Christmas Tree from Holiday Lighting Display	20,000
Hagen Park Sound System	20,000
Richardson Event Storage	15,000
Replace Hagen Park A/C Unit	14,000
Woman's Club Renovations	12,500
Replace Citywide Entrance Signs	12,000
Resurface Hagen Park Basketball Court	10,000

\$765,404

Recycling Fund		
Replace Pickup Truck	\$35,000	
		\$35,000
Fire Assessment Fund		
Fire Station Renovation, Phase I	\$90,000	
		\$90,000
Miscellaneous Grants Fund		
Library Publications (State Aid to Libraries)	\$16,000	
Colohatchee Park Improvements (FRDAP)	50,000	
ICPP Security Cameras (CDBG 42nd Year)	64,535	
City Hall Charging Stations (MPO)	12,000	
Mickel Park Amenities (Broward County and FRDAP)	406,752	
		\$549,287
Federal Police Forfeiture Fund		
New K9 Vehicle for New K9 Officer	\$56,000	
Library Books and Publications	10,000	
		\$66,000
Road Improvement Fund		
NE 26th Street Complete Streets Design	\$120,000	
Asphalt Milling and Resurfacing	100,000	
New Sidewalks NE 1 Ave (NE 21 Ct to NE 26 St)	20,000	
Sidewalk Repairs	10,000	
Replace Wacker Plate Compactor	10,000	
		\$260,000
Water and Sewer Utility Fund		
Sewer Lift Station 11 Rehabilitation	\$161,000	
Sewer Pipe Sliplining	100,000	
Replace 2 Vehicles	95,000	
Annual Manhole Rehabilitations	50,000	
Renovation of EM-U Office Building	80,000	
Replace Light Tower	10,000	
Water Line Replacement at 2 Locations	800,000	
Replace Water Line at Manor Grove	251,000	
Replace 3 Hydrants at Manor Grove	42,000	
Fire Hydrant and Valve Maintenance	15,000	
Fire Hydrant Replacements	10,000	
Valve Exercising and Assessment Program	10,000	
		\$1,624,000

Parking Fund

Replace Parking Enforcement Cart	\$12,000
----------------------------------	----------

\$12,000

Drainage Utility Fund

Drainage system upgrades/maintenance	\$100,000
Stormwater sliplining on NE 28 th Street	21,000

\$121,000

Jenada Fund

Relocate DVR	\$10,000
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\$10,000

Major capital purchases, all funds

\$3,532,691

Debt Service

Budgeted Debt Service for FY16-17	Annual Payment	Payoff Date	Principal Balance at End of FY16-17
Water and Sewer Refunding Revenue Loan	\$1,207,054	10/1/2016	\$0
City Hall General Obligation Loan	428,936	9/30/2028	3,859,690
Parks General Obligation Loan	214,170	6/1/2019	417,173
Utility and Parking Loan	186,893	12/1/2026	1,570,213
Mickel Park Loan	93,793	6/1/2025	615,000
Totals:	\$2,130,846		\$6,462,076

Fund Balance

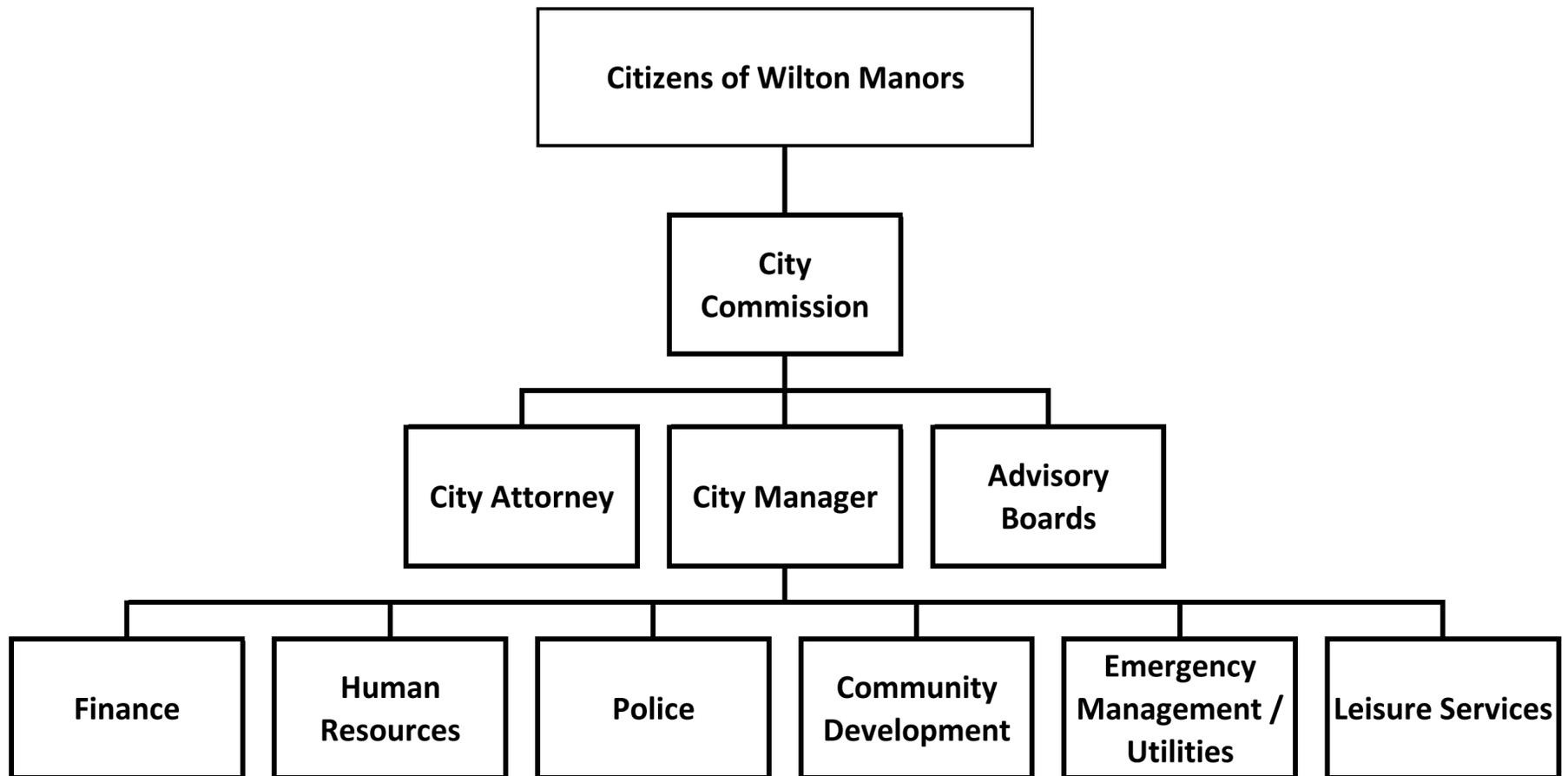
It is the City's policy to maintain Unassigned Fund Balance in the General Fund at between 15% - 20% of General Fund expenditures. The Adopted FY16-17 budget keeps Unassigned Fund Balance at about 20.5% of total General Fund's total expenditures, and at about 22.2% of the General Fund's operating expenditures (excluding capital). A detailed Fund Balance Analysis follows later in this Overview section of the budget.

City of Wilton Manors

At A Glance

<p>The City of Wilton Manors, located in Broward County, was incorporated in 1947, and was created as a municipality under Chapter 165, Florida Statutes and named the Village of Wilton Manors. The Laws of Florida, 1953, Chapter 29609 established the present municipality, designated it the City of Wilton Manors and enacted its Charter. The City operates under the Commission-City Manager form of government and provides the following services as authorized by its Charter: general government, public safety, public services, transportation, and culture and recreation. The City is a Certified Wildlife Community Habitat.</p>	<p>CITY DEMOGRAPHICS</p> <p>(2010 Census)</p> <p>Population: 11,632</p> <p>Median Age: 46.8</p> <p>Median HH Income: \$49,991</p> <p>Average HH Size: 1.82</p> <p>No. of HH 6,235</p> <p>Total Housing Units 7,162</p> <p>(HH = Household)</p>	<p>EDUCATION</p> <p>Wilton Manors Elementary Pace Center for Girls Somerset Academy Village Little Flower Montessori School</p>																																																									
<p>LOCAL ECONOMY</p> <p>The City is located in Broward County, on the extreme southeastern coast of Florida between Palm Beach County to the North, and Miami-Dade County to the south. The downtown area of the City of Fort Lauderdale lies 2.5 miles to the south. Although Wilton Manors is continually experiencing redevelopment as is typical in a built-out City, it has maintained its small hometown atmosphere. The foundation of the City's local economy is its core of residential development along with small retail and service businesses. The City continues to experience commercial and multifamily residential development.</p>	<p>POLICE AND FIRE</p> <p>Police Station 1</p> <p>Sworn Police Officers 35</p> <p>Non-Sworn Police Staff 17</p> <p>Fire Station 1</p> <p>(Fire and Emergency Medical services are contracted to the City of Fort Lauderdale.)</p>	<p>LAND USAGE</p> <p>Residential 90.8%</p> <p>Commercial 5.8%</p> <p>Industrial 0.4%</p> <p>Governmental 0.5%</p> <p>Institutional 0.5%</p> <p>Miscellaneous 2.1%</p> <p>(From Broward County Property Appraiser)</p>																																																									
<p>MAJOR EMPLOYERS</p>																																																											
<p>Date of Incorporation:</p> <p>June 1947</p> <p>Form of Government:</p> <p>Commission-City Manager</p> <p>Area: 1.8 square miles</p> <p>2017 Adopted Budget: \$35,832,593</p>	<p>City of Wilton Manors</p> <p>Kids In Distress</p> <p>Marrinson Group</p> <p>Pace Center for Girls</p> <p>Publix Supermarkets</p>	<p>School Board of Broward County</p> <p>Somerset Charter School</p> <p>Moss Construction</p> <p>CSL Plasma</p> <p>Wilton Manors Rehabilitation Center</p>																																																									
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<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Address</th> <th style="width: 20%; text-align: center;">Acres</th> </tr> </thead> <tbody> <tr><td>1. Andrews Avenue Extension</td><td>Andrews Ave. / Woods Condo</td><td style="text-align: right;">0.15</td></tr> <tr><td>2. Apache Pass Park</td><td>NE 24th Ct. / NE 15th Ave.</td><td style="text-align: right;">0.18</td></tr> <tr><td>3. Colohatchee Park</td><td>1975 NE 15th Ave.</td><td style="text-align: right;">8.5</td></tr> <tr><td>4. Colohatchee Boat Ramp</td><td>1975 NE 15th Ave.</td><td style="text-align: right;">1.2</td></tr> <tr><td>5. Coral Gardens Park</td><td>Coral Gardens Drive</td><td style="text-align: right;">0.37</td></tr> <tr><td>6. Donn Eisele Park</td><td>701 NW 29th St.</td><td style="text-align: right;">0.9</td></tr> <tr><td>7. Hagen Park / Veterans Memorial</td><td>2020 Wilton Dr.</td><td style="text-align: right;">5.17</td></tr> <tr><td>8. Island City Park Preserve</td><td>823 NE 28th St.</td><td style="text-align: right;">3.15</td></tr> <tr><td>9. Jaycee Park</td><td>Wilton Drive / NE 21 Ct.</td><td style="text-align: right;">0.46</td></tr> <tr><td>10. M.E. DePalma Park</td><td>641 NE 20th Dr.</td><td style="text-align: right;">0.1</td></tr> <tr><td>11. Mickel Park</td><td>2675 NW 7th Ave.</td><td style="text-align: right;">4.9</td></tr> <tr><td>12. Rachel Richardson Park</td><td>Andrews Ave. / NE 21st Ct.</td><td style="text-align: right;">0.33</td></tr> <tr><td>13. Richardson Historic Park & Nature Preserve</td><td>1937 Wilton Drive</td><td style="text-align: right;">5.4</td></tr> <tr><td>14. Snook Creek Boat Ramp</td><td>2249 NW 9th Ave.</td><td style="text-align: right;">0.45</td></tr> <tr><td>15. Wilton Manors Elementary</td><td>2401 NE 3rd Ave.</td><td style="text-align: right;">4.8</td></tr> <tr><td>16. Waterways</td><td>North / South Middle River</td><td style="text-align: right;">29.7</td></tr> <tr><td>17. Womans Club</td><td>600 NE 21st Ct.</td><td style="text-align: right;">0.25</td></tr> <tr> <td colspan="2" style="text-align: right;">Total Park Acres:</td> <td style="text-align: right;">66.01</td> </tr> </tbody> </table>				Address	Acres	1. Andrews Avenue Extension	Andrews Ave. / Woods Condo	0.15	2. Apache Pass Park	NE 24th Ct. / NE 15th Ave.	0.18	3. Colohatchee Park	1975 NE 15th Ave.	8.5	4. Colohatchee Boat Ramp	1975 NE 15th Ave.	1.2	5. Coral Gardens Park	Coral Gardens Drive	0.37	6. Donn Eisele Park	701 NW 29th St.	0.9	7. Hagen Park / Veterans Memorial	2020 Wilton Dr.	5.17	8. Island City Park Preserve	823 NE 28th St.	3.15	9. Jaycee Park	Wilton Drive / NE 21 Ct.	0.46	10. M.E. DePalma Park	641 NE 20th Dr.	0.1	11. Mickel Park	2675 NW 7th Ave.	4.9	12. Rachel Richardson Park	Andrews Ave. / NE 21st Ct.	0.33	13. Richardson Historic Park & Nature Preserve	1937 Wilton Drive	5.4	14. Snook Creek Boat Ramp	2249 NW 9th Ave.	0.45	15. Wilton Manors Elementary	2401 NE 3rd Ave.	4.8	16. Waterways	North / South Middle River	29.7	17. Womans Club	600 NE 21st Ct.	0.25	Total Park Acres:		66.01
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City of Wilton Manors



Budget Process and Procedures

Budget Process

The City's Budget process began in early March with the Goals and Objectives workshop between city staff and members of the city commission. During this meeting department directors present their goals for the next fiscal year. In early April, operating and capital budget request forms, data on prior year appropriations, and personnel cost projections are distributed to the City departments through the Finance department. Each department director must then compile a budget request for the upcoming fiscal year. The budget preparation process provides the department directors an opportunity to examine their programs of operation, to propose changes in current services, to recommend revisions in organizations, and to outline requirements for capital outlay items. During the months of May and June, the departmental requests are reviewed and prioritized by the City Manager.

The annual budget is a financial plan, operating and capital plan for the coming fiscal year. It is an estimate of proposed spending and the means of paying for the spending.

In early June, the City Manager submits to the Wilton Manors City Commission a proposed operating budget and budget timetable for the upcoming fiscal year. From June through September, the proposed budget is discussed during City Commission budget workshops, and staff and committee meetings. The budget workshops provide City Commission members an opportunity to review the budget and ensure that the budget requests meet the best interests of the City of Wilton Manors and its citizens. The Budget Review Advisory Committee, comprised of five people who live or work within the City of Wilton Manors, also offers input during this period.

By August 4, the City must submit its tentative and rolled-back millage rates, and the date of the first

public hearing on the budget to the Broward County Property Appraiser. The Property Appraiser then must notify all property owners by August 24 of the tentative millage rate and the date of the first public hearing on the mailed Truth in Millage (TRIM) notice.

Budget Adoption

The budget is legally enacted through the passage of resolutions adopting the millage rate, special assessment rates, and the budget. These resolutions are discussed at public hearings during the last two weeks of July (the tentative rates for the special assessments must be set prior to August 4), and during the month of September. During the public hearings, public input is encouraged prior to the adoption of each resolution. Under Florida Statutes, the first public budget hearing must be held between September 3 and September 18. Within 15 days of the first hearing, the City must advertise its intent to adopt a final millage rate and budget. The second public hearing on the budget must be held not less than two days or more than five days after the date of the advertisement.

Budget Control and Monitoring

Funds appropriated in the Budget may be expended by and with the approval of the City Manager in accordance with the provisions of the City Charter and applicable laws. Funds of the City shall be expended in accordance with the appropriations provided in the Budget and shall constitute an appropriation of the amounts specified therein. The Budget establishes a limitation on expenditures by department total. Said limitation requires that the total sum allocated to each department for operating and capital expenses may not be increased or decreased without specific authorization by a duly-enacted Resolution/Ordinance affecting such amendment or transfer. Therefore, the City Manager may authorize transfers from one individual line item account to another, so long as the line item accounts are within the same department and fund. The budget is regularly monitored to track

variances between actual and budgeted amounts. Significant variances are investigated and monitored for corrective action. Quarterly budget review meetings are held with the City Commission.

Budget Amendment

After the budget is formally adopted, amendments during the fiscal year must be approved by the City Commission if there are increases or decreases to total budgeted expenditures within any City department; or if there are increases or decreases to total budgeted revenues within any of the City's funds.

Fund Structure

The City's budget is divided into funds and departments. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. A fund receives revenues from a specific source(s) and spends them on specific activities. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with the finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. All funds of the City are appropriated.

The City has three major fund types. These are shown below with the funds that fall under each of the major fund types.

Governmental Funds

Governmental Funds are those funds through which most governmental functions are typically financed. Governmental Funds are subdivided into two types: General Fund and Special Revenue Fund. The City does not have Debt Service Fund and Capital Projects Fund.

1. General Fund (always a major fund) - is the City's primary operating fund. It accounts for all

financial resources of the City, except those required to be accounted for in another fund. Resources are derived primarily from taxes, franchise and utility taxes, charges for services, and intergovernmental revenues. Expenditures are incurred to provide general government, public safety, community development and culture and recreation services.

2. Special Revenue Funds – accounts for revenue sources that are legally restricted to expenditures of specific purposes.

a. Fire Assessment Fund (major fund) – accounts for the City's revenues and expenditures associated with fire prevention, suppression, and emergency medical services.

b. Miscellaneous Grants Fund – accounts for the City's grant revenues from federal and state agencies, other governmental units or private organizations.

c. Federal Police Forfeiture Fund – accounts for monies received for financial transactions involving confiscations through forfeitures. Monies spent out of this fund must first be legally appropriated by the City Commission.

d. Police Training and Education Fund – accounts for monies received for training and professional development.

e. Road Improvement Fund – accounts for the financial resources to be used to pave streets, perform right-of-way grounds maintenance, and purchase and repair of equipment.

f. State Police Forfeiture Fund – accounts for financial transactions involving confiscations through forfeitures. Monies spent out of this fund must first

be legally appropriated by the City Commission.

- g. Jenada Assessment Fund** – accounts for special assessment and is limited to residents located in the Jenada Isles neighborhood.

Enterprise (Proprietary) Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a commercial enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of the revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

- 1. Utility Fund** (major fund) – use to account for maintaining the financial operations of the City’s water and wastewater transmission lines.
- 2. Parking Fund** (major fund) – used to account for fees collected for the maintenance and capital improvement of the City’s parking system.
- 3. Drainage Fund** – used to account for fees collected to maintain the City’s drainage system.
- 4. Recycling Fund** – accounts for the revenues and expenditures associated with solid waste disposal and recycling. This is the first year this fund is accounted as an enterprise fund.

Budgetary Basis

The budgets of the governmental funds type are prepared on a modified accrual basis. Under the modified accrual basis expenditures other than interest on general long-term debt are recorded when the liability is incurred. However, certain expenditures such as compensated absences are not recognized for budgetary purposes. Similarly, revenues are recognized when received in cash, and in very limited cases, by accrual only when the accrued resource is measurable and available to finance the City’s operations.

All Proprietary Funds are budget using the accrual basis. Under the accrual basis of accounting of accounting, revenues are recognized when earned and expenses are recognized when incurred.

In all cases, (Governmental and Enterprise Funds) encumbrances lapse when goods and services are not received by year end.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City’s finances on a basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares its budget. One exception is compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).

DEPARTMENT AND FUND RELATIONSHIPS

Governmental Funds	
General Funds (always a major fund)	Special Revenue Funds
<ul style="list-style-type: none"> • City Manager • City Clerk • Finance • Human Resources & Risk Management • Community Development • Police • Leisure Services • Emergency Mgt./Utilities Dept. <ul style="list-style-type: none"> - Emergency Management - Public Services (Streets, Signs & Sidewalks) • Non-departmental 	<ul style="list-style-type: none"> • Fire Assessment Fund <ul style="list-style-type: none"> - Fire Prevention - Fire Suppression • Road Improvement <ul style="list-style-type: none"> - Public Services - Parks & Facilities • Miscellaneous Grants <ul style="list-style-type: none"> - Library - Police - Leisure Services • Federal/State Forfeiture & Training Funds <ul style="list-style-type: none"> - Police • Jenada Assessment Fund • Wilton Drive Improvement District Fund

ENTERPRISE FUNDS			
Water/Sewer Utility Fund (major fund)	Parking Fund (major fund)	Drainage Fund	Recycling Fund
<ul style="list-style-type: none"> • Emergency Mgt./Utilities Dept. <ul style="list-style-type: none"> - Water & Sewer Division 	<ul style="list-style-type: none"> • Parking Program (contracted with Lanier Parking) 	<ul style="list-style-type: none"> • Emergency Mgt./Utilities Dept. <ul style="list-style-type: none"> - Streets/Drainage Division 	<ul style="list-style-type: none"> • Emergency Mgt./Utilities Department <ul style="list-style-type: none"> - Recycling Division

BUDGET DEVELOPMENT GUIDELINES

In February 2014, the City of Wilton Manors hired an outside consultant to assist in developing a five-year strategic plan. The process, which started with the city-wide resident survey, resulted in the development of a city vision and mission statements and four (4) priority areas. Detailed long-term and short-term goals and strategies were then developed to implement the 2020 Strategic Plan.

Vision Statement

The City of Wilton Manors government strives to take effective actions to ensure quality services, while sustaining a diverse culture and small-town charm.

Mission Statement

The City of Wilton Manors government is committed to improving the quality of life in our community by delivering valued and fiscally-sound services with integrity and respect to the residents, businesses and guests of our City.

Priority Areas

- Proactive Public Safety
- Sound Governance
- Strategic Growth & Redevelopment
- Innovating and Adapting for the Future

Budgetary Goals and Objectives

Guided by the City's mission and vision statements and its priority areas, this budget includes:

- Funding for (a) replacement of 7 marked and unmarked police vehicles; and (b) acquisition of an in-car video download system, a new K9 vehicle; four electronic fingerprint scanners, a stalker Lidar-XS laser instruments, cascracker law enforcement software, and eight rugged laptops for a total of \$376,500.

- Funding to maintain and improve the City's infrastructure for water line replacements, sewer pipe sliplining, lift station rehabilitation, manhole rehabilitations, and fire hydrants maintenance and replacement, and street d for a total of \$1,439,000. A total of \$120,000 for complete streets design for NE 26th Street is also funded in this budget.
- Funding for Sewer, and Stormwater Master Plan.
- Funding for the Wilton Drive Improvement District (WDID). This is the initial budget year for WDID with a total proposed budget of \$96,000. The City Commission adopted an ordinance in 2014 creating the WDID to work toward creating a cleaner, safer, and more attractive Wilton Drive.

Financial Policies

The City of Wilton Manors' financial policies, compiled below, set forth the basic framework for the overall fiscal management of the City. These policies operate independently of changing circumstances and conditions with the exception of when changes in financial policy are necessary to maintain the integrity of the City and its operations, and in conformance with Generally Accepted Accounting Principles (GAAP) in accordance with the Governmental Accounting Standards Board (GASB). These policies assist the decision making process of the City Commission and the City Administration and provide guidelines for evaluating both current activities and proposals for future programs.

Operating Budget Policies

1. All departments share in the responsibility for meeting management and service delivery goals and ensuring long-term financial stability. Operating budgets and

management plans will be developed using current resources available.

2. The budget process is intended to allocate limited resources among competing programs based on policy priorities, efficiency and effectiveness of services and availability of resources.
3. Additional personnel and programs will be requested only if necessary to maintain existing service levels due to expansion of services areas or service levels previously approved by the City Commission.
4. As required by City Charter, the budget will be balanced. Current expenditures will be funded by using current revenue sources and revenue growth will be planned in a conservative, prudent manner. Use of unassigned fund balance in any fund to balance the current year budget must be approved by the City Commission.
5. Cash management and investment will be maintained in accordance with State law and will ensure the safety and security of city assets. Funds will be managed prudently and diligently with an emphasis on safety of principal, liquidity and financial return.
6. Health and life insurance is a shared responsibility between the City and its employees. In concert with City employees through the Labor/Management Insurance Committee, City expenditures for medical insurance will be kept in control by sharing of costs.
7. In an effort to control overtime expenditures, total budgeted overtime shall not exceed four percent of total budgeted personnel's wages.
8. The City shall support investments that reduce future operating costs. Investing

activities shall be in compliance with the City's investment policy.

9. The City shall monitor all expense/expenditure line items. It shall be the goal of the City to operate in the most efficient, cost effective manner possible.
10. The City shall deposit all funds received within 24 hours of receipt.
11. The City shall collect revenues aggressively, including past due bills of any type.
12. The City will not use long-term debt to finance expenditures required for current operations.

Revenue Policies

1. The City will attempt to maintain a diversified and stable revenue system as a shelter from short-run fluctuations in any single revenue source.
2. The City shall continue to aggressively seek grant revenue from all available sources.
3. The City shall review user fee charges at least once a year and modify these charges to coincide with the cost of providing services. The City shall consider similar services provided by private industry when establishing new user fee charges.

Capital Budget Policies

1. Annually, the City will prepare a five-year capital improvement plan (CIP) analyzing all anticipated capital expenditures and identifying associated funding sources.
2. Annually, the City will coordinate development of the CIP with the

development of the annual operating budget.

3. Each capital improvement project is reviewed for its impact on the operating budget in terms of revenue generation, additional personnel required, and additional operating expenses.
4. The City shall continue to support a scheduled level of maintenance and replacement of its infrastructure and equipment.
5. The City shall support a vehicle acquisition and maintenance policy that is fiscally sound.

Cash Management/Investment Policies

1. The City's order of priority in investing funds over earning investment income is to preserve capital and to insure liquidity.
2. The City has established a maximum maturity date of five years on any investment.
3. The City maintains a pooled cash account for all funds, enabling the City to invest large amounts of idle cash for short periods of time and to optimize earnings potential. Cash and cash equivalents represents the amount owned by each City fund. Interest earned on pooled cash and investments is allocated monthly based on cash balances of the respective funds.

Debt Policies

1. The City shall not issue notes for the purpose of financing general operating activity.
2. The City shall publish and distribute an official statement for each revenue bond issue.

3. General obligation debt shall not be used for enterprise activities.
4. The City shall maintain sufficient restricted cash and reserve sufficient net assets to cover its highest year of debt service for its 2007 Series Water and Sewer Revenue Bonds.

Accounting, Auditing, and Financial Reporting Policies

1. An independent audit by a qualified Certified Public Accounting firm will be performed annually.
2. The City shall produce audited annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).
3. The annual financial reports shall be issued by March 31st following the end of the fiscal year.
4. The City's financial records shall be maintained at a level that will ensure a smooth and systematic audit process.

Fund Balance Policies

The City shall prepare an annual budget that will safeguard the General Fund's unassigned fund balance. It shall be the City's goal to maintain a minimum fifteen (15) percent unassigned fund balance and to strive to achieve a twenty (20) percent unassigned fund balance in the General Fund. The dollar amount shall be determined by multiplying the total General Fund operating budget by the applicable percentage. These percentages are based on a combination of recommendations made by the Government Finance Officers Association (5 to 15% minimum) and the City's external auditors (20 to 25% minimum) to mitigate future risks, such as revenue

shortfalls and unanticipated expenditures, and to ensure stable tax rates. Further, it is the City's intent that fund balance may be expended only for emergency purposes and only with the prior approval of the City Commission. If the unassigned fund balance in the General Fund should fall below the minimum fifteen (15) percent threshold at the conclusion of the most recently audited fiscal year, the City will budget the difference during the next fiscal year's budget process as a contingency amount within the General Fund. As of the date of the last completed audit on September 30, 2015, the General Fund unassigned fund balance was \$2,862,742 or 20.6% of the General Fund operating budget and 18% of the total budget for Fiscal Year 2015-16. Since the fifteen (15) percent minimum funding goal was met during FY2014-15, the most recently audited fiscal year, no contingency amount has been budgeted for FY2016-17.

Fund Balance Definitions and Classifications

Fund Balance refers to the difference between assets and liabilities reported in a governmental fund. Listed below are the various Fund Balance categories in order from most to least restrictive.

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The City Commission is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Assigned: Amount in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The City Commission has by resolution authorized the City Manager to assign fund balance. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Unassigned: This classification includes the residual fund balance for the General Fund. This classification represents fund balance that has not been assigned to other purposes within the General Fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those specific purposes.

Spending Order of Fund Balance

When expenditure is incurred for the purpose for which both restricted and unrestricted funds are available, the City considers restricted funds to have been spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Commission or City Manager has provided otherwise in its commitment or assigned actions.

CITY OF WILTON MANORS

BUDGET TIMETABLE

FISCAL YEAR 2016-17

ALL DATES ARE IN 2016

NOTE: City Commission meetings are printed in red. Budget Review Advisory Committee meetings are printed in blue.

Date	Time	Location	Event
Tuesday, March 15	6:30 PM	City Commission Chambers	Budget Review Advisory Committee Meeting #1 - Organizational Meeting and Orientation.
Thursday, March 31			Budget Goals Due to City Manager
Wednesday, April 6			Staff meeting to coordinate Budget Goals and Prepare for G&O Workshop
Monday, April 18			Budget Software Unlocked for Department Budget Entry; Budget Forms Distributed to Department Directors
Tuesday, April 26	5:30 PM	City Commission Chambers	Budget Goals Workshop (City Commission and Departments)
Wednesday, April 27			Any requested personnel changes submitted to Human Resources for approval
Monday, May 2			Requested Budget Due to Finance Department; Budget Software Locked (Must have prior HR approval for any requested personnel changes.)
Wednesday, May 11	8:00 AM	EOC	Departmental Review with City Manager - Human Resources Department
Wednesday, May 11	9:00 AM	EOC	Departmental Reviews with City Manager - City Commission, City Manager, Finance, City Attorney, Non-Departmental, and Parking. Revenues.
Wednesday, May 11	2:00 PM	EOC	Departmental Review with City Manager - City Clerk Department
Wednesday, May 11	2:30 PM	EOC	Departmental Review with City Manager - Police Department
Thursday, May 12	8:00 AM	EOC	Departmental Review with City Manager - Emergency Mgmt / Utilities Department
Thursday, May 12	9:30 AM	EOC	Departmental Review with City Manager - Leisure Services Department
Thursday, May 12	2:00 PM	EOC	Departmental Review with City Manager - Community Development Services Department
Wednesday, June 1			Property Appraiser notifies taxing authorities of estimate of taxable value. Statutory deadline is June 1st.
Saturday, June 11 through Wednesday, June 15			FGFOA Annual Conference, Orlando FL
Tuesday, June 21			Proposed Budget Distributed to City Commission, City Departments, and Budget Review Advisory Committee (statutory deadline is August 3rd).
Friday, July 1			Property Appraiser submits Certification of Values to ad valorem taxing authorities.
Tuesday, July 5	TBA	HR Conference Room	Budget Overview with QWL Committee (City Manager and Human Resources)
Monday, July 11	6:30 PM	EOC - City Hall Emergency Operations Ctr. Conf. Room	Budget Review Advisory Committee Meeting #2 - Police, Human Resources, and Community Development Departments. Revenues.
Wednesday, July 13	6:30 PM	EOC - City Hall Emergency Operations Ctr. Conf. Room	Budget Review Advisory Committee Meeting #3 - City Clerk, Leisure Services and Emergency Management/Utilities Departments
Thursday, July 14	6:30 PM	City Commission Chambers	Budget Review Advisory Committee Meeting #4 - City Commission, City Manager, IT, City Attorney, Parking, Non-Departmental, and Finance.
Monday, July 18	6:30 PM	City Commission Chambers	Budget Review Advisory Committee Meeting #5 - Preparation of Final Report.
Tuesday, July 19	6:30 PM	City Commission Chambers	Budget Review Advisory Committee Meeting #6 - Contingency Date if Needed

BUDGET TIMETABLE

FISCAL YEAR 2016-17

ALL DATES ARE IN 2016

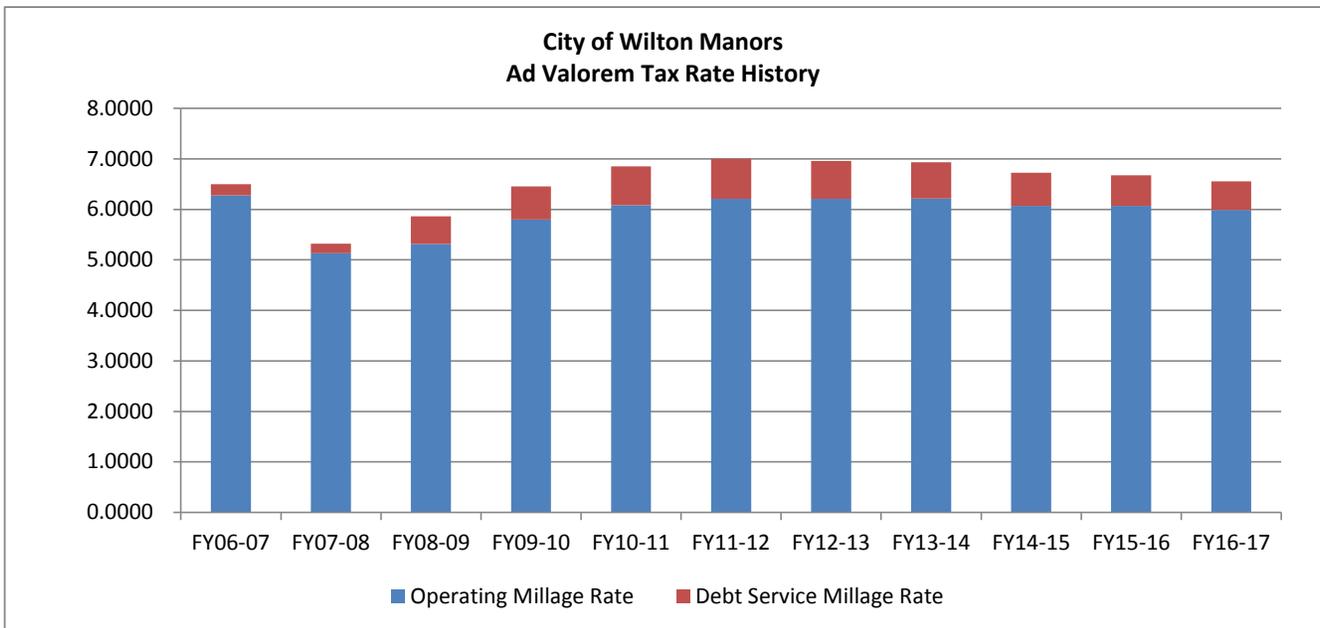
NOTE: City Commission meetings are printed in red. Budget Review Advisory Committee meetings are printed in blue.

Date	Time	Location	Event
Tuesday, July 26	6:30 PM	City Commission Chambers	City Commission Budget Workshop #1 with the Budget Review Advisory Committee, Prior to the Regular Commission meeting.
Wednesday, July 27	6:30 PM	City Commission Chambers	Special City Commission Meeting to Adopt a Tentative Millage Rates and Preliminary Special Assessment Rates followed by City Commission Budget Workshop #2.
Tuesday, August 2		School Board Office	Broward County School Board First Public Hearing Date
Thursday, August 4			Ad valorem taxing authorities to certify their roll-back rate, proposed millage rate, and time, date, and place of the first required public hearing via DOR's etrim application. Taxing authorities to certify proposed non-ad valorem rates to the Property Appraiser.
Friday, August 12			Property Appraiser begins to mail Proposed Property Tax Notices (TRIM Notices).
Tuesday, August 23	6:30 PM	Hagen Park	City Commission Budget Workshop #3 (Prior to regularly-scheduled Commission meeting).
Tuesday, August 23			Last day for advertisement for September 12 Final Public Hearing on the Fire and Jenada Special Assessments
Wednesday, August 24			Last day for Property Appraiser to mail TRIM Notices.
August 24 - September 19			Review and Filing Period for the Value Adjustment Board (25 day period after mailing the TRIM notices)
Saturday, September 3			Earliest Date to Hold First Public Hearing for the Budget (no sooner than 10 days after the TRIM notice is mailed). Hearing must be held between September 3 and September 18.
Monday, September 12	6:30 PM	City Commission Chambers	First Public Hearing on Proposed Budget and Millages, and Final Public Hearing on the Special Assessments.
Tuesday, September 13		School Board Office	Broward County School Board Final Public Hearing
Wednesday, September 14		City Commission Chambers	Final Public Hearing on Wilton Drive Assessment District Special Assessments (WDID Board Only)
Thursday, September 15		Broward Commission Chambers	Broward County Commission First Public Hearing Date
Thursday, September 15			Statutory deadline to advise Broward Tax Collector and Property Appraiser of final special assessment rates.
Thursday, September 15			Advertisement of Final Public Hearing for millages and budget in Sun-Sentinel.
Sunday, September 18			Statutory Deadline to Hold First Budget Public Hearing
Tuesday, September 20	6:30 PM	City Commission Chambers	Final Budget Public Hearing - Adoption of Final Budget and Millages.
Friday, September 23			Last day to deliver the resolution adopting final millage to Property Appraiser, Tax Collector, and Department of Revenue.
Tuesday, September 27		Broward Commission Chambers	Broward County Commission Final Public Hearing Date
Thursday, October 20			Statutory Deadline to Certify TRIM compliance to the Department of Revenue on Form DR-487. Must be certified within thirty days of Final Budget Public Hearing. Adopted Budget must also be posted to the City's website within 30 days after adoption.
Friday, October 21			Tax Roll Certified to Revenue Collector Except for Value Adjustment Board Cases

**City of Wilton Manors
FY2016-2017 Budget**

**Ad Valorem Tax Rates History
Last Ten Fiscal Years**

Fiscal Year Ended September 30,	Tax Roll Year	Operating Millage Rate	Debt Service Millage Rate	Total Millage Rate
2007	2006	6.2764	0.2236	6.5000
2008	2007	5.1340	0.1879	5.3219
2009	2008	5.3122	0.5530	5.8652
2010	2009	5.8000	0.6527	6.4527
2011	2010	6.0855	0.7628	6.8483
2012	2011	6.2068	0.7926	6.9994
2013	2012	6.2068	0.7537	6.9605
2014	2013	6.2166	0.7153	6.9319
2015	2014	6.0683	0.6542	6.7225
2016	2015	6.0683	0.6081	6.6764
2017	2016	5.9900	0.5647	6.5547



PROPERTY VALUE AND MILLAGE RATE SUMMARY

JULY 1, 2016 TAXABLE VALUE ESTIMATE

2015 Final Gross Taxable Value	\$ 1,085,596,166
Increase in 2015 Taxable Value due to Reassessments	95,752,848
Current Year Adjusted Taxable Value	\$ 1,181,349,014
2016 Net New Taxable Value	<u>4,536,460</u>
Current Year Gross Taxable Value for Operating Purposes	<u>\$ 1,185,885,474</u>

	FY16 TAX RATE	FY17 ROLLED BACK RATE	FY16 ADOPTED TAX RATE	INCREASE (DECREASE) OVER		
				FY16 RATE	ROLLED BACK RATE	
Operating Millage	6.0683	5.5764	5.9900	-1.29%	7.42%	
				REVENUES GENERATED		
				MILLS		
					NET (4% DISCOUNT)	
ADOPTED FY17 OPERATING MILLAGE				5.9900	\$ 7,103,454	\$ 6,819,316
CURRENT YEAR FY16 OPERATING MILLAGE				6.0683	\$ 6,587,723	\$ 6,417,995
ROLLED BACK RATE				5.5764	\$ 6,613,021	\$ 6,348,500
ADOPTED INCREASE (DECREASE) OVER FY16 RATE				-0.0783	\$ 515,731	\$ 495,102
1999 PARKS GO BOND DEBT SERVICE MILLAGE RATE				0.1881	\$ 223,094	\$ 214,170
2008 CITY HALL GO BOND DEBT SERVICE MILLAGE				0.3766	\$ 446,613	\$ 428,748

	2015-16 Adopted Millage Rates	2016-17 Adopted Millage Rates	Change	% Change
Operating	6.0683	5.9900	(0.0783)	-1.290%
Debt Service - 99 Parks GO Bond	0.2025	0.1881	(0.0144)	-7.099%
Debt Service - 08 City Hall GO Bond	0.4056	0.3766	(0.0290)	-7.148%
	6.6764	6.5547	(0.1217)	-1.822%

**CITY OF WILTON MANORS
FUND BALANCE ANALYSIS
FY2016-2017 BUDGET**

	GENERAL	OTHER NON-MAJOR			NON-MAJOR DRAINAGE	TOTAL	
		FIRE	SPECIAL REVENUE	UTILITY			PARKING
Fund Balance, October 1, 2015	\$ 4,754,916	\$ 836,248	\$ 799,416	\$ 14,328,478	\$ 715,501	\$ 1,672,191	\$ 23,106,750
Fiscal Year 2015/16 (Estimated)							
Revenues/Sources	16,649,109	2,232,937	1,987,924	8,534,087	838,869	438,893	30,681,819
Expenditures/Uses	(16,649,109)	(2,222,432)	(2,448,775)	(6,923,593)	(518,013)	(352,983)	(29,114,905)
Net increase (decrease)	-	10,505	(460,851)	1,610,494	320,856	85,910	1,566,914
Fund Balance, September 30, 2016	4,754,916	846,753	338,565	15,938,972	1,036,357	1,758,101	24,673,664
Fiscal Year 2016-2017 Budget							
Revenues/Sources	16,814,229	2,504,639	4,406,717	8,941,725	782,000	457,700	33,907,010
Expenditures/Uses	(16,814,229)	(2,575,624)	(4,680,278)	(7,293,634)	(654,550)	(478,603)	(32,496,918)
Net increase (decrease)	-	(70,985)	(273,561)	1,648,091	127,450	(20,903)	1,410,092
Fund Balance, September 30, 2017 (Estimated)	\$ 4,754,916	\$ 775,768	\$ 65,004	\$ 17,587,063	\$ 1,163,807	\$ 1,737,198	\$ 26,083,756
Fund Balance:							
Net investment in capital assets	\$ -	\$ -	\$ -	\$ 13,873,988	\$ 802,171	\$ 1,008,433	\$ 15,684,592
Non-spendable	165,564	-	-	-	-	-	165,564
Restricted	265,075	775,768	-	1,759,416	-	-	2,800,259
Committed	59,105	-	-	-	-	-	59,105
Assigned	818,370	-	65,004	-	-	-	883,374
Unassigned/Unrestricted*	3,446,802	-	-	1,953,659	361,636	728,765	6,490,862
Total	\$ 4,754,916	\$ 775,768	\$ 65,004	\$ 17,587,063	\$ 1,163,807	\$ 1,737,198	\$ 26,083,756

Significant changes in Fund Balance are primarily due to the following:

In the General Fund - Planned Project Costs.

In Special Revenue Funds - Planned Capital Outlay Costs.

* For the General Fund, the City Commission has adopted a fund balance policy to maintain an Unassigned Fund Balance of 15%-20% of budgeted General Fund expenditures. The projected General Fund Unassigned Fund Balance at September 30, 2017 is 20.5% of total budgeted General Fund expenditures, and 22.2% of FY2016-17 budgeted operating expenditures (excluding capital).

CITY OF WILTON MANORS

**FISCAL YEAR 2016-2017 BUDGET
STAFFING SUMMARY - ALL FUNDS**

	FY2014-15		FY2015-16		FY2016-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
GENERAL FUND						
City Commission	5.00	2.50	5.00	2.50	5.00	2.50
City Manager	3.00	3.00	3.00	3.00	3.00	3.00
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00
Finance	5.30	4.93	5.45	5.08	5.45	5.08
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00
City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Information Technology & Non-departmental	3.00	2.70	3.00	2.70	3.00	3.00
Police	50.00	48.78	52.00	50.55	52.00	50.80
Community Development Services	5.85	5.85	6.75	6.75	6.30	6.30
Emergency Medical Services	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Management/Public Services	0.25	0.25	0.25	0.25	0.25	0.25
Leisure Services	56.00	39.87	57.00	40.87	59.00	42.35
TOTAL GENERAL FUND	133.40	112.88	137.45	116.70	139.00	118.275
SPECIAL REVENUE FUNDS						
Recycling	1.50	1.50	1.50	1.50	1.50	1.50
Fire	2.15	2.15	2.25	2.25	2.70	2.70
Road Improvement	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL REVENUE FUNDS	3.65	3.65	3.75	3.75	4.20	4.20
TOTAL GOVERNMENTAL FUNDS	137.05	116.53	141.20	120.45	143.20	122.48
ENTERPRISE FUNDS						
Water & Sewer Utility Fund	7.75	7.75	7.75	7.75	7.75	7.75
Parking	0.20	0.20	0.05	0.05	0.05	0.05
Drainage	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL ENTERPRISE FUNDS	9.95	9.95	9.80	9.80	9.80	9.80
TOTAL - ALL FUNDS	147.00	126.48	151.00	130.25	153.00	132.275

FY2016-17 BUDGET DEBT ADMINISTRATION

The following pages contain information on the City’s debt philosophy, bond covenants, and outstanding debt obligations. There is no legal debt margin established either by City Charter or by Florida Statutes.

DEBT PHILOSOPHY

Current debt obligations have been carefully orchestrated to match the benefits derived from the financing. For example, the repayment schedule of the 2007 Water and Sewer Revenue Refunding Bonds coincides with the estimated asset life of the repaired system. The annual principal and interest payments have also been calculated to remain constant over the payback period. All of the current debt obligations conform to the City’s debt philosophy of cost/benefit matching and level repayment schedules.

SIGNIFICANT BOND COVENANTS

The Water and Sewer Revenue Bonds contain significant bond covenants that restrict cash within the Utilities Fund. Total restricted cash in the Utility Fund at September 30, 2015 was \$1,185,434.

The two most significant cash restrictions are:

- the City must restrict cash within the Utilities Fund in an amount equal to the highest year’s debt service; and
- one month’s normal operating expenses of the fund must be a restricted balance.

The City also restricts net position within the Utilities Fund (1) for renewal and replacement of the utilities system, and (2) in an amount equal to the highest year’s debt service payments. The total amount of restricted net position at September 30, 2015 was \$1,485,434.

Contained within the following pages are descriptions of the outstanding bond obligations of the City of Wilton Manors. For the water and sewer (Utilities Fund) issues, new money was issued to improve inefficiencies within the City’s infrastructure. The result of these efforts was greatly improved water, sewer, and drainage transmission systems - significant accomplishments when compared to other cities in the older, eastern Broward County area. Funding from the remaining bond issues was used to improve existing City facilities, construct a new City Hall, and acquire parkland.

Budgeted Debt Service for FY16-17	FY16-17 Payment	Payoff Date	Principal Balance at End of FY16-17
Water and Sewer Refunding Revenue Loan	\$1,207,054	10/1/2016	\$0
City Hall General Obligation Loan	428,936	9/30/2028	3,859,690
Parks General Obligation Loan	214,170	6/1/2019	417,173
Utility and Parking Loan	186,893	12/1/2026	1,570,213
Mickel Park Loan	93,793	6/1/2025	615,000
Totals:	\$2,130,846		\$6,462,076

2007 WATER AND SEWER REVENUE REFUNDING BONDS

On March 20, 2007, the City issued \$8,999,974 Water and Sewer Revenue Refunding Bonds with an interest rate of 3.77% to advance refund \$2,590,000 of outstanding 1989 Series Water and Sewer Bonds and partial refunding of \$1,880,607 of outstanding 1998 Series Water and Sewer Revenue Bonds. The net proceeds from the bonds issuance of approximately \$4.5 million was used to finance the improvements of the water and sewer infrastructure system. This indebtedness is secured essentially by all of the revenues of the Utility Fund. Principal payments are due October 1 and interest payments are due April 1 and October 1. Outstanding balance as of September 30, 2015 was \$2,325,230.

Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	OUTSTANDING PRINCIPAL
10/01/07	\$ -	\$ 183,786.97	\$ 183,786.97	\$ 8,999,974.43
04/01/08		172,477.01	172,477.01	8,999,974.43
10/01/08	530,568.17	172,477.01	703,045.18	8,469,406.26
04/01/09	-	161,422.18	161,422.18	8,469,406.26
10/01/09	941,387.36	162,309.12	1,103,696.48	7,528,018.90
04/01/10	-	143,479.86	143,479.86	7,528,018.90
10/01/10	977,370.58	144,268.21	1,121,638.79	6,550,648.32
04/01/11	-	124,851.72	124,851.72	6,550,648.32
10/01/11	1,014,729.21	125,537.72	1,140,266.93	5,535,919.11
04/01/12	-	106,091.28	106,091.28	5,535,919.11
10/01/12	1,053,405.51	106,091.28	1,159,496.79	4,482,513.60
04/01/13	-	85,434.22	85,434.22	4,482,513.60
10/01/13	1,058,413.65	85,903.64	1,144,317.29	3,424,099.95
04/01/14	-	65,261.44	65,261.44	3,424,099.95
10/01/14	1,098,870.04	65,620.02	1,164,490.06	2,325,229.91
04/01/15	-	44,317.59	44,317.59	2,325,229.91
10/01/15	1,140,872.83	44,561.09	1,185,433.92	1,184,357.08
04/01/16	-	22,697.22	22,697.22	1,184,357.08
10/01/16	1,184,357.08	22,697.22	1,207,054.30	-
TOTALS	\$ 8,999,974.43	\$ 2,039,284.80	\$ 11,039,259.23	

2008 CITY HALL GENERAL OBLIGATION BOND

A referendum was approved by the voters on March 14, 2006 allowing the City to issue a \$6,000,000 general obligation bond for the construction of new City Hall and Public Safety Complex. The debt has an interest rate of 3.72% payable semi-annually; principal is payable annually in varying amounts through 2028. Outstanding principal as of September 30, 2015 was \$4,409,570.

Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
05/14/08	-	\$ -	\$ -	-	-	-	6,000,000
02/01/09	162,500	159,340.00	321,840.00	-	-	-	5,837,500
08/01/09	-	108,577.50	108,577.50	162,500	267,917.50	430,417.50	5,837,500
02/01/10	216,800	108,577.50	325,377.50	-	-	-	5,620,700
08/01/10	-	104,545.02	104,545.02	216,800	213,122.52	429,922.52	5,620,700
02/01/11	224,860	104,545.02	329,405.02	-	-	-	5,395,840
08/01/11	-	100,362.62	100,362.62	224,860	204,907.64	429,767.64	5,395,840
02/01/12	233,230	100,362.62	333,592.62	-	-	-	5,162,610
08/01/12	-	96,024.55	96,024.55	233,230	196,387.17	429,617.17	5,162,610
02/01/13	241,900	96,024.55	337,924.55	-	-	-	4,920,710
08/01/13	-	91,525.21	91,525.21	241,900	187,549.76	429,449.76	4,920,710
02/01/14	250,900	91,525.21	342,425.21	-	-	-	4,669,810
08/01/14	-	86,858.47	86,858.47	250,900	178,383.68	429,283.68	4,669,810
02/01/15	260,240	86,858.47	347,098.47	-	-	-	4,409,570
08/01/15	-	82,018.00	82,018.00	260,240	168,876.47	429,116.47	4,409,570
02/01/16	269,920	82,018.00	351,938.00	-	-	-	4,139,650
08/01/16	-	76,997.49	76,997.49	269,920	159,015.49	428,935.49	4,139,650
02/01/17	279,960	76,997.49	356,957.49	-	-	-	3,859,690
08/01/17	-	71,790.23	71,790.23	279,960	148,787.72	428,747.72	3,859,690
02/01/18	290,370	71,790.23	362,160.23	-	-	-	3,569,320
08/01/18	-	66,389.35	66,389.35	290,370	138,179.58	428,549.58	3,569,320
02/01/19	301,170	66,389.35	367,559.35	-	-	-	3,268,150
08/01/19	-	60,787.59	60,787.59	301,170	127,176.94	428,346.94	3,268,150
02/01/20	312,380	60,787.59	373,167.59	-	-	-	2,955,770
08/01/20	-	54,977.32	54,977.32	312,380	115,764.91	428,144.91	2,955,770
02/01/21	324,000	54,977.32	378,977.32	-	-	-	2,631,770
08/01/21	-	48,950.92	48,950.92	324,000	103,928.24	427,928.24	2,631,770
02/01/22	336,050	48,950.92	385,000.92	-	-	-	2,295,720
08/01/22	-	42,700.39	42,700.39	336,050	91,651.31	427,701.31	2,295,720
02/01/23	348,550	42,700.39	391,250.39	-	-	-	1,947,170
08/01/23	-	36,217.36	36,217.36	348,550	78,917.75	427,467.75	1,947,170
02/01/24	361,520	36,217.36	397,737.36	-	-	-	1,585,650
08/01/24	-	29,493.09	29,493.09	361,520	65,710.45	427,230.45	1,585,650
02/01/25	374,970	29,493.09	404,463.09	-	-	-	1,210,680
08/01/25	-	22,518.65	22,518.65	374,970	52,011.74	426,981.74	1,210,680
02/01/26	388,910	22,518.65	411,428.65	-	-	-	821,770
08/01/26	-	15,284.92	15,284.92	388,910	37,803.57	426,713.57	821,770
02/01/27	403,380	15,284.92	418,664.92	-	-	-	418,390
08/01/27	-	7,782.05	7,782.05	403,380	23,066.97	426,446.97	418,390
02/01/28	418,390	7,782.05	426,172.05	-	-	-	-
09/30/28	-	-	-	418,390	7,782.05	426,172.05	-
TOTALS	\$ 6,000,000	\$ 2,566,941.46	\$ 8,566,941.46	\$ 6,000,000	\$ 2,566,941.46	\$ 8,566,941.46	

2011 Parks General Obligation Bank Loan Refinancing

In December 2011, the City issued 2011 Parks Obligation Bank Loan Refinancing for the purpose of refunding the 1999 Parks and Library General Obligation Bond. The refunding loan was issued at an interest rate of 2.13% with a maturity date of June 1, 2019. The loan is backed by the full faith, credit and full taxing power of the City. Outstanding balance as of September 30, 2015 was \$817,037.

Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
12/01/11			-				\$ 1,477,298
06/01/12	\$ 91,352	\$ 15,733.22	\$ 107,085.22	\$ 91,352	\$ 15,733.22	\$ 107,085.22	1,385,946
12/01/12	92,325	14,760.32	107,085.32				1,293,621
06/01/13	93,308	13,777.06	107,085.06	185,633	28,537.38	214,170.38	1,200,313
12/01/13	94,302	12,783.33	107,085.33				1,106,011
06/01/14	95,306	11,779.02	107,085.02	189,608	24,562.35	214,170.35	1,010,705
12/01/14	96,321	10,764.01	107,085.01				914,384
06/01/15	97,347	9,738.19	107,085.19	193,668	20,502.20	214,170.20	817,037
12/01/15	98,383	8,701.44	107,084.44				718,654
06/01/16	99,431	7,653.67	107,084.67	197,814	16,355.11	214,169.11	619,223
12/01/16	100,490	6,594.72	107,084.72				518,733
06/01/17	101,560	5,524.51	107,084.51	202,050	12,119.23	214,169.23	417,173
12/01/17	102,642	4,442.89	107,084.89				314,531
06/01/18	103,735	3,349.76	107,084.76	206,377	7,792.65	214,169.65	210,796
12/01/18	104,840	2,244.98	107,084.98				105,956
06/01/19	105,956	1,128.43	107,084.43	210,796	3,373.41	214,169.41	-
TOTALS	<u>\$1,477,298</u>	<u>\$ 128,975.55</u>	<u>\$ 1,606,273.55</u>	<u>\$ 1,477,298</u>	<u>\$ 128,975.55</u>	<u>\$ 1,606,273.55</u>	

2011 Utility and Parking Loan

In December 2011, the City issued 2011 Utility and Parking Revenue Bonds in the amount of \$2,230,500 to fund the construction of a sewer lift station and surface parking facilities. The revenue bond was issued at an interest rate of 2.52% and is secured by the City's share of the communication services taxes from the State of Florida. Principal and interest payments are due June 1st and December 1st of each year through 2026. Outstanding balance as of September 30, 2015 was \$1,855,807.

Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
12/01/11							\$ 2,230,500
12/01/12	\$ 37,238	\$ 56,208.60	\$ 93,446.60				2,193,262
06/01/13	65,811	27,635.10	93,446.10	103,049	83,843.70	186,892.70	2,127,451
12/01/13	66,641	26,805.88	93,446.88				2,060,810
06/01/14	67,480	25,966.21	93,446.21	134,121	52,772.09	186,893.09	1,993,330
12/01/14	68,331	25,115.96	93,446.96				1,924,999
06/01/15	69,192	24,254.99	93,446.99	137,523	49,370.95	186,893.95	1,855,807
12/01/15	70,063	23,383.17	93,446.17				1,785,744
06/01/16	70,946	22,500.37	93,446.37	141,009	45,883.54	186,892.54	1,714,798
12/01/16	71,840	21,606.45	93,446.45				1,642,958
06/01/17	72,745	20,701.27	93,446.27	144,585	42,307.72	186,892.72	1,570,213
12/01/17	73,662	19,784.68	93,446.68				1,496,551
06/01/18	74,590	18,856.54	93,446.54	148,252	38,641.22	186,893.22	1,421,961
12/01/18	75,530	17,916.71	93,446.71				1,346,431
06/01/19	76,481	16,965.03	93,446.03	152,011	34,881.74	186,892.74	1,269,950
12/01/19	77,445	16,001.37	93,446.37				1,192,505
06/01/20	78,421	15,025.56	93,446.56	155,866	31,026.93	186,892.93	1,114,084
12/01/20	79,409	14,037.46	93,446.46				1,034,675
06/01/21	80,410	13,036.91	93,446.91	159,819	27,074.37	186,893.37	954,265
12/01/21	81,423	12,023.74	93,446.74				872,842
06/01/22	82,449	10,997.81	93,446.81	163,872	23,021.55	186,893.55	790,393
12/01/22	83,488	9,958.95	93,446.95				706,905
06/01/23	84,540	8,907.00	93,447.00	168,028	18,865.95	186,893.95	622,365
12/01/23	85,605	7,841.80	93,446.80				536,760
06/01/24	86,683	6,763.18	93,446.18	172,288	14,604.98	186,892.98	450,077
12/01/24	87,776	5,670.97	93,446.97				362,301
06/01/25	88,881	4,564.99	93,445.99	176,657	10,235.96	186,892.96	273,420
12/01/25	90,001	3,445.09	93,446.09				183,419
06/01/26	91,135	2,311.08	93,446.08	181,136	5,756.17	186,892.17	92,284
12/01/26	92,284	1,162.78	93,446.78				-
TOTALS	\$ 2,230,500	\$ 479,449.65	\$ 2,709,949.65	\$ 2,138,216	\$ 478,286.87	\$ 2,616,502.87	

2015 Mickel Park Re-Purposing Loan

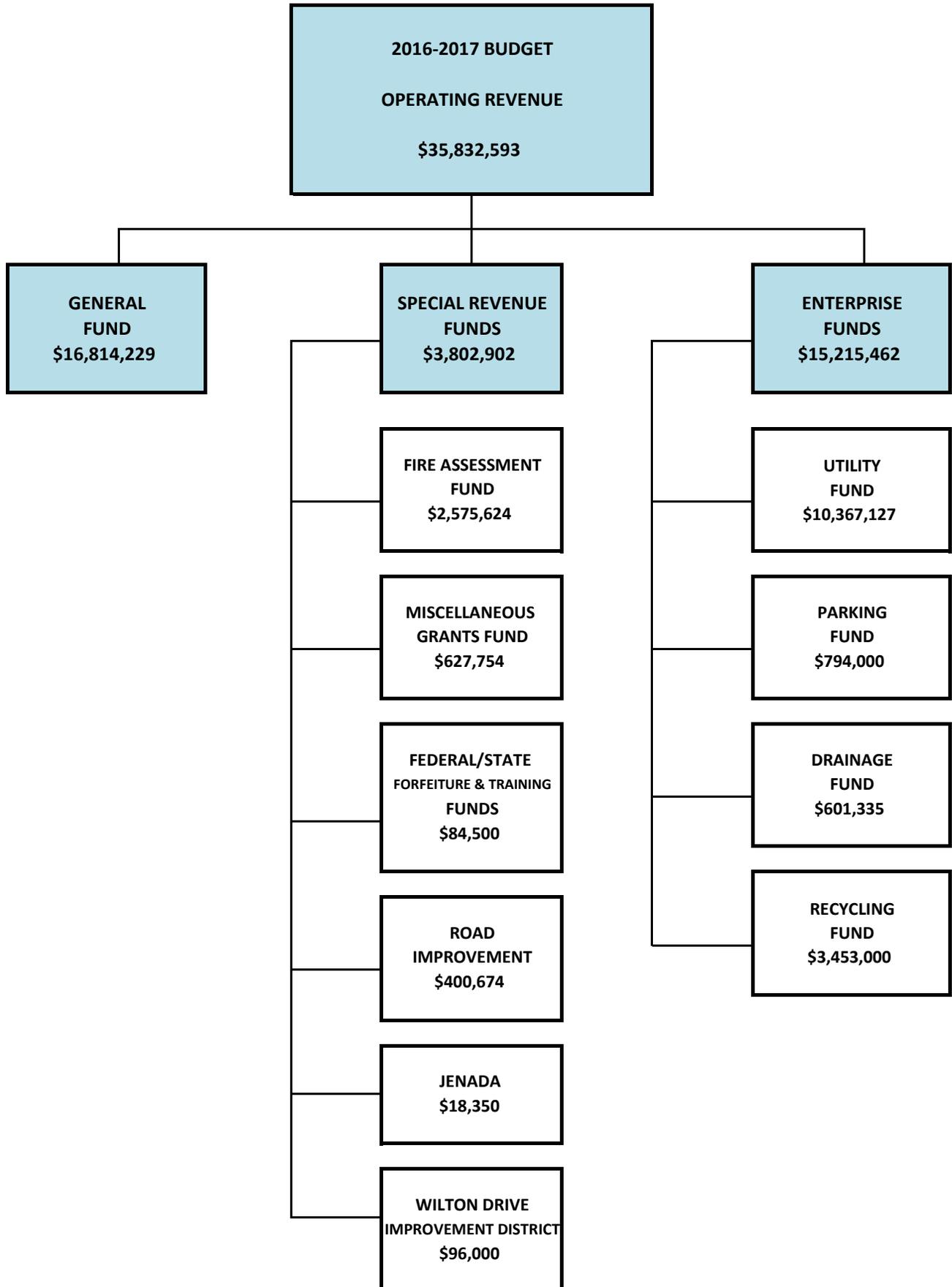
In March 2015, the City entered into a bank loan agreement in the amount of \$744,200 to finance the re-purposing of Mickel Park. The loan bears interest at 3.43% with principal and interest payments due June 1 and December 1.

Debt Service Schedule

DATE	PRINCIPAL PAYMENT	INTEREST PAYMENT	TOTAL PAYMENT	ANNUAL PRINCIPAL	ANNUAL INTEREST	ANNUAL TOTAL	OUTSTANDING PRINCIPAL
03/16/15							\$ 744,200.00
12/01/15	\$ 31,200.00	\$ 18,364.58	\$ 49,564.58				713,000.00
06/01/16	32,000.00	12,227.95	44,227.95	\$ 63,200.00	\$ 30,592.53	\$ 93,792.53	681,000.00
12/01/16	33,000.00	11,679.15	44,679.15				648,000.00
06/01/17	33,000.00	11,113.20	44,113.20	66,000.00	22,792.35	88,792.35	615,000.00
12/01/17	34,000.00	10,547.25	44,547.25				581,000.00
06/01/18	34,000.00	9,964.15	43,964.15	68,000.00	20,511.40	88,511.40	547,000.00
12/01/18	35,000.00	9,381.05	44,381.05				512,000.00
06/01/19	35,000.00	8,780.80	43,780.80	70,000.00	18,161.85	88,161.85	477,000.00
12/01/19	36,000.00	8,180.55	44,180.55				441,000.00
06/01/20	37,000.00	7,563.15	44,563.15	73,000.00	15,743.70	88,743.70	404,000.00
12/01/20	37,000.00	6,928.60	43,928.60				367,000.00
06/01/21	38,000.00	6,294.05	44,294.05	75,000.00	13,222.65	88,222.65	329,000.00
12/01/21	39,000.00	5,642.35	44,642.35				290,000.00
06/01/22	39,000.00	4,973.50	43,973.50	78,000.00	10,615.85	88,615.85	251,000.00
12/01/22	40,000.00	4,304.65	44,304.65				211,000.00
06/01/23	41,000.00	3,618.65	44,618.65	81,000.00	7,923.30	88,923.30	170,000.00
12/01/23	41,000.00	2,915.50	43,915.50				129,000.00
06/01/24	42,000.00	2,212.35	44,212.35	83,000.00	5,127.85	88,127.85	87,000.00
12/01/24	43,000.00	1,492.05	44,492.05				44,000.00
06/01/25	44,000.00	754.60	44,754.60	87,000.00	2,246.65	89,246.65	-
TOTALS	<u>\$ 744,200.00</u>	<u>\$ 146,938.13</u>	<u>\$ 891,138.13</u>	<u>\$ 744,200.00</u>	<u>\$ 146,938.13</u>	<u>\$ 891,138.13</u>	

CITY OF WILTON MANORS

FUND STRUCTURE OVERVIEW - REVENUE



CITY OF WILTON MANORS, FLORIDA

**ADOPTED BUDGET FISCAL YEAR 2016-2017
REVENUE SUMMARIES - ALL FUNDS**

	FY2014-15 ACTUAL	FY2015-16 ADOPTED BUDGET	FY2016-17 PROPOSED BUDGET	FY2016-17 ADOPTED BUDGET
GENERAL FUND				
Ad-Valorem Taxes	\$ 6,504,190	\$ 7,161,101	\$ 7,632,182	\$ 7,562,234
Utility Taxes	2,115,067	2,162,700	2,166,409	2,166,409
Permits, Fees & Special Assessments	2,107,881	1,477,115	1,468,237	1,468,237
Intergovernmental	1,287,969	1,368,865	1,353,752	1,353,752
Charges For Services	524,155	455,450	501,965	501,965
Fines and Forfeitures	402,477	185,050	244,500	244,500
Miscellaneous	344,673	342,225	327,570	327,570
Interfund Transfer	1,974,480	1,890,780	1,887,014	1,887,014
Debt Proceeds	744,200	-	-	-
Appropriation of Fund Balance	-	1,376,918	1,302,548	1,302,548
	16,005,092	16,420,204	16,884,177	16,814,229
RECYCLING FUND				
Permits, Fees & Special Assessments	476,256	475,072	402,000	402,000
Charges For Services	5,400	5,400	2,996,000	2,996,000
Miscellaneous	378,740	31,300	20,000	20,000
Appropriation of Fund Balance	-	35,312	35,000	35,000
	860,396	547,084	3,453,000	3,453,000
FIRE RESCUE ASSESSMENT FUND				
Insurance Premium Tax	143,467	-	143,468	143,468
Permits, Fees & Special Assessments	1,669,358	1,948,220	2,252,171	2,252,171
Charges for Services	101,385	105,000	105,000	105,000
Miscellaneous	21,126	10,000	4,000	4,000
Appropriation of Fund Balance	-	160,848	70,985	70,985
	1,935,336	2,224,068	2,575,624	2,575,624
MISCELLANEOUS GRANTS FUND				
Shared Revenues and Grants	120,391	196,635	598,754	602,754
Interfund Transfer	25,000	25,000	25,000	25,000
Appropriation of Fund Balance	-	5,000	-	-
	145,391	226,635	623,754	627,754
FEDERAL POLICE FORFEITURE FUND				
Fines and forfeitures	38,873	-	-	-
Miscellaneous	183	-	350	350
Appropriation of Fund Balance	-	41,000	72,650	72,650
	39,056	41,000	73,000	73,000
POLICE TRAINING & EDUCATION FUND				
Fines and Forfeiture	6,126	-	6,500	6,500
Miscellaneous	6	-	-	-
Appropriation of Fund Balance	-	4,000	-	-
	6,132	4,000	6,500	6,500
ROAD IMPROVEMENT FUND				
Intergovernmental	214,019	215,288	219,588	219,588
Charges for Services	-	28,500	29,600	29,600
Miscellaneous	36,002	200	500	500
Interfund Transfer	355,910	-	-	-
Appropriation of Fund Balance	-	19,115	150,986	150,986
	605,931	263,103	400,674	400,674

CITY OF WILTON MANORS, FLORIDA

**ADOPTED BUDGET FISCAL YEAR 2016-2017
REVENUE SUMMARIES - ALL FUNDS**

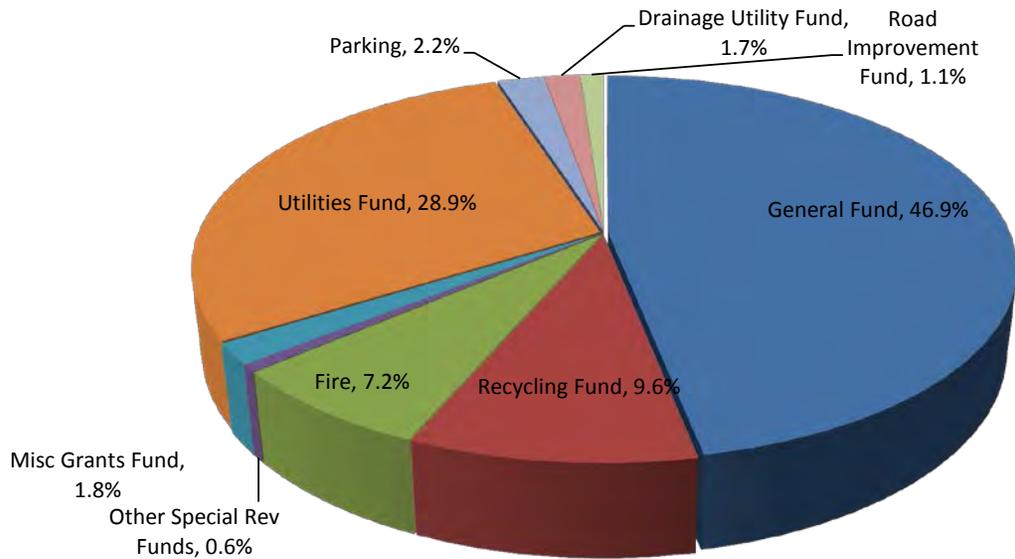
	FY2014-15 ACTUAL	FY2015-16 ADOPTED BUDGET	FY2016-17 PROPOSED BUDGET	FY2016-17 ADOPTED BUDGET
STATE POLICE FORFEITURE FUND				
Fines and Forfeitures	146,395	-	-	-
Miscellaneous	2,029	-	-	-
Appropriation of Fund Balance	-	14,000	5,000	5,000
	<u>148,424</u>	<u>14,000</u>	<u>5,000</u>	<u>5,000</u>
WATER AND SEWER UTILITY FUND				
Permits, Fees & Special Assessments	265,682	3,000	4,000	4,000
Charges For Services	8,168,571	8,355,700	8,887,900	8,887,900
Miscellaneous	46,460	45,847	49,825	49,825
Appropriation of Fund Balance	-	1,694,539	1,432,361	1,425,402
	<u>8,480,713</u>	<u>10,099,086</u>	<u>10,374,086</u>	<u>10,367,127</u>
PARKING FUND				
Charges For Services	530,508	737,850	663,000	663,000
Fines and Forfeitures	170,642	165,000	119,000	119,000
Miscellaneous	2,456	1,500	-	-
Appropriation of Fund Balance	-	49,500	12,000	12,000
	<u>703,606</u>	<u>953,850</u>	<u>794,000</u>	<u>794,000</u>
DRAINAGE UTILITY FUND				
Charges For Services	413,123	435,120	454,700	454,700
Miscellaneous	5,091	1,000	3,000	3,000
Interfund Transfer	-	-	-	-
Appropriation of Fund Balance	-	40,863	144,903	143,635
	<u>418,214</u>	<u>476,983</u>	<u>602,603</u>	<u>601,335</u>
JENADA ASSESSMENT FUND				
Special Assessments	7,867	8,350	8,350	8,350
Miscellaneous	81	75	75	75
Appropriation of Fund Balance	-	9,925	9,925	9,925
	<u>7,948</u>	<u>18,350</u>	<u>18,350</u>	<u>18,350</u>
WILTON DRIVE IMPROVEMENT DISTRICT				
Special Assessments	-	-	96,000	96,000
	<u>-</u>	<u>-</u>	<u>96,000</u>	<u>96,000</u>
TOTAL - ALL FUNDS				
Ad-Valorem Taxes	6,504,190	7,161,101	7,632,182	7,562,234
Utility and Other Taxes	2,258,534	2,162,700	2,309,877	2,309,877
Permits, Fees & Special Assessments	4,527,044	3,911,757	4,230,758	4,230,758
Intergovernmental	1,622,379	1,780,788	2,172,094	2,176,094
Charges For Services	9,743,142	10,123,020	13,638,165	13,638,165
Fines and Forfeitures	764,513	350,050	370,000	370,000
Miscellaneous	836,847	432,147	405,320	405,320
Interfund Transfer	2,355,390	1,915,780	1,912,014	1,912,014
Debt Proceeds	744,200	-	-	-
Appropriation of Fund Balance	-	3,451,020	3,236,358	3,228,131
	<u>\$ 29,356,239</u>	<u>\$ 31,288,363</u>	<u>\$ 35,906,768</u>	<u>\$ 35,832,593</u>

CITY OF WILTON MANORS

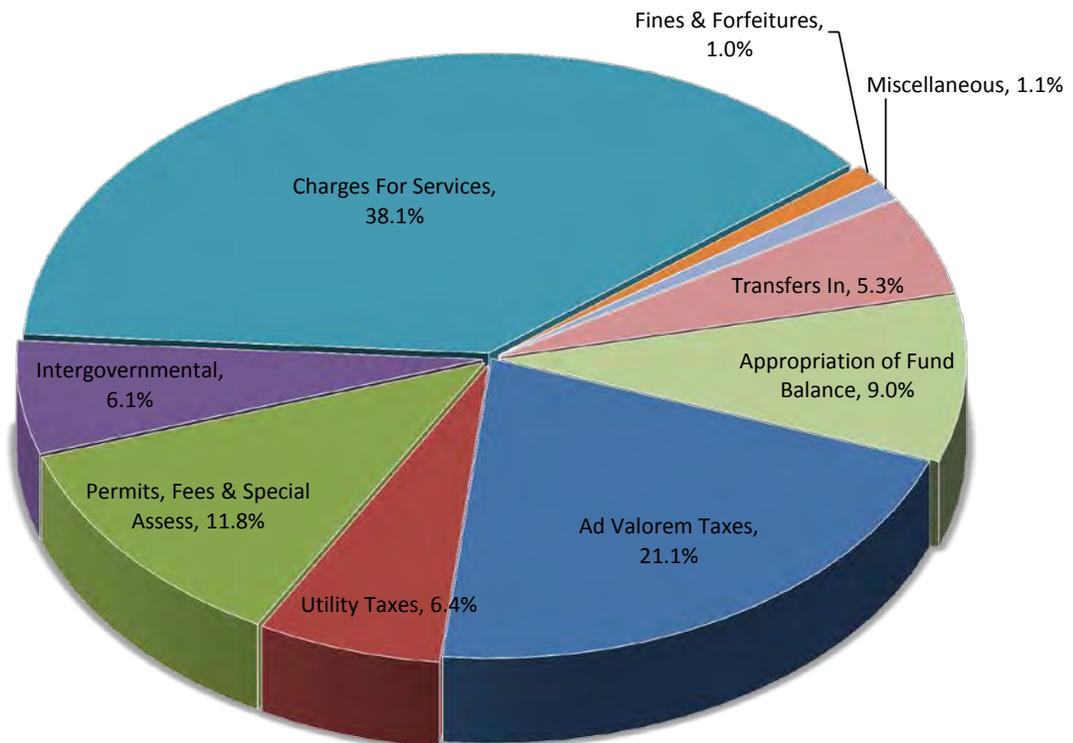
REVENUE BUDGET SUMMARY FY2016-2017

\$35,832,593

REVENUES BY FUND

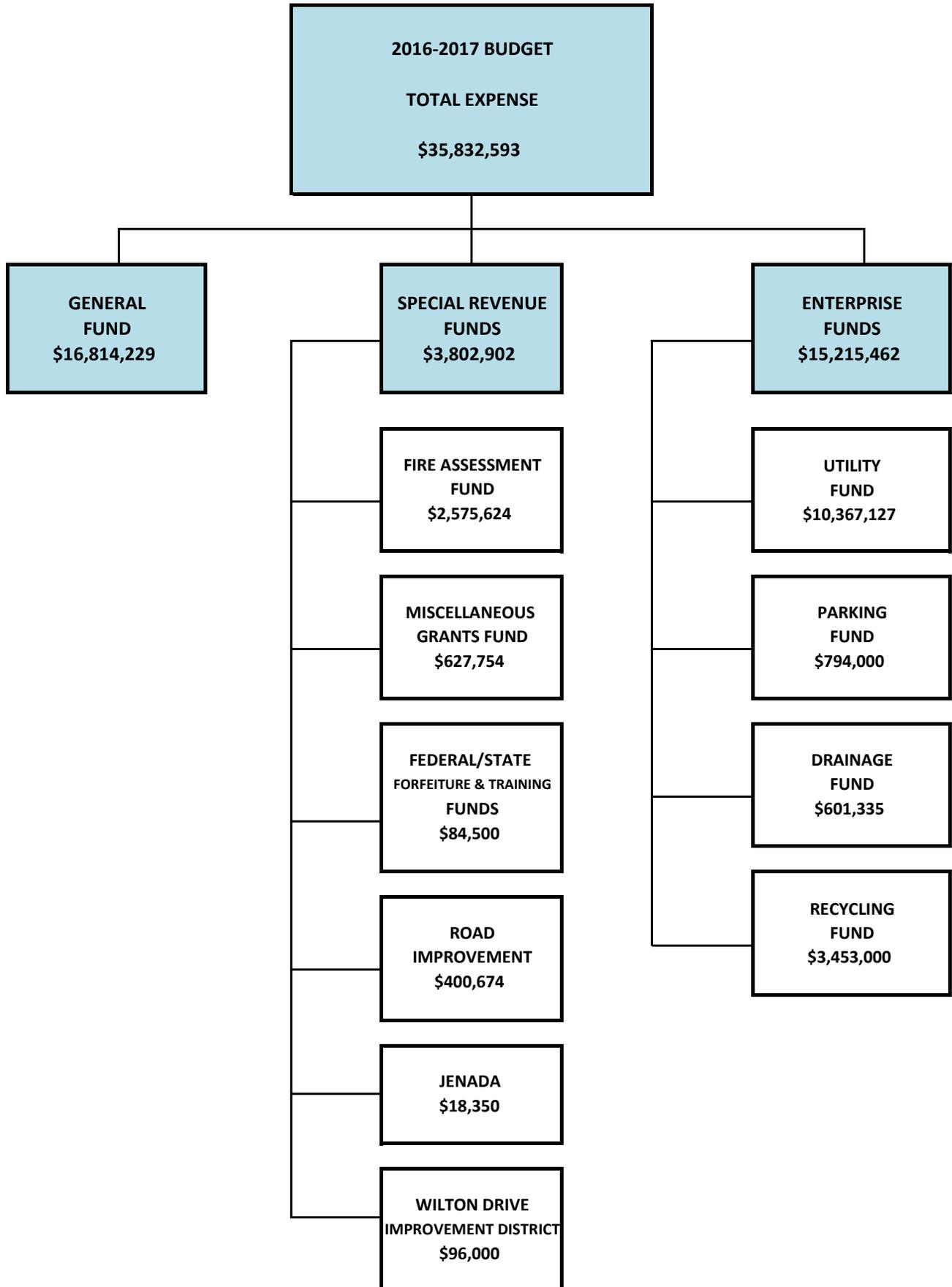


REVENUES BY SOURCE



CITY OF WILTON MANORS

FUND STRUCTURE OVERVIEW - EXPENSE



CITY OF WILTON MANORS, FLORIDA

**ADOPTED BUDGET FY2016-17
EXPENDITURE SUMMARIES - ALL FUNDS**

	FY2014-15 ACTUAL	FY2015-16 ADOPTED BUDGET	FY2016-17 PROPOSED BUDGET	FY2016-17 ADOPTED BUDGET
GENERAL FUND				
Personnel Wages	\$ 6,032,035	\$ 6,835,947	\$ 7,037,960	\$ 6,936,078
Personnel Benefits	3,721,879	4,100,991	4,337,763	4,315,780
Total Wages and Benefits	9,753,914	10,936,938	11,375,723	11,251,858
Operating Expenditures	3,326,885	3,526,120	3,462,064	3,527,981
Capital Outlay	2,169,608	1,090,247	1,279,453	1,267,453
Debt Service	788,235	841,899	741,937	741,937
Sub-Total	16,038,642	16,395,204	16,859,177	16,789,229
Interfund Transfer Out	25,000	25,000	25,000	25,000
	<u>16,063,642</u>	<u>16,420,204</u>	<u>16,884,177</u>	<u>16,814,229</u>
RECYCLING FUND				
Personnel Wages	82,760	83,930	64,264	63,349
Personnel Benefits	44,099	45,295	39,835	39,783
Total Wages and Benefits	126,859	129,225	104,099	103,132
Operating Expenditures	186,457	200,226	3,025,701	3,026,668
Capital Outlay	2,444	8,050	47,200	47,200
Debt Service	-	-	-	-
Sub-Total	315,760	337,501	3,177,000	3,177,000
Interfund Transfer Out	558,493	209,583	276,000	276,000
	<u>874,253</u>	<u>547,084</u>	<u>3,453,000</u>	<u>3,453,000</u>
FIRE RESCUE ASSESSMENT				
Personnel Wages	78,618	141,554	186,287	183,722
Personnel Benefits	47,157	83,226	231,870	232,086
Total Wages and Benefits	125,775	224,780	418,157	415,808
Operating Expenditures	1,393,980	1,753,791	1,819,845	1,822,194
Capital Outlay	11,636	39,300	98,160	98,160
Debt Service	-	-	-	-
Sub-Total	1,531,391	2,017,871	2,336,162	2,336,162
Interfund Transfer Out	206,197	206,197	239,462	239,462
	<u>1,737,588</u>	<u>2,224,068</u>	<u>2,575,624</u>	<u>2,575,624</u>
ROAD IMPROVEMENT				
Operating Expenditures	58,528	97,478	115,174	115,174
Capital Outlay	168,776	165,625	285,500	285,500
Sub-Total	227,304	263,103	400,674	400,674
Interfund Transfer Out	-	-	-	-
	<u>227,304</u>	<u>263,103</u>	<u>400,674</u>	<u>400,674</u>

CITY OF WILTON MANORS, FLORIDA

**ADOPTED BUDGET FY2016-17
EXPENDITURE SUMMARIES - ALL FUNDS**

	FY2014-15 ACTUAL	FY2015-16 ADOPTED BUDGET	FY2016-17 PROPOSED BUDGET	FY2016-17 ADOPTED BUDGET
MISCELLANEOUS GRANTS				
Personnel Wages	\$ 23,598	\$ 35,552	\$ 32,832	\$ 32,832
Personnel Benefits	1,724	-	2,720	2,720
Total Wages and Benefits	25,322	35,552	35,552	35,552
Operating Expenditures	12,572	38,915	38,915	42,915
Capital Outlay	82,223	152,168	549,287	549,287
Sub-Total	120,117	226,635	623,754	627,754
Interfund Transfer Out	-	-	-	-
	<u>120,117</u>	<u>226,635</u>	<u>623,754</u>	<u>627,754</u>
FEDERAL POLICE FORFEITURE				
Operating Expenditures	6,066	41,000	7,000	7,000
Capital Outlay	9,282	-	66,000	66,000
Sub-Total	15,348	41,000	73,000	73,000
Interfund Transfer Out	83,700	-	-	-
	<u>99,048</u>	<u>41,000</u>	<u>73,000</u>	<u>73,000</u>
POLICE TRAINING & EDUCATION				
Operating Expenditures	895	4,000	6,500	6,500
Capital Outlay	-	-	-	-
Sub-Total	895	4,000	6,500	6,500
Interfund Transfer Out	-	-	-	-
	<u>895</u>	<u>4,000</u>	<u>6,500</u>	<u>6,500</u>
STATE POLICE FORFEITURE				
Operating Expenditures	34,976	14,000	5,000	5,000
Capital Outlay	-	-	-	-
Sub-Total	34,976	14,000	5,000	5,000
Interfund Transfer Out	-	-	-	-
	<u>34,976</u>	<u>14,000</u>	<u>5,000</u>	<u>5,000</u>
JENADA GATEHOUSE SPECIAL ASSESSMENT				
Operating Expenditures	6,942	8,350	8,350	8,350
Capital Outlay	-	10,000	10,000	10,000
	<u>6,942</u>	<u>18,350</u>	<u>18,350</u>	<u>18,350</u>
WILTON DRIVE IMPROVEMENT DISTRICT				
Personnel Wages	-	-	-	-
Personnel Benefits	-	-	-	-
Total Wages and Benefits	-	-	-	-
Operating Expenditures	-	-	96,000	96,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Depreciation	-	-	-	-
Sub-Total	-	-	96,000	96,000
Interfund Transfer Out	-	-	-	-
	<u>-</u>	<u>-</u>	<u>96,000</u>	<u>96,000</u>

CITY OF WILTON MANORS, FLORIDA

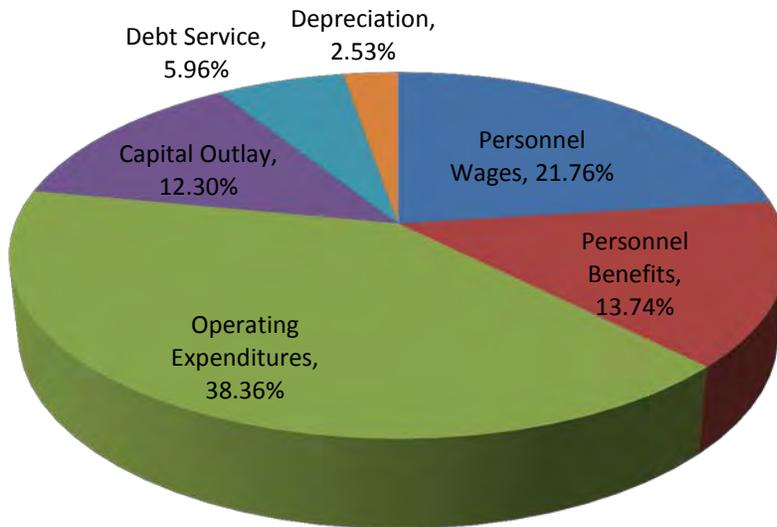
**ADOPTED BUDGET FY2016-17
EXPENDITURE SUMMARIES - ALL FUNDS**

	FY2014-15 ACTUAL	FY2015-16 ADOPTED BUDGET	FY2016-17 PROPOSED BUDGET	FY2016-17 ADOPTED BUDGET
UTILITIES FUND				
Personnel Wages	\$ 509,238	\$ 486,095	\$ 492,963	\$ 486,454
Personnel Benefits	234,751	267,160	272,255	271,805
Total Wages and Benefits	743,989	753,255	765,218	758,259
Operating Expenditures	3,972,453	3,901,690	4,371,556	4,371,556
Capital Outlay	-	1,932,200	1,830,000	1,830,000
Debt Service	111,533	1,284,571	1,283,494	1,283,494
Depreciation	751,827	752,370	752,266	752,266
Sub-Total	5,579,802	8,624,086	9,002,534	8,995,575
Interfund Transfer Out	1,475,000	1,475,000	1,371,552	1,371,552
	7,054,802	10,099,086	10,374,086	10,367,127
PARKING				
Personnel Wages	23,733	5,928	6,105	6,021
Personnel Benefits	9,701	3,240	3,200	3,182
Total Wages and Benefits	33,434	9,168	9,305	9,203
Operating Expenditures	423,126	438,529	578,095	578,197
Capital Outlay	-	352,500	55,000	55,000
Debt Service	25,846	110,455	110,454	110,454
Depreciation	39,141	43,198	41,146	41,146
Sub-Total	521,547	953,850	794,000	794,000
Interfund Transfer Out	-	-	-	-
	521,547	953,850	794,000	794,000
DRAINAGE UTILITY				
Personnel Wages	53,153	87,678	90,874	89,705
Personnel Benefits	31,960	45,442	58,276	58,177
Total Wages and Benefits	85,113	133,120	149,150	147,882
Operating Expenditures	95,560	119,061	138,604	138,604
Capital Outlay	-	124,000	200,000	200,000
Debt Service	-	-	-	-
Depreciation	102,295	100,802	114,849	114,849
Sub-Total	282,968	476,983	602,603	601,335
Interfund Transfer Out	7,000	-	-	-
	289,968	476,983	602,603	601,335
TOTALS - ALL FUNDS				
Personnel Wages	6,803,135	7,676,684	7,911,285	7,798,161
Personnel Benefits	4,091,271	4,545,354	4,945,919	4,923,533
Total Wages and Benefits	10,894,406	12,222,038	12,857,204	12,721,694
Operating Expenditures	9,518,440	10,143,160	13,672,804	13,746,139
Capital Outlay	2,443,969	3,874,090	4,420,600	4,408,600
Debt Service	925,614	2,236,925	2,135,885	2,135,885
Depreciation	893,263	896,370	908,261	908,261
Sub-Total	24,675,692	29,372,583	33,994,754	33,920,579
Interfund Transfer Out	2,355,390	1,915,780	1,912,014	1,912,014
	\$ 27,031,082	\$ 31,288,363	\$ 35,906,768	\$ 35,832,593

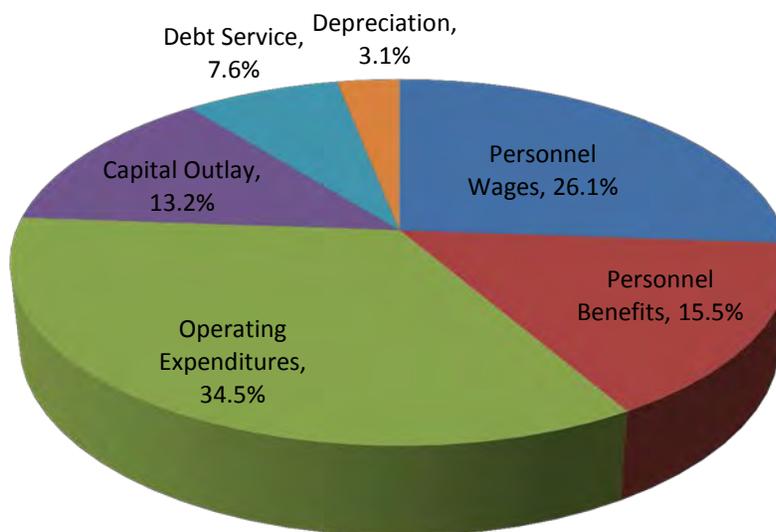
CITY OF WILTON MANORS

**ADOPTED BUDGET
EXPENDITURES BY OBJECT**

FISCAL YEAR 2016-2017 - \$35,832,593



FISCAL YEAR 2015-2016 - \$31,288,363



CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Fund 001 - GENERAL FUND							
1	AD VALOREM TAXES						1
2	001-0000-3110.001 Current Ad Valorem	5,786,223	6,417,995	6,417,995	6,889,264	6,819,316	2
3	001-0000-3110.002 Delinquent Ad-Valorem	85,539	100,000	100,000	100,000	100,000	3
4	001-0000-3110.044 Ad Val Debt Svc 99 Parks GOB	210,551	214,170	214,170	214,170	214,170	4
5	001-0000-3110.045 Ad Val Debt Svc 08 City HallGO	421,877	428,936	428,936	428,748	428,748	5
6	AD VALOREM TAXES	6,504,190	7,161,101	7,161,101	7,632,182	7,562,234	6
7							7
8	UTILITY SERVICES TAXES						8
9	001-0000-3140.100 10% Electric Utility Tax	1,045,780	1,036,700	1,036,700	1,079,500	1,079,500	9
10	001-0000-3140.300 10% Water Utility Tax	448,554	471,000	471,000	505,680	505,680	10
11	001-0000-3140.400 10% Gas Utility Tax	54,898	70,000	70,000	70,000	70,000	11
12	001-0000-3150.000 Communications Service Tax	565,835	585,000	585,000	511,229	511,229	12
13	UTILITY SERVICES TAXES	2,115,067	2,162,700	2,162,700	2,166,409	2,166,409	13
14							14
15	PERMITS, FEES, & SPECIAL ASSESSMENTS						15
16	001-0000-3160.010 Local Bus Lic Tax Receipt	106,829	100,000	100,000	100,000	100,000	16
17	001-0000-3220.000 Building Permits	871,115	500,000	500,000	450,000	450,000	17
18	001-0000-3220.100 Development Review Fee	0	0	0	15,000	15,000	18
19	001-0000-3230.100 5.9% Electric Franchise Fees	788,663	802,200	802,200	818,200	818,200	19
20	001-0000-3230.900 Franchise Fees - Misc.	60,822	68,015	68,015	68,637	68,637	20
21	001-0000-3290.003 Letters of Determination	850	400	400	400	400	21
22	001-0000-3290.005 Vacant Property Registration	6,600	5,000	5,000	5,500	5,500	22
23	001-0000-3290.006 Bonds Administrative Fee	2,283	0	0	0	0	23
24	001-0000-3290.007 Specific Use Permits-Alc Sales	500	1,500	1,500	500	500	24
25	001-0000-3290.013 Vacation Rental Registration Fee	0	0	0	10,000	10,000	25
26	001-0000-3630.220 Public Safety Impact Fees	27,270	0	0	0	0	26
27	001-0000-3630.270 Culture/Rec Impact Fees	176,020	0	0	0	0	27
28	001-0000-3630.291 Aff. Housing Impact Fees	62,930	0	0	0	0	28
29	PERMITS, FEES, & SPECIAL ASSESSMENTS	2,103,882	1,477,115	1,477,115	1,468,237	1,468,237	29
30							30
31	INTERGOVERNMENTAL						31
32	001-0000-3310.219 SCHOOL RESOURCE OFFICER GRANT	7,823	47,700	47,700	46,252	46,252	32
33	001-0000-3350.120 State Revenue Sharing	431,222	436,900	436,900	446,000	446,000	33
34	001-0000-3350.140 Mobile Home License	126	100	100	500	500	34
35	001-0000-3350.150 Alcoholic Beverage License	27,826	27,000	27,000	28,000	28,000	35
36	001-0000-3350.180 1/2 Cent Local Sales Tax	770,916	857,165	857,165	833,000	833,000	36
37	001-0000-3370-701 TREE TRUST FUND PHASE V	50,056	0	0	0	0	37
38	INTERGOVERNMENTAL	1,287,969	1,368,865	1,368,865	1,353,752	1,353,752	38
39							39
40	CHARGES FOR SERVICES						40
41	001-0000-3400.001 Tennis Court Fees	26,262	24,000	24,000	25,965	25,965	41
42	001-0000-3400.002 Vending/Concessions	233	300	300	300	300	42
43	001-0000-3400.003 Adult Athletics	1,730	0	0	0	0	43
44	001-0000-3400.005 Special Events	31,131	30,000	30,000	35,000	35,000	44
45	001-0000-3400.006 Youth Classes	1,156	500	500	3,000	3,000	45
46	001-0000-3400.007 Adult Classes	43,622	20,000	20,000	20,000	20,000	46
47	001-0000-3400.008 Senior Activities	1,529	800	800	800	800	47
48	001-0000-3400.009 Summer Youth Activities	119,007	106,000	106,000	112,000	112,000	48
49	001-0000-3400.010 After School Program	191,491	166,000	166,000	177,500	177,500	49
50	001-0000-3400.011 Advertising Fees	10,705	10,000	10,000	11,000	11,000	50
51	001-0000-3400.012 Dog Park Registration Fees	0	0	0	2,250	2,250	51
52	001-0000-3400.014 BEFORE SCHOOL CARE	9,147	7,500	7,500	15,000	15,000	52
53	001-0000-3400.015 After School Late Pickup Fees	747	600	600	500	500	53
54	001-0000-3410.910 Lobbyist Registration Fees	1,200	500	500	1,000	1,000	54

CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
1	001-0000-3420.100	3,500	4,200	4,200	3,900	3,900	1
2	001-0000-3420.910	1,800	2,500	2,500	2,500	2,500	2
3	001-0000-3420.920	150	500	500	500	500	3
1	001-0000-3420.930	450	500	500	500	500	1
2	001-0000-3470.101	1,274	5,950	5,950	7,000	7,000	2
3	001-0000-3470.102	224	1,000	1,000	1,300	1,300	3
4	001-0000-3470.500	12,295	12,600	12,600	11,950	11,950	4
5	001-0000-3490.100	66,500	62,000	62,000	70,000	70,000	5
6	CHARGES FOR SERVICES	524,153	455,450	455,450	501,965	501,965	6
7							7
8	FINES & FORFEITS						8
9	001-0000-3500.000	154,082	105,000	105,000	164,300	164,300	9
10	001-0000-3520.000	6,479	5,050	5,050	5,200	5,200	10
11	001-0000-3540.000	241,916	75,000	75,000	75,000	75,000	11
12	FINES & FORFEITS	402,477	185,050	185,050	244,500	244,500	12
13							13
14	OTHER & MISCELLANEOUS						14
15	001-0000-3600.000	99,768	116,000	116,000	74,370	74,370	15
16	001-0000-3600.002	1,047	1,300	1,300	1,300	1,300	16
17	001-0000-3600.010	954	500	500	500	500	17
18	001-0000-3600.020	7,563	2,500	2,500	2,500	2,500	18
19	001-0000-3610.100	43,102	20,300	20,300	50,000	50,000	19
20	001-0000-3610.300	0	0	0	0	0	20
21	001-0000-3620.000	66,618	54,625	54,625	50,900	50,900	21
22	001-0000-3640.000	18,299	20,000	20,000	20,000	20,000	22
23	001-0000-3650.010	2,247	3,000	3,000	1,000	1,000	23
24	001-0000-3660.000	11,044	0	0	0	0	24
25	001-0000-3660.002	5,700	9,000	9,000	0	0	25
26	001-0000-3670.000	5,120	5,000	5,000	7,000	7,000	26
27	001-0000-3670.001	36,708	95,000	95,000	105,000	105,000	27
28	001-0000-3670.002	17,350	15,000	15,000	15,000	15,000	28
29	001-0000-3690.901	29,153	0	0	0	0	29
30	001-0000-3690.902	0	0	0	0	0	30
31	001-0000-3810.001	1,974,480	1,890,780	1,890,780	1,887,014	1,887,014	31
32	001-0000-3840.000	744,200	0	0	0	0	32
33	001-0000-3890.901	0	1,376,918	1,605,823	1,302,548	1,302,548	33
34	OTHER & MISCELLANEOUS	3,063,353	3,609,923	3,838,828	3,517,132	3,517,132	34
35							35
36	TOTAL GENERAL FUND REVENUES	16,001,091	16,420,204	16,649,109	16,884,177	16,814,229	36
37							37
38	Fund 151 - RECYCLING FUND						38
39							39
40	UTILITY SERVICES TAXES						40
41	151-0000-3130.700	476,256	475,072	475,072	395,000	395,000	41
42	UTILITY SERVICES TAXES	476,256	475,072	475,072	395,000	395,000	42
43							43
44	PERMITS, FEES, & SPECIAL ASSESSMENTS						44
45	151-0000-3230.701	0	0	0	2,500	2,500	45
46	151-0000-3290.014	0	0	0	500	500	46
47	151-0000-3670.003	0	0	0	4,000	4,000	47
48	PERMITS, FEES, & SPECIAL ASSESSMENTS	0	0	0	7,000	7,000	48

CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
1	CHARGES FOR SERVICES					
2	151-0000-3400.012 Garbage and Recycling Charges	0	0	0	2,901,000	2,901,000
3	151-0000-3430.401 SPECIAL BULK PICK UP	5,400	5,400	5,400	0	0
4	151-0000-3490.101 Admin Cost Reimbursement Fee	0	0	0	95,000	95,000
5	CHARGES FOR SERVICES	5,400	5,400	5,400	2,996,000	2,996,000
6						
7	OTHER & MISCELLANEOUS					
8	151-0000-3610.100 Interest Earned	592	300	300	0	0
9	151-0000-3620.020 RECYCLING ROYALTIES	29,240	31,000	31,000	0	0
10	151-0000-3660.000 Cont/Donations fr Private Sources	0	0	0	20,000	20,000
11	151-0000-3690-900 Prior Year Adjustments	348,911				
12	151-0000-3890.901 Approp Fund Balance R/E	0	35,312	35,312	35,000	35,000
13	OTHER & MISCELLANEOUS	378,743	66,612	66,612	55,000	55,000
14						
15	TOTAL RECYCLING FUND REVENUES	860,399	547,084	547,084	3,453,000	3,453,000
16						
17	Fund 155 - FIRE ASSESSMENT FUND					
18						
19	INTERGOVERNMENTAL					
20	155-0000-3120.510 Insurance Premium Tax	0	0	0	143,468	143,468
21	INTERGOVERNMENTAL	0	0	0	143,468	143,468
22						
23	CHARGES FOR SERVICES					
24	155-0000-3400.020 Fire Protection Services	101,385	105,000	105,000	105,000	105,000
25	CHARGES FOR SERVICES	101,385	105,000	105,000	105,000	105,000
26						
27	OTHER & MISCELLANEOUS					
28	155-0000-3600.000 Miscellaneous Income	56	0	0	0	0
29	155-0000-3610.100 Interest Earned	21,069	10,000	10,000	4,000	4,000
30	155-0000-3630.112 Fire Special Assessments	1,669,358	1,948,220	1,948,220	2,252,171	2,252,171
31	155-0000-3890.901 Appropriate Fund Balance	0	160,848	279,516	70,985	70,985
32	OTHER & MISCELLANEOUS	1,690,483	2,119,068	2,237,736	2,327,156	2,327,156
33						
34	TOTAL FIRE ASSESSMENT FUND REVENUES	1,791,868	2,224,068	2,342,736	2,575,624	2,575,624
35						
36	Fund 157 - MISCELLANEOUS GRANTS FUND					
37						
38	INTERGOVERNMENTAL					
39	157-0000-3310.202 Bulletproof Vest Grant	1,013	0	0	0	0
40	157-0000-3310.704 CDBG 42nd Year	0	0	0	64,535	64,535
41	157-0000-3340.207 2015-JAG-BROW-5R1-049	4,586	0	0	0	0
42	157-0000-3340.701 FDEP REC TRAIL PROGRAM		55,835	55,835	0	0
43	157-0000-3340.702 FRDAP MICKEL PARK	0	0	0	50,000	50,000
44	157-0000-3370.202 Metro Broward Drug Task Force	4,560	13,915	13,915	13,915	13,915
45	157-0000-3370.500 MPO EV CHARGING STATIONS GRANT		9,000	9,000	0	0
46	157-0000-3370.705 FRDAP MICKEL PARK	0	0	0	368,752	368,752
47	157-0000-3370.706 FRDAP COLOHATCHEE GRANT	0	0	0	50,000	50,000
48	157-0000-3370.724 PARKS FOR PEOPLE GRANT PHASE III	1,650	0	0	0	0
49	157-0000-3370.727 CDBG 39TH YEAR	62,220	0	0	0	0
50	157-0000-3370.728 CDBG 40TH YEAR	0	66,333	66,333	0	0
51	157-0000-3370.902 Broward EMLEG Grant	27,120	35,552	35,552	35,552	35,552
52	157-0000-3470.100 State Aid to Libraries	19,243	16,000	16,000	16,000	16,000
53	INTERGOVERNMENTAL	120,392	196,635	196,635	598,754	598,754

CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
1	OTHER & MISCELLANEOUS					
2	157-0000-3660.004 KEEP AMERICA BEAUTIFUL	0	0	0	0	4,000
3	157-0000-3810.001 Transfers In	25,000	25,000	25,000	25,000	25,000
4	157-0000-3890.901 Appropriation of Fund Balance	0	5,000	5,000	0	0
5	OTHER & MISCELLANEOUS	25,000	30,000	30,000	25,000	29,000
6						
7	TOTAL MISCELLANEOUS GRANTS FUND REVENUES	145,392	226,635	226,635	623,754	627,754
8						
9	Fund 158 - FEDERAL POLICE FORFEITURE FUND					
10						
11	FINES & FORFEITS					
12	158-0000-3510.201 Confiscated Property	38,873	0	0	0	0
13	FINES & FORFEITS	38,873	0	0	0	0
14						
15	OTHER & MISCELLANEOUS					
16	158-0000-3610.100 Interest Earned	182	0	0	350	350
17	158-0000-3890.901 Appropriate Fund Balance	0	41,000	41,000	72,650	72,650
18	OTHER & MISCELLANEOUS	182	41,000	41,000	73,000	73,000
19						
20	TOTAL FEDERAL POLICE FORFEITURE FUND REVENUES	39,055	41,000	41,000	73,000	73,000
21						
22	Fund 161 - POLICE TRAINING AND EDUCATION FUND					
23						
24	FINES & FORFEITS					
25	161-0000-3510.300 \$2 Education Assessment	6,126	0	0	6,500	6,500
26	FINES & FORFEITS	6,126	0	0	6,500	6,500
27						
28	OTHER & MISCELLANEOUS					
29	161-0000-3610.100 Interest Earned	6	0	0	0	0
30	161-0000-3890.901 Appropriate Fund Balance	0	4,000	4,000	0	0
31	OTHER & MISCELLANEOUS	6	4,000	4,000	0	0
32						
33	TOTAL POLICE TRAINING AND EDUCATION FUND REVENUES	6,132	4,000	4,000	6,500	6,500
34						
35	Fund 163 - ROAD IMPROVEMENT FUND					
36						
37	INTERGOVERNMENTAL					
38	163-0000-3120.410 1st Loc Opt Fuel Tax 1-6 cents	124,489	124,889	124,889	127,389	127,389
39	163-0000-3120.420 2nd Loc Opt Fuel Tax 1-5 cents	89,530	90,399	90,399	92,199	92,199
40	163-0000-3310-493 Dixie H-Way FDOT Proj 8886-425-A	0	0	957,672	0	0
41	INTERGOVERNMENTAL	214,019	215,288	1,172,960	219,588	219,588
42						
43	CHARGES FOR SERVICES					
44	163-0000-3440.910 Other Transportation Revenue	27,673	28,500	28,500	29,600	29,600
45	CHARGES FOR SERVICES	27,673	28,500	28,500	29,600	29,600
46						
47	OTHER & MISCELLANEOUS					
48	163-0000-3610.100 Interest Earned	193	200	200	500	500
49	163-0000-3640.000 Sale of Fixed Assets	698	0	0	0	0
50	163-0000-3690.900 Prior Year Adjustments	7,437	0	0	0	0
51	163-0000-3810.001 Transfers In	355,910	0	0	0	0
52	163-0000-3890.901 Appropriate Fund Balance	0	19,115	516,630	150,986	150,986
53	OTHER & MISCELLANEOUS	364,238	19,315	516,830	151,486	151,486
54						
55	TOTAL ROAD IMPROVEMENT FUND REVENUES	605,930	263,103	1,718,290	400,674	400,674

CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
1	Fund 165 - STATE POLICE FORFEITURE FUND					
2						
3	FINES & FORFEITS					
4	165-0000-3510.201 Confiscated Property	146,395	0	0	0	0
5	FINES & FORFEITS	146,395	0	0	0	0
6						
7	OTHER & MISCELLANEOUS					
8	165-0000-3610.100 Interest Earned	278	0	0	0	0
9	165-0000-3640.000 Sale of Fixed Assets	1,751	0	0	0	0
10	165-0000-3890.901 Appropriate Fund Balance	0	14,000	14,000	5,000	5,000
11	OTHER & MISCELLANEOUS	2,029	14,000	14,000	5,000	5,000
12						
13	TOTAL STATE POLICE FORFEITURE FUND REVENUES	148,424	14,000	14,000	5,000	5,000
14						
15	Fund 401 - WATER AND SEWER UTILITY FUND					
16						
17	PERMITS, FEES, & SPECIAL ASSESSMENTS					
18	401-0000-3290.011 BACK-FLOW INSPECTION FEE	2,969	3,000	3,000	4,000	4,000
19	401-0000-3630.235 Impact Fee - Sewer	265,682	0	0	0	0
20	PERMITS, FEES, & SPECIAL ASSESSMENTS	268,651	3,000	3,000	4,000	4,000
21						
22	CHARGES FOR SERVICES					
23	401-0000-3400.038 Water Sales	4,626,725	4,710,000	4,710,000	5,056,800	5,056,800
24	401-0000-3400.039 Water Meters Installed	4,425	3,500	3,500	3,500	3,500
25	401-0000-3400.040 Fire Line Fees	(5,330)	11,000	11,000	11,000	11,000
26	401-0000-3400.042 Sewer Charges	3,539,779	3,631,200	3,631,200	3,816,600	3,816,600
27	CHARGES FOR SERVICES	8,165,599	8,355,700	8,355,700	8,887,900	8,887,900
28						
29	OTHER & MISCELLANEOUS					
30	401-0000-3600.000 Miscellaneous Income	336	0	0	0	0
31	401-0000-3600.010 ATTORNEY'S FEES REVENUE	8,671	10,000	10,000	10,000	10,000
32	401-0000-3600.030 Dishonored Check Fees	1,218	1,000	1,000	1,000	1,000
33	401-0000-3610.100 Interest Earned	3,305	3,000	3,000	4,000	4,000
34	401-0000-3620.010 Rental & Leases	31,090	31,847	31,847	32,325	32,325
35	401-0000-3640.000 Sale of Fixed Assets	1,842	0	0	2,500	2,500
36	401-0000-3890.901 Approp Fund Bal R/E	0	1,694,539	2,690,460	1,432,361	1,425,402
37	OTHER & MISCELLANEOUS	46,462	1,740,386	2,736,307	1,482,186	1,475,227
38						
39	TOTAL WATER AND SEWER UTILITY FUND REVENUES	8,480,712	10,099,086	11,095,007	10,374,086	10,367,127
40						
41	Fund 406 - PARKING FUND					
42						
43	PERMITS, FEES, & SPECIAL ASSESSMENTS					
44	406-0000-3290.004 Payment in Lieu of Parking	15,000	0	0	0	0
45	PERMITS, FEES, & SPECIAL ASSESSMENTS	15,000	0	0	0	0
46						
47	CHARGES FOR SERVICES					
48	406-0000-3440.500 Parking Meter Revenue	320,668	493,000	493,000	465,000	465,000
49	406-0000-3440.501 Parking Permit Revenue	2,325	1,250	1,250	5,000	5,000
50	406-0000-3440.503 PARKING EVENT REVENUE	12,548	0	0	0	0
51	406-0000-3440.505 HAGEN PAYSTATION REVENUES	101,232	145,000	145,000	117,000	117,000
52	406-0000-3440.510 RICHARDSON PAYSTATION REVENUES	36,625	63,800	63,800	35,000	35,000
53	406-0000-3440.511 NE 8TH TERRACE LOT REVENUES	25,747	0	0	36,000	36,000
54	406-0000-3440.512 Special Event - Stonewall	7,490	0	0	2,500	2,500
55	406-0000-3440.513 Special Event Halloween	8,875	34,800	34,800	2,500	2,500
56	CHARGES FOR SERVICES	515,510	737,850	737,850	663,000	663,000

CITY OF WILTON MANORS

REVENUE ALL FUNDS - 2016-2017 BUDGET

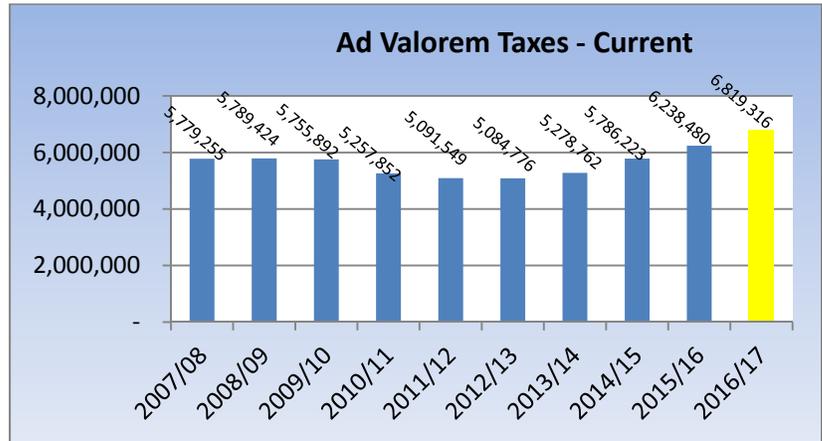
GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
1	FINES & FORFEITS					
2	406-0000-3510.510 Citations - Parking Mgt. Co.	163,119	0	0	115,000	115,000
3	406-0000-3510.530 Citations - County Clerk	7,523	165,000	165,000	4,000	4,000
4	FINES & FORFEITS	170,642	165,000	165,000	119,000	119,000
5						
6	OTHER & MISCELLANEOUS					
7	406-0000-3610.100 Interest Earned	2,457	1,500	1,500	0	0
8	406-0000-3890.901 APPROPRIATE FUND BALANCE R/E	0	49,500	374,075	12,000	12,000
9	OTHER & MISCELLANEOUS	2,457	51,000	375,575	12,000	12,000
10						
11	TOTAL PARKING FUND REVENUES	703,609	953,850	1,278,425	794,000	794,000
12						
13	Fund 450 - DRAINAGE UTILITY FUND					
14						
15	CHARGES FOR SERVICES					
16	450-0000-3430.330 Drainage Utility Fee	413,124	435,120	435,120	454,700	454,700
17	CHARGES FOR SERVICES	413,124	435,120	435,120	454,700	454,700
18						
19	OTHER & MISCELLANEOUS					
20	450-0000-3610.100 Interest Earned	1,382	1,000	1,000	3,000	3,000
21	450-0000-3640.000 Sale of Fixed Assets	3,709	0	0	0	0
22	450-0000-3810.001 Transfers In	0	0	0	0	0
23	450-0000-3890.901 Approp Fund Bal R/E	0	40,863	101,773	144,903	143,635
24	OTHER & MISCELLANEOUS	5,091	41,863	102,773	147,903	146,635
25						
26	TOTAL DRAINAGE UTILITY FUND REVENUES	418,215	476,983	537,893	602,603	601,335
27						
28	Fund 601 - JENADA SPECIAL ASSESSMENT FUND					
29						
30	OTHER & MISCELLANEOUS					
31	601-0000-3610.100 Interest Earned	81	75	75	75	75
32	601-0000-3630.113 Jenada Isles Assessments	7,867	8,350	8,350	8,350	8,350
33	601-0000-3890.901 Appropriate Fund Balance	0	9,925	9,925	9,925	9,925
34	OTHER & MISCELLANEOUS	7,948	18,350	18,350	18,350	18,350
35						
36	TOTAL JENADA SPECIAL ASSESSMENT FUND	7,948	18,350	18,350	18,350	18,350
37						
38	Fund 602 - WILTON DRIVE IMPROVEMENT DISTRICT					
39						
40	PERMITS, FEES, & SPECIAL ASSESSMENTS					
41	602-0000-3290.012 SPECIAL ASSESSMENTS - BID	0	0	0	96,000	96,000
42	OTHER & MISCELLANEOUS	0	0	0	96,000	96,000
43						
44	TOTAL WILTON DRIVE IMPROVEMENT DISTRICT FUND	0	0	0	96,000	96,000
45						
46						
47						
48						
49						
50	TOTAL ESTIMATED REVENUES - ALL FUNDS	29,208,775	31,288,363	34,472,529	35,906,768	35,832,593

City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

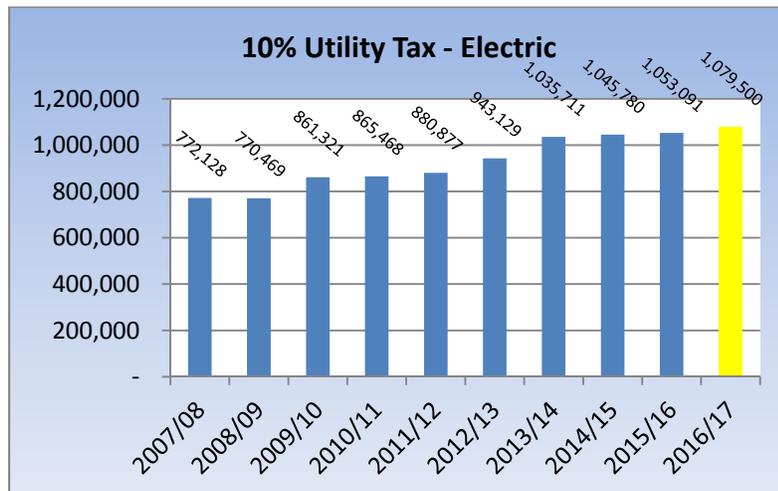
Ad Valorem Taxes – Current

The major revenue source funding of the City of Wilton Manor's general operations continues to be the property tax. Property taxes are authorized by Chapter 166, Florida Statutes. The Florida Constitution limits local governments to a maximum of 10 mills of Ad Valorem taxation. The City's assessed value as reported by the Property Appraiser is \$1,178,282,567. This amount is 8.54% higher than last year. The adopted ad valorem millage levy for fiscal year 2016-17 is 5.9900.



Utility Tax – Electric

Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City levies a 10% utility tax on electric services provided by FPL to the residents of Wilton Manors. Revenue estimate was determined based on historical projections and the expectation of slight economic growth.

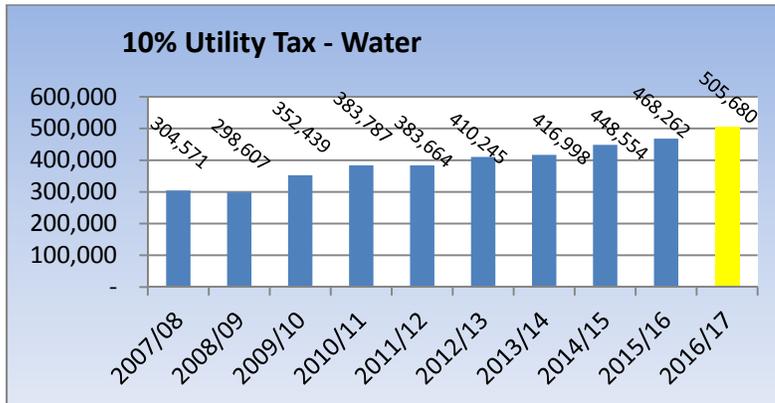


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

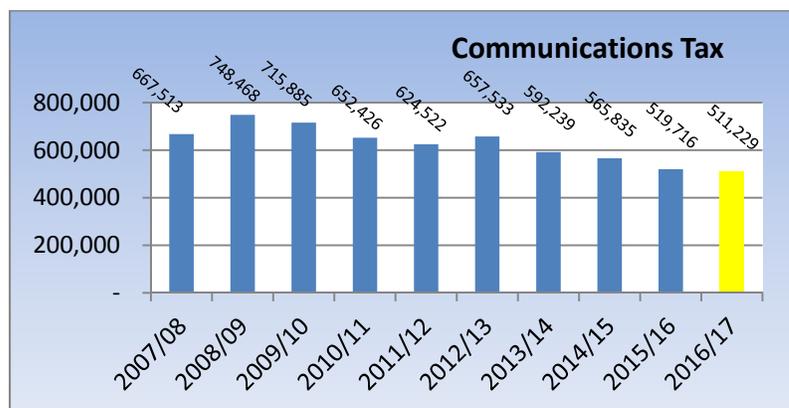
10% Utility Tax – Water

Section 166.231(1)(A), Florida Statutes, authorizes a city to collect Public Service or Utility Taxes. The City levies a 10% utility tax on water services. Revenue estimate is 10% of budgeted water charges.



Utility Tax – Communication Service Tax

As of 2001, Communications Service Tax (CST) replaced the Telecommunications Utility Service Tax, Telecommunications Franchise Fees, and Cable TV Franchise Fees. The CST is collected and distributed by the State of Florida. Revenue estimates are projected by the State to be used by local agencies during budget preparation. Revenue forecasts were determined based on a slight increase for growth.



City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

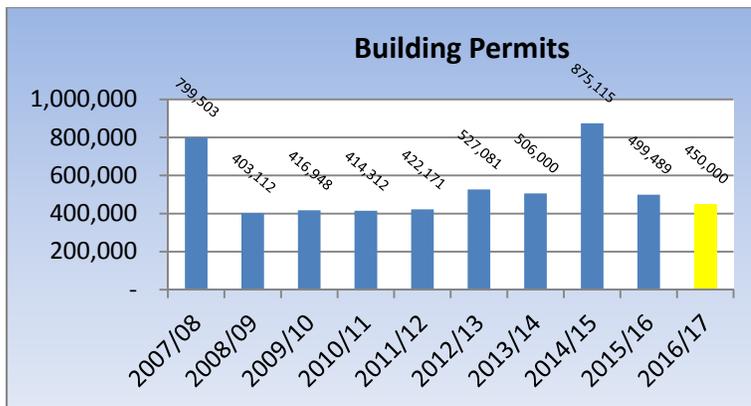
City Business Tax

Pursuant to Chapter 205, Florida Statutes, the City has adopted an ordinance imposing a business tax for the privilege of engaging in or managing any business, profession or occupation within the City. The amount budgeted is based on anticipated collections.



Building Permits

Permits must be issued to any individual or business that performs constructions work within City limits. These permits are issued for construction, such as plumbing, electrical, structural, mechanical, etc. The fees are set by Ordinance. A significant increase in revenue occurred in 2015 as a result of the construction of a 179-unit rental community during that year. Revenue estimate is based on anticipated collections.

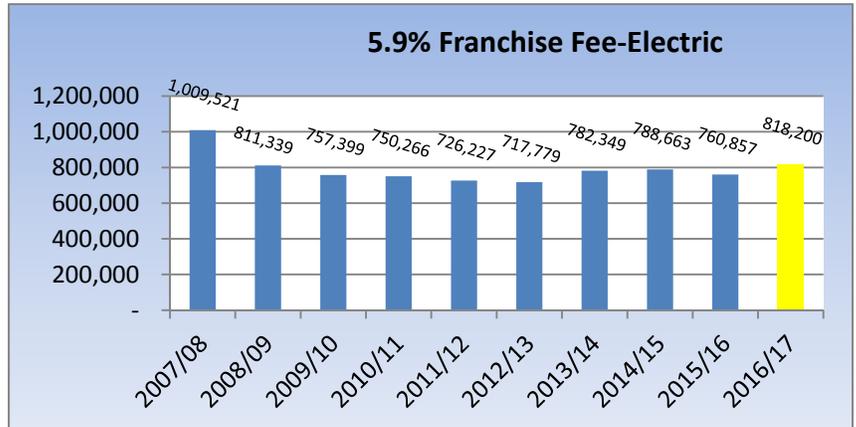


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

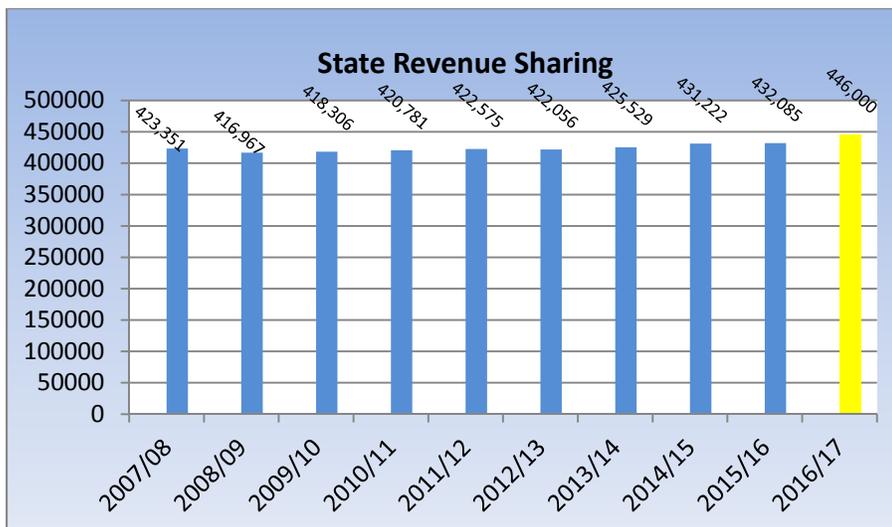
Franchise Fee – Electric

A city may charge electric companies for the use of its rights-of-way per Florida Statutes 166.021 and 337.401. The City enacted Ordinance 927 granting Florida Power and Light Company an electric franchise in exchange for a 5.9% fee. The amount projected is based on past collections history and a slight boost in the economy.



Intergovernmental Revenue - State Revenue Sharing

The Florida Revenue Sharing Act of 1972 was a major attempt by the Legislature to ensure a minimum level of revenue parity across units of local government. Provisions in the enacting legislation created the Revenue Sharing Trust Fund for Municipalities, which currently receives: (1) 1.3409 percent of sales and use tax collections, (2) 12.5 percent of the state alternative fuel user decal fee collections, and (3) the net collections from the one-cent municipal fuel tax. However, effective January 1, 2014, the trust fund will no longer receive any state alternative fuel user decal fee collections. An allocation formula serves as the basis for revenue distribution to each municipality that meets strict eligibility requirements. Estimated revenue is provided by the state each year.

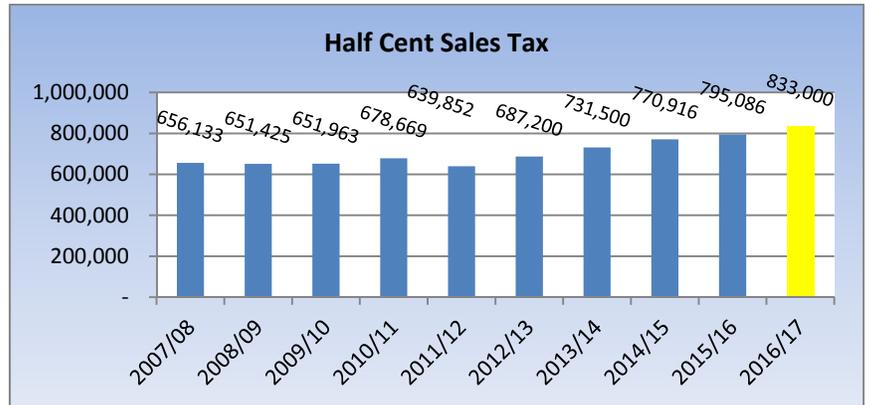


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

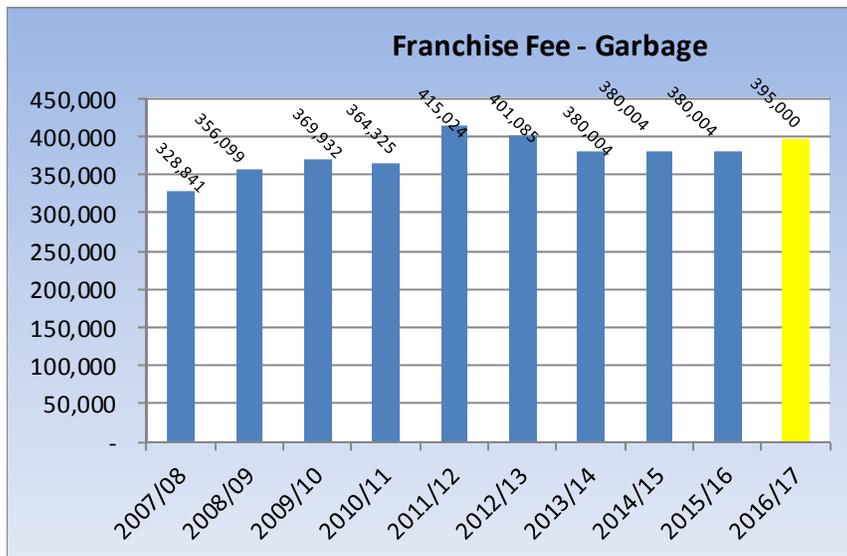
Intergovernmental Revenue-Local Government Half Cent Sales Tax

The State of Florida collects the Local Government Half-Cent Sales Tax. The State distributes net sales tax revenues to counties and municipalities that meet strict eligibility requirements. Allocation formulas serve as the basis for this distribution and its primary focus is to provide relief from ad valorem and utility taxes. Estimated revenue is provided by the state each year. Revenue forecasts were determined based on historical numbers and a slight boost in the economy.



Franchise Fee – Garbage

The City awarded a franchise agreement for garbage collection within the city's corporate limits. The agreement provides for fixed monthly franchise fee and an administrative fee for providing billing and collection services to the franchisee. The amount projected is based on amounts provided for in the franchise agreement.

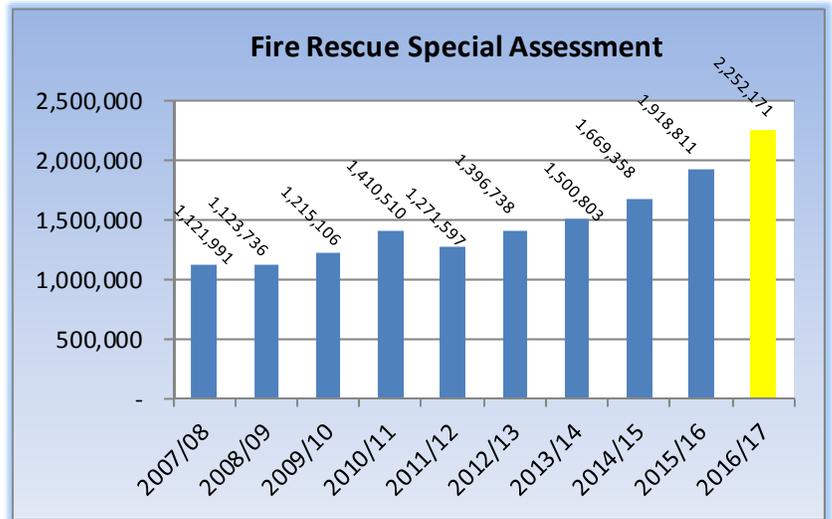


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

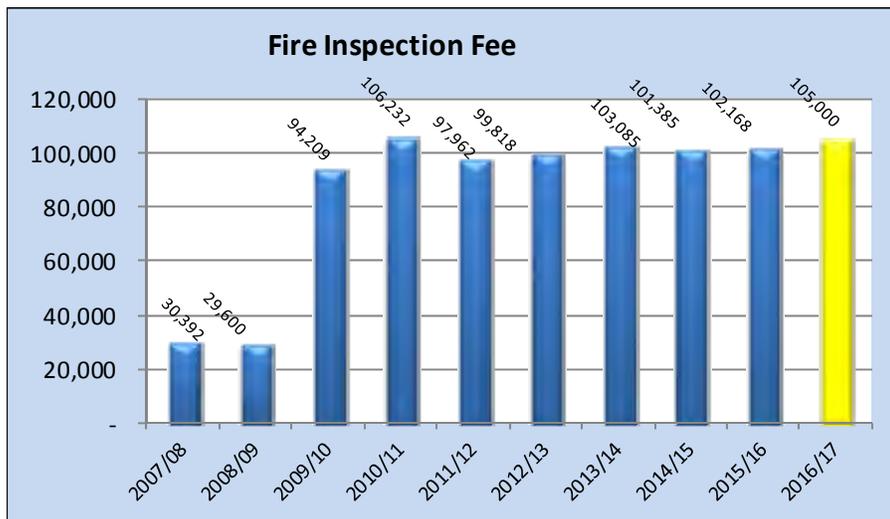
Fire Rescue Special Assessments

The adopted fire rescue budget for FY16-17 is \$2,575,624. Due to the increase in the estimated total operational costs of the fund, the Fire Rescue Special Assessment fees are budgeted to increase next year for the single family homeowner from \$194.97 to \$210.18. The Fire Rescue Assessment is allocated proportionately to the various types of users within the City based on the total number of response calls associated with each respective assessment land designation.



Fire Inspection Fees

City Ordinance 8-86 established a fee for all buildings and structures within the city, except single-family and duplex residential buildings, to cover the costs of annual fire prevention inspection of these buildings and structures. Revenue forecasts were determined based on historical numbers.

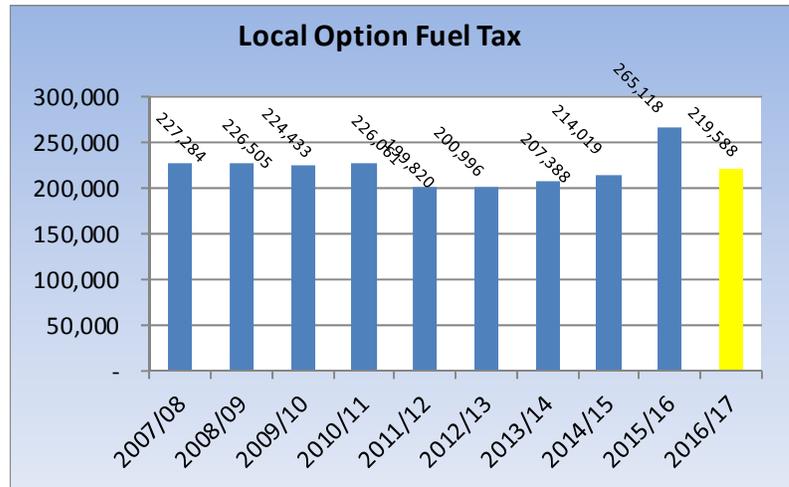


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

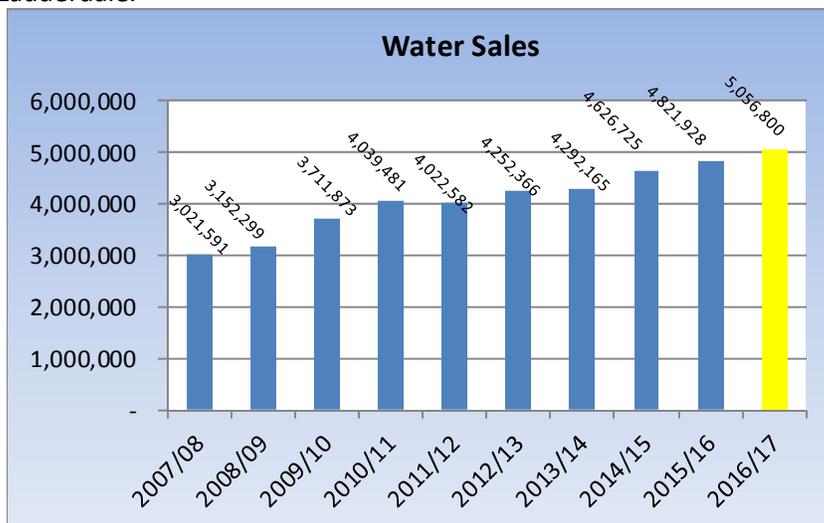
Local Option Gas Tax

A county's proceeds from the 1 to 6 cents and 1 to 5 cents fuel taxes are distributed by the State according to the distribution factors determined at the local level by inter-local agreement between county and municipalities within the county's boundaries. These funds must be used for transportation related expenditures and transportation expenditures need to meet the requirements of the capital improvements elements of an adopted comprehensive plan. Based on information from the State, it is anticipated that \$127,389 and \$92,199 for 1 to 6 cents local option fuel tax and 1 to 5 cents local option fuel tax, respectively, will be received in the upcoming year.



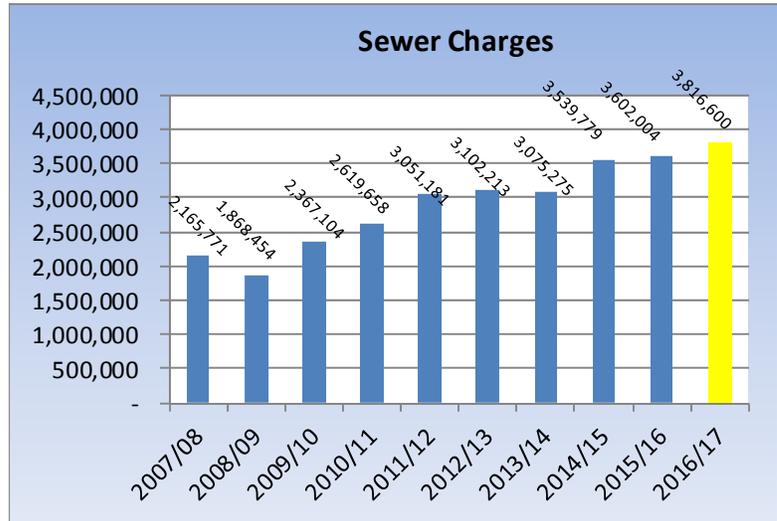
Charges for Services - Water and Sewer Utility

Users of water and sewer services are charged an appropriate amount to pay the cost of providing and maintaining the City's water and sewer distribution systems. Costs are reviewed annually and fees are adjusted as needed. The City has no water or sewer treatment facilities of its own. Water is supplied and sewage is treated by the City of Fort Lauderdale through contractual agreements. The fee that Wilton Manors pays to the City of Fort Lauderdale is a major item to be considered when determining the City's water and sewer rate structure. Revenue estimates are based on 5% anticipated rate increase from the City of Fort Lauderdale.



City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis



Parking Fees

The City maintains several public parking lots for access to various city locations. On April 30, 2014, the City opened a new 42-space parking lot on the corner of NE 26th Street and NE 8th Terrace. This lot will provide the north end of Wilton Drive with much-needed additional parking. Revenue estimates were determined based on historical data, new parking spaces and slight boost in the economy.

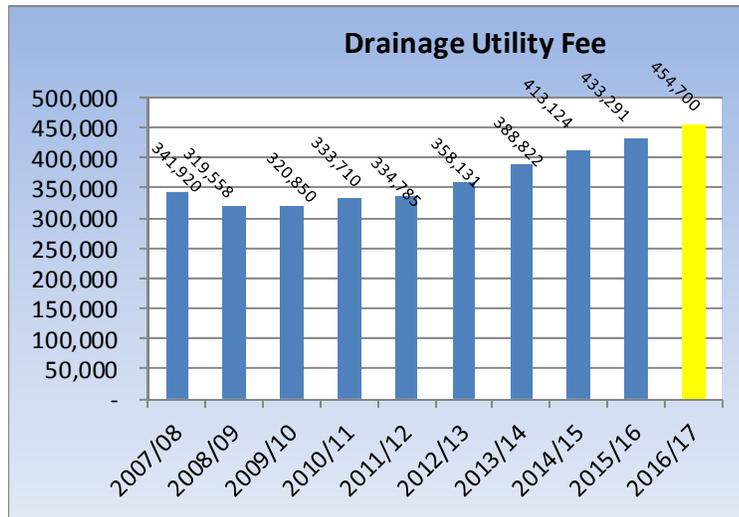


City of Wilton Manors

2016-2017 Budget Major Revenue Trend Analysis

Drainage Fee

This revenue is collected to support the requirements of a federal mandated National Pollutant Discharge Elimination System Permit. The drainage fee is charged to residential and commercial dwellings. Revenue estimates are based on a 5% rate increase.



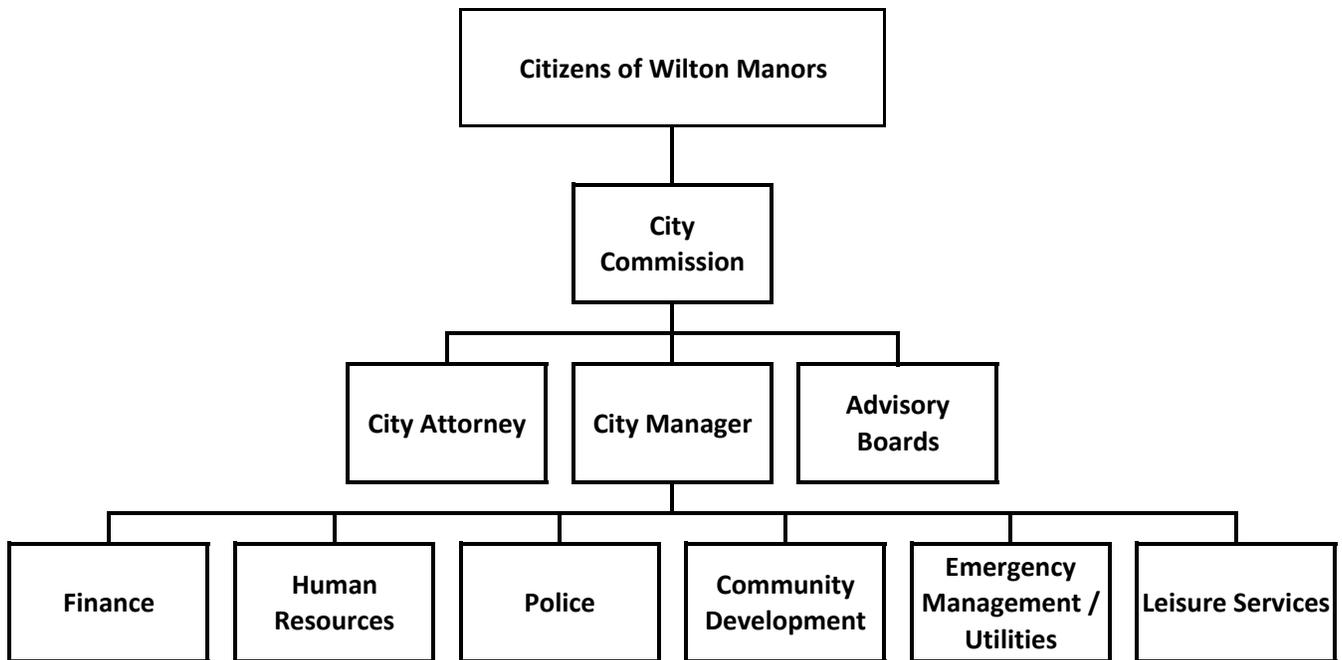
MAYOR AND CITY COMMISSION

The City Commission of the City of Wilton Manors is composed of a Mayor and four Commissioners. The Mayor is elected for a two-year term and Commissioners are elected for four-year staggered terms. The City Commission is responsible to the citizens of Wilton Manors for the establishment of policy and the overview of the operation of the City, which is performed by the City Manager and the various operating departments.

The City Commission holds regular meetings on the second and fourth Tuesdays of each month, at which time City policy is established through the passage of ordinances and resolutions. Additional Commission meetings and special meetings are held periodically as required.

The duties of the City Commission include attendance at regular and special Commission meetings and workshop meetings; public hearings; passage of ordinances and resolutions; acting on items required by City Charter such as acceptance of proposals, grants, agreements, proclamations, awards, etc.; and dealing with citizens on a daily basis both formally and informally. The Commission also has a primary responsibility for the establishment of the annual City budget and the provision of revenues sufficient for the effective operation of City government.

City of Wilton Manors



**DEPARTMENTAL BUDGET SUMMARY
MAYOR AND CITY COMMISSION**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 41,738	\$ 55,824	\$ 55,800
Personnel Benefits	58,986	65,540	70,293
Operating Expenditures	45,716	40,128	45,670
Capital	1,142	-	-
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	<u>\$ 147,582</u>	<u>\$ 161,492</u>	<u>\$ 171,763</u>

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Mayor	1	0.50	1	0.50
Vice Mayor	1	0.50	1	0.50
Commissioner	3	1.50	3	1.50
Total Part Time	5	2.50	5	2.50
MAYOR AND COMMISSION TOTALS	<u>5</u>	<u>2.50</u>	<u>5</u>	<u>2.50</u>

NOTE: The Mayor and City Commission are salaried positions. An assumption of 1,040 annual hours (20 hours per week) was made to calculate the number of full time equivalent units.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5111-MAYOR AND COMMISSION							
1	PERSONNEL WAGES						1
2	001-5111-5111.000 Executive Salaries	36,850	50,274	50,274	50,250	50,250	2
3	001-5111-5151.000 Cellular Phone Stipend	2,200	2,400	2,400	2,400	2,400	3
4	001-5111-5157.000 TAX EQUITY STIPENDS	688	750	750	750	750	4
5	001-5111-5232.000 Insurance Opt-Out	2,000	2,400	2,400	2,400	2,400	5
6	PERSONNEL WAGES	41,738	55,824	55,824	55,800	55,800	6
7							7
8	PERSONNEL BENEFITS						8
9	001-5111-5211.000 FICA	2,437	4,087	4,087	4,085	4,085	9
10	001-5111-5222.000 Pension - FRS	15,992	21,471	21,471	21,607	21,607	10
11	001-5111-5231.000 Life & Health Insurance	40,557	39,982	39,982	44,601	44,601	11
12	PERSONNEL BENEFITS	58,986	65,540	65,540	70,293	70,293	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5111-5401.000 Meetings & Conferences	14,585	14,100	14,100	18,000	18,000	15
16	001-5111-5411.000 Telephone	364	416	416	430	430	16
17	001-5111-5412.000 Postage	(14)	200	200	330	330	17
18	001-5111-5461.000 Computer Maintenance	0	400	400	0	0	18
19	001-5111-5481.000 Promotional Activities	10,679	11,600	11,600	11,750	11,750	19
20	001-5111-5491.000 City Hall Indirect Charges	13,871	6,137	6,137	6,615	6,615	20
21	001-5111-5511.000 Office Supplies	102	200	200	200	200	21
22	001-5111-5521.000 Operating Supplies	227	800	800	800	800	22
23	001-5111-5541.000 Subs, Memberships, Dues	5,902	6,275	6,275	7,545	7,545	23
24	OPERATING EXPENDITURES	45,716	40,128	40,128	45,670	45,670	24
25							25
26	CAPITAL						26
27	001-5111-5641.000 Capital Outlay - Mayor & Comm.	1,142	0	0	0	0	27
28	CAPITAL	1,142	0	0	0	0	28
29							29
30	Totals for dept 5111-MAYOR AND COMMISSION	147,582	161,492	161,492	171,763	171,763	30

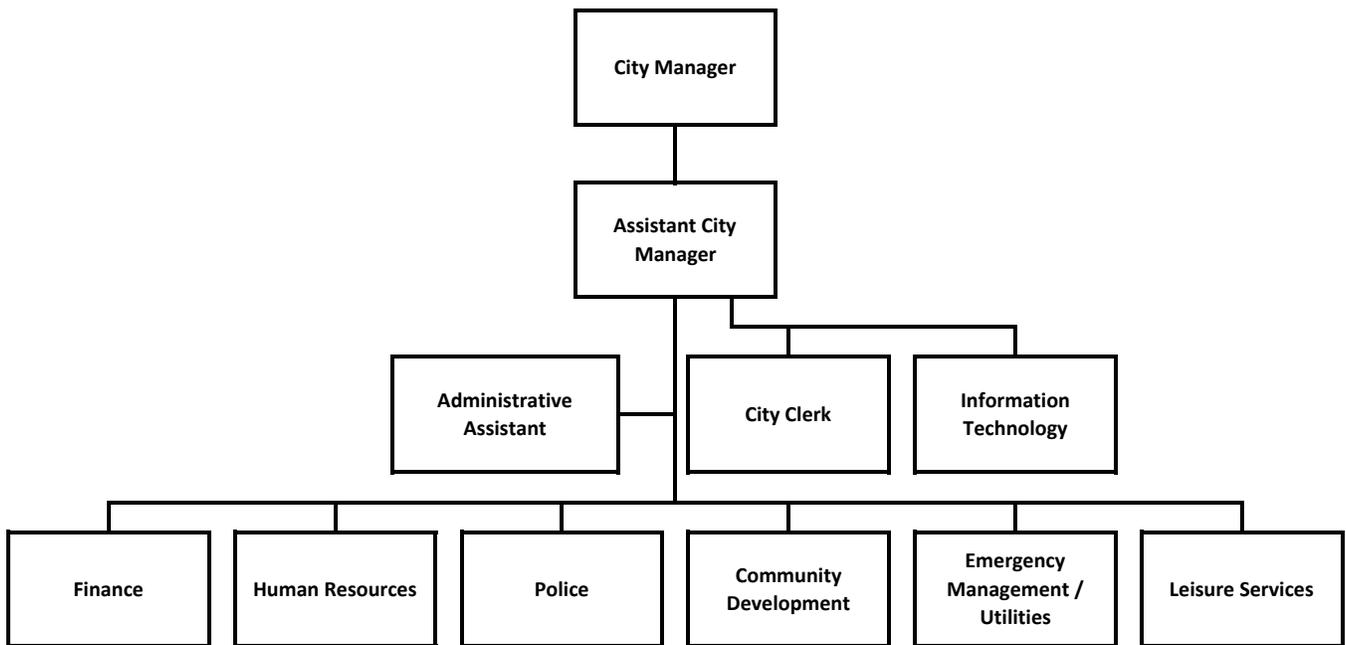
CITY MANAGER

The City Manager is responsible for the supervision and efficient operation of all City departments, in accordance with the policies established by the City Commission. Serving at the pleasure of the City Commission, the City Manager is the chief administrative official of the City and directs the operation of all municipal functions. Working closely with the City's department directors, the City Manager coordinates the provision of services to the residents of the City. As the chief financial officer of the City, the City Manager is responsible to the City Commission for the preparation and monitoring of the City's annual budget. Additionally, the City Manager is responsible for all personnel and purchasing functions.

CITY CLERK

Under the administrative direction of the City Manager, the City Clerk is the official Records Custodian for the City, serves as the municipal Supervisor of Elections, is custodian of the City seal, Clerk to the City Commission, and carries out other functions as set forth in the City Charter and City Code. Responsibilities include attending Commission meetings, managing the preparation of meeting agendas and minutes, certifying ordinances and resolutions, organizing and supervising municipal elections, preparing and publishing legal notices. The City Clerk also serves as registrar for lobbyists and assists in the compliance of the Broward County Ethics Code. The City Clerk performs other work as required.

City Management



FY2015-2016 Strategic Plan Accomplishments – City Manager

Priority Area: Sound Governance

Objective: Complete, approve and implement the 2015 Strategic Plan.

- Effectively communicate the plan with the residents, staff, and community organizations
- Integrate the plan with operational budget process
- Ensure progress toward the desired goals through the performance management system
- Report to the Commission and community periodic progress updates
- Continue to evaluate the plan and make updates and changes as needed

Results: All five strategies were accomplished. The plan has been communicated to residents, staff and community organizations through traditional and social media. The 2016-2017 budget process will utilize the Strategic Plan as a framework for operational and capital budget requests. We are in the process of creating performance measures for each key objective. We reported progress on the Strategic Plan in April 2016 and will do so biannually, with the aspirational goal of accomplishing all goals and objectives by 2020 and reporting performance measures related to the objectives.

Priority Area: Strategic Growth & Redevelopment

Objective: Pursue grant and partnering opportunities as appropriate.

Evaluate grant opportunities and actively pursue feasible, appropriate funding that will further the established goals and objectives

Seek corporate partnerships and sponsorships for city programs and events

Evaluate the Stonewall Festival planning model to ensure the event's long-term sustainability and success.

Results: All strategies have been accomplished and staff will continue efforts to pursue grants and sponsorships. In the first six months of the fiscal year, the city has pursued approximately \$2,619,000 in grant funding to support public safety, recreation, and roadway projects. In 2015, the City, under the Island City Foundation, began the process of establishing a long-term planning vision for continuity of the Stonewall event. The City successfully negotiated an event permit with the Wilton Manors Entertainment Group, a non-profit organization dedicated to supporting events in Wilton Manors, to host the 2016 event. This new structure allows for continuity in planning and implementation while removing the event finances and administration from the Foundation.

Objective: Promote positive public and intergovernmental relations.

- Provide City representation on regional issues
- Maintain an active role in community activities
- Facilitate public involvement and representation
- Monitor legislative trends that impact the City
- Explore a program to engage residents in their local government process, i.e.: a Wilton Manors University/Resident Academy
- Enhance communications through social media

Results: All six strategies were accomplished, with additional improvements needed on several. The City (Mayor, commissioners and city staff) continues to participate with other municipalities on key regional issues, such as transportation and communications. The City maintains an active role in community activities, such as the neighborhood associations, the business associations, and Chambers of Commerce. The City Manager’s Office worked with the Human Rights Campaign (HRC) to ensure the City received a perfect score on their Municipality Equality Index (MEI) for the second consecutive year and established the role of City Staff Liaison to the LGBT community. The inaugural class of the Island City University is underway.

Priority Area: Innovating and Adapting for the Future

Objective: Deliver infrastructure technology and software application tools to support the City’s mission.

- Fully evaluate the IT Division’s delivery of services.
- Establish a Technology Strategic Plan to drive innovation and collaboration between departments and establish common standards.
- Evaluate new tools and services that promote open government.

Results: All three objectives were in their preliminary phase this year, but the City has truly made great progress in the area of Information Technology. We hired an IT Manager, and executed a technology assessment that included an inventory of IT assets. This year we will be submitting a separate budget for IT purposes, and in the coming year we hope to complete a long range IT Strategic Plan, and begin implementation.

Objective: Continue efforts to explore and promote green policies

Results: The City took first steps in this initiative, beginning with education. This year, two members of staff and one Commissioner attended the South Florida Leadership Summit, which provided training on climate change mitigation and adaptation. In December, all full-time staff attended Climate Change 101, hosted by the CLEO Institute. This training provided staff with the science and seriousness of climate change and led to the development of a volunteer Climate Action Committee. The City is a member of the Southeast Florida Climate Change Compact (SEFCCC) and hosted a work group meeting to discuss greenhouse gas emissions.

FY2016-2017 Strategic Plan Goals and Objectives – City Manager

The number one goal for the City Manager’s Office in 2016-2017 is to provide growth and leadership to the organization while making strides in the full execution and accomplishment of the Strategic Plan. All our activities will revolve around these two goals.



Proactive Public Safety

Goal 2: Continuously develop capacity of city employees to address public safety.

Objective 2: Develop a master security plan for all public facilities.

- The security plan must include our Information Technology infrastructure, much of which is outdated and unsupported. A strong and secure IT infrastructure is a crucial aspect to ongoing daily operations, and we will be seeking funding to begin to assess and replace aging technology.

Goal 3: Provide emergency management to ensure public safety in the city.

Objective 4: Ensure City’s emergency management plan is updated.

- We will be working with Emergency Management and the Police Department to review our emergency management plan to prepare to ensure continuity of operations should a catastrophe occurs.



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 1: Use the city’s website to publish relevant and easily accessible information in a timely manner.

- The city’s website, www.wiltonmanors.com will undergo a redesign in 2016. In addition to a more user friendly format, there will be additional content and an easily searchable database. The redesigned website will also be formatted for mobile responsiveness.
- Once the redesign is complete, we will be initiating a feedback form to determine users’ unmet needs.
- We will also be seeking to make the website translatable into other languages for potential tourism purposes.

Goal 3: Maintain financial stability and integrity.

Objective 3: Annually evaluate budgetary needs in order to accomplish strategic plan goals.

- We will establish and maintain the 5 year Capital Improvement Plan to be consistent with the city’s Strategic Plan.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training, educational opportunities, licensing and certification.

- We will continue to seek and provide funding for employee training costs.
- When an employee seeks an educational opportunity, we will do everything possible to fund that request.

- We will continue to encourage city staff to participate in professional organizations.
- We will work to develop a viable succession plan.



Strategic Growth & Redevelopment

Goal 1: Utilize development standards to maintain small town feel in the City.

Objective 3: Develop an affordable housing program.

- We are currently researching multiple possibilities to create a variety of affordable housing options in the city.

Goal 3: Develop and utilize a Master Economic Development Plan.

Objective 3: Promote the city as a tourism destination point.

- We will be seeking an expanded advertising and marketing budget to maximize promotion of the city as a tourism destination point.
- We will be collaborating with business organizations to facilitate capital improvements on the drive.



Innovating and Adapting for the Future

Goal 1: Explore the possibilities of environmentally sustainable city policies within the parameters of the established budget.

Objective 1: Implement technologies that can eliminate the use of paper.

- We will be seeking funding for assistance with the completion of the Greenhouse Gas Emission inventory.

Goal 2: Encourage environmentally sustainable practices.

- Once our city and community wide GHG Inventories are complete, we can set reduction goals and expand our public information campaign to encourage residents and businesses to reduce their carbon emissions.

Goal 3: Utilize relationships with other agencies to address future regional issues.

- Our office will be exploring joint grant opportunities with proximate municipalities.

FY2015-2016 Strategic Plan Accomplishments – City Clerk

Priority Area: Sound Governance

Objective: Practicing the requirements of the Sunshine Law in Open Government

The City Clerk's office has continued to work closely with the City Attorney's office to support advisory boards through periodic Sunshine Law training for all board and committee members. The objective is to refresh our volunteers with the law and update them on any new legislation of which they may be required to comply. Changing practice from one annual sunshine law training for all board members to a presentation by the City Attorney's office at specific board meetings (after the appointment of new board members), trainings have been scheduled and held at two board meetings and two more have been scheduled in the month of April 2016. We plan to address more boards by the end of the fiscal year.

Objective: Continuing Internal Training and Education

As the City Clerk's Office strives to be the most qualified and competent in the field, internal training has continued. The City Clerk and Deputy City Clerk are on Master Municipal Clerk certification tracks. Both the City Clerk and Deputy City Clerk also plan to continue their educational goals for certifications and higher degrees.

Deputy City Clerk Patricia Staples attended the Florida Association of City Clerks' (FACC) Fall Academy in October, and a Records Management Training session by the Florida Department of State's Division of Library and Information Services hosted by the Broward County Municipal Clerks Association and the Town of Davie. Ms. Staples has registered for an April webinar on orientations (Orientations: Set the Impression, Build the Foundation) and plans to attend FACC's Summer Academy in Palm Beach Gardens.

City Clerk Kathryn Sims continues to serve as President of the Broward County Municipal Clerks Association. She is also a member of the 2-year long Emerging Leaders Development Program through the International City/County Managers Association. She attended Broward Days in February 2015 with Assistant City Manager Landi and plans to attend the Florida City/County Manager's Association Annual Conference in June. In addition to professional development, the City Clerk plans to begin graduate school in the 2015-2016 fiscal year.

Objective: Implementing the Local Government Academy

This year marked the beginning of the City's local government academy, Island City University, managed by the City Clerk's office. A committee, made up of a representative from each city department, was formed for assistance on the project. The ICU has an enrollment of 16 resident students interested in learning about the various aspects of municipal government. The ICU is a six week program held on an annual basis in the spring.

Objective: Implementing the Searchable Lobbyist Database (G1/O1/S3)

In compliance with the Broward County Ethics Code, in April, 2016 the City Clerk's Office implemented a searchable lobbyist database which is accessible to the public. It also allows lobbyists to register online and log all meetings with elected officials. Elected officials are now able to log any meetings as well.

Other department accomplishments:

Video streaming on mobile devices – April 2016

Election qualifying – June 2015

FY2016-2017 Strategic Plan Goals and Objectives – City Clerk



Sound Governance

Goal 2: Provide excellent services to the community

Objective 1: Improve service delivery methods

Implement a Records Management System: As the City works towards sustainability, there is a need to implement technologies to eliminate the use of paper. Coupled with that, the City Clerk's Office is due for advancement in modern records storage solutions. In order to successfully digitize records by scanning, documents should be OCR'd (Optical Character Recognition) and stored in a searchable database since city records are open for inspection under State Statute. All City departments should be equipped to electronically store records using the same program, with certain viewing restrictions for some. Service delivery methods will improve by incorporating such software to support city department operations. This will also allow for greater transparency. Such programs allow for the public to search for records, including ordinances, resolutions, agreements, etc.

As technology improves, more solutions are available that do not require capital investment. Cloud based records management solutions are available at a fraction of the cost of more traditional systems previously considered, all while still maintaining compliance with state public records laws. Although the possibility to move forward with a solution in this fiscal year, there will be annual recurring costs for training, maintenance and support.

Goal 1: Use the City's website to publish relevant and easily accessible information in a timely manner:

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions

Island City University: 2016 was the inaugural year for the Island City University. After debriefing and re-evaluating the program, possible expansion of the program to include more students and/or participation by local high school students will be considered, lengthening the class term to more than six weeks and including a volunteer project (to tie into the next goal) for each graduating class. Additional human resources will be necessary in order to accomplish a successful academy moving forward.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training.

Annual Public Records Management training for records managers: In order to make sure that the City's records managers remain familiar with the state's public records laws, including public records requests and record retention, and the City's Public Records Policy and Procedures annual training will be administered by the City Clerk's Office.

Goal 5: Support and make use of community resources

Objective 2: Utilize the pool of volunteers to assist the City

Volunteer Program: In partnership with the Human Resources Department and the City Manager's office, the City Clerk's office is currently developing a structured volunteer program. Over the next year, we will be determining the needs of the city, the workspace needs for volunteers and any funds that may be involved. Criterion will be developed for specific

volunteer opportunities. Recruitment of volunteers will involve a recruiting campaign and a screening policy. The program will address volunteer retention by supporting volunteer success through staff/volunteer relations, recognizing volunteer talent and using talent effectively, variety of tasks offered, volunteer empowerment (information and decision sharing) and team-building exercises. This volunteer program will also include rewarding of volunteers (through our annual volunteer appreciation held by the Leisure Services Department with the assistance of all departments). Once the program is developed and deemed successful, a volunteer City Volunteer Coordinator may be appointed. The City Volunteer Coordinator will need staff guidance and secretarial assistance; Additional human resources will be necessary.

Goal 5: Support and make use of community resources

Objective 1: Support and utilize boards

Board Administration: In order to maximize the contributions of all City Boards, Committees, and Task Forces, the City Clerk's office would like to have a stronger approach to managing them. This would include proper training of all Board Liaisons to ensure proper board compliance of Sunshine Law, public records law, ethics code and also the City's upcoming ordinance on attendance. The City Clerk's office will be responsible for assessing board member attendance. This office would like to begin scheduling new board member orientations held by the City Clerk along with the Board Liaison. The City Clerk's office has also recently created webpages for each board, of which they are responsible for maintaining. Allowing the public easy access to minutes, agendas, reports and other board information raises the City to a higher level of transparency. In order to effectuate the added tasks associated with increased service delivery, additional human resources will be needed in the Clerk's office.

**DEPARTMENTAL BUDGET SUMMARY
CITY MANAGEMENT**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 456,605	\$ 485,048	\$ 491,318
Personnel Benefits	228,087	236,077	259,744
Operating Expenditures	112,058	171,316	171,965
Capital	3,280	2,000	11,500
Debt Service	-	-	
Depreciation	-	-	
TOTAL DEPARTMENT COST	\$ 800,030	\$ 894,441	\$ 934,527

PERSONNEL POSITIONS	Fiscal Year 115-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
City Manager Department:				
City Manager	1	1.00	1	1.00
Assistant City Manager	1	1.00	1	1.00
Administrative Assistant to City Manager	1	1.00	1	1.00
Total Full Time	3	3.00	3	3.00
City Clerk Department:				
City Clerk	1	1.00	1	1.00
Deputy City Clerk	1	1.00	1	1.00
Total Full Time	2	2.00	2	2.00
CITY MANAGMENT TOTALS	5	5.00	5	5.00

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5112-CITY MANAGER							
1	PERSONNEL WAGES						1
2	001-5112-5121.000 SALARIES - FULL TIME	329,311	341,117	341,117	341,320	338,973	2
3	001-5112-5141.000 Overtime	0	2,970	2,970	5,500	5,500	3
4	001-5112-5151.000 Cellular Phone Stipend	1,595	1,740	1,740	1,740	1,740	4
5	001-5112-5153.000 Assignment Pay	0	750	750	0	0	5
6	001-5112-5155.000 Vehicle Allowance	0	6,000	6,000	6,000	6,000	6
7	001-5112-5157.000 Tax Equity Stipends	313	0	0	0	0	7
8	PERSONNEL WAGES	331,219	352,577	352,577	354,560	352,213	8
9							9
10	PERSONNEL BENEFITS						10
11	001-5112-5211.000 FICA	21,765	26,972	26,972	27,124	26,944	11
12	001-5112-5221.000 Pension - WM	50,142	47,654	47,654	48,730	49,422	12
13	001-5112-5222.000 Pension - FRS	45,764	54,037	54,037	68,516	68,099	13
14	001-5112-5231.000 Life & Health Insurance	42,858	42,683	42,683	43,895	43,893	14
15	PERSONNEL BENEFITS	160,529	171,346	171,346	188,265	188,358	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5112-5311.000 Professional Services	46,861	56,000	59,000	56,000	56,000	18
19	001-5112-5401.000 Meetings & Conferences	3,521	5,500	12,500	5,500	5,500	19
20	001-5112-5411.000 Telephone	899	760	760	1,400	1,400	20
21	001-5112-5412.000 Postage	144	400	400	200	200	21
22	001-5112-5441.000 Equipment Rental	3,497	0	0	0	0	22
23	001-5112-5461.000 Computer Maintenance	1,176	1,500	1,500	0	0	23
24	001-5112-5463.000 Vehicle Maint-Repair	170	0	0	0	0	24
25	001-5112-5464.000 Vehicle Operation-Fuel	453	0	0	0	0	25
26	001-5112-5471.000 Printing & Binding	0	1,000	1,000	1,000	1,000	26
27	001-5112-5481.000 Promotional Activities	0	1,000	1,000	11,000	11,000	27
28	001-5112-5491.000 City Hall Indirect Charges	9,826	23,416	23,416	21,386	21,386	28
29	001-5112-5511.000 Office Supplies	807	1,300	1,300	1,300	1,300	29
30	001-5112-5521.000 Operating Supplies	208	300	300	300	300	30
31	001-5112-5541.000 Subs, Memberships, Dues	2,927	3,630	3,630	3,630	3,630	31
32	001-5112-5542.000 Training/Education	49	250	3,250	3,250	3,250	32
33	001-5112-5544.000 Tuition Reimbursement	0	1,000	1,000	1,000	1,000	33
34	OPERATING EXPENDITURES	70,538	96,056	109,056	105,966	105,966	34
35							35
36	CAPITAL						36
37	001-5112-5641.000 Capital Outlay	1,244	0	0	0	0	37
38	CAPITAL	1,244	0	0	0	0	38
39							39
40	Totals for dept 5112-CITY MANAGER	563,530	619,979	632,979	648,791	646,537	40

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5113-CITY CLERK						
1	PERSONNEL WAGES					
2	001-5113-5121.000 SALARIES - FULL TIME	123,807	130,431	130,431	138,988	137,065
3	001-5113-5131.000 SALARIES - PART-TIME	0	0	0	0	0
4	001-5113-5141.000 Overtime	184	300	300	300	300
5	001-5113-5151.000 Cellular Phone Stipend	495	540	540	540	540
6	001-5113-5232.000 Insurance Opt-Out	900	1,200	1,200	1,200	1,200
7	PERSONNEL WAGES	125,386	132,471	132,471	141,028	139,105
8						
9	PERSONNEL BENEFITS					
10	001-5113-5211.000 FICA	9,064	10,042	10,042	10,697	10,550
11	001-5113-5211.005 FICA PART-TIME	0	0	0	0	0
12	001-5113-5221.000 Pension - WM	19,355	18,222	18,222	19,843	19,984
13	001-5113-5222.000 Pension - FRS	19,055	20,594	20,594	22,905	22,588
14	001-5113-5231.000 Life & Health Insurance	20,084	15,873	15,873	18,268	18,264
15	PERSONNEL BENEFITS	67,558	64,731	64,731	71,713	71,386
16						
17	OPERATING EXPENDITURES					
18	001-5113-5341.000 Contractual Services	6,613	5,000	5,000	5,000	5,000
19	001-5113-5401.000 Meetings & Conferences	736	2,400	5,400	3,600	3,600
20	001-5113-5411.000 Telephone	540	540	540	750	750
21	001-5113-5412.000 Postage	313	250	250	250	250
22	001-5113-5461.000 Computer Maintenance	1,870	15,770	15,770	0	0
23	001-5113-5462.000 Equipment Maint-Repair	0	250	250	250	250
24	001-5113-5482.000 Advertising	8,400	13,500	13,500	13,500	13,500
25	001-5113-5491.000 City Hall Indirect Charges	10,596	10,085	10,085	26,119	26,119
26	001-5113-5492.000 Elections	2,638	0	0	4,400	4,400
27	001-5113-5493.000 Codification	3,508	5,000	5,000	5,000	5,000
28	001-5113-5511.000 Office Supplies	1,358	1,000	1,000	1,500	1,500
29	001-5113-5521.000 Operating Supplies	530	350	350	500	500
30	001-5113-5541.000 Subs, Memberships, Dues	700	835	835	850	850
31	001-5113-5542.000 Training/Education	3,718	950	950	950	950
32	001-5113-5544.000 Tuition Reimbursement	0	3,330	3,330	3,330	3,330
33	OPERATING EXPENDITURES	41,520	59,260	62,260	65,999	65,999
34						
35	CAPITAL					
36	001-5113-5641.000 Capital Outlay	2,036	2,000	2,000	18,500	11,500
37	CAPITAL	2,036	2,000	2,000	18,500	11,500
38						
39	Totals for dept 5113-CITY CLERK	236,500	258,462	261,462	297,240	287,990

FINANCE DEPARTMENT

Accounting and Financial Services include maintaining a system to assure accountability in compliance with legal provisions and in accordance with generally accepted accounting principles. Supporting documents for revenues, expenditures, encumbrances and accounts receivable are reviewed for correctness, legality, adherence to contracts, agreements, and City purchasing procedures, as well as for compliance with the City Commission adopted budget. Financial and management reports indicating financial status are prepared to provide timely information to the City Commission, City Manager, Department Directors, and the general public.

Records for accounts payable are maintained and vendor checks are issued on a weekly basis. Utility billing records reflect the monthly issuance of water, sewer, solid waste, recycling, and stormwater invoices. Fixed asset records are maintained and reviewed annually for internal control purposes and to insure adequate insurance coverages.

In addition to accounting and financial services, the Utility Billing Customer Service personnel field all utility-related inquiries from City residents, and help promote water conservation and participation in the City's recycling program. Responsibilities also include coordinating services with our solid waste hauler; processing lien searches; filing utility liens; and insuring the timely collection of utility payments. The Utility Billing Customer Service personnel additionally field all incoming calls from the City's main telephone lines.

The Finance Department, under the direction of the City Manager, is responsible for the preparation and coordination of the Annual Operating Budget and five-year capital improvement program for all funds. This process must be monitored for compliance with the State's Truth in Millage (TRIM) laws. The Department also oversees the implementation of the budget after adoption by the City Commission through appropriate internal accounting control measures.

Cash Management and Revenue Collection. The Finance Department is responsible for the collection and recording of all City revenues. The Department prepares cash reconciliations and internal audits of City revenue accounts to insure that projected revenue targets are being met and recorded properly. Responsibilities also include the investment of all City funds, as well as the coordination of various banking services.

Purchasing. The Finance Department acts as liaison to all City departments for items that require formal bids, proposals, or bulk ordering, and assists in providing resources for the competitive pricing of merchandise.

Parking. The Finance Department is responsible for oversight of the City's parking program. The day-to-day management of the parking program is performed by a major parking corporation under contract to the City.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department (HR) is dedicated to serving the needs of City employees in the most efficient and fair manner, to attract and retain the most qualified employees for the City, to be a leader and change agent, and to be a strategic planning partner with the City. The Department will help the City adopt modern Human Resources strategy by emphasizing quality training, attention to the changes in the workforce, behavioral needs, alternative work schedules, cafeteria plans to individualize the employees' financial needs, emergency planning, and continued involvement in Human Resources professional associations. The Human Resources Department will stay current in the vast multitude of federal and state mandated legal requirements and regulations.

The Human Resources Department is responsible for:

Personnel Functions HR is responsible for the traditional personnel roles of recruitment, assessment and examination, selection, placement, orientation and exit interviews. HR is responsible for maintenance of the Personnel Rules and Safety Regulations. HR must remain current in Public Records Law and maintain all personnel and related records. HR is responsible for the administration and maintenance of the Classification and Compensation Plan.

Payroll/Pension HR is responsible for all payroll records, input of payroll into the ADP payroll system, monitoring of FLSA rules and regulations, and accuracy in employee payroll deductions. HR maintains the payroll related pension records and performs most of the administration of the pension plan, such as estimate of benefits, employee contributions and credited service, and final retirement benefits.

Labor Relations HR is responsible for negotiations with the union, administration of the Collective Bargaining Agreement, the City representative to the General Employee Quality of Work Life Committee, oversight of the EEOC Plan, acts as Critical Incident Coordinator, acts as liaison to Labor Relations Board and Civil Service Board. HR is an active participant in all employee discipline and grievances; EEOC and civil employee lawsuits; and investigates harassment complaints.

Benefits HR is responsible for procuring and administration of Group Medical and Life Insurance, Dental Insurance, Long Term Disability Insurance, State-mandated insurance coverage for law enforcement officers, administration of COBRA, and implementation of Health Insurance Portability and Accountability Act Rules. HR acts as Privacy Officers under the HIPAA Rules and Medical Review Officers for exposure incidents. HR correlates the annual enrollment for all insurances as well as the 125 Cafeteria Plan and voluntary insurance policies. HR administers the Employee Assistance Plan and is responsible for referrals to the EAP. HR is responsible for administration of the two 457 Deferred Compensation Plans and the Executive 401(a) Plan. HR is responsible for accuracy of benefit accruals, adherence to leave rules, as well as the end- of- year reallocation of unused hours and reestablishment of leave banks for the new calendar year.

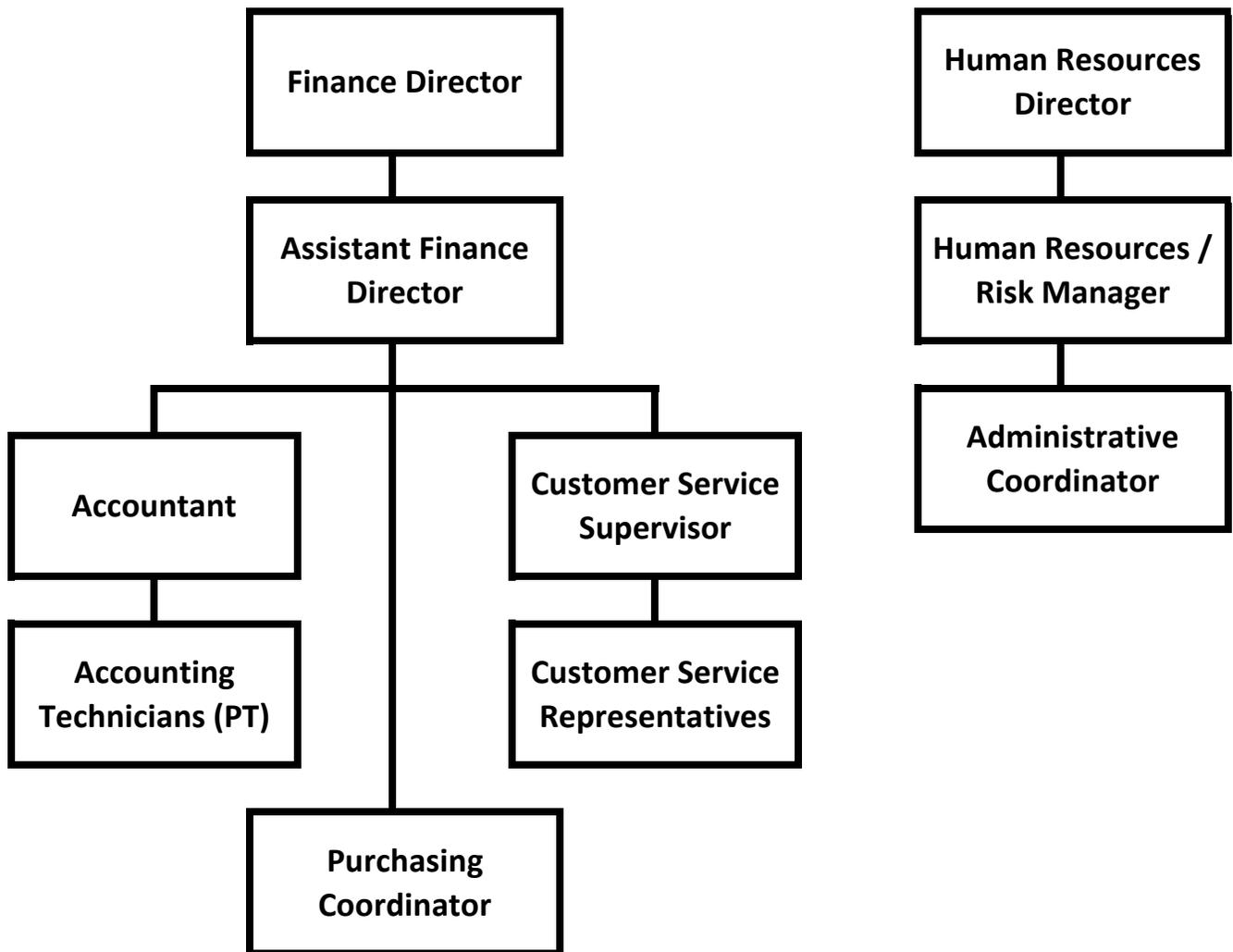
Training and Development HR is responsible for in-service training of all employees for Harassment, Diversity, Sensitivity, etc. HR maintains records of all required training of employees and HR must approve tuition reimbursement requests.

Risk Management HR is responsible for all Risk Management functions such as maintaining the City's property, flood, liability, and worker's compensation insurance coverage. HR will review annually for competitive pricing and adequate insurance coverage. HR is responsible for all records relating to vehicle accidents, liability and injury claims against the City and all other Risk Management functions. The HR/Risk Director is now responsible for appraisals of City owned property together with the assistance of the Florida League of Cities. HR administers the Safety and Security Committee and all required safety awareness training.



Life's Just Better Here

Financial



FY2015-2016 Strategic Plan Accomplishments - Finance

Much of the Finance Department's day-to-day activity is highly technical in nature and tied to correctly and efficiently processing approximately half a million individual accounting transactions annually. Our challenge is to perform these recurring technical accounting tasks which require our very focused attention, while still providing excellent customer service both to the public and to our internal City "customers" and keeping the bigger picture in mind as we strive to prepare the City for a strong financial future.

The following section lists our accomplishments that are specifically identified in the Strategic Plan. The department's other accomplishments for the year are listed below the Strategic Plan accomplishments.



Proactive Public Safety

Goal 1: Provide fire safety and emergency medical services to ensure public safety in the city.

- *Finance concluded negotiations with City of Fort Lauderdale for a 5-year extension of the contract for Fire and Emergency Medical Services*



Sound Governance

Goal 3: Promote and maintain financial stability and integrity.

- *Finance developed the FY16 budget to maintain Unassigned Fund Balance in General Fund at 17% of GF expenditures and to fund asset replacement through the Capital Replacement Plan.*
- *Finance implemented GASB Statement No. 68 on pension reporting.*
- *Finance conducted 14 formal competitive solicitations; issued 91 Purchase Orders incorporating price comparison strategies.*
- *Finance presented monthly budget-to-actual status reports to staff and held quarterly budget review workshops with City Commission.*
- *Finance completed the annual inventory of fixed assets.*
- *Finance complied with the City's investment policy.*



Strategic Growth & Redevelopment

Goal 1: Develop and use a Master Economic Development Plan

Objective 2: Create a Parking Plan

- Finance initiated a parking study as a component of a Long Term Parking Plan.

2015-2016 Other Accomplishments

Administrative

Finance maintained relationships with over 1,200 vendors/business partners. We expanded our use of electronic recordkeeping. We maintained, expanded, and improved the department's web pages, including creating new web pages for the City's pension plans.

Accounting & Financial Reporting

Finance ensured compliance with audit requirements and received a clean audit opinion for the FY14-15 financial statements with zero audit findings. We are very proud that this is the fourth year in a row that we have achieved the very difficult standard of zero audit findings. We were awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting for the seventeenth year in a row.

Accounts Payable and Internal Customer Service

Finance continued to pay all invoices by their due dates. We substantially increased the use of p-cards for paying City obligations, resulting in a rebate to the City of \$129,016.

Budgeting

Finance published and distributed the proposed budget in mid-June, coordinating our budgeting efforts with City staff, the Budget Review Committee, the City Commission and the public. We more fully integrated the use of the Capital Replacement Plan into the 5-Year Capital Improvement Plan. We are proud that we received for the first time the GFOA's Distinguished Budget Presentation Award.

Purchasing

Finance's purchasing component had an extremely busy year conducting and assisting with 14 formal competitive solicitations along with other daily activities. We completed training of City staff on the use of the accounting system for direct entry of purchase requisitions, reducing the amount of paper dependency.

Utility Billing

Finance's Utility Billing staff maintained their record of excellent customer service, fully aware that they serve in many instances as the "face of the City" to many new residents. We increased the number and percentage of customers who receive utility bills by email and who make utility payments by ACH (automatic bank account debit). We instituted a pilot program to discontinue use of paper return envelopes to reduce paper dependency. We conducted cross-training of Utility Billing staff and provided additional training to other Finance staff to be able to provide additional backup of utility billing operations.

Parking

Finance began the process to develop a long term parking plan for the City, holding one Commission Workshop and one Town Hall meeting to gather public input for the plan. We coordinated the purchase of land that will provide additional parking to serve the north end of Wilton Drive. We proposed and implemented the increase of the hourly parking rate in order to fund future expansion of the City’s inventory of parking spaces. We worked with Lanier Parking to initiate use of a collection agency to collect out-of-state delinquent citations. We are near completion of the replacement of all parking pay stations and have replaced all single space meters with new credit card enabled meters.

2016-2017 Strategic Plan Goals and Objectives - Finance

Utilizing the Strategic Plan and referring to specific goals and objectives, briefly describe the Department’s goals and objectives in each Priority Area for the coming fiscal year, as well as the strategies that will be utilized to attain the goals. Describe allocation of resources to each objective and address operational costs as well as capital improvement program (CIP) related resource requests.



Sound Governance

Goals	Objectives	Strategy	Planned Accomplishment for FY16-17
Goal 1: Operate in a fair and transparent manner.	<ul style="list-style-type: none"> • Use the City’s website to publish relevant and easily accessible information in a timely manner. 	<ul style="list-style-type: none"> • Publish Comprehensive Annual Financial Report (CAFR) on the City’s website timely. • Publish Annual Operating Budget on the City’s website timely. 	<ul style="list-style-type: none"> • Publish FY15-16 CAFR on or before March 31, 2017. • Publish FY16-17 operating budget on or before Oct. 1, 2016.
Goal 3: Promote and maintain financial stability and integrity.	<ul style="list-style-type: none"> • Maintain a fund balance level in accordance with policy set by City Commission. 	<ul style="list-style-type: none"> • Develop a budget that maintains the required minimum fund balance. 	<ul style="list-style-type: none"> • Issue FY16-17 operating budget with fund balance within the required minimum level.
	<ul style="list-style-type: none"> • Develop a five-year capital 	<ul style="list-style-type: none"> • Review and update CIP to ensure that it 	<ul style="list-style-type: none"> • Issue a proposed CIP that is in-line

	improvement plan (CIP) that is in-line with the City's strategic plan.	is in-line with the City's strategic plan.	with the City's strategic plan.
	<ul style="list-style-type: none"> • Maintain high level of accounting and reporting standards. 	<ul style="list-style-type: none"> • Allocate resources to fund continuing professional education for staff. 	<ul style="list-style-type: none"> • Submit CAFR for consideration to receive the Certificate of Achievement for Excellence in Financial Reporting from GFOA. • Submit Budget Document for consideration to receive the Distinguished Budget Presentation Award.
	<ul style="list-style-type: none"> • Ensure fiscally sound decision making. 	<ul style="list-style-type: none"> • Ensure compliance with the budget throughout the year. 	<ul style="list-style-type: none"> • Continue budget monitoring activities. • Conduct Quarterly Budget Review workshop with the City Commission.
	<ul style="list-style-type: none"> • Safeguard all City assets 	<ul style="list-style-type: none"> • Improve physical inventory process of capital assets. 	<ul style="list-style-type: none"> • Start process in July 2016 (two months prior to year-end).



Strategic Growth & Redevelopment

Goals	Objectives	Strategy	Planned Accomplishment for FY16-17
Goal 1: Ensure that the City's properties and infrastructure meet the present and future needs of the City.	<ul style="list-style-type: none"> • Create a Parking Master Plan 	<ul style="list-style-type: none"> • Continue to work with Lanier to evaluate parking demand in the City. 	<ul style="list-style-type: none"> • Begin implementation of Long Term Parking Plan.

2015-2016 Strategic Plan Accomplishments – Human Resources

Priority Areas: Sound Governance; Innovating and Adapting for the Future

Employee Recruitment

From October 1, 2015, to the present the City has experienced 22 position vacancies and has filled 20 of those vacancies. Additionally, the Department has utilized 19 sources of print and online position vacancy advertisements and in-person recruiting. The Department continues to anticipate police officer vacancies and begins recruitment prior to a vacancy occurring in order to reduce the amount of time the position remains open.

Priority Area: Sound Governance

Position description evaluation and modification

From October 1, 2015, to the present Human Resources, in collaboration with the appropriate department directors, has reviewed and modified twelve position descriptions. In June 2016, Human Resources will extend this effort to all existing position descriptions currently in use by the City. This collaborative effort will involve input from department directors and direct supervisors of the positions to be reviewed.

Priority Areas: Sound Governance; Innovating and Adapting for the Future

HR Staff Certification and Recertification

The HR Director finished his term as Past President of the Florida Public Labor Relations Association in January of 2015, and continues to serve in a leadership role within the Association. Additionally, the HR Director will maintain his certification with the Florida Public Human Resources Association in 2016, and the HR Manager will obtain his initial 3-year certification through the same association in July 2016. The HR Manager will achieve final certification by the Florida Public Labor Relations Association in September 2016.

Priority Area: Proactive Public Safety; Sound Governance

Risk Management

In the current fiscal year, the City received a return of premiums in the amount of \$23,870. The return is directly correlated to the annual audit performed by the Florida Municipal Insurance Trust and reflects the claims history of the City's various liability and property damage claims. The Human Resources Department will coordinate and assist with the annual audit in FY 16-17. In the current fiscal year, Risk Management has performed a risk inspection in three of the City's public parks. The remaining City properties will be inspected by end of the current fiscal year.

Priority Areas: Sound Governance; Innovating and Adapting for the Future

Insurance Policies

The Human Resources Department reviews the City's insurance policies and premiums for health, dental, vision, life, disability, liability, property, and automobile on an annual basis. Review of all insurance policies is complete for the year.

Priority Areas: Sound Governance; Innovating and Adapting for the Future

Direct Deposit and Paperless Processing

Direct Deposit continues to be offered and encouraged for all employees. The Department inquired with the City's current payroll services provider and anticipates utilizing a paperless

option for the dissemination of employee paystubs by the end of the current fiscal year. The department allocated funds in the FY 2015-16 budget for the conversion of paper files into electronic scans. These funds will be allocated with those of other departments once a citywide electronic platform has been identified for the scanning and storage of scanned files.

2016-2017 Strategic Plan Goals and Objectives – Human Resources



Proactive Public Safety

Goal 2: Develop capacity of City employees to address public safety

Objective 1: Provide professional development training opportunities

- The Department will coordinate a training that addresses effective management techniques for supervisors and leaders. The training will be offered to all City departments.
- Human Resources will work in collaboration with the Police Department to provide classroom and scenario-based training on “active shooter” situations to all departments.

Goal 3: Provide emergency management to ensure public safety

Objective 1: Provide W.M.P.D. and City E.O.C. representatives with continued training.

- In FY 15-16, the new employee orientation process was updated to include mandated FEMA / NIMS training. Human Resources will continue to facilitate the online training for new employees and to assist the Emergency Management Department to meet FEMA training requirements for City employees.



Sound Governance

Goal 1: Operate in a fair and transparent manner

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

- In FY 16-17, the Human Resources Department will conduct a systematic review of the City’s Personnel and Safety Rules and Regulations. The review will be conducted by the Human Resources staff and will include updates to current policies and the elimination of obsolete information and procedures. The revised Rules and Regulations will be made available to all existing and new employees primarily in electronic format. A limited number of printed binders will be made available to each department.

Goal 3: Promote and maintain financial stability and integrity

Objective 5: Safeguard all city assets

- The Department will continue its policy of reviewing insurance coverage for all City assets on an annual basis. This review includes comparing renewal costs of existing policies with those offered by other insurers and evaluating the current level of

coverage on City assets to reach an acceptable balance of risk tolerance and cost effectiveness. To safeguard City assets, Risk Management will maintain and update the existing inventory of City assets and perform periodic risk assessments for City properties. In addition to asset and liability insurances, the Department will continue to solicit and analyze annual competitive bids for employee health insurance coverage.

Goal 4: Ensure government employees are qualified and competent

Objective 1: Continuously support employee training, educational opportunities, licensing and certification

- In FY 16-17, funds will be budgeted to offer two Citywide trainings: Effective Practices in Supervisor Management and another topic relevant to all employees. To supplement the offering of in-person training, the Department will research relevant online trainings applicable to City employees and create a menu of options that can be accessed by employees on an as-needed basis. Beginning in FY 15-16 and continuing in FY 16-17, the Human Resources Department will develop and implement a master training schedule that will be made available for use and reference by all City departments
- The Human Resources staff will budget for and continue its membership and participation in professional development opportunities in the following organizations: Florida Public Human Resources Association, Florida Public Employee Labor Relations Association, International Public Management Association, National Safety Council, and Public Risk Management Association.

Goal 4: Ensure government employees are qualified and competent

Objective 3: Use diverse recruitment efforts and effective hiring practices to hire qualified and competent staff

- A core function of the Human Resources Department is to recruit highly-qualified candidates for open positions via processes that are efficient and expedient. To this end, the Department will continue to prioritize the filling of vacancies in its daily functions. Human Resources will continue to research and implement diverse recruitment efforts and appropriate background checks for potential employees while simultaneously adjusting hiring practices as appropriate according to available technologies.
- In collaboration with the City Manager's office, the Department will facilitate the creation and implementation of a Citywide succession plan.

2016-2017 Other Goals and Objectives

- Employee Wellness – Human Resources will facilitate two wellness seminars for employees during the fiscal year on topics such as nutrition, weight loss, exercise, and stress reduction. Additionally, during new employee orientation staff will encourage the use of employee benefits such as the City Fitness Center and participation in City fitness classes.

**DEPARTMENTAL BUDGET SUMMARY
FINANCIAL & HUMAN RESOURCES**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 526,984	\$ 595,691	\$ 622,968
Personnel Benefits	292,062	316,432	349,559
Operating Expenditures	171,968	180,064	176,606
Capital	2,868	1,200	1,200
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 993,882	\$ 1,093,387	\$ 1,150,333

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalent	Number of Positions	Full Time Equivalent
Finance Department:				
Finance Director	0.95	0.95	0.95	0.95
Assistant Finance Director	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Purchasing Coordinator	1.00	1.00	1.00	1.00
Total Full Time	3.95	3.95	3.95	3.95
Part Time Accounting Technician	1.50	1.130	1.50	1.130
Total Part Time	1.50	1.130	1.50	1.130
Total Finance Department	5.45	5.080	5.45	5.080
Human Resources Department:				
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources / Risk Manager	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Total Full Time	3.00	3.00	3.00	3.00
TOTALS	8.45	8.080	8.45	8.080

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5114-FINANCE							
1	PERSONNEL WAGES						1
2	001-5114-5121.000 SALARIES - FULL TIME	293,729	328,668	328,668	346,099	341,262	2
3	001-5114-5131.000 SALARIES - PART-TIME	0	21,893	21,893	24,102	23,761	3
4	001-5114-5141.000 Overtime	0	0	0	500	500	4
5	001-5114-5151.000 Cellular Phone Stipend	1,188	1,404	1,404	1,404	1,404	5
6	001-5114-5153.000 Assignment Pay	0	250	250	250	250	6
7	PERSONNEL WAGES	294,917	352,215	352,215	372,355	367,177	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5114-5211.000 FICA	21,492	25,270	25,270	26,641	26,271	10
11	001-5114-5211.005 FICA PART-TIME	0	1,675	1,675	1,844	1,818	11
12	001-5114-5221.000 Pension - WM	52,580	48,973	48,973	52,853	53,220	12
13	001-5114-5222.000 Pension - FRS	44,161	53,457	53,457	58,870	58,050	13
14	001-5114-5231.000 Life & Health Insurance	48,493	63,629	63,629	74,967	74,962	14
15	PERSONNEL BENEFITS	166,726	193,004	193,004	215,175	214,321	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5114-5311.000 Professional Services	23,441	0	0	2,500	2,500	18
19	001-5114-5321.000 Audit & Accounting	14,800	14,800	14,800	18,000	18,000	19
20	001-5114-5401.000 Meetings & Conferences	1,810	6,960	6,960	3,960	3,960	20
21	001-5114-5411.000 Telephone	1,152	975	975	1,320	1,320	21
22	001-5114-5412.000 Postage	2,771	3,700	3,700	2,500	2,500	22
23	001-5114-5461.000 Computer Maintenance	1,278	1,500	1,500	0	0	23
24	001-5114-5471.000 Printing & Binding	537	873	873	600	600	24
25	001-5114-5491.000 City Hall Indirect Charges	15,509	22,839	22,839	21,070	21,070	25
26	001-5114-5511.000 Office Supplies	2,682	1,575	1,575	1,500	1,500	26
27	001-5114-5521.000 Operating Supplies	1,403	950	950	1,400	1,400	27
28	001-5114-5541.000 Subs, Memberships, Dues	1,605	1,630	1,630	1,630	1,630	28
29	001-5114-5542.000 Training/Education	6,167	5,700	5,700	8,800	8,800	29
30	001-5114-5543.000 Books & Manuals	0	450	450	250	250	30
31	001-5114-5544.000 Tuition Reimbursement	0	6,600	6,600	6,600	6,600	31
32	OPERATING EXPENDITURES	73,155	68,552	68,552	70,130	70,130	32
33							33
34	CAPITAL						34
35	001-5114-5641.000 Capital Outlay	0	0	0	1,200	1,200	35
36	CAPITAL	0	0	0	1,200	1,200	36
37							37
38	Totals for dept 5114-FINANCE	534,798	613,771	613,771	658,860	652,828	38

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5115-HUMAN RESOURCES							
1	PERSONNEL WAGES						1
2	001-5115-5121.000 SALARIES - FULL TIME	230,082	241,496	241,496	257,318	253,751	2
3	001-5115-5141.000 Overtime	665	540	540	600	600	3
4	001-5115-5151.000 Cellular Phone Stipend	1,320	1,440	1,440	1,440	1,440	4
5	PERSONNEL WAGES	232,067	243,476	243,476	259,358	255,791	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5115-5211.000 FICA	17,642	18,626	18,626	19,841	19,568	8
9	001-5115-5221.000 Pension - WM	41,275	33,737	33,737	36,737	36,996	9
10	001-5115-5222.000 Pension - FRS	39,995	43,760	43,760	48,111	47,444	10
11	001-5115-5231.000 Life & Health Insurance	26,424	27,305	27,305	31,233	31,230	11
12	PERSONNEL BENEFITS	125,336	123,428	123,428	135,922	135,238	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5115-5311.000 Professional Services	56,992	52,484	57,484	52,741	52,741	15
16	001-5115-5341.000 Contractual Services	0	339	339	339	339	16
17	001-5115-5401.000 Meetings & Conferences	2,170	3,000	3,000	3,000	3,000	17
18	001-5115-5411.000 Telephone	956	860	860	1,000	1,000	18
19	001-5115-5412.000 Postage	1,546	1,500	1,500	1,500	1,500	19
20	001-5115-5441.000 Equipment Rental	3,676	4,000	4,000	4,000	4,000	20
21	001-5115-5461.000 Computer Maintenance	2,629	3,000	3,000	0	0	21
22	001-5115-5463.000 Vehicle Maint-Repair	359	1,000	1,000	1,000	1,000	22
23	001-5115-5464.000 Vehicle Operation-Fuel	704	1,020	1,020	900	900	23
24	001-5115-5471.000 Printing & Binding	53	550	550	1,800	1,800	24
25	001-5115-5482.000 Advertising	3,306	2,700	2,700	2,500	2,500	25
26	001-5115-5491.000 City Hall Indirect Charges	14,449	19,100	19,100	19,238	19,238	26
27	001-5115-5511.000 Office Supplies	469	1,800	1,800	1,800	1,800	27
28	001-5115-5521.000 Operating Supplies	1,215	1,675	1,675	1,675	1,675	28
29	001-5115-5541.000 Subs, Memberships, Dues	1,510	1,483	1,483	1,483	1,483	29
30	001-5115-5542.000 Training/Education	8,745	11,501	11,501	12,000	12,000	30
31	001-5115-5543.000 Books & Manuals	34	500	500	1,500	1,500	31
32	001-5115-5544.000 Tuition Reimbursement	0	0	0	0	0	32
33	OPERATING EXPENDITURES	98,813	106,512	111,512	106,476	106,476	33
34							34
35	CAPITAL						35
36	001-5115-5641.000 Capital Outlay	2,868	1,200	1,200	0	0	36
37	CAPITAL	2,868	1,200	1,200	0	0	37
38							38
39	Totals for dept 5115-HUMAN RESOURCES	459,084	474,616	479,616	501,756	497,505	39

CITY ATTORNEY

The City Attorney is responsible to the City Commission for the proper administration of all City legal matters. A major portion of the City Attorney's effort is directed in providing on-going legal counsel to the City Commission, City Manager and staff. The City Attorney attends all City Commission meetings and various Advisory Board meetings on an as needed basis. The City Attorney also provides routine guidance to administration in the proper handling of municipal operations. Additionally, the City Attorney represents the City in litigation when such need arises.

A major program objective, developed on a cooperative basis with administration, is to practice "preventative law". It is our goal to eliminate as much as possible situations that have the potential to develop into legal action.

DEPARTMENTAL BUDGET SUMMARY
CITY ATTORNEY

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	169,241	268,649	325,306
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 169,241	\$ 268,649	\$ 325,306

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5116-CITY ATTORNEY							
1	OPERATING EXPENDITURES						1
2	001-5116-5312.000 Legal Services	169,241	268,649	268,649	275,306	275,306	2
3	001-5116-5314.000 Legal Settlements - Other	0	0	0	0	50,000	3
4	001-5116-5490.003 Legal Settlements	0	0	0	0	0	4
5	OPERATING EXPENDITURES	169,241	268,649	268,649	275,306	325,306	5
6							6
7	Totals for dept 5116-CITY ATTORNEY	169,241	268,649	268,649	275,306	325,306	7

INFORMATION TECHNOLOGY AND NON-DEPARTMENTAL

The Non-Departmental budget includes the costs associated with items that are for services and/or equipment utilized by all City Departments but not directly related to a specific department. These items include information technology; courier services; insurance; copying and printing; disaster preparedness; utilities for, and maintenance of the City Hall building and grounds; and waterway maintenance, among others. The Non-Departmental budget is divided into three divisions:

- 5117 – Information Technology Activities
- 5118 – Non-Departmental Activities
- 5119 – City Hall and other Citywide Activities

In FY2016-17, for the first time, the City is consolidating all of its Information Technology (IT) activity into one location. The new IT Division (5117) is one of three divisions of the Non-Departmental budget. Since the IT Division is an internal service activity, its costs are fully allocated to other departments throughout the City.

Division 5118, Non-Departmental Activities, accounts for the City's support to charitable organizations and City boards, the General Fund's contributions to the Capital Replacement Plan, and debt service on the City Hall general obligation loan. Division 5118 costs are not allocated to other departments.

Division 5119, City Hall and Citywide Activities, accounts for the City's courier, maintenance for City Hall building and grounds, City Hall utilities, insurance, copying and printing, citywide emergency preparedness, waterway maintenance, and the General Fund's contribution toward the fire assessment fee of exempt properties. Division 5119 costs are fully allocated to other departments throughout the City.

DEPARTMENTAL BUDGET SUMMARY
INFORMATION TECHNOLOGY & NON-DEPARTMENTAL

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 69,675	\$ 145,921	\$ 155,980
Personnel Benefits	47,286	85,875	95,423
Operating Expenditures	(62,675)	(214,169)	(286,849)
Capital	61,665	425,000	534,253
Debt Service	554,065	533,936	438,975
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 670,016	\$ 976,563	\$ 937,782

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Courier	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Support Analyst	0.00	0.00	1.00	1.00
Total Part Time	2.00	2.00	3.00	3.00
Part Time Computer Technician	1.00	0.70	0.00	0.00
Total Part Time	1.00	0.70	0.00	0.00
NON-DEPARTMENTAL TOTALS	3.00	2.70	3.00	3.00

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5117-INFORMATION RECHNOLOGY (NON-DEPARTMENTAL)							
1	PERSONNEL WAGES						1
2	001-5117-5121.000 SALARIES - FULL TIME	69,042	135,915	115,915	114,384	112,737	2
3	001-5117-5131.000 SALARIES - PART-TIME	0	28,206	28,206	0	0	3
4	001-5117-5141.000 Overtime	138	540	540	1,000	1,000	4
5	001-5117-5151.000 Cellular Phone Stipend	495	1,260	1,260	1,260	1,260	5
6	PERSONNEL WAGES	69,675	165,921	145,921	116,644	114,997	6
7							7
8	PERSONNEL BENEFITS						8
9	001-5117-5211.000 FICA	5,193	10,535	10,535	8,923	8,797	9
10	001-5117-5211.005 FICA PART-TIME	0	2,158	2,158	0	0	10
11	001-5117-5221.000 Pension - WM	22,112	22,928	22,928	5,770	5,809	11
12	001-5117-5222.000 Pension - FRS	2,309	22,687	22,687	8,784	8,658	12
13	001-5117-5231.000 Life & Health Insurance	10,042	22,357	22,357	37,236	37,231	13
14	PERSONNEL BENEFITS	39,656	80,665	80,665	60,713	60,495	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5117-5311.000 Professional Services	0	0	0	15,000	15,000	17
18	001-5117-5341.000 Contractual Services	0	0	0	40,942	40,942	18
19	001-5117-5401.000 Meetings & Conferences	0	0	0	2,500	2,500	19
20	001-5117-5411.000 Telephone	0	0	0	9,500	9,500	20
21	001-5117-5413.000 Communications Services	0	0	0	44,849	44,849	21
22	001-5117-5461.000 Computer Services	0	0	0	20,000	20,000	22
23	001-5117-5490.007 Software Licenses & Renewals	0	0	0	106,798	106,798	23
24	001-5117-5521.000 Operating Supplies	0	0	0	8,000	8,000	24
25	001-5117-5541.000 Subs, Memberships, Dues	0	0	0	200	200	25
26	001-5117-5542.000 Training/Education	0	0	0	3,000	3,000	26
27	001-5117-5901.000 Allocation to Department	0	0	0	(462,399)	(462,399)	27
28	OPERATING EXPENDITURES	0	0	0	(211,610)	(211,610)	28
29							29
30	CAPITAL						30
31	001-5118-5641.000 Capital Outlay	0	0	0	34,253	34,253	31
32	001-5118-5690.000 Contribution to Capital Replacement Plan	0	0	0	0	0	32
33	CAPITAL	0	0	0	34,253	34,253	33
34							34
35	Totals for dept 5117-INFORMATION TECHNOLOGY (NON-DEPARTMEN	109,331	246,586	226,586	0	(1,865)	35
36							36
37	Dept 5118-NON-DEPARTMENTAL ACTIVITIES						37
38							38
39	PERSONNEL BENEFITS						39
40	001-5118-5231.000 Life & Health Insurance	670	210	210	0	0	40
41	001-5118-5251.000 Unemployment Compensatn	6,960	5,000	5,000	0	0	41
42	PERSONNEL BENEFITS	7,630	5,210	5,210	0	0	42
43							43
44	OPERATING EXPENDITURES						44
45	001-5118-5821.000 Women In Distress	1,500	1,500	1,500	3,000	1,500	45
46	001-5118-5822.000 Aging & Disab Res Centr	8,081	8,081	8,081	9,764	8,081	46
47	001-5118-5824.000 Family Central	1,440	5,000	5,000	0	0	47
48	001-5118-5824.001 Broward Regional Health Planning Council	0	0	0	5,000	5,000	48
49	001-5118-5824.010 OTHER CHARITABLE ORGANIZATIONS	0	0	0	500	10,000	49
50	001-5118-5825.000 Miscellaneous Expense	0	0	0	0	0	50
51	001-5118-5826.000 Comm Affairs Advisory Bd	14,103	7,000	7,000	11,500	8,000	51
52	001-5118-5828.000 Historical Society Board	7,715	4,000	4,000	2,500	2,500	52
53	001-5118-5951.000 Contingencies	0	21,416	21,416	0	0	53
54	001-5118-5991.000 Contingency - Fund Balance	0	0	0	0	25,508	54
55	OPERATING EXPENDITURES	32,839	46,997	46,997	32,264	60,589	55
56							56
57	CAPITAL						57
58	001-5118-5641.000 Capital Outlay	61,665	0	0	0	0	58
59	001-5118-5690.000 Contribution to Capital Replacement Plan	0	425,000	425,000	450,000	450,000	59
60	CAPITAL	61,665	425,000	425,000	450,000	450,000	60
61							61
62	DEBT SERVICE						62
63	001-5118-5711.000 Principal Payments	374,306	369,920	369,920	279,960	279,960	63
64	001-5118-5721.000 Interest Payments	179,759	164,016	164,016	159,015	159,015	64
65	DEBT SERVICE	554,065	533,936	533,936	438,975	438,975	65
66							66
67	Totals for dept 5118-NON DEPT OPERATIONS	656,199	1,011,143	1,011,143	921,239	949,564	67

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5119-CITY HALL AND CITYWIDE ACTIVITIES (NON-DEPARTMENTAL)							
1	PERSONNEL WAGES						1
2	001-5119-5121.000 SALARIES - FULL TIME	0	0	0	40,413	39,843	2
3	001-5119-5141.000 Overtime	0	0	0	600	600	3
4	001-5119-5151.000 Cellular Phone Stipend	0	0	0	540	540	4
5	PERSONNEL WAGES	0	0	0	41,553	40,983	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5119-5211.000 FICA	0	0	0	3,179	3,135	8
9	001-5119-5221.000 Pension - WM	0	0	0	16,330	16,437	9
10	001-5119-5231.000 Life & Health Insurance	0	0	0	11,358	10,356	10
11	001-5119-5251.000 Unemployment Compensatn	0	0	0	5,000	5,000	11
12	PERSONNEL BENEFITS	0	0	0	35,867	34,928	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5119-5311.000 Professional Services	0	25,000	25,000	0	0	15
16	001-5119-5313.000 Fire Services	100,000	159,550	159,550	135,536	127,128	16
17	001-5119-5341.000 Contractual Services	61,585	73,200	89,200	122,400	122,400	17
18	001-5119-5401.000 Meetings, Conferences, Schools	0	2,500	2,500	0	0	18
19	001-5119-5411.000 Telephone	8,706	7,600	7,600	500	500	19
20	001-5119-5431.000 Utilities	72,131	66,940	66,940	66,000	66,000	20
21	001-5119-5451.000 Insurance	386,604	310,222	310,222	286,000	286,000	21
22	001-5119-5461.000 Computer Maintenance	83,032	26,819	46,819	0	0	22
23	001-5119-5462.000 Equipment Maint-Repair	1,550	2,900	2,900	4,000	4,000	23
24	001-5119-5463.000 Vehicle Maint-Repair	1,340	1,500	1,500	1,500	1,500	24
25	001-5119-5464.000 Vehicle Operation-Fuel	1,692	2,839	2,839	2,712	2,712	25
26	001-5119-5465.000 Copy Machine	11,034	13,000	13,000	13,700	13,700	26
27	001-5119-5466.000 Building Maintenance	112,884	119,906	119,906	161,870	161,870	27
28	001-5119-5467.000 Grounds Maintenance	7,922	5,775	5,775	11,794	11,794	28
29	001-5119-5468.000 Waterway Maintenance	1,944	2,998	2,998	2,998	2,998	29
30	001-5119-5521.000 Operating Supplies	4,712	2,200	2,200	2,700	2,700	30
31	001-5119-5522.000 Emergency Management	6,810	6,278	6,278	6,278	6,278	31
32	001-5119-5541.000 Subs, Memberships, Dues	175	200	200	0	0	32
33	001-5119-5542.000 Training/Education	5,590	6,150	6,150	3,000	3,000	33
34	001-5119-5901.000 Allocation to Department	(963,225)	(1,132,743)	(1,132,743)	(948,408)	(948,408)	34
35	OPERATING EXPENDITURES	(95,514)	(297,166)	(261,166)	(127,420)	(135,828)	35
36							36
37	CAPITAL						37
38	001-5119-5641.000 Capital Outlay	0	0	0	50,000	50,000	38
39	CAPITAL	0	0	0	50,000	50,000	39
40							40
41	Totals for dept 5119-CITY HALL OPERATIONS	(95,514)	(297,166)	(261,166)	0	(9,917)	41

POLICE DEPARTMENT

*The Wilton Manors Police Department
Is Dedicated to Policing with a Passion for our Profession
And
Compassion for Those We Serve*

The mission, function and objectives of the Police Department are conducted by three Bureaus (see attached Departmental Organization Chart). The Police Department operates in unison with other City Departments to enhance our community's quality of life.

Office of the Police Chief

The Office of the Police Chief provides the vision, leadership and direction for the Police Department. All of our Police Officers and all of our support staff must create a direct and personal relationship with our citizens in order to achieve our goal and earn the respect and trust of our community. Policing truly is a Partnership between the Police and the members of the community. Only in this way can law enforcement succeed in its mission to serve and protect our community. The Code Compliance Unit reports directly to the Chief of Police, maintaining uniform enforcement of City Codes and Ordinances.

Administration Bureau

The Administrative Bureau is responsible for the coordination of all police support services provided by the Department. This is accomplished by the management of sub-divisions within the Bureau which include Records Management, Front Desk Services, Fleet Management, Grant Management, Accreditation, Budget Review / Control and Inventory Control. Cost effective planning is critical in maintaining a balanced budget while meeting the needs of the Department.

Investigations Bureau

The Investigations Bureau is responsible for all criminal investigations in "property crime" such as larceny, burglary and computer crimes. In addition, this Bureau is tasked with investigations of all "persons crime" such as assault, battery, all sex crimes and other crimes of violence. Long term narcotics investigations (through Task Force assignment) are also a critical part of this Bureau as such activity can be directly related to crimes of violence. Property and Evidence is managed by the Investigations Bureau.

Operations Bureau

The Operations Bureau oversees all Uniformed Patrol functions in an effort to respond to all police calls for service in a timely manner. This Bureau works to maintain quality of life issues alongside not just "state of the art" law enforcement techniques but also with a "state of mind" approach to our ever changing and ever challenging function. WMPD works with the

community to create a safer and more secure environment in which to live, work and play. It includes Road Patrol, Crime Prevention, Marine Patrol, Canine Drug Detection, Bicycle Patrol, Training (such as continuing education and all FTO functions), Community Policing Officer and our School Resource Officer (who works with our school children teaching D.A.R.E., GREAT and computer safety).

FUNDING SOURCES

Most Police Department activities are funded through the City's General Fund. The Department receives supplemental support from three additional funds:

Federal Equitable Sharing Forfeiture Fund

Through this program, the Department of Justice distributes an equitable share of forfeited property and proceeds to participating state and local law enforcement agencies that directly participate in an investigation or prosecution that result in a federal forfeiture. The funds are for use by the law enforcement agency to enhance law enforcement operations not otherwise available through general funding sources.

State Law Enforcement Forfeiture Trust Fund

Florida State Statute 932.7055 was established to allow law enforcement agencies to seize and forfeit any contraband assets that have been used in the commissions of felonies. This includes vehicles, vessels, aircraft, real property, cash or any other item of value. After a final legal settlement or judgment is obtained, the cash or proceeds from the sale of the seized items go into the Law Enforcement Forfeiture Trust Fund account for use by the law enforcement agency. Like the federal forfeiture funds, these state-authorized forfeiture funds are designed to enhance law enforcement operations not otherwise available through general funding sources.

Police Training & Education Fund

Florida State Statute 938.15 provides funding for criminal justice education degree programs and training courses, including basic recruit training, for their respective officers and employing agency support personnel, provided such education degree programs and training courses are approved by the employing agency administrator. The source of this funding comes from a surcharge on traffic citations.

Additionally the Police Department actively seeks all available grant funding.

2015-2016 Strategic Plan Accomplishments

April saw us achieve re-accreditation with the Commission for Florida Law Enforcement Accreditation. Accreditation Coordinator Doug Robertson guided our Agency toward meeting the required standards that support maintaining a highly trained and professional organization. This accreditation achievement is valid through April 2019.

Training has been and always will be a top priority of the WMPD as we continue to develop our personnel as well as train them for future ambitions. One of our primary training goals this past year was to have all current sworn personnel trained in Crisis Intervention (CIT). As of March 31, 2016 we have 22 CIT certified officers and have scheduled the remaining 20 officers for training throughout the remainder of the year. In addition, we trained employees in areas that include but are not limited to Field Training Officer (3), Bicycle Patrol (2), Criminal Justice Information Systems (2), Uniform Crime Reporting (2), Crime Analysis (1) and Leadership (2). To date we have approved 35 training courses that our employees have attended and will continue to approve more courses as deemed appropriate. In addition to professional training, 4 officers obtained academic degrees (2 Associates / 2 Bachelors).

This past year the WMPD secured grant funding in the amount of \$5,313.60 to improve pedestrian and bicycle safety. We are in the midst of the grant financed education and enforcement Action Plan (#2015-06) in our endeavor to improve these specific traffic safety issues.

Crime prevention and mitigation is a top priority of the WMPD. The WMPD responded to crime trends in formal and informal resource deployment actions. Informal actions consisted of directed officer deployment, message board deployment, communications with neighborhood associations and social media postings. Formal responses included action plans with strategically stated goals and objectives with coordinated resource deployment. Our responses to crime in our City netted an overall 12% reduction in UCR crimes when comparing 2015 to 2014. Aggravated assault (15%), robberies (39%) and larceny (24%) showed double digit decreases and the WMPD showed a 2% increase in recovered stolen property.

The WMPD hosted our 4th Annual Citizens Police Academy where 16 residents were invited into our police station to learn about our law enforcement operations.

The WMPD expanded communications with the members of our community via social media. An average of seven (7) postings per week occur on Facebook and Twitter that educate our residents about public/traffic safety, major events, road closures, etc.

The WMPD is moving toward the activation of our two-officer Selective Enforcement Team that will proactively address crime trends to include but not limited to burglaries and robberies as they surface.

The WMPD Code Compliance Unit completed the task of assigning officers to specific geographical areas to improve knowledge within their zones and to improve accountability.

The WMPD Code Compliance Unit boasted a 283% rise in pro-active generated code cases displaying their energy and enthusiasm with addressing "Quality of Life" issues in our city.

The WMPD Code Compliance Unit is in the midst of a main corridor Action Plan that is addressing all properties that are not in compliance with our property maintenance and sign ordinances. We continue our endeavor to improve the optics of these important areas.

The WMPD recruited two (2) new volunteers that assist us with records management, special events and other important tasks that improve the efficiency and effectiveness of our operations.

The WMPD purchased the Police to Citizen (P2C) module in our Records Management System. When implemented citizens will have access to certain police reports and police calls for service via this automated system.

The WMPD updated its false alarm management program and has identified the process for program implementation.

The WMPD purchased new P25 compliant police radios that will allow for enhanced communications with the Regional Communications Center.

The WMPD added another hybrid vehicle to our fleet. We now have two (2) hybrid vehicles.

2016-2017 Strategic Plan Goals and Objectives



Proactive Public Safety

Goal 1: Utilize technology to reduce crime and increase awareness about crime in the City.

Objective 1: Implement RMS's Crime Analysis Plus (CA+) Module to monitor crime

Crime analysis is a key component to proactively detecting and solving crime. The WMPD will continue its efforts to ensure the Office of Regional Communications and Technology (ORCAT) completes the necessary tasks in order for us to conduct more efficient and effective crime analysis through the Records Management System's Crime Analysis Plus (CA+) module.

Objective 2: Implement RMS's Police-to-Citizen (P2C) module to improve agency/community communications.

In addition, we look to assist ORCAT with completing tasks to activate RMS's Police to Citizen (P2C) module that will enable our residents to obtain police reports and view police calls for service information via this automated system.

Objective 4: Enhance social media communications with residents to improve public safety.

Adequate communications with our residents is important to maintaining and building relationships and trust within our community, and social media plays an important role with achieving this endeavor. The WMPD will continue to conduct timely posts on our social media outlets that include but is not limited to crime trends, critical incidents, traffic safety matters, crime prevention, code compliance and general public safety issues.

Goal 2: Continuously develop capacity of City employees to address public safety

Objective 1: Provide professional development training opportunities

Training has been and always will be a top priority of the WMPD. Our primary objective is to have all current sworn personnel trained in Crisis Intervention (CIT). In addition, employees will be provided training opportunities that relate to their growth in current positions, support future ambitions and supervisory development.

Objective 2: Develop a Master Security plan for all public facilities.

The WMPD will coordinate the evaluation of every City facility to identify security related issues that will assist in developing a master security plan. This security plan will assist the City with achieving long term security improvement planning goals for each facility.

Goal 3: Provide emergency management to ensure public safety in the City.

Objective 1: Provide W.M.P.D. and City E.O.C. representatives with continued training.

All WMPD employees are FEMA NIMS trained and ready for deployment during emergency situations. In addition, we have identified two (2) employees who will be trained as our EOC representatives. This training will satisfy our EOC accreditation standard.

Objective 2: Ensure adequate communications between all disciplines during active E.O.C. scenarios.

Objective 3: Utilize all resources to include C.E.R.T., volunteers, etc. in appropriate E.O.C. scenarios.

The WMPD is prepared to utilize the above techniques and resources should a major event impact our City.

Objective 5: Ensure mitigation awareness throughout the City.

The WMPD will utilize social media, website and personnel resources to communicate with our residents and neighboring jurisdictions as needed should a major event impact our city.

Goal 5: Code Compliance to support and enhance public safety.

Objective 1: Assign geographic areas of responsibility to code officers to promote community engagement and improve levels of customer service.

Now that the officers have been assigned geographical areas, we will continue to identify and implement Actions Plans associated with our property maintenance standards to improve the overall image of the City.

Objective 2: Research and implement Code Enforcement civil citation system.

The WMPD Code Compliance Unit will continue to conduct research to identify whether or not implementing a civil citation program would enable more efficient and effective code compliance operations/services.

Goal 6: Provide safe roadways for all users.

Objective 1: Employ Traffic Safety Operational plans.

Objective 2: Employ Pedestrian Safety Operational plans.

Objective 3: Employ Bicycle Safety Operational plans.

The WMPD will continue its partnership with Florida's Law Enforcement Liaison Program that advocates for safer roadways for all. We will continue to conduct formal and informal pedestrian education and enforcement operations to address general and specific issues along our roadways/pathways. We also endeavor to be an active participant in the Wilton Drive redevelopment planning process to ensure appropriate traffic, pedestrian and bicycle safety measures are considered and implemented.

Objective 4: Continued involvement in traffic, bicycle & pedestrian safety programs.

The WMPD will continue its partnership with Florida's Law Enforcement Liaison Program that advocates for safer roadways for all. The WMPD will also collaborate with the Leisure Services Department to conduct our annual Bike Rodeo that promotes bike safety and maintain relationships with the members of our community who assist the WMPD with promoting bike safety.

Objective 5: Collect data related to motorists driving patterns/speeds.

The WMPD will continue to deploy speed measurement detection devices in strategic locations in order to calm traffic and collect data. The data will be used to educate residents about the data uncovered and the WMPD's response to the data, and to deploy law enforcement resources to address a traffic concern in order to calm traffic and improve traffic safety.

Goal 7: Ensure marine and water safety.

Objective 1: Enhance educational efforts to promote marine safety.

The WMPD will continue to distribute boating and water safety materials to our residents via our Marina Patrol Unit and other personnel. The WMPD also intends to distribute this information to our residents via our website, e-blasts and social media.

Objective 4: Keep waterways clean for public safety.

The WMPD will continue to investigate all acts of illegal dumping into our waterways and waterway access portals. Violators will be held accountable via the appropriate process and/or venue. In addition and if appropriate, the WMPD will engage and recruit other applicable agencies to address illegal waterway dumping.



Goal 1: Operate in a fair and transparent manner.

Objective 1: Use the City's website to publish relevant and easily accessible information in a timely manner.

Should RMS's P2C module become operational, the WMPD will use this automated system to allow citizens to obtain police reports and obtain information about police calls for service.

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

Coordinate with other City departments researching various emergency notification systems that would enhance public communications in an emergency or priority situation.

Goal 2: Provide excellent services to the community.

Objective 1: Improve service delivery methods.

The WMPD will continue its efforts to ensure the Office of Regional Communications and Technology (ORCAT) completes the necessary tasks in order for us to activate RMS's Police-to-Citizen (P2C) module that will enable our residents to obtain police reports and view police calls for service information via this automated system.

Objective 2: Continue to assess the service needs of the community and garner feedback about services provided.

The WMPD will continue to participate in Neighborhood Association meetings to gather information related to their concerns, needs, interests and priorities. We will also survey the need to establish additional relationships with other stakeholder groups within our community.

Goal 3: Promote and maintain financial stability and integrity.

Objective 3: Develop operating and capital budgets in line with the City's strategic plan.

The WMPD Budget Review Team and support staff will evaluate the financial needs of the Department in concert with the Strategic Plan in order to devise a fiscally responsible and sound department budget that will enable us to improve the "Quality of Work Life" for our employees and provide an appropriate level of service to our residents. We endeavor to operate within the budget approved by our Commission.

Objective 4: Ensure fiscally sound decision making.

The WMPD will evaluate agency equipment at the appropriate times to identify whether or not purchases are needed to replace or supplement the items. These purchases will be made in concert with the approved budget.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training, educational opportunities, and licensing/certification.

Training has been and always will be a top priority of the WMPD. Our primary objective is to have all current sworn personnel trained in Crisis Intervention (CIT). In addition, employees will be provided training opportunities that relate to their growth in current positions, support future ambitions and supervisory development. The Department will also support and fund when appropriate tuition related to an employee's endeavor to achieve a college level academic degree that has been preapproved by policy and/or the Chief of Police.

Objective 2: Ensure the continued use of quality annual performance reviews.

The WMPD will continue its use of the City's annual employee performance evaluation to ensure proper employee development, support and accountability.

Goal 5: Support and make use of community resources.

Objective 1: Support and utilize advisory boards.

The WMPD Code Compliance Unit will evaluate the potential to partner with the City's Community Affairs Advisory Board that could enable both entities to coordinate providing volunteer property maintenance services to those residents who are incapable of complying with the City's property maintenance standards.

Objective 3: Support neighborhood associations throughout the City.

The WMPD will continue to participate in Neighborhood Association meetings to gather information related to their concerns, needs, interests and priorities.



Strategic Growth & Redevelopment

Goal 1: Utilize development standards to maintain small-town feel in the City.

Objective 1: Evaluate Code of Ordinances and Unified Land Development Regulations

The WMPD Code Compliance Unit will continue to evaluate the code of ordinances for potential improvement. They will also develop new and/or improved ordinances and/or assist the Community Development Services Department as needed with developing new and/or improved ordinances. Should ordinances be updated, the Code Compliance Unit will facilitate public education procedures changes.

Goal 3: Develop and use a Master Economic Development Plan.

Objective 3: Promote the City as a tourism destination point.

The WMPD will continue to use social media to reach a broad audience to promote the City's large scale special events (ie. Stonewall, Wicked Manors.). In addition, we will promote community engagement efforts that improve public safety in an effort to make Wilton Manors more enticing to visit.



Innovating and Adapting for the Future

Goal 1: Explore the possibilities of environmentally sustainable City policies within the parameters of the established budget.

Objective 1: Implement technologies that can eliminate the use of paper.

The WMPD will research the feasibility of transitioning a portion of our record keeping procedures to a scanning method for retention and review purposes.

Objective 2: Continue the City's commitment to buying and utilizing fuel-efficient vehicles.

The WMPD will continue to purchase fuel efficient and eco-friendly vehicles when practical.

2016-2017 Other Goals and Objectives

Office of the Chief

Staffing continues to be a priority of ours and currently we hold three (3) sworn vacancies in our department. Recruiting and hiring qualified law enforcement officer prospects has been challenging for agencies around the country, but we continue to search for innovative ways to locate and recruit prospective officers. Our goal continues to be to achieve full staffing while also forecasting retirements and resignations so we can remain at full staffing once achieved.

Operations / Administration

The WMPD endeavors to purchase two (2) mobile fingerprint scanners that will be deployed into road patrol. These fingerprint scanners will provide our law enforcement officers to identify individuals who we are unable to positive identify or refuse to properly identify themselves.

The WMPD looks to deploy an additional traffic enforcement officer to address traffic, pedestrian and bicycle safety. This move will depend on staffing.

Criminal Investigations

The WMPD is moving toward the activation of our two-officer Selective Enforcement Team that will proactively address crime trends to include but not limited to burglaries and robberies as they surface with a goal of reducing crime. This move will depend on staffing.

The WMPD looks to assign Field Training Officers to the Detective Bureau on a temporary basis so they will see the processes and responsibilities of our Criminal Investigations Unit. This will then assist the FTO's with training new officers in this area of law enforcement with a goal of developing better officers and investigators.

The WMPD looks to reduce the number of residential burglaries in our city. This will be done by implementing the SET Team and using our criminal analysis information to look at the trends in residential burglaries in our city as well as neighboring jurisdictions.

The WMPD evaluate RAIDS Online for potential implementation. RAIDS Online is a free consumer web based product at <http://raidsonline.com>. This product maps crime in our city in an easy to understand fashion for the public, our agency, and also allows for anonymous tips through Crime Stoppers.

The WMPD looks to engage the members of our community more often using our Detectives by speaking to private organizations and homeowner associations about certain police related issues with a goal of improving public safety.

Code Compliance

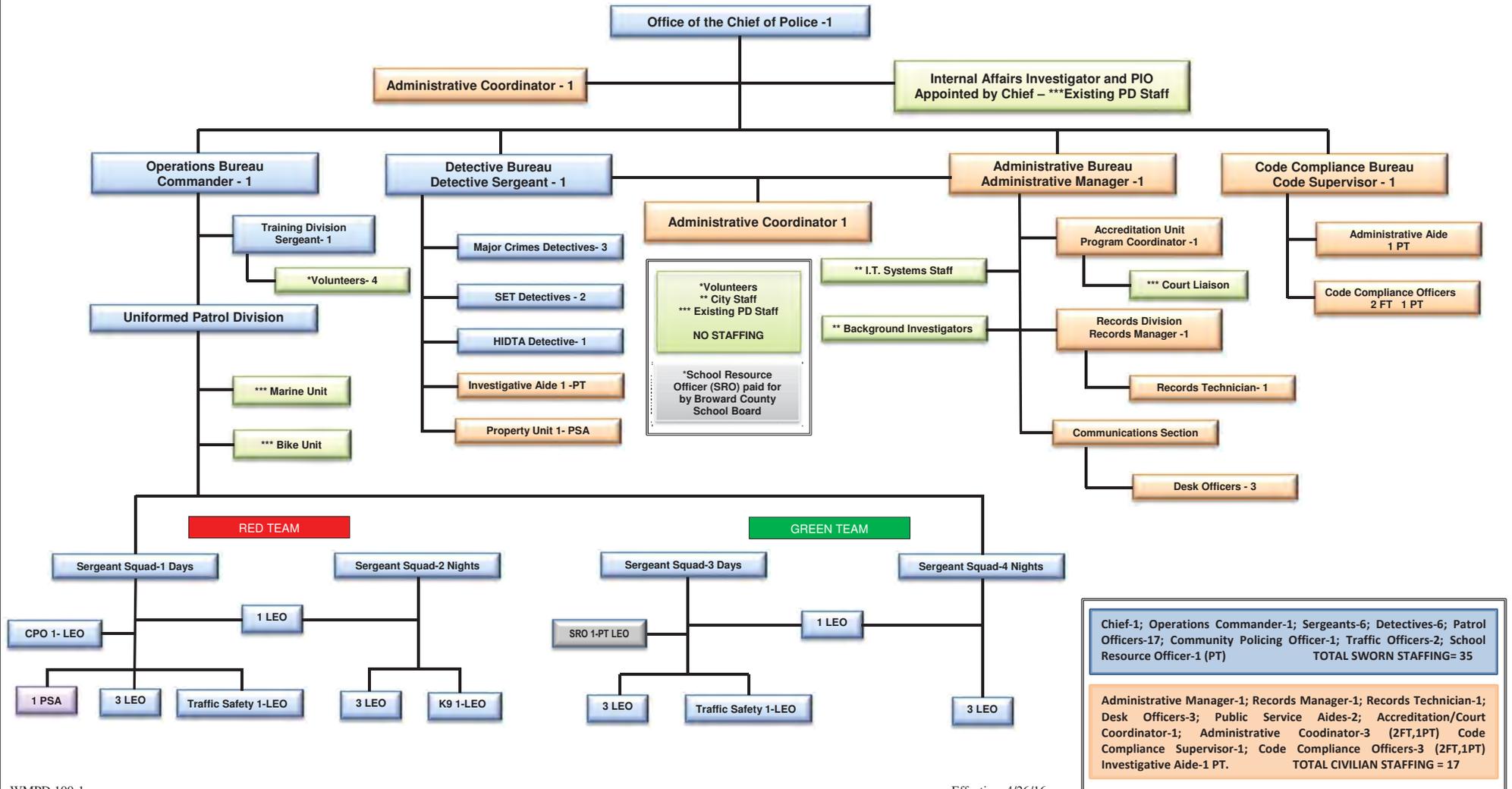
The WMPD Code Compliance Unit looks to establish a new lien and fine tracking system to keep a record of properties with outstanding violations and provide alternatives for compliance, while reducing the amount of time and paper from the previous method.



POLICE

WILTON MANORS

ORGANIZATIONAL CHART



DEPARTMENTAL BUDGET SUMMARY
POLICE DEPARTMENT
GENERAL FUND

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 3,043,636	\$ 3,373,670	\$ 3,391,680
Personnel Benefits	2,244,022	2,441,104	2,505,317
Operating Expenditures	502,829	623,456	731,682
Capital	272,793	605,170	334,500
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer to Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 6,063,280	\$ 7,043,400	\$ 6,963,179

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Chief of Police	1	1.00	1	1.00
Division Commander	1	1.00	1	1.00
Sergeant	6	6.00	6	6.00
Detective	4	4.00	4	6.00
Police Officer (a)	20	19.75	20	18.00
Community Policing Officer	1	1.00	1	1.00
Motorcycle Officer	1	1.00	1	1.00
Total Sworn Full Time	34	33.75	34	34.00
Part Time School Resource Officer	1	0.70	1	0.70
Total Sworn Part Time	1	0.70	1	0.700
Administrative Manager	1	1.00	1	1.00
Accreditation Coordinator	1	1.00	1	1.00
Public Safety Aide	2	2.00	2	2.00
Police Aide / Desk Officer	3	3.00	3	3.00
Records Manager / Criminal Analyst	1	1.00	1	1.00
Records Technician	1	1.00	1	1.00
Administrative Coordinator	2	2.00	2	2.00
Code Compliance Supervisor	1	1.00	1	1.00
Code Compliance Officer	2	2.00	2	2.00
Total Non-Sworn Full Time	14	14.00	14	14.00
Part Time Investigative Aide	1	0.70	1	0.70
Part Time Code Compliance Officer	2	1.40	1	0.70
Part Time Code Compliance Admin. Asst.	0	0.00	1	0.70
Total Non-Sworn Part Time	3	2.100	3	2.10
POLICE DEPARTMENT TOTALS	52	50.55	52	50.80

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5221-POLICE SWORN							
1	PERSONNEL WAGES						
2	001-5221-5121.000 SALARIES - FULL TIME	2,053,392	2,262,180	2,262,180	2,250,687	2,247,362	
3	001-5221-5131.000 SALARIES - PART-TIME	0	35,362	35,362	40,022	40,022	
4	001-5221-5141.000 Overtime	196,961	176,340	176,340	203,232	203,232	
5	001-5221-5142.000 O/T Traffic Enforcement	8,787	6,000	6,000	11,555	11,555	
6	001-5221-5151.000 Cellular Phone Stipend	8,775	10,800	10,800	12,240	12,240	
7	001-5221-5153.000 Assignment Pay	13,929	47,257	47,257	21,082	21,082	
8	001-5221-5156.000 Academic Incentive Pay	16,250	19,680	19,680	19,200	19,200	
9	001-5221-5157.000 TAX EQUITY STIPENDS	0	750	750	0	0	
10	001-5221-5232.000 Insurance Opt-Out	5,900	6,000	6,000	6,000	6,000	
11	PERSONNEL WAGES	2,303,994	2,564,369	2,564,369	2,564,018	2,560,693	
12							
13	PERSONNEL BENEFITS						
14	001-5221-5158.000 LOCAL RESIDENCY STIPEND	0	0	0	6,000	6,000	
15	001-5221-5211.000 FICA	166,788	192,915	192,915	193,014	192,760	
16	001-5221-5211.005 FICA PART-TIME	0	2,823	2,823	3,133	3,133	
17	001-5221-5221.000 Pension - WM	965,436	963,831	963,831	906,971	906,971	
18	001-5221-5222.000 Pension - FRS	414,543	500,280	500,280	533,512	533,097	
19	001-5221-5231.000 Life & Health Insurance	353,638	406,375	406,375	440,991	440,991	
20	PERSONNEL BENEFITS	1,900,405	2,066,224	2,066,224	2,083,621	2,082,952	
21							
22	Totals for dept 5221-POLICE SWORN	4,204,399	4,630,593	4,630,593	4,647,639	4,643,645	
23							
24	Dept 5222-POL NON-SWORN						
25							
26	PERSONNEL WAGES						
27	001-5222-5121.000 SALARIES - FULL TIME	662,871	710,860	699,360	729,415	723,973	
28	001-5222-5131.000 SALARIES - PART-TIME	49,998	75,361	75,361	79,261	78,134	
29	001-5222-5141.000 Overtime	19,530	14,000	25,000	21,000	21,000	
30	001-5222-5151.000 Cellular Phone Stipend	1,572	3,630	3,630	3,630	3,630	
31	001-5222-5153.000 Assignment Pay	2,283	2,800	2,800	2,300	2,300	
32	001-5222-5157.000 TAX EQUITY STIPENDS	688	750	750	750	750	
33	001-5222-5232.000 Insurance Opt Out	2,700	2,400	2,400	1,200	1,200	
34	PERSONNEL WAGES	739,642	809,801	809,301	837,556	830,987	
35							
36	PERSONNEL BENEFITS						
37	001-5222-5158.000 LOCAL RESIDENCY STIPEND	500	0	0	6,000	6,000	
38	001-5222-5211.000 FICA	53,579	56,001	56,001	58,377	57,960	
39	001-5222-5211.005 FICA - PT Non-Sworn	0	5,765	5,765	6,063	5,977	
40	001-5222-5221.000 Pension - WM	99,789	109,833	109,833	115,453	116,946	
41	001-5222-5222.000 Pension - FRS	60,514	57,958	57,958	63,334	62,834	
42	001-5222-5231.000 Life & Health Insurance	129,235	145,323	145,323	172,662	172,648	
43	PERSONNEL BENEFITS	343,617	374,880	374,880	421,889	422,365	
44							
45	OPERATING EXPENDITURES						
46	001-5222-5311.000 Professional Services	22,700	32,310	32,310	32,310	32,310	
47	001-5222-5341.000 Contractual Services	28,485	195,070	75,070	33,570	33,570	
48	001-5222-5401.000 Meetings & Conferences	1,298	7,500	7,500	7,500	7,500	
49	001-5222-5411.000 Telephone	8,410	6,682	6,682	9,960	9,960	
50	001-5222-5412.000 Postage	5,217	4,000	4,000	5,400	5,400	
51	001-5222-5441.000 Equipment Rental	11,330	11,700	11,700	7,800	7,800	
52	001-5222-5461.000 Computer Maintenance	92,956	90,413	90,413	0	0	
53	001-5222-5462.000 Equipment Maint-Repair	12,558	6,640	6,640	6,654	6,654	
54	001-5222-5463.000 Vehicle Maint-Repair	42,919	45,640	45,640	45,350	45,350	
55	001-5222-5464.000 Vehicle Operation-Fuel	77,706	119,000	93,000	119,000	119,000	
56	001-5222-5465.000 Copy Machine	8,798	7,600	7,600	7,600	7,600	
57	001-5222-5471.000 Printing & Binding	2,212	6,000	6,000	6,000	6,000	
58	001-5222-5490.002 CODE VIOLATION EXPENSES	2,457	8,000	8,000	6,786	6,786	
59	001-5222-5491.000 City Hall Indirect Charges	71,091	86,651	86,651	287,731	287,731	
60	001-5222-5495.000 Investigative Expense	7,444	8,200	8,200	8,200	8,200	
61	001-5222-5521.000 Operating Supplies	40,478	51,900	51,900	49,340	49,340	
62	001-5222-5523.000 Photo Supplies	0	500	500	500	500	
63	001-5222-5524.000 Uniforms & Clothing	31,080	28,250	28,250	26,750	26,750	
64	001-5222-5541.000 Subs, Memberships, Dues	3,467	10,700	10,700	10,700	10,700	
65	001-5222-5542.000 Training/Education	31,545	7,000	7,000	33,531	33,531	
66	001-5222-5543.000 Books & Manuals	678	2,700	2,700	2,700	2,700	
67	001-5222-5544.000 Tuition Reimbursement	0	33,000	33,000	24,300	24,300	
68	OPERATING EXPENDITURES	502,829	769,456	623,456	731,682	731,682	
69							
70	CAPITAL						
71	001-5222-5641.000 Capital Outlay	272,793	398,902	605,170	334,500	334,500	
72	CAPITAL	272,793	398,902	605,170	334,500	334,500	
73							
74	Totals for dept 5222-POL NON-SWORN	1,858,881	2,353,039	2,412,807	2,325,627	2,319,534	
75							
76	POLICE DEPARTMENT TOTALS	6,063,280	6,983,632	7,043,400	6,973,266	6,963,179	

DEPARTMENTAL BUDGET SUMMARY
 Police Department
 Fund 158 - Police Federal Equitable Sharing Forfeiture Fund

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	6,066	41,000	7,000
Capital	9,282	-	66,000
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	83,700	-	-
TOTAL DEPARTMENT COST	\$ 99,048	\$ 41,000	\$ 73,000

DEPARTMENTAL BUDGET SUMMARY
 Police Department
 Fund 161 - Police Training and Education Fund

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	895	4,000	6,500
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 895	\$ 4,000	\$ 6,500

DEPARTMENTAL BUDGET SUMMARY
 Police Department
 Fund 165 - Police State Law Enforcement Forfeiture Trust Fund

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	34,976	14,000	5,000
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 34,976	\$ 14,000	\$ 5,000

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 158 - FEDERAL POLICE FORFEITURE FUND						
Dept 5221-POLICE SWORN						
1	OPERATING EXPENDITURES					
2	158-5221-5521.000 Operating Supplies	2,066	0	0	2,000	2,000
3	158-5221-5542.000 TRAINING/EDUCATION	4,000	27,000	27,000	0	0
4	158-5221-5582.000 OTHER CONTRIBUTIONS AND AIDS	0	14,000	14,000	5,000	5,000
5	OPERATING EXPENDITURES	6,066	41,000	41,000	7,000	7,000
6						
7	CAPITAL					
8	158-5221-5641.000 Capital Outlay	9,282	0	0	66,000	66,000
9	CAPITAL	9,282	0	0	66,000	66,000
10						
11	TRANSFERS OUT					
12	158-5221-5911.000 Operating Transfers Out	83,700	0	83,700	0	0
13	TRANSFERS OUT	83,700	0	83,700	0	0
14						
15	Totals for dept 5221-POLICE SWORN	99,048	41,000	124,700	73,000	73,000
16						
17						
18	TOTAL FEDERAL POLICE FORFEITURE FUND EXPENDITURES	99,048	41,000	124,700	73,000	73,000
19						
20						
21	Fund 161 - POLICE TRAINING AND EDUCATION FUND					
22						
23	Dept 5221-POLICE SWORN					
24						
25	OPERATING EXPENDITURES					
26	161-5221-5542.000 Training/Education	895	4,000	4,000	6,500	6,500
27	OPERATING EXPENDITURES	895	4,000	4,000	6,500	6,500
28						
29	Totals for dept 5221-POLICE SWORN	895	4,000	4,000	6,500	6,500
30						
31						
32	TOTAL POLICE TRAINING AND EDUCATION FUND EXPENDITURES	895	4,000	4,000	6,500	6,500
33						
34						
35	Fund 165 - STATE POLICE FORFEITURE FUND					
36						
37	Dept 5221-POLICE SWORN					
38						
39	OPERATING EXPENDITURES					
40	165-5221-5302.006 Confiscated Expenditure	1,925	0	0	0	0
41	165-5221-5526.000 D A R E	777	0	0	0	0
42	165-5221-5542.000 Training/Education	20,574	0	0	0	0
43	165-5221-5582.000 OTHER CONTRIBUTIONS AND AIDS	11,700	14,000	14,000	5,000	5,000
44	OPERATING EXPENDITURES	34,976	14,000	14,000	5,000	5,000
45						
46	CAPITAL					
47	165-5221-5641.000 Capital Outlay	0	0	0	0	0
48	CAPITAL	0	0	0	0	0
49						
50	Totals for dept 5221-POLICE SWORN	34,976	14,000	14,000	5,000	5,000
51						
52						
53	TOTAL STATE POLICE FORFEITURE FUND EXPENDITURES	34,976	14,000	14,000	5,000	5,000

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

The Community Development Services Department is responsible for improving the quality of life for all City residents, businesses and visitors through a high level of customer service and professional environment. The Department encompasses three (3) Divisions which include the Business Development Division, Construction Services Division, and Neighborhood Planning Division.

The Business Development Division proactively attracts economic development investors to the City, assists existing businesses thrive and seeks to market the City of Wilton Manors as a stable residential community and destination for visitors. The Division also provides administrative support to the City's Economic Development Task Force. The Economic Development Coordinator and Business Tax Receipt Officer are part of the Business Development Division.

The Construction Services Division is responsible for the administration of the Florida Building Code, issuance of building permits and job-site inspections. The Development Permit Coordinator, Fire Marshall/Construction Services Manager and Building Plans Review and Inspection provider are part of the Construction Services Division.

The Neighborhood Planning Division implements creative solutions to improve the quality of life for all City residents, businesses, and visitors. Through the City's Unified Land Development Regulations, the Comprehensive Plan and neighborhood improvement programs, the Neighborhood Planning Division strives for a multi-generational and sustainable community and promotes environmentally friendly programs and processes. The Division also provides administrative support to the City's Development Review Committee (DRC), the Board of Adjustment (BOA) and the Planning and Zoning Board (PZB). The Community Planning Technician and the planning services provider are part of the Neighborhood Planning Division.

2015-2016 Strategic Plan Accomplishments

The Community Development Services Department accomplished the following during 2015-2016:

- Improved the notification system of expiring permits and follow up with incomplete projects.
- Completed the Andrews Avenue / Oakland Park Corridor Study.
- Amended the City's Green Building Code to promote environmentally friendly regulations.
- Obtained support from the City Commission on the Complete Streets Policies and designation of roadways throughout the City as Complete Streets.
- Created the Wilton Drive Improvement District.

2016-2017 Strategic Plan Goals and Objectives



Proactive Public Safety

Goal 4: Provide fire safety and emergency medical services to ensure public safety in the City.

Objective 2: Evaluate the future lifespan of the Fire Station.

- CDS will complete a list of needed renovations and repairs for funding consideration.

Goal 6: Provide safe roadways for all users.

Objective 7: Encourage pedestrian friendly development and walkability.

- CDS will review all city roadways and apply to MPO for Complete Streets designation on appropriate roadways.
- CDS will continue to review existing development regulations and amend development regulations to provide additional requirements for pedestrian-friendly development and walkability.



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 1: Use the city's website to publish relevant and easily accessible information in a timely manner.

- CDS will enhance department web site to provide more information about services.

Goal 2: Provide excellent services to the community.

Objective 1: Improve service delivery methods.

- CDS intends to improve service delivery in Construction Services through expanded use of online permitting system including updates to citizen view, use of notifications and refine submittal requirements.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training and education.

- CDS proposes to fund and support training to expand job competency and higher education goals.



Strategic Growth & Redevelopment

Goal 1: Utilize development standards to maintain small-town feel in the City.

Objective 1: Evaluate Code of Ordinances and Unified Land Development Regulations.

- CDS has reviewed the Code and ULDR and is preparing a list of ten proposed code changes that will be reviewed further for Commission consideration in 2016-1017.
- CDS is working proactively to keep residents, businesses, contractors, and consultants advised as to potential code changes. CDS recently attended a joint homeowners meeting to discuss the ten proposed changes. Going forward, this meeting will occur at least annually. In addition, prior to P & Z and City Commission consideration of proposed changes, the City posts notices in the local newspaper (Sun Sentinel), at City Hall, on the City's website and at times through electronic news.

Goal 1: Utilize development standards to maintain small-town feel in the City.

Objective 2: Assess Land Use Study for Andrews Avenue and Oakland Park Boulevard corridors to create new regulations.

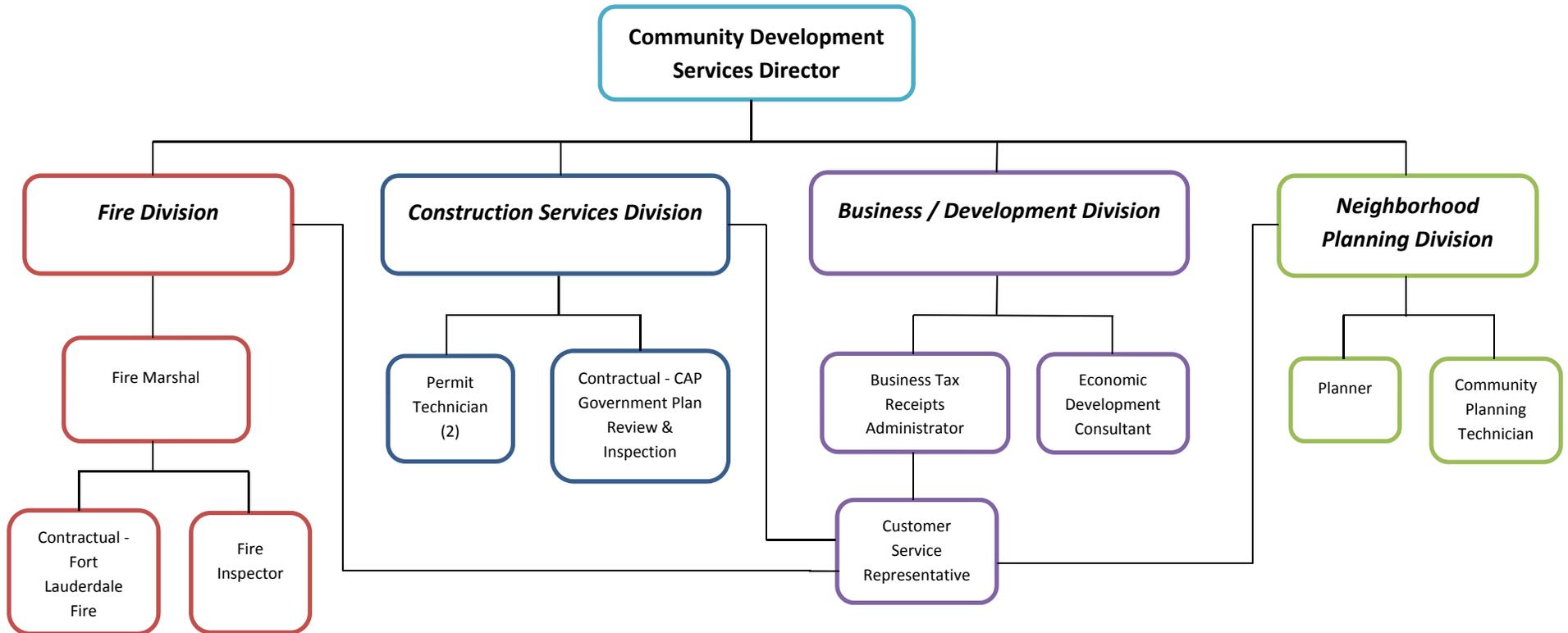
- CDS staff, working with the consultant (Keith and Associates, Inc.) has implemented recommended short term solutions. Solutions include encouraging maintenance of existing buildings and encouraging installation of landscaping.
- In 2016-2017, CDS will begin implementation of long term solutions, and will seek funding for the first two items on the list:
 - Sketch and legal description: \$4,000
 - Land Use Plan Amendment: \$20,000 plus \$14,000 application fee (Broward County Planning Council)
 - Trafficways Plan Amendment: \$17,000 plus \$8,000 application fee (Broward County Planning Council)
 - Text Amendment to City Code: \$30,000
 - Rezoning: \$17,000

Goal 3: Develop and use a Master Economic Development Plan.

Objective 1: Develop and use an Economic Development Plan.

- The City contracted with Strategic Planning Group (SPG) to complete a Master Economic Development Plan for Wilton Manors. SPG is expected to complete their work and present the report to the City Commission in August or September 2016. Once that Plan is complete, CDS will begin to plan implementation.
- CDS also intends to expand business development in 2016-2017, including:
 - Create the Wayfinding system to assist visitors to Wilton Manors to find parking and local destinations.
 - Develop and fund an incentive program to attract businesses to locate in Wilton Manors.
 - Partner with other departments in identifying opportunities for economic development and capitalization of City property and the City's natural features such as waterways.
 - Fund a targeted Business Enhancement Grant program along Andrews Avenue or Oakland Park Boulevard.
 - Continue to build relationships with various community and business groups such as Wilton Manors Development Alliance, the Wilton Manors Business Alliance, neighborhood associations, Greater Fort Lauderdale Gay & Lesbian Chamber of Commerce, Greater Fort Lauderdale Alliance, and any other civic or business group whose membership may benefit from our assistance.

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT



**DEPARTMENTAL BUDGET SUMMARY
COMMUNITY DEVELOPMENT DEPARTMENT**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 270,934	\$ 360,554	\$ 339,235
Personnel Benefits	126,213	182,045	167,544
Operating Expenditures	610,357	835,127	713,033
Capital	5,445	1,000	5,000
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 1,012,949	\$ 1,378,726	\$ 1,224,812

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Community Development Services (a)	0.90	0.90	0.80	0.80
Fire Marshall	0.30	0.30	0.10	0.10
Planner	1.00	1.00	1.00	1.00
Community Planning Technician	0.90	0.90	0.90	0.90
Business Tax Receipts Officer / Office Manager (a)	0.85	0.85	0.80	0.80
Customer Service Representative (a)	1.00	1.00	0.90	0.90
Permit Technician (a)	1.80	1.80	1.80	1.80
Total Full Time	6.75	6.75	6.3	6.30
COMMUNITY SERVICES TOTALS	6.75	6.75	6.30	6.30

(a) Payroll costs are allocated between the Community Development Services Department and the Fire Assessment Fund.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5224-COMMUNITY DEVELOPMENT						
1	PERSONNEL WAGES					
2	001-5224-5121.000 SALARIES - FULL TIME	261,862	356,870	356,870	340,397	335,587
3	001-5224-5141.000 Overtime	623	900	900	0	0
4	001-5224-5151.000 Cellular Phone Stipend	1,131	684	684	648	648
5	001-5224-5153.000 Assignment Pay	4,518	0	0	0	0
6	001-5224-5232.000 Insurance Opt-Out	2,800	2,100	2,100	3,000	3,000
7	PERSONNEL WAGES	270,934	360,554	360,554	344,045	339,235
8						
9	PERSONNEL BENEFITS					
10	001-5224-5211.000 FICA	20,276	27,422	27,422	26,100	25,732
11	001-5224-5221.000 Pension - WM	48,664	50,709	50,709	48,598	48,928
12	001-5224-5222.000 Pension - FRS	29,102	42,152	42,152	37,869	37,336
13	001-5224-5231.000 Life & Health Insurance	28,171	61,762	61,762	55,560	55,548
14	PERSONNEL BENEFITS	126,213	182,045	182,045	168,127	167,544
15						
16	OPERATING EXPENDITURES					
17	001-5224-5311.000 Professional Services	69,049	195,000	258,813	212,000	212,000
18	001-5224-5341.000 Contractual Services	468,231	390,089	390,089	330,000	330,000
19	001-5224-5401.000 Meetings & Conferences	1,069	4,000	4,000	2,500	2,500
20	001-5224-5411.000 Telephone	2,068	1,500	1,500	1,980	1,980
21	001-5224-5412.000 Postage	6,132	7,000	7,000	7,000	7,000
22	001-5224-5461.000 Computer Maintenance	20,177	31,400	31,400	0	0
23	001-5224-5465.000 Copy Machine	5,912	7,300	7,300	7,500	7,500
24	001-5224-5471.000 Printing & Binding	2,808	4,000	4,000	4,000	4,000
25	001-5224-5483.000 ECONOMIC DEVELOPMENT	6,946	60,750	74,350	77,000	77,000
26	001-5224-5491.000 City Hall Indirect Charges	21,963	44,575	44,575	58,903	58,903
27	001-5224-5511.000 Office Supplies	3,676	3,500	3,500	3,500	3,500
28	001-5224-5521.000 Operating Supplies	925	500	500	1,000	1,000
29	001-5224-5524.000 Uniforms & Clothing	68	400	400	400	400
30	001-5224-5541.000 Subs, Memberships, Dues	1,333	4,450	4,450	4,000	4,000
31	001-5224-5542.000 Training/Education	0	1,500	1,500	1,500	1,500
32	001-5224-5543.000 Books & Manuals	0	250	250	250	250
33	001-5224-5544.000 Tuition Reimbursement	0	1,500	1,500	1,500	1,500
34	OPERATING EXPENDITURES	610,357	757,714	835,127	713,033	713,033
35						
36	CAPITAL					
37	001-5224-5641.000 Capital Outlay	5,445	1,000	1,000	10,000	5,000
38	CAPITAL	5,445	1,000	1,000	10,000	5,000
39						
40	Totals for dept 5224-COMMUNITY DEVELOPMENT	1,012,949	1,301,313	1,378,726	1,235,205	1,224,812

EMERGENCY MEDICAL SERVICES

This Division details those expenditures associated with costs for the delivery of emergency medical services (paramedic/emergency medical technicians) to the residents and visitors of the City. These services are provided under contract with the City of Fort Lauderdale. These charges had been billed to the residents in prior years through a special assessment. Pursuant, however, to recent rulings by the courts, EMS services were deemed to be inappropriate for assessment through special assessment districts and are now funded through the City's General Fund.

DEPARTMENTAL BUDGET SUMMARY
EMERGENCY MEDICAL SERVICES

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	857,651	714,240	714,818
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 857,651	\$ 714,240	\$ 714,818

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5226-EMERGENCY MEDICAL						
1	OPERATING EXPENDITURES					
2	001-5226-5341.000 Contractual Services	819,118	683,085	683,085	690,884	690,884
3	001-5226-5491.000 City Hall Indirect Charges	38,533	31,155	31,155	23,934	23,934
4	OPERATING EXPENDITURES	857,651	714,240	714,240	714,818	714,818
5						
6	Totals for dept 5226-EMERGENCY MEDICAL	857,651	714,240	714,240	714,818	714,818

EMERGENCY MANAGEMENT/UTILITIES DEPARTMENT

The Emergency Management/Utilities Department is responsible for the water distribution network, the sanitary sewer collection system, traditional public works functions (such as the repair and maintenance of streets, sidewalks, and signs), drainage maintenance, administration of the recycling and solid waste contracts, plan review, various inspections, and emergency preparedness and response. A detailed description of these Emergency Management/Utilities Department responsibilities is listed under separate City funds (Recycling, Utilities, and Drainage Utility). The following is a program description of only the traditional public works functions:

Public Services Division

Streets, Signs, and Sidewalks - The street and sidewalk program provides for maintenance to the City's roads and walkways. Minor repairs to the streets, such as pothole patching or utility excavation repairs, are done in house. An asphalt overlay contractor performs street paving. Sidewalk repairs are done on an "as needed" basis. Additionally, this program encompasses the removal of debris within the City's right-of-ways and the repair/replacement of street signs. The streets program also includes the installation of striping, such as centerline, edge line, and stop bars.

2015-2016 Strategic Plan Accomplishments

Priority Area: Sound Governance

1. Continued using the online auction to dispose of surplus City vehicles and equipment. Oct. 1/15 to Mar. 31/16 sales: 8 items for \$13,421.50 total.
2. Employee training:
 - a. All department employees completed the Climate Change 101 training.
 - b. Department Director attended Southeast Florida Regional Compact Climate Change Summit.

2016-2017 Strategic Plan Goals and Objectives



Proactive Public Safety

Goal 3: Provide emergency management to ensure public safety in the City.

Objective 1: Provide W.M.P.D. and City E.O.C. representatives with continued training.

- Continue administration of the FEMA-mandated emergency preparedness training requirements for all City employees, to ensure compliance with the National Incident Management System (“NIMS”).

Objective 2: Ensure adequate communications between all disciplines during active EOC scenarios.

- Maintain the Comprehensive Emergency Operations Plan for the City of Wilton Manors, in conjunction with Broward County. Maintaining the Plan ensures that the City is compliant with NIMS and that our Plan integrates seamlessly with County, State and Federal Plans.

Objective 5: Ensure mitigation awareness throughout the City.

- Ensure that emergency operations continue to run smoothly by maintaining contracts for emergency debris removal (Crowder-Gulf), emergency debris removal monitoring (TetraTech), and emergency food services for First Responders (Ultimate Cuisine).



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

- Continue informing and educating residents through monthly articles for the Town Crier on subjects related to the water system, sewer system, stormwater system, garbage, recycling and emergency preparedness. Topics include twice-yearly water system chlorination, new Household Hazardous Waste curbside collection, annual fire hydrant testing, upcoming projects that may impact traffic or water/sewer service, and educational articles on the effect of illicit discharges on the stormwater system. Some notices may also be communicated through the City’s website, other local publications, the City’s bi-weekly E-news, and/or e-mails to neighborhood associations’ representatives. During an emergency event, the City’s two electronic message boards and the City’s radio channel (1630AM) are also used to communicate important information to residents and businesses.

- Maintain a quality water system to the residents and businesses of Wilton Manors by providing accessibility of our department via e-mail, written request, and telephone. Supply our residents with a yearly Consumer Confidence Report which explains the quality of water supplied by the City of Fort Lauderdale.
- Maintain the department’s website pages.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training, education opportunities, and licensing/ certification.

- Continue administration of the increased FEMA-mandated emergency preparedness training requirements for all City employees, to ensure compliance with the National Incident Management System (“NIMS”).



Strategic Growth & Redevelopment

Goal 2: Ensure that the City’s properties and infrastructure meet the present and future needs of the City.

1. *Maintain emergency preparedness resources:*
 - a. Complete the standby generator system for all of the offices in the Municipal Complex located at 2100 N Dixie Highway.
 - b. Maintain contracts with Crowder-Gulf (emergency debris removal), TetraTech (emergency debris removal monitoring), and Ultimate Cuisine (emergency food services for First Responders).
 - c. Annually assess and upgrade, if necessary, equipment required for emergency operations (such as generators).



Innovating and Adapting for the Future

Goal 2: Encourage environmentally sustainable practices.

Objective 2: Continue efforts to explore and promote green policies for residents.

- New solid waste services contract will include household hazardous waste (HHW) curbside pick-up and commercial recycling – two programs not currently available in the City.

2016-2017 Other Goals and Objectives

Continue current additional activities:

Objectives:

- Support and participate fully in the City’s efforts to mitigate impending Climate Change effects.
- Maintain the online auction of surplus City vehicles and equipment.
- Maintain the 5-year plan for all public works and emergency management functions.
- Continue to act as the liaison for residents’/businesses’ concerns and complaints with FPL, Comcast, AT&T, FDOT and Broward County for issues such as streetlight outages and malfunctions, wire and pole maintenance issues, traffic signal outages, missing or damaged signage, etc.

DEPARTMENTAL BUDGET SUMMARY
EMERGENCY MANAGEMENT & UTILITIES DEPARTMENT
PUBLIC SERVICES DIVISION

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 28,102	\$ 29,598	\$ 30,051
Personnel Benefits	16,481	17,573	18,888
Operating Expenditures	144,662	135,863	136,311
Capital	(759)	-	-
Debt Service	-	-	-
Depreciation	-	-	-
TOTAL DEPARTMENT COST	\$ 188,486	\$ 183,034	\$ 185,250

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Emergency Management & Utilities Director (a)	0.25	0.25	0.25	0.25
Total Full Time	0.25	0.25	0.25	0.25
EMERGENCY MGMT / UTILITIES TOTALS	0.25	0.25	0.25	0.25

(a) This position is allocated between the General Fund and the Water and Sewer Utilities Fund.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5440-PUBLIC SERVICES						
1	PERSONNEL WAGES					
2	001-5440-5121.000 SALARIES - FULL TIME	27,888	29,418	29,418	30,300	29,871
3	001-5440-5141.000 Overtime	214	0	0	0	0
4	001-5440-5151.000 Cellular Phone Stipend	0	180	180	180	180
5	001-5440-5153.000 Assignment Pay	0	0	0	0	0
6	PERSONNEL WAGES	28,102	29,598	29,598	30,480	30,051
7						
8	PERSONNEL BENEFITS					
9	001-5440-5211.000 FICA	1,462	2,264	2,264	2,332	2,299
10	001-5440-5221.000 Pension - WM	4,440	4,110	4,110	4,326	4,355
11	001-5440-5222.000 Pension - FRS	5,748	6,271	6,271	6,678	6,583
12	001-5440-5231.000 Life & Health Insurance	4,831	4,928	4,928	5,653	5,651
13	PERSONNEL BENEFITS	16,481	17,573	17,573	18,989	18,888
14						
15	OPERATING EXPENDITURES					
16	001-5440-5341.000 Contractual Services	25	1,200	1,200	1,200	1,200
17	001-5440-5412.000 Postage	0	0	0	0	0
18	001-5440-5431.000 Utilities	108,575	111,087	111,087	111,638	111,638
19	001-5440-5441.000 Equipment Rental	0	700	700	2,875	2,875
20	001-5440-5461.000 Computer Maintenance	947	300	300	0	0
21	001-5440-5462.000 Equipment Maint-Repair	3,959	4,500	4,500	3,200	3,200
22	001-5440-5463.000 Vehicle Maint-Repair	1,904	900	900	1,100	1,100
23	001-5440-5464.000 Vehicle Operation-Fuel	2,709	3,561	3,561	2,821	2,821
24	001-5440-5491.000 City Hall Indirect Charges	24,564	7,590	7,590	6,637	6,637
25	001-5440-5496.000 Year-End Inventory Adjustment	(1,816)	0	0	0	0
26	001-5440-5521.000 Operating Supplies	3,795	4,900	4,900	5,700	5,700
27	001-5440-5524.000 Uniforms & Clothing	0	75	75	90	90
28	001-5440-5541.000 Subs, Memberships, Dues	0	250	250	250	250
29	001-5440-5542.000 Training/Education	0	800	800	800	800
30	OPERATING EXPENDITURES	144,662	135,863	135,863	136,311	136,311
31						
32	CAPITAL					
33	001-5440-5641.000 Capital Outlay	(759)	0	0	0	0
34	CAPITAL	(759)	0	0	0	0
35						
36	Totals for dept 5440-PUBLIC SERVICES	188,486	183,034	183,034	185,780	185,250

LEISURE SERVICES DEPARTMENT

Core Operational Mission

The Leisure Services Department's responsibility is to serve all residents, local, regional and international communities, tourists and diverse participants who will benefit from our amenities, facilities, programs and services. We are dedicated to providing a safe and clean environment with creative dedicated employees and partners, (team members) who are qualified to provide outstanding program delivery in leisure activities, special events and unlimited services that exceed the diverse needs of our Guests.

Our emphasis is to apply accredited standards among parks, recreation and library establishments. We will continue to provide well-planned and organized wholesome programs including; athletics, boating, child care and youth development, cultural, education, information resources, entertainment, environmental protection, health and fitness, historical, instructional lessons, mentoring, safety, social, transportation and other services.

Partnerships, volunteers, sponsorships, grants, donations and participant fees will enhance our continued high quality programs, amenities and services. We will apply automated resources for effective communication and will continue to use quality recycled materials in the development of new and replaced amenities and facilities.

We shall preserve and protect our small town and Island City heritage by taking a leadership role in community building by implementing forums for effective communication and a festive atmosphere through cultural and diverse events and activities that promote family and community bonding, historical and natural areas preservation, and responsiveness to citizen concerns. Uniting all people as one community and raising the conscious level to enhance the quality of life is our main objective. Our common desire is to lead and serve citizens and display passion and commitment towards community building to achieve our full potential.

Key Roles and Functions

The Leisure Services Department provides key functions including administration, budgeting, planning, organizing, leadership and performance measurements for parks and facilities, recreation, library, grants, capital projects, medians and right of ways, waterways and public facilities. Additional functions include establishing and enforcing policy and procedures, leading department emergency management plan, leisure services management, natural resources management and leisure services program delivery.

The Leisure Services Department ensures fiscal prudence of city resources and seeks out alternative resources for social, economic and environmental sustainability. Leisure Services ensures quality opportunities in a broad range of programs, amenities and services that enhance quality of life. Additionally, the department is also the liaison of (6) ongoing boards and committees and participates in more than 35 active organizations ranging from homeowner and resident associations, grant providers, event committees, school board and schools, YMCA, FRPA, NRPA, ISA, APWA, ACSM, FFEA, Naturescape, Non-profits and many others.

This fiscal year the Leisure Services Department will continue to follow the Parks System Master Plan approved in 2010 as a guide to continue to Repurpose Mickel Park, which has many new amenities but will add a new playground with a splash feature. Expanding Hagen Park through land acquisition, and developing a Park Site Master Plan for Colohatchee Park are also key priorities. Additional priorities include staffing Mickel Park and Colohatchee Park to expand programs and leisure opportunities.

CAPITAL PROJECTS AND GRANTS

The Leisure Services Department coordinates multiple grants including completing and submitting applications, making presentations to the grant providing organizations and provides grant monitoring and compliance. Additionally, the department provides the closeouts for City grants. Some of the current grants still active include the 39th and 40th year Community Development Block Grants, Broward County Parks for People Phase III, Florida Department of Transportation Recreation Trails Program, and Broward County Tree Trust Fund.

Additionally, the department is responsible for multiple capital projects with the department and City of Wilton Manors. Capital projects are led by the Leisure Services Department Director with support from city staff and a consultant. Some of these projects include improvements at Richardson Historic Park, Mickel Field Repurposing and Site Master Plan, Colohatchee Park Improvements and Site Master Plan, Island City Park Preserve Expansion, Hagen Park Expansion, Improvements to NW 26th Street, Irrigation and Landscaping throughout City, multiple CDBG projects, and implementing the Park System Master Plan.

CONTRACTS AND EVENTS

The Leisure Services Department manages multiple contracts including the bus bench advertisements, snack and beverage vending, cell tower, bus shelter advertisement and many contractual agreements with consultants, contractors and program providers such as Zumba, Dance, Tennis Professional, Yoga, Kayak Rentals and Martial Arts.

The Leisure Services Department also develops Event Permits and is Chair of an events committee with appropriate city departments for city wide community events such as the Stonewall Parade and Festival, Wicked Manors Halloween Event, Community Grand Openings and other major events on Wilton Drive. The department also administers Specific Use and Facility Use Permits as part of the daily operations.

LIBRARY DIVISION

The Richard C. Sullivan Public Library of Wilton Manors provides library service to the residents and business owners of Wilton Manors and surrounding area. The division provides an important service to the community, using accepted library standards as well as innovative planning. The Library is an institution that prides itself in helping patrons, young and old, with their information and leisure needs. Library service currently available includes patron's access to books, DVDs, books-on-CD, large print books, a children's collection, magazines, eBooks, and local and national newspapers. Computers are available to the public in both the adult and children's area. High speed Internet access is made available free of charge.

- The Friends of the Library provides funding for children's programs. The support group also purchases the DVDs and books-on-CD for the collection.

They meet on a regular basis and provide social events and activities for Library patrons.

- Other services to the community include use of a fax machine and copier; and book delivery to home bound residents. A meeting room is available for local organizations and city boards.

RECREATION DIVISION

Recreation provides a variety of affordable leisure opportunities to all the citizens of the community. The recreation program covers a diverse range of services including: youth, adult and senior recreation activities, social services, facility/equipment rentals, athletics, special events, cultural enrichment activities and after school and seasonal camps. All of these programs, although different, have the common purpose of providing safe, enjoyable programs and facilities to all facets of the community. Programs offered to the community are designed, based on recommendations received from participants, advisory boards, civic groups and City staff. All programs are evaluated annually and changes are implemented when dictated by community/participant interest and budget considerations.

- Youth, adult and senior recreation activities offer leisure time activities, childcare, and skill improvement programs. Programs are developed to meet the community needs, especially when their needs and interests are not being achieved through school, church or other public and private establishments. Programs are conducted through contractual instructors and City employees.
- Facility and equipment rentals include renting of all facilities, pavilions, parks and equipment owned and/or operated by the department. When facilities are not in use with regular contractual classes, league sports or club meetings, the rental of facilities and equipment are the best uses of these resources.
- The Fitness Center at Hagen Park has completed eight successful years of operation. This program has enhanced quality of living with an emphasis on a healthy Wilton Manors Community. An additional outdoor Fitness Zone has been implemented at Island City Park Preserve and Mickel Park through grant funding and provides free fitness opportunities. Working out helps reduce stress, (the cause of 90% of illnesses) and will contribute towards reducing the epidemic of obesity in America.
- Youth athletics provide residents with the opportunity to learn and experience the fundamentals of sports and enjoy this experience. The focus is on learning and having fun at the instructional level. However, the concentration includes attention to adaptability and development at the more advanced level of participation. Through sports, participants can develop and maintain an enthusiasm for active participation, which becomes the basis for life-long interest in personal fitness and good health. Current program offerings include: basketball, baseball, soccer, and softball. The Leisure Services Department currently partners with Northeast Little League Baseball, Babe Ruth League, I-9 Sports and other non-profit organizations that provide youth athletics.

- Adult Athletics consist of softball practice, volleyball open play, basketball open play and baseball. There are currently (5) softball teams that use our ball fields. Many residents use our volleyball courts. However, participants travel from as far as South Beach to play beach volleyball here in Wilton Manors and afterwards patronize our local restaurants.
- Tennis programs are offered for seniors, adults and juniors on four lighted hard surface courts and two lighted hydro-grid clay surface courts. A contracted tennis professional provides all tennis programs. These include court rentals, private lessons, group lessons, league play, tournaments and monthly socials.
- Special events are developed to provide opportunities for social exchanges that promote wholesome fun and value. They contribute towards multi-generational gatherings and uniting our families and strengthening our neighborhoods. Most special event programs provide activities or entertainment for all ages although some are aimed at specific age groups. The department has prioritized key events with a focus on cultural diversity, partnerships, street festivals and community collaboration.

PARKS AND FACILITIES DIVISION

Parks and Facilities provides services in six (6) main areas of maintenance, which includes buildings/structures/facilities/fleet service/trades, grounds and irrigation, custodial, program support, waterway and emergency management. Working with a broad range of maintenance areas, the four key components of maintenance include, preventive, routine, housekeeping and program support.

- The Building/Structure/Facility/Fleet Service and Trade Maintenance consists of maintaining buildings, docks, boat ramps, boardwalks, pavilions, indoor fitness equipment, outdoor fitness equipment, basketball courts, tennis courts, playgrounds, sand volleyball courts, lighting, bus shelters, structures, vehicles and equipment within the City. This work deals with plumbing, HVAC, elevator, electrical, mechanical, carpentry, painting and general repairs to the structures. There are 25 buildings and/or structures that require on-going building maintenance and the department fleet of trucks, utility vehicles, trailer, boat and mowers. Most of these maintenance services are completed by the leisure services team. However, there are some services that are outsourced.
- The Grounds and Irrigation Maintenance consists of maintaining approximately 36 acres of parks, grounds, green areas and 42 medians and right-of-way areas through staff and the supervision of contractual maintenance. Maintenance of these areas includes mowing, trimming, edging, pest control, turf management, weed control, fertilization, ballfield maintenance, sprinkler and irrigation systems maintenance, fence and gate repairs, sidewalks, walkways, debris removal, mulching, etc. Maintenance emphasis is directed toward excellent city entry ways, medians and public areas.

- The Custodial Maintenance consists of ensuring the cleanliness of 25 buildings and structures. This involves daily cleaning, dusting, polishing, and trash removal at all sites and a regular schedule for mopping, vacuuming, waxing and window cleaning. Other areas include adding supplies and cleaning products, paper towels, etc. The key buildings and facilities cleaned daily consists of 69,500 Square Feet and includes City Hall, Public Safety, Emergency Management and Utility Services Building, Hagen Park, Women's Club, Island City Park Preserve, Richardson Historic Park Manor House and rest room building, Colohatchee Park, Colohatchee Boat Ramp, Mickel Park, Wilton Manors Elementary School (portion used by After School and Summer Camp), and Library.
- The Program Support Maintenance includes providing set-up, break down, preparation logistical support, clean-up, and various tasks to support activities and many special events and programs. These include facility rentals, recreation programs such as line dancing, yoga, dog obedience and music. Functions also include preparation for ball fields, courts, playgrounds and pavilions. Additionally, responsibilities include assisting other departments with citywide functions, work requests and projects.
- The Waterway Maintenance includes maintaining approximately thirteen and a half miles of navigable waterways on an extremely limited basis with a small boat. Primary emphasis is placed on debris removal, flood and erosion prevention, and ensuring safe and navigable waterways.
- The Emergency Management Maintenance includes preventive measures before storms and related emergencies and providing clean-up after storms and related emergencies. This area has been much more active the past three years and the forecasts continue to project multiple storms during hurricane season. When the City goes into emergency mode, steps are taken from the department emergency management plan to brace for emergencies and to get back to operational mode as quickly as possible after an emergency.

2015-2016 Strategic Plan Accomplishments

Below includes statistics monitored during FY 2015. Midway through FY 2016, the Leisure Services Department is on pace to exceed the prior year's statistics and the official key indicators will be completed in October 2016.

Program Attendance:

Program attendance records are essential in allocating resources efficiently and effectively. Some of the benefits include understanding interest levels of programs, efficient scheduling, program maintenance, planning and budgeting. Program attendance is categorized by specific programs such as contractual classes, youth leagues, youth and adult programs, activity memberships, facility reservations and special events. There were 392,034 park and library visits throughout the year, which has increased from the 316,165 annual visits from the prior year. The 24% increase in annual attendance was from more participants in a wide range of programs including after school, summer camp, facility rentals, adult recreational classes, library programs, and City special events.

Revenue Collection:

There are 39 revenue categories that generated \$589,022 for the Fiscal Year, which increased from \$474,145. The whopping 24% increase in revenue outperformed the 17% increase from the prior year and was a result of increasing the value of leisure services serving the many leisure services interests, wants and needs. Services such as the After School Program at Wilton Manors Elementary School, School Days Out and Summer Camp contributed \$315,421 compared to \$253,676 last Fiscal Year.

Additional revenue was generated from facility rentals, \$69,193, which increased from \$54,314, adult classes, \$43,611 up from \$26,796, special events/sponsorships, \$31,558, tennis, \$26,516 and fitness center, \$12,261. Also contributing toward revenue was library services, \$13,246. There are no fees for general use of the playgrounds, fields, basketball courts, volleyball courts, boat ramps, and many special events and activities.

Alternative Funding:

The Leisure Services Department was also awarded additional funding in the amount of \$1,202,543 from alternative sources including grants from MPO Transportation Alternatives Program, 39th Year CDBG, Keep American Beautiful, Florida Department of Environmental Protection, Recreation Trails Program, Florida League of Cities Safety Grant, Library State grant, and \$19,243, and Tree Trust Fund Phase V.

Numbered Receipts:

A method of tracking, monitoring and maintaining numbered receipts identifies the number of transactions that occur and help safeguard public funds. The items listed included facility reservation permits, specific use permits, cash handling receipts and activity memberships. The total transactions increased by 14% with 5,536 receipts compared to 4,854 receipts last Fiscal

Year.

Capital Projects:

Richardson Park Carriage House:

Completed construction of an outdoor bar area, indoor catering prep area, installation of new garage doors, siding repairs, and painting of the house.

Woman's Club:

Reconstruction and upgrade of the existing kitchen area including new flooring, cabinets, and countertops. Expanded the existing storage area; removed and replaced existing floor tiles in front entrance area and kitchen; Removed existing cabinets in front entrance area; replaced existing lighting fixtures in front entrance area and rewired outdated electrical system in kitchen.

Community Development Block Grant:

Reconstruction to expand and ensure regulation size of the existing basketball court at Island City Park Preserve; Stained wood trim and surface paver installation at existing pavilion at Island City Park Preserve.
Installation of shade structures over existing fitness stations and entrance to main building.

FDOT LAP PROJECT:

Reconstruction of Old Dixie Highway from NE 26th Street to City limits to the southeast. Project includes sidewalks, lighting, landscaping, dedicated bicycle lanes, roadway milling and resurfacing, signage, and guiderails.

COLOHATCHEE PARK:

Replacement of one third of the existing boardwalk pilings.

2016-2017 Strategic Plan Goals and Objectives



Proactive Public Safety

In the area of proactive public safety, Leisure Services will be collaborating with the WMPD on several key objectives, including (1) incorporating law enforcement practices into Leisure Services policies and practices, (2) Bike Safety education, (3) Marine Safety and education, and (4) Developing a master security plan for all public facilities.

Goal 2: Utilize technology to reduce crime and increase awareness about crime in the city.

Objective 2: Develop a Master Security plan for all public facilities.

- Ensure maintenance team conducts daily pre-opening inspections prior to opening the parks. Ongoing Daily Operations. Each morning an opening inspection is conducted by the individual opening the park. A park closing inspection is completed by the person closing the park. The reports are recorded and collected through our maintenance and park ranger employees.
- Collaborate with Police Department to train Leisure Services Team how to handle public safety. Coordinate with WMPD to conduct training to all Leisure Services Employees; to be completed by September 2016.
- Continue to track incidents that occur in the parks and library and monitor the frequency of them to determine any corrective measures to be implemented to prevent them from occurring. Incident reports are tracked and monitored on a monthly bases, this report becomes part of the Leisure Services Monthly Report that is provided to the City Manager's Office and the City Commission.
- Human Resources Director/Risk Manager conducts random audits through the Florida League of Cities related facilities, parks and playgrounds. Risk Manager preforms monthly inspections at each facility. If a problem is identified, the Leisure Services Director is notified on what should be corrected. The Florida League of Cities inspects all facilities, pavilions, walkways, playgrounds, etc., twice a year.
- Ensure adequate signage is displayed throughout our parks system. Park rules and regulations are continuously displayed at each of our park locations. Special signage of risks or particular hazards is displayed at proper locations such as playgrounds, boat docks, dog park, etc.
- Each participant who engages in programs, classes, or memberships is required to sign a waiver for each program, which has potential hazards.
- Include safety training during department retreats and leader's meetings for all team members. Department leaders meetings are held on a monthly basis. Department orientation is held on an as needed basis for new employees. Department retreats communicate information to department staff related to trends observed. This is an open forum for individuals to communicate strategies on how the department operates.

Goal 3: Provide Emergency management to ensure public safety in the City.

Objective 2: Provide WMPD and City EOC representatives with continued training.

- Ensure City has a minimum of two trained EOC representatives and maintains adequate involvement in county EOC as needed. Chris Cooper is currently completing classes required to become the City liaison to the Broward County EOC. Expected completion date is June 2016.
- Meet FEMA-mandated emergency preparedness training requirements for all City employees to ensure compliance with the National Incident Management System ("NIMS). All Leisure Services Employees will have IS-100 & IS-700 (FEMA Minimum Requirements) completed by May 2016.

Goal 7: Ensure Marine and Water Safety

Objective 1: Enhance educational efforts to promote marine safety.

- Promote boating safety by utilizing social media and other sources / pamphlets to disseminate safety education. Leisure Services is partnering with the Pompano Beach Power Squadron in June 2016 to offer training in marine and water safety. Leisure Services will provide online information and social media regarding boating safety by August 2016.
- Leisure Services conducts a waterway signage inventory each year to ensure proper water hazards, manatee protection and navigation signs are present and visible.

Objective 2: Enhance educational efforts to promote drowning prevention.

- Partner with DCF to promote their "#SaferBy4" campaign and employ educational efforts in concert with the "#SaferBy4" campaign. The City Summer Camp program participates in the Broward County Swim Central Program that provides swim lessons every summer. Online information and resources will be available on the City's website by August 2016.
- Promote the prevention of drowning, by creating and disseminating pamphlets to residents. Leisure Services provides "Water Smart Broward" pamphlets and brochures to our Summer Camp participants as well as in our Community Centers. Water Smart Broward provides free water safety lessons for children between the ages of 6 months to 4 years.

Objective 4: Keep waterways clean for public safety.

- Identify and report waterway hazards for correction. The Leisure Services Department conducts waterway maintenance each quarter. During this time, trees that have overgrown, large debris, garbage, etc., are collected to ensure the North and South Fork of the Middle River is properly maintained. The Leisure Services Department also conducts periodic inspections if residents report of any obstructions in the main waterways. The City works with the South Florida Water Management District, Florida Inland Navigation District, Broward Boating Improvement Program and various other state and national organizations where appropriate.
- Maintain City's Involvement in annual Waterway Cleanup, and increase Annual Water Way Cleanup participation. The City of Wilton Manors partners with the Marine Industries of South Florida to host a Waterway Cleanup in March of each Year.



The basis of Leisure Services' ongoing effectiveness and cost efficiency is strong customer service and outreach. Our 2016-2017 goals relate to continually improving our service delivery through a wide variety of strategies.

Goal 1: Operate in a fair and transparent manner.

Objective 1: Use the city's website to publish relevant and easily accessible information in a timely manner.

- The Library will evaluate its methods of informing the community about programs and resources and identify ways of improving and diversifying its communications techniques.
- The Library will identify methods to improve access to information about materials available in other libraries.

Goal 2: Provide excellent services to the community.

Objective 1: Improve service delivery methods.

- Reinstatement of the department position of parks and recreation division director position to reduce the span of ten (10) direct reports to the department director to five (5). This position will be in charge of the daily operations of parks and recreation.
- Reclassify Foreman position to a Grounds Maintenance Supervisor to more specifically identify the routine, preventive and program support job priorities and improving the efficiency of parks, grounds, medians, right of ways, and landscaping maintenance.
- Convert a contractual Maintenance Superintendent to a Full Time Facility Maintenance Supervisor to improve the efficiency of maintenance facility operations. This will also assign specific maintenance responsibilities related to the housekeeping, preventive and program support maintenance related to maintaining more than 69,500 SF of facilities, structures, and amenities.
- Add a new Full Time Maintenance Crew Leader to support the tasks of irrigation systems throughout City parks and public areas.
- Add new Part Time Maintenance Worker to assist the new Crew Leader supporting irrigation maintenance throughout the City.
- The Library will evaluate its materials collection to ensure that materials are provided in the proper variety of formats and evaluate community interest in new formats.
- The Library will update its service policies to provide a formal emphasis on welcoming and effective service for all segments of the community.

Goal 5: Evaluate extending operating hours of parks and library.

Objectives:

- Monitor the usage data of library and four recreation buildings and assess the feasibility of extending hours.
- Improve operating process at tennis center including taking reservations on certain courts to effectively support a quality park experience.
- Improve communication methods when library and recreation centers are not open, to ensure participants are provided the hours of operations and services offered.

- Monitor contract requirements to ensure excellent service delivery. The Leisure Services Department oversees many contracts for services throughout the City, including Tennis Operations, Lawn Maintenance, HVAC, Professional Architecture Consultants, elevator maintenance, etc. Each contract is evaluated on an annual basis. Some contracts cover multiple years of service.

Objective 2: Continue the access the services needed of the community and garner feedback about the services provided.

- Actively participate in Neighborhood Association meetings to gather information related to their concerns, needs, interests and priorities. The Leisure Services Department actively participates in CANA, ENA, & WAWM meetings throughout the year.
- Utilize resident/business surveys to periodically assess the service needs of the community and get feedback about City services. As part of the Leisure Services Master Plan, a City-wide survey was conducted to gather information on the parks and recreational needs of the community. In 2016/2017 the Leisure Services Department will be re-evaluating the Master Plan and will be conducting a new survey. In addition, we utilize the following strategies to attain our internal goal of increasing revenues by 5% in 2016-2017:
 - *Continually assess community needs using diverse forums to reach the community.*
 - *Pursue park improvements at Colohatchee Park, Hagen Park, Island City Park Preserve, Mickel Park, Richardson Historic Park and the Woman's Club.*
 - *Ensure diverse choices for leisure opportunities that will encourage a wider range of participation by adding new special events and activities at Colohatchee Park and Mickel Park.*
 - *Ensure parks provide safe and adequate accessibility to promote inclusive opportunities.*
 - *Consistently evaluate Guest experiences to determine if the programs and services are meeting expectations.*
 - *Expand forums for promoting (6) facilities, fitness center, tennis center, ball fields, pavilions, instructional classes, child care programs, and special events.*
 - *Increase public awareness regarding availability of Library adaptive devices for enlarging print and enhancing sound for an improved customer experience.*
 - *Ensure library staff providing programs and services to elder adults receives two to four hours of training to improve successful program deliver to elder adults.*
 - *Increase the use of free social media to provide up-to-date information and marketing of City special events, services and activities offered to our residents using City Webpage, LinkedIn, Twitter and Facebook.*

Goal 3: Promote and maintain financial stability and integrity.

Objective 6: Explore additional resource opportunities

- Expand sponsorship opportunities to include naming rights. The Leisure Services Department has worked with Conceptual Communication to develop a sponsorship package for all of our major events. We update this sponsorship package at the beginning of each year. Conceptual Communication is working with our department to develop a naming rights policy and procedure. Expected completion is September 2016.
- Periodically review fees for services. Broward County conducts a county-wide survey of all 31 municipalities and includes Miami-Dade County and Palm Beach County for each

of the amenities and services they charge for. We evaluate our fees based on the fees of surrounding municipalities and adjust accordingly. This is brought to the City Commission. if any changes are made, for their approval.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training, educational opportunities, and licensing/certification.

- Encourage City staff to participate in professional organizations. The Leisure Services Department budgets funds for employees to be members of professional organizations that help provide trends, analysis and updates in the field of Parks, Recreation and Library Services. Some of the professional organizations our staff are members of include: National Recreation & Park Association, Florida Recreation & Park Association, American Society of Public Administration, National Child Care Association, International Society of Arboriculture, etc.
- In order to support excellent service, the Library will seek additional means to enhance and accelerate communication between leadership and staff.

Goal 3: Incorporate adequate technology and training to ensure proficient leisure services management and program delivery.

Objectives:

- Upgrade RecTrac Vermont Systems that was purchased in FY 2015 and automates memberships in fitness and tennis programs, registration for after school, summer/seasonal camps, and relevant programs, and reservations for park and facility rentals in order to streamline the Guest experience.
- Provide consistent training for all team members that will actively use the new software to enhance the Guest experience.
- Continue to collaborate with the IT Manager to ensure the hardware, software and storage accommodates the level of technology required to ensure efficient administrative services.
- Collaborate with the Finance Director to ensure proper interaction with financial software and new specialized recreation software.
- Pursue Accreditation with Commission for Accreditation of Parks and Recreation Agencies.

Leisure Services Goal 6: Continue to build the most responsive team to apply social and business philosophies appropriately to support community needs.

Objectives:

- Establish operating procedures related to Guest and Citizen Responsiveness.
- Maintain a positive and knowledgeable team committed to providing the highest standards of professionalism by continuing training at department orientations and retreats reinforcing the organizational culture.
- Train all team members to be compassionate and effective problem solvers to deliver outstanding Guest Services.
- Pursue implementing certification pay incentive program to encourage improved training and expertise

Objective 2: Ensure the continued use of quality annual performance reviews.

Through the performance evaluation system, identify employee performance successes and deficiencies. Leisure Services Employees are evaluated by their direct supervisor on an annual basis

Goal 5: Support and make use of community resources.

Objective 1: Support and utilize advisory boards

- Utilize information from advisory boards when appropriate and possible. The Recreation Advisory Board meets every other month throughout the year. The Library Advisory Board meets on a quarterly basis.
- The Library will work with the Library Advisory Board to develop means for members to attend, at a minimum, one conference or training program per year specifically related to board development, roles, and responsibilities.

Objective 2: Utilize the pool of volunteers to assist the City.

- Continue volunteer appreciation events and invitations. A Volunteer Luncheon, usually in May of each year, is provided to any volunteers who are appointed to an advisory board or who assists any department on a continuous basis.

Objective 3: Support neighborhood associations throughout the City.

- Attend quarterly neighborhood association meetings and discuss relevant topics. Several Leisure Services staff attends meetings throughout the year for ENA, CANA and WAWM.



Strategic Growth & Redevelopment

The primary focus of Leisure Services 2016-2017 activity in the area of Strategic Growth and Redevelopment will be to ensure that the City's properties and infrastructure meet the present and future needs of the City. We will begin to systemically evaluate the Wilton Manors Parks. We will hire a consultant to assist us in reviewing the 2010 Parks System Master Plan and begin to address our parks' aging infrastructure and potential redevelopment.

Goal 2: Ensure that the City's properties and infrastructure meet the present and future needs of the City.

Objective 1: Develop and utilize inventories for future development plans for City properties and infrastructure.

- Our policy is to evaluate the current Parks System Master Plan every five years, prioritize plans, and align with City Strategic Plan. We will be developing the Colohatchee Site Master Plan, pursuing goals from the Parks System Master Plan. We will begin to develop a 5 year CIP.
- The library will undertake a comprehensive and detailed long-range planning process for the period beginning October 2017.
- Library staff will inventory community facility space to determine how minimum square-footage standards -- 0.6 SF with 0.8 SF desired -- can be met in order to correct the current deficiency of 2860 SF.
- Library staff will investigate parking needs and availability and alternative methods of providing adequate parking.

- To protect and preserve its materials collection, the Library will evaluate its humidity controls to maintain relative humidity levels of 50-60% year round.
- The Library will adopt a technology policy and plan to ensure that technological resources are adequate, up to date, and meet public demand.
- The Library will identify any areas not physically accessible to all people and make corrections to meet the requirements of *ADA Accessibility Guidelines*

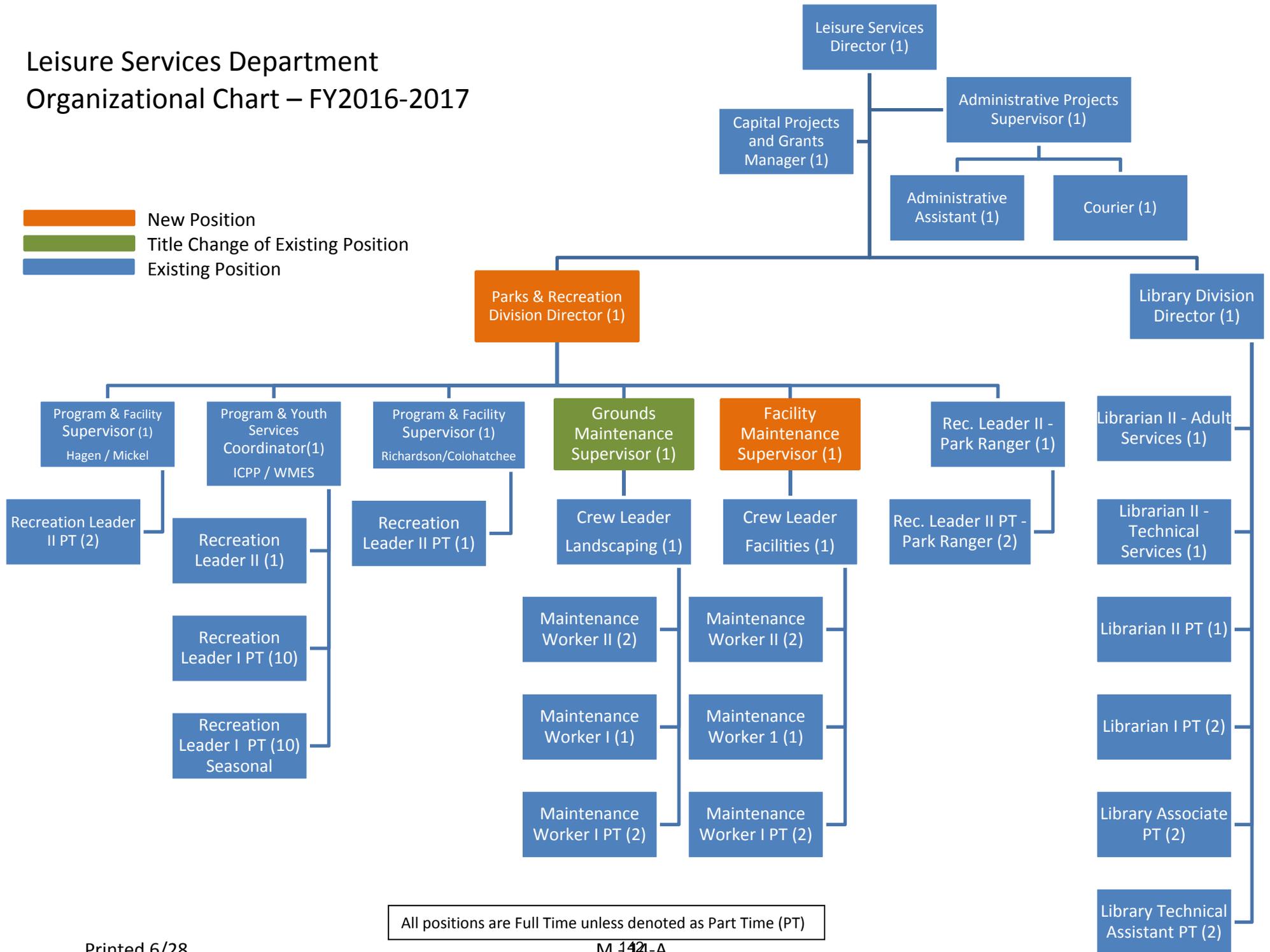
Objective 3: Promote the City as a tourism destination point.

Strategy 1: Support community festivals and events.

- Leisure Services will continue to work together with many community groups to produce events that attract thousands of people to the Island City. Some of the events and festivals include: Stonewall Parade & Street Festival, Pride Center Rainbow Run, Wicked Manors Street Festival, Kiwanis Chili Cook-off, and Taste of the Island.

Leisure Services Department Organizational Chart – FY2016-2017

- New Position
- Title Change of Existing Position
- Existing Position



All positions are Full Time unless denoted as Part Time (PT)

DEPARTMENTAL BUDGET SUMMARY
LEISURE SERVICES

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 1,594,362	\$ 1,769,141	\$ 1,849,046
Personnel Benefits	708,742	756,345	849,012
Operating Expenditures	775,078	767,412	799,439
Capital	1,823,174	309,316	381,000
Debt Service	234,170	307,963	302,962
Depreciation	-	-	-
Interfund Transfers	25,000	25,000	25,000
TOTAL DEPARTMENT COST	\$ 5,160,526	\$ 3,935,177	\$ 4,206,459

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Leisure Services (a)	1.0	1.00	1.0	1.00
Library Division Director	1.0	1.00	1.0	1.00
Parks and Recreation Division Director (d)	0.0	0.00	1.0	0.50
Librarian II	2.0	2.00	2.0	2.00
Capital Projects & Grants Manager	1.0	1.00	1.0	1.00
Administrative Projects Supervisor	1.0	1.00	1.0	1.00
Administrative Assistant	1.0	1.00	1.0	1.00
Program and Youth Services Coordinator	1.0	1.00	1.0	1.00
Program/Facility Supervisor	2.0	2.00	2.0	2.00
Recreation Leader II	2.0	2.00	2.0	2.00
Facilities Maintenance Supervisor	0.0	0.00	1.0	1.00
Grounds Maintenance Supervisor (b)	0.0	0.00	1.0	1.00
Maintenance Foreman (b)	1.0	1.00	0.0	0.00
Maintenance Crew Leader	2.0	2.00	2.0	2.00
Maintenance Worker II	4.0	4.00	4.0	4.00
Maintenance Worker I	2.0	2.00	2.0	2.00
Total Full Time	21.0	21.00	23.0	22.50
Part Time Librarian II	0.0	0.00	1.0	0.68
Part Time Librarian I	3.0	1.58	2.0	0.90
Part Time Library Associate	2.0	1.33	2.0	1.33
Part Time Library Technical Assistant	2.0	1.26	2.0	1.25
Part Time Maintenance Worker	4.0	2.80	4.0	2.80
Part Time Recreation Leaders II	5.0	3.50	5.0	3.50
Part Time Recreation Leaders I	10.0	7.00	10.0	7.00
Part Time Recreation Leaders I (seasonal) (c)	10.0	2.40	10.0	2.40
Total Part Time	36.0	19.87	36.0	19.85
LEISURE SERVICES TOTAL	57.0	40.87	59.0	42.35

(a) The salary of the Director of Leisure Services is allocated 1/3 each to the Library, Recreation, and Parks and Facilities divisions.

(b) For FY16-17 the title of Maintenance Foreman was changed to Grounds Maintenance Supervisor.

(c) Seasonal Recreational Leaders I are hired on an as-needed basis to assist with summer camp and other activities when enrollment in these programs increases.

(d) The Parks and Recreation Division Director position was funded for 1/2 year.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5771-LIBRARY							
1	PERSONNEL WAGES						1
2	001-5771-5121.000 SALARIES - FULL TIME	228,742	247,358	247,358	253,776	250,224	2
3	001-5771-5131.000 SALARIES - PART-TIME	160,215	182,374	182,374	190,718	188,047	3
4	001-5771-5141.000 Overtime	165	300	300	300	300	4
5	001-5771-5151.000 Cellular Phone Stipend	660	960	960	958	958	5
6	PERSONNEL WAGES	389,782	430,992	430,992	445,752	439,529	6
7							7
8	PERSONNEL BENEFITS						8
9	001-5771-5211.000 FICA	15,760	19,019	19,019	19,510	19,238	9
10	001-5771-5211.005 FICA PART-TIME	13,473	13,952	13,952	14,590	14,386	10
11	001-5771-5221.000 Pension - WM	61,458	60,034	60,034	63,460	63,899	11
12	001-5771-5222.000 Pension - FRS	43,628	48,431	48,431	52,579	51,844	12
13	001-5771-5231.000 Life & Health Insurance	37,568	40,953	40,953	47,260	47,248	13
14	PERSONNEL BENEFITS	171,887	182,389	182,389	197,399	196,615	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5771-5401.000 Meetings & Conferences	413	760	760	1,160	1,160	17
18	001-5771-5411.000 Telephone	2,479	3,320	3,320	2,600	2,600	18
19	001-5771-5412.000 Postage	376	250	250	450	450	19
20	001-5771-5431.000 Utilities	14,025	12,455	12,455	16,255	16,255	20
21	001-5771-5461.000 Computer Maintenance	7,205	6,521	6,521	0	0	21
22	001-5771-5462.000 Equipment Maint-Repair	312	350	350	350	350	22
23	001-5771-5465.000 Copy Machine	2,977	3,300	3,300	3,300	3,300	23
24	001-5771-5471.000 Printing & Binding	0	0	0	0	0	24
25	001-5771-5491.000 City Hall Indirect Charges	42,096	28,266	28,266	31,724	31,724	25
26	001-5771-5511.000 Office Supplies	274	500	500	500	500	26
27	001-5771-5521.000 Operating Supplies	6,824	6,820	6,820	6,822	6,822	27
28	001-5771-5524.000 Uniforms & Clothing	0	200	200	200	200	28
29	001-5771-5541.000 Subs, Memberships, Dues	1,325	1,580	1,580	2,440	2,440	29
30	001-5771-5542.000 Training/Education	80	100	100	100	100	30
31	OPERATING EXPENDITURES	78,386	64,422	64,422	65,901	65,901	31
32							32
33	CAPITAL						33
34	001-5771-5641.000 Capital Outlay	19,741	13,200	28,550	5,000	5,000	34
35	001-5771-5661.000 Capital Outlay - Books	30,184	30,000	30,000	30,000	30,000	35
36	CAPITAL	49,925	43,200	58,550	35,000	35,000	36
37							37
38	Totals for dept 5771-LIBRARY	689,980	721,003	736,353	744,052	737,045	38

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Dept 5772-RECREATION							
1	PERSONNEL WAGES						1
2	001-5772-5121.000 SALARIES - FULL TIME	310,326	430,189	430,189	480,791	458,112	2
3	001-5772-5131.000 SALARIES - PART-TIME	265,062	362,110	362,110	368,567	350,455	3
4	001-5772-5141.000 Overtime	14,028	8,750	8,750	9,750	9,750	4
5	001-5772-5151.000 Cellular Phone Stipend	2,460	2,940	2,940	3,214	3,214	5
6	001-5772-5153.000 Assignment Pay	1,520	0	0	0	0	6
7	PERSONNEL WAGES	593,396	803,989	803,989	862,322	821,531	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5772-5211.000 FICA	22,810	33,804	33,804	37,772	36,037	10
11	001-5772-5211.005 FICA PART-TIME	21,723	27,701	27,701	28,195	26,810	11
12	001-5772-5221.000 Pension - WM	88,878	106,450	106,450	121,261	117,887	12
13	001-5772-5222.000 Pension - FRS	41,451	63,813	63,813	71,548	70,721	13
14	001-5772-5231.000 Life & Health Insurance	64,708	96,185	96,185	103,776	100,278	14
15	PERSONNEL BENEFITS	239,570	327,953	327,953	362,552	351,733	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5772-5311.000 Professional Services	539	2,000	2,000	1,750	1,750	18
19	001-5772-5341.000 Contractual Services	11,629	12,684	12,684	12,684	12,684	19
20	001-5772-5401.000 Meetings, Conferences, Schools	84	250	250	250	250	20
21	001-5772-5411.000 Telephone	3,289	3,500	3,500	3,500	3,500	21
22	001-5772-5412.000 Postage	1,772	2,400	2,400	2,000	2,000	22
23	001-5772-5431.000 Utilities	108,461	88,301	88,301	110,801	110,801	23
24	001-5772-5461.000 Computer Maintenance	2,096	4,000	4,000	0	0	24
25	001-5772-5462.000 Equipment Maint-Repair	340	600	600	640	640	25
26	001-5772-5463.000 Vehicle Maint-Repair	2,904	4,050	4,050	5,300	5,300	26
27	001-5772-5464.000 Vehicle Operation-Fuel	6,414	12,240	12,240	11,152	11,152	27
28	001-5772-5465.000 Copy Machine	10,664	13,000	13,000	13,000	13,000	28
29	001-5772-5471.000 Printing & Binding	1,906	3,000	3,000	3,200	3,200	29
30	001-5772-5481.000 Adult Athletics (was PromAct.)	397	2,050	2,050	1,550	1,550	30
31	001-5772-5491.000 City Hall Indirect Charges	132,936	56,312	56,312	55,354	55,354	31
32	001-5772-5511.000 Office Supplies	2,264	2,875	2,875	3,375	3,375	32
33	001-5772-5521.000 Operating Supplies	4,950	8,875	8,875	5,475	5,475	33
34	001-5772-5524.000 Uniforms & Clothing	4,040	3,950	3,950	3,650	3,650	34
35	001-5772-5525.000 Program Operations	3,373	4,000	4,000	5,450	5,450	35
36	001-5772-5525.001 Youth Athletics	493	800	800	1,000	1,000	36
37	001-5772-5525.002 Tennis	393	2,700	2,700	2,700	2,700	37
38	001-5772-5525.003 Special Events	33,412	41,600	45,653	57,600	53,600	38
39	001-5772-5525.004 Summer Youth Activities	63,283	51,150	51,150	54,250	54,250	39
40	001-5772-5525.005 New Program Expenditures	2,096	5,600	5,600	6,300	6,300	40
41	001-5772-5525.006 After School Program	37,137	37,000	37,000	39,450	39,450	41
42	001-5772-5541.000 Subs, Memberships, Dues	630	2,100	2,100	2,600	2,600	42
43	001-5772-5542.000 Training/Education	8,184	14,200	14,200	14,255	14,255	43
44	001-5772-5544.000 Tuition Reimbursement	0	6,850	6,850	6,550	6,550	44
45	OPERATING EXPENDITURES	443,686	386,087	390,140	423,836	419,836	45
46							46
47	CAPITAL						47
48	001-5772-5641.000 Capital Outlay	34,203	39,150	54,238	0	0	48
49	CAPITAL	34,203	39,150	54,238	0	0	49
50							50
51	Totals for dept 5772-RECREATION	1,310,855	1,557,179	1,576,320	1,648,710	1,593,100	51

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5779-PARKS & FACILITIES						
1	PERSONNEL WAGES					1
2	001-5779-5121.000 SALARIES - FULL TIME	500,586	419,253	419,253	497,699	474,521
3	001-5779-5131.000 SALARIES - PART-TIME	90,970	93,677	93,677	93,502	92,177
4	001-5779-5141.000 Overtime	17,327	18,500	18,500	18,500	18,500
5	001-5779-5151.000 Cellular Phone Stipend	450	780	780	1,588	1,588
6	001-5779-5157.000 TAX EQUITY STIPENDS	750	750	750	0	0
7	001-5779-5232.000 Insurance Opt-Out	1,100	1,200	1,200	1,200	1,200
8	PERSONNEL WAGES	611,183	534,160	534,160	612,489	587,986
9						9
10	PERSONNEL BENEFITS					10
11	001-5779-5211.000 FICA	37,527	33,605	33,605	39,611	37,838
12	001-5779-5211.005 FICA PART-TIME	6,937	7,166	7,166	7,153	7,052
13	001-5779-5221.000 Pension - WM	108,893	71,656	71,656	84,405	82,623
14	001-5779-5222.000 Pension - FRS	40,154	37,553	37,553	45,304	45,778
15	001-5779-5231.000 Life & Health Insurance	103,774	96,023	96,023	130,765	127,373
16	PERSONNEL BENEFITS	297,285	246,003	246,003	307,238	300,664
17						17
18	OPERATING EXPENDITURES					18
19	001-5779-5311.000 Professional Services	0	0	0	2,000	2,000
20	001-5779-5341.000 Contractual Services	90,592	92,593	96,093	87,693	87,693
21	001-5779-5401.000 Meetings, Conferences, Schools	200	200	200	200	200
22	001-5779-5411.000 Telephone	2,439	2,500	2,500	2,500	2,500
23	001-5779-5412.000 Postage	242	450	450	250	250
24	001-5779-5431.000 Utilities	11,516	10,566	10,566	10,554	10,554
25	001-5779-5461.000 Computer Maintenance	2,978	5,748	5,748	0	0
26	001-5779-5462.000 Equipment Maint-Repair	7,141	8,000	8,000	8,600	8,600
27	001-5779-5463.000 Vehicle Maint-Repair	10,612	9,200	9,200	9,450	9,450
28	001-5779-5464.000 Vehicle Operation-Fuel	13,140	11,560	11,560	14,100	14,100
29	001-5779-5467.000 Grounds Maintenance	50,435	57,150	57,150	88,900	88,900
30	001-5779-5471.000 Printing & Binding	62	100	100	125	125
31	001-5779-5491.000 City Hall Indirect Charges	47,611	90,133	90,133	64,255	64,255
32	001-5779-5511.000 Office Supplies	87	200	200	150	150
33	001-5779-5521.000 Operating Supplies	6,925	7,600	7,600	7,475	7,475
34	001-5779-5524.000 Uniforms & Clothing	6,132	6,950	6,950	6,150	6,150
35	001-5779-5525.000 Program Operations	111	300	300	1,200	1,200
36	001-5779-5541.000 Subs, Memberships, Dues	60	900	900	900	900
37	001-5779-5542.000 Training/Education	2,723	4,000	4,000	7,800	7,800
38	001-5779-5544.000 Tuition Reimbursement	0	1,200	1,200	1,400	1,400
39	OPERATING EXPENDITURES	253,006	309,350	312,850	313,702	313,702
40						40
41	CAPITAL					41
42	001-5779-5641.000 Capital Outlay	124,982	179,795	196,528	346,000	346,000
43	001-5779-5650.000 MICKEL PARK PROJECT	1,614,064	0	0	0	0
44	CAPITAL	1,739,046	179,795	196,528	346,000	346,000
45						45
46	DEBT SERVICE					46
47	001-5779-5702.000 DEBT ISSUANCE COSTS	20,000	0	0	0	0
48	001-5779-5711.000 Principal Payments	193,667	261,014	261,014	268,050	268,050
49	001-5779-5721.000 Interest Payments	20,503	46,949	46,949	34,912	34,912
50	DEBT SERVICE	234,170	307,963	307,963	302,962	302,962
51						51
52	Totals for dept 5779-PARKS & FACILITIES	3,134,690	1,577,271	1,597,504	1,882,391	1,851,314

FIRE ASSESSMENT FUND

The mission of the department is to provide Fire, Emergency Medical Services (EMS), Fire Prevention, and Fire Administration in the most efficient and effective way possible to the citizens of Wilton Manors. Operations are based out of one central fire station located at 533 NE 22 Street. Fort Lauderdale Fire-Rescue provides three (3) Firefighters for an Advanced Life Support (ALS) Engine Company and two (2) Firefighters for an ALS Rescue (EMS). Wilton Manors provides a Fire Marshal, a Fire Inspector, and administrative assistance from the Community Development Services Department. The department strives to do this in the following manner:

- Fire Suppression, Rescue (Emergency Medical Services), Hazardous Materials, Mutual Aid Services - Under a contract with the City of Fort Lauderdale Fire-Rescue Department, through the Contract Administrator (Fire Marshal).
- Fire Prevention and Life Safety - Under the direction of the Fire Marshal, the Fire Prevention Division ensures fire code compliance through inspections, and provides fire cause and origin investigation services in coordination with the State Fire Marshal, and also provides fire public safety education.

**DEPARTMENTAL BUDGET SUMMARY
FIRE RESCUE ASSESSMENT FUND**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 78,618	\$ 141,554	\$ 183,722
Personnel Benefits	47,157	83,226	232,086
Operating Expenditures	1,393,980	1,768,791	1,822,194
Capital	11,636	142,968	98,160
Debt Service	-	-	
Depreciation	-	-	
Operating Transfer To Other Funds	206,197	206,197	239,462
TOTAL DEPARTMENT COST	\$ 1,737,588	\$ 2,342,736	\$ 2,575,624

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Community Development Services (a)	0.10	0.10	0.20	0.20
Fire Marshall (a)	0.70	0.70	0.90	0.90
Fire Inspector	1.00	1.00	1.00	1.00
Business Tax Receipts Officer / Office Manager (a)	0.15	0.15	0.20	0.20
Community Planning Technician (a)	0.10	0.10	0.10	0.10
Permit Technician (a)	0.20	0.20	0.20	0.20
Customer Service representative (a)	0.00	0.00	0.10	0.10
Total Full Time	2.25	2.25	2.70	2.70
FIRE ASSESSMENT FUND TOTALS	2.25	2.25	2.70	2.70

(a) Payroll costs are allocated between the Community Development Services Department and the Fire Assessment Fund.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 155 - FIRE ASSESSMENT FUND						
Dept 5223-FIRE PREVENTION						
1	PERSONNEL WAGES					1
2	155-5223-5121.000 SALARIES - FULL TIME	77,330	139,638	139,638	182,567	180,002
3	155-5223-5131.000 SALARIES - PART-TIME	1	0	0	0	0
4	155-5223-5141.000 Overtime	172	500	500	0	0
5	155-5223-5151.000 Cellular Phone Stipend	773	1,116	1,116	1,332	1,332
6	155-5223-5153.000 Assignment Pay	342	0	0	0	0
7	155-5223-5156.000 Academic Incentive Pay	0	0	0	1,788	1,788
8	155-5223-5232.000 Insurance Opt-Out	0	300	300	600	600
9	PERSONNEL WAGES	78,618	141,554	141,554	186,287	183,722
11	PERSONNEL BENEFITS					
12	155-5223-5211.000 FICA	5,501	10,806	10,806	14,205	14,009
13	155-5223-5221.000 Pension - WM	20,123	24,835	24,835	25,590	26,244
14	155-5223-5222.000 Pension - FRS	6,556	19,296	19,296	17,019	16,782
15	155-5223-5231.000 Life & Health Insurance	14,977	28,289	28,289	31,588	31,583
16	PERSONNEL BENEFITS	47,157	83,226	83,226	88,402	88,618
18	OPERATING EXPENDITURES					
19	155-5223-5311.000 Professional Services	24,258	1,000	1,000	1,000	1,000
20	155-5223-5411.000 Telephone	0	167	167	220	220
21	155-5223-5412.000 Postage	270	300	300	300	300
22	155-5223-5461.000 Computer Maintenance	960	1,200	1,200	0	0
23	155-5223-5462.000 Equipment Maint-Repair	0	300	300	300	300
24	155-5223-5463.000 Vehicle Maint-Repair	320	1,500	1,500	1,500	1,500
25	155-5223-5464.000 Vehicle Operation-Fuel	1,335	2,975	2,975	3,000	3,000
26	155-5223-5465.000 Copy Machine	543	3,000	3,000	3,000	3,000
27	155-5223-5471.000 Printing & Binding	460	900	900	900	900
28	155-5223-5521.000 Operating Supplies	2,310	2,000	2,000	2,000	2,000
29	155-5223-5524.000 Uniforms & Clothing	75	1,500	1,500	1,000	1,000
30	155-5223-5541.000 Subs, Memberships, Dues	449	6,000	6,000	1,900	1,900
31	155-5223-5542.000 Training/Education	110	2,000	2,000	2,000	2,000
32	OPERATING EXPENDITURES	31,090	22,842	22,842	17,120	17,120
34	CAPITAL					
35	155-5223-5641.000 Capital Outlay	9,493	1,800	105,468	0	0
36	CAPITAL	9,493	1,800	105,468	0	0
38	Totals for dept 5223-FIRE PREVENTION	166,358	249,422	353,090	291,809	289,460
40	Dept 5225-FIRE OPERATIONS					
42	PERSONNEL BENEFITS					
43	155-5225-5223.000 Pension - Volunteer Firefighters' Plan	0	0	0	143,468	143,468
44	PERSONNEL BENEFITS	0	0	0	143,468	143,468
46	OPERATING EXPENDITURES					
47	155-5225-5311.000 Professional Services	14,519	3,000	3,000	10,000	10,000
48	155-5225-5312.000 Legal Services	6,144	5,000	5,000	5,000	5,000
49	155-5225-5341.000 Contractual Services	1,242,746	1,624,628	1,639,628	1,636,956	1,636,956
50	155-5225-5411.000 Telephone	1,560	1,600	1,600	1,600	1,600
51	155-5225-5412.000 Postage	9	100	100	100	100
52	155-5225-5431.000 Utilities	15,713	14,500	14,500	14,500	14,500
53	155-5225-5451.000 Insurance	13,074	8,978	8,978	8,700	8,700
54	155-5225-5462.000 Equipment Maint-Repair	1,222	4,400	4,400	4,400	4,400
55	155-5225-5463.000 Vehicle Maint-Repair	0	0	0	0	0
56	155-5225-5466.000 Building Maintenance	9,244	11,000	11,000	34,000	34,000
57	155-5225-5491.000 City Hall Indirect Charges	57,798	55,603	55,603	85,519	85,519
58	155-5225-5521.000 Operating Supplies	781	1,800	1,800	1,800	1,800
59	155-5225-5541.000 Subs, Memberships, Dues	80	340	340	150	150
60	155-5225-5951.000 Contingencies	0	0	0	0	2,349
61	OPERATING EXPENDITURES	1,362,890	1,730,949	1,745,949	1,802,725	1,805,074
63	CAPITAL					
64	155-5225-5641.000 Capital Outlay	492	29,500	29,500	90,000	90,000
65	155-5225-5690.000 Contribution to Capital Replacement Plan	0			8,160	8,160
66	155-5225-5691.000 Capital Outlay from CRP	1,651	8,000	8,000	0	0
67	CAPITAL	2,143	37,500	37,500	98,160	98,160
69	Totals for dept 5225-FIRE OPERATIONS	1,365,033	1,768,449	1,783,449	2,044,353	2,046,702
71	Dept 5881-INTERFUND TRANSFERS					
72	TRANSFERS OUT					
73	155-5881-5911.000 Operating Transfers Out	206,197	206,197	206,197	239,462	239,462
74	TRANSFERS OUT	206,197	206,197	206,197	239,462	239,462
75	Totals for dept 5881-INTERFUND TRANSFERS	206,197	206,197	206,197	239,462	239,462
77	TOTAL FIRE ASSESSMENT FUND EXPENDITURES	1,737,588	2,224,068	2,342,736	2,575,624	2,575,624

MISCELLANEOUS GRANTS FUND

This fund's revenues come from grants awarded to the City from federal and state agencies, local governmental entities, and occasionally from private organizations. Grant revenues received may be spent only for purposes specified in the grant agreements and must meet compliance and reporting requirements.

DEPARTMENTAL BUDGET SUMMARY
Miscellaneous Grants Fund
Fund 157

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 23,598	\$ 35,552	\$ 32,832
Personnel Benefits	1,724	-	2,720
Operating Expenditures	12,572	38,915	42,915
Capital	82,223	152,168	549,287
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 120,117	\$ 226,635	\$ 627,754

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 157 - MISCELLANEOUS GRANTS FUND						
Dept 5119-CITY HALL OPERATIONS						
1	OPERATING EXPENDITURES					
2	157-5119-5951.000 Contingencies	0	25,000	25,000	25,000	25,000
3	OPERATING EXPENDITURES	0	25,000	25,000	25,000	25,000
5	Totals for dept 5119-CITY HALL OPERATIONS	0	25,000	25,000	25,000	25,000
Dept 5210-Police						
8	OPERATING EXPENDITURES					
9	157-5210-5802.004 Bulletproof Vest Grant Expense	1,013	0	0	0	0
10	157-5210-5807.004 2010 JAG Grant	709	0	0	0	0
11	157-5210-5807.008 Metro Broward Drug Task Force	4,560	13,915	13,915	13,915	13,915
12	157-5210-5807.009 2012-JAGD-BROW-2-C5-046	2,760	0	0	0	0
13	157-5210-5807.010 2013 JAGD-BROW-4-D8-062	411	0	0	0	0
14	157-5210-5807.011 2015-JAG-BROW-5-R1	706	0	0	0	0
15	OPERATING EXPENDITURES	10,159	13,915	13,915	13,915	13,915
17	Totals for dept 5210-Police	10,159	13,915	13,915	13,915	13,915
Dept 5221-POLICE SWORN						
20	PERSONNEL WAGES					
21	157-5221-5141.000 EMLEG Grant Overtime	23,598	35,552	35,552	32,832	32,832
22	PERSONNEL WAGES	23,598	35,552	35,552	32,832	32,832
24	PERSONNEL BENEFITS					
25	157-5221-5211.000 EMLEG Grant FICA	1,724	0	0	2,720	2,720
26	PERSONNEL BENEFITS	1,724	0	0	2,720	2,720
28	OPERATING EXPENDITURES					
29	157-5221-5542.000 EMLEG TRAINING/EDUCATION	1,798	0	0	0	0
30	OPERATING EXPENDITURES	1,798	0	0	0	0
31	Totals for dept 5221-POLICE SWORN	27,120	35,552	35,552	35,552	35,552
Dept 5712-Library						
34	CAPITAL					
35	157-5712-5802.001 State Aid to Libraries	18,353	16,000	16,000	16,000	16,000
36	CAPITAL	18,353	16,000	16,000	16,000	16,000
37	Totals for dept 5712-Library	18,353	16,000	16,000	16,000	16,000
Dept 5771-LIBRARY						
40	OPERATING EXPENDITURES					
41	157-5771-5521.000 Operating Supplies	615	0	0	0	0
42	OPERATING EXPENDITURES	615	0	0	0	0
44	CAPITAL					
45	157-5771-5641.000 Capital Outlay	0	80,333	80,333	0	0
46	157-5771-5661.000 Capital Outlay - Books	0	0	0	0	0
47	CAPITAL	0	80,333	80,333	0	0
48	Totals for dept 5771-LIBRARY	615	80,333	80,333	0	0
Dept 5772-RECREATION						
52	OPERATING EXPENDITURES					
53	157-5771-5521.001 Keep America Beautiful	0	0	0	0	4,000
54	OPERATING EXPENDITURES	0	0	0	0	4,000
55	Totals for dept 5772-RECREATION	0	0	0	0	4,000
Dept 5779-PARKS & FACILITIES						
58	CAPITAL					
59	157-5779-5601.007 CDBG 39TH YR EXP	62,220	0	0	0	0
60	157-5779-5601.009 FDEP REC TRAIL PROGRAM EXP	0	55,835	55,835	0	0
61	157-5779-5601.012 CDBG 42nd Year Exp	0	0	0	64,535	64,535
62	157-5779-5601.013 FRDAP Mickel Park Amenities	0	0	0	50,000	50,000
63	157-5779-5601.014 BR County Mickel Park Amenities	0	0	0	368,752	368,752
64	157-5779-5630.000 Parks for People Grant Phase III	1,650	0	0	0	0
65	157-5779-5630.001 FRDAP Colohatchee Grant	0	0	0	50,000	50,000
66	CAPITAL	63,870	55,835	55,835	533,287	533,287
67	Totals for dept 5779-PARKS & FACILITIES	63,870	55,835	55,835	533,287	533,287
68	TOTAL MISCELLANEOUS GRANTS FUND EXPENDITURES	120,117	226,635	226,635	623,754	627,754

ROAD IMPROVEMENT FUND

The revenue from this fund is generated through a State and Local Option Gas Tax. The City uses this money to overlay streets, install traffic calming devices, perform right-of-way grounds maintenance, and for purchasing related right-of-way maintenance equipment, supplies, and materials.

2015-2016 Strategic Plan Accomplishments

Priority Area: Proactive Public Safety

1. Utilized adopted Traffic Calming Manual to complete roadway improvements on NE 24th Street and on NE 16th Avenue.

Priority Area: Strategic Growth & Redevelopment

1. New sidewalks installed on NE 6th Terrace, NE 16th Avenue, NE 20th Street and NE 9th Avenue.

2016-2017 Strategic Plan Goals and Objectives



Strategic Growth & Redevelopment

Goal 2: Ensure that the City's properties and infrastructure meet the present and future needs of the City.

- *Maintain and improve roadways and streetscapes:*
 - a. Contract out the annual asphalt overlay and repairs program: *(Estimated cost: \$100,000)**
 - b. Contract out the repair of existing deteriorated sidewalks. *(Estimated cost: \$10,000)**
 - c. Continue to add sidewalks where necessary. In 2016/17, new sidewalks will be installed on NE 1st Avenue, between NE 21st Court and NE 24th Street. *(Estimated cost: \$30,000)*
 - d. Completion of the N Dixie Highway Roadway Improvements Project, which will include new bike paths, sidewalks and resurfacing of N Dixie Highway from the South City Limits to 5 Points. *(Estimated cost: \$195,000)*
 - e. Contract out the annual thermoplastic striping replacement program. *(Estimated cost: \$5,000)**
 - f. Replacement of the 1994 big plate compactor. *(Estimated cost: \$10,000)*
 - g. Replacement of the air compressor in the back shop. *(Estimated cost: \$2,500)**
 - h. Collect data related to motorists' driving patterns/speeds and utilize adopted Traffic Calming Manual to provide safe roadways for all users.
 - i. Continue to identify and pursue grant funding to assist in improving and modernizing the City's network of roads.
 - j. Study the NE 24th Street/NE 15th Avenue intersection and design a plan for pedestrian safety.

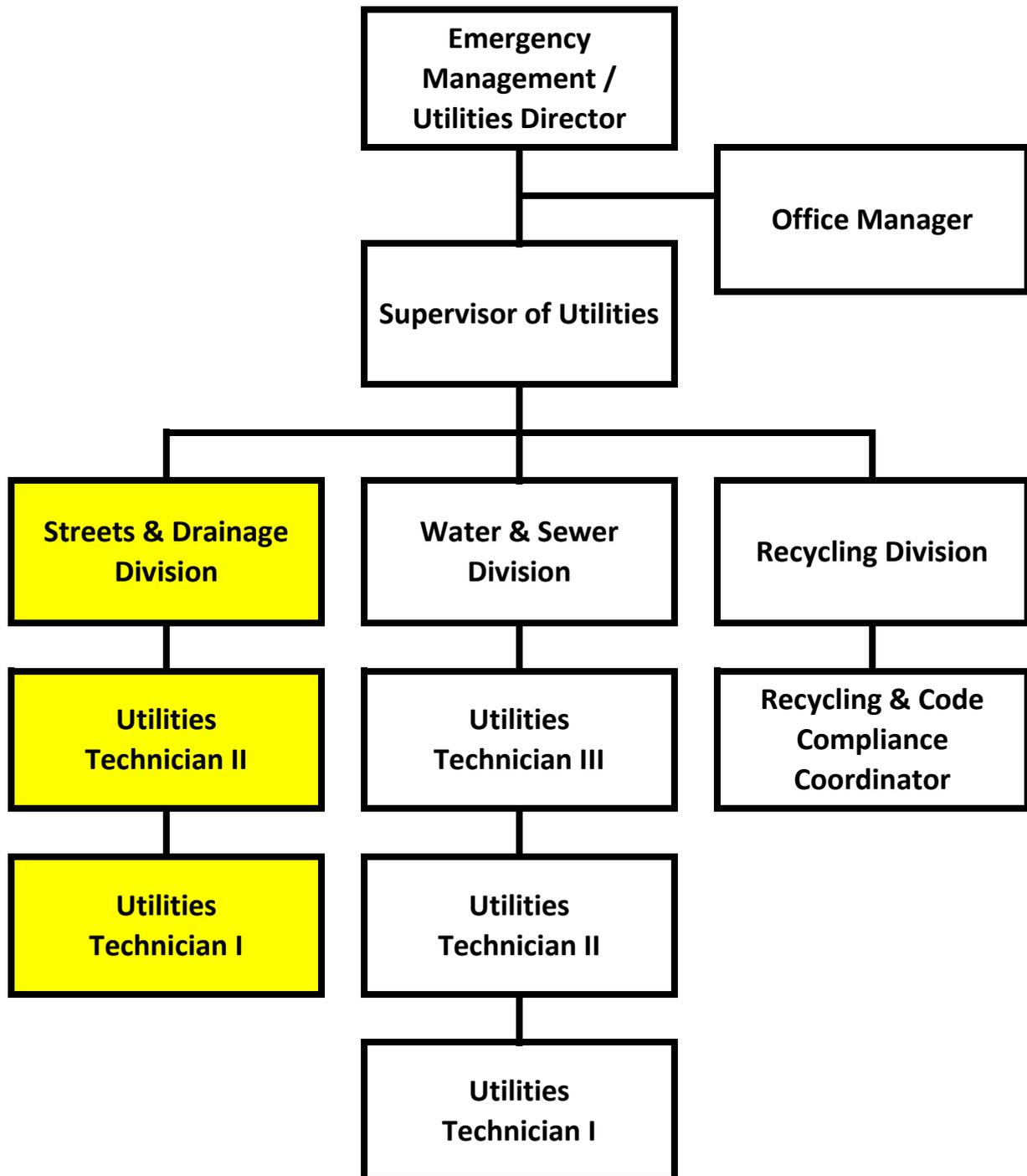
2016-2017 Other Goals and Objectives

1. Continue current additional activities:

Objectives:

1. Continue to act as the liaison for residents'/businesses' concerns and complaints with FPL, Comcast, AT&T, FDOT and Broward County for issues such as streetlight outages and malfunctions, wire and pole maintenance issues, traffic signal outages, missing or damaged signage, etc.

Emergency Management/Utilities Department



DEPARTMENTAL BUDGET SUMMARY
ROAD IMPROVEMENT FUND

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	94,372	97,478	115,174
Capital	132,932	1,620,812	285,500
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 227,304	\$ 1,718,290	\$ 400,674

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Fund 163 - ROAD IMPROVEMENT FUND							
Dept 5441-ROAD IMP/PUBLIC SERVICES							
1	OPERATING EXPENDITURES						1
2	163-5441-5302.000 Road Imprvmt Operations	34,709	36,250	36,250	36,250	36,250	2
3	163-5441-5491.000 City Hall Indirect Chgs	19,266	18,534	18,534	36,230	36,230	3
4	163-5441-5496.000 Year End Inventory Adjmt	4,553	0	0	0	0	4
5	163-5441-5951.000 Contingencies	0	0	0	0	0	5
6	OPERATING EXPENDITURES	58,528	54,784	54,784	72,480	72,480	6
7							7
8	CAPITAL						8
9	163-5441-5641.000 Capital Outlay	132,932	151,625	1,606,812	270,500	270,500	9
10	163-5441-5690.000 Contribution to Capital Replacement Plan	0	14,000	14,000	15,000	15,000	10
11	CAPITAL	132,932	165,625	1,620,812	285,500	285,500	11
12							12
13	Totals for dept 5441-ROAD IMP/PUBLIC SERVICES	191,460	220,409	1,675,596	357,980	357,980	13
14							14
15	Dept 5779-PARKS & FACILITIES						15
16							16
17	OPERATING EXPENDITURES						17
18	163-5779-5341.000 Contractual Services	13,499	19,750	19,750	19,750	19,750	18
19	163-5779-5467.000 Right-of-Way Maintenance	22,345	22,944	22,944	22,944	22,944	19
20	OPERATING EXPENDITURES	35,844	42,694	42,694	42,694	42,694	20
21							21
22	CAPITAL						22
23	163-5779-5641.000 Capital Outlay	0	0	0	0	0	23
24	CAPITAL	0	0	0	0	0	24
25							25
26	Totals for dept 5779-PARKS & FACILITIES	35,844	42,694	42,694	42,694	42,694	26
27							27
28	Dept 5881-INTERFUND TRANSFERS						28
29							29
30	TRANSFERS OUT						30
31	163-5881-5911.000 Operating Transfers Out	0	0	0	0	0	31
32	TRANSFERS OUT	0	0	0	0	0	32
33							33
34	Totals for dept 5881-INTERFUND TRANSFERS	0	0	0	0	0	34
35							35
36							36
37	TOTAL ROAD IMPROVEMENT FUND EXPENDITURES	227,304	263,103	1,718,290	400,674	400,674	37

JENADA GATEHOUSE SPECIAL ASSESSMENT FUND

The Jenada Gatehouse Special Assessment budget provides for the maintenance and utilities of the gatehouse, and is funded by the residents of Jenada Isle through a special assessment.

DEPARTMENTAL BUDGET SUMMARY
JENADA GATEHOUSE ASSESSMENT

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	6,942	8,350	8,350
Capital	-	10,000	10,000
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	\$ 6,942	\$ 18,350	\$ 18,350

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 601 - JENADA SPECIAL ASSESSMENT FUND						
Dept 5440-PUBLIC SERVICES						
1	OPERATING EXPENDITURES					
2	601-5440-5312.000 Legal Services	1,929	2,300	2,300	2,300	2,300
3	601-5440-5466.000 Building Maintenance	5,013	6,050	6,050	6,050	6,050
4	601-5440-5494.000 Miscellaneous Expense	0	0	0	0	0
5	OPERATING EXPENDITURES	6,942	8,350	8,350	8,350	8,350
6						
7	CAPITAL					
8	601-5440-5641.000 Capital Outlay	0	10,000	10,000	10,000	10,000
9	CAPITAL	0	10,000	10,000	10,000	10,000
10						
11	Totals for dept 5440-PUBLIC SERVICES	6,942	18,350	18,350	18,350	18,350
12						
13						
14	TOTAL JENADA SPECIAL ASSESSMENT FUND EXPENDITURES	6,942	18,350	18,350	18,350	18,350

WILTON DRIVE IMPROVEMENT DISTRICT

In late 2014 the City Commission adopted an ordinance creating the Wilton Drive Improvement District (WDID) to work toward creating a cleaner, safer, and more attractive Wilton Drive. The District consists of 56 parcels of commercial property that border Wilton Drive. The district has the power to levy non-ad valorem assessments up to \$100,000 annually to fund its operations. The first assessments will provide funding for FY16-17 beginning October 1, 2016. WDID is a dependent special district under Chapter 189 of Florida Statutes, and is a Component Unit of the City for financial reporting purposes.

The District's board is comprised of seven members appointed by the City Commission. The board was initially appointed in late 2015 and began work to organize itself, establish its funding, and set its priorities. The board adopted its first budget (for FY16-17) which per ordinance was subsequently approved by the City Commission.

DEPARTMENTAL BUDGET SUMMARY
WILTON DRIVE IMPROVEMENT DISTRICT

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ -	\$ -	\$ -
Personnel Benefits	-	-	-
Operating Expenditures	-	-	96,000
Capital	-	-	-
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	-	-	-
TOTAL DEPARTMENT COST	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 96,000</u></u>

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Fund 602 - WILTON DRIVE IMPROVEMENT FUND							
1	OPERATING EXPENDITURES						1
2	602-5520-5311.000 Professional Services	0	0	0	3,600	3,600	2
3	602-5520-5312.000 Legal Services	0	0	0	20,042	20,042	3
4	602-5520-5321.000 Audit & Accounting	0	0	0	2,000	2,000	4
5	602-5520-5341.000 Contractual Services	0	0	0	9,100	9,100	5
6	602-5520-5412.000 Postage	0	0	0	500	500	6
7	602-5520-5451.000 Insurance	0	0	0	3,000	3,000	7
8	602-5520-5481.000 Promotional Activities	0	0	0	17,000	17,000	8
9	602-5520-5482.000 Advertising	0	0	0	1,500	1,500	9
10	602-5520-5494.000 Miscellaneous Expense	0	0	0	2,758	2,758	10
11	602-5520-5521.000 Operating Expense	0	0	0	1,000	1,000	11
12	602-5520-5525.003 Special Events	0	0	0	35,500	35,500	12
13	OPERATING EXPENDITURES	0	0	0	96,000	96,000	13
14							14
15							15
16	TOTAL WILTON DRIVE IMPROVEMENT DISTRICT FUND EXPENDITURES	0	0	0	96,000	96,000	16

WATER & SEWER UTILITIES FUND

Emergency Management/Utilities Department

The Emergency Management/Utilities Department is responsible for the water distribution network and the sanitary sewer collection system. The Finance Department is responsible for the preparation and collection of utility bills.

WATER DISTRIBUTION

The City of Wilton Manors receives its water from the City of Fort Lauderdale through a 20 year large user agreement. The water plant named "Five Ash" is located at NW 9th Avenue and 38th Street, and water is distributed to Wilton Manors through three 8" master meters (similar to a standard house meter but larger) located on NW 9th Avenue, N Andrews Avenue and NE 11th Avenue. The City of Fort Lauderdale invoices the City of Wilton Manors for the consumption monthly.

The water meter program includes meter reading; meter repairs and replacement; turn ons/off; non-payment tags, leak detection; pressure checks; meter read checks; backflow certification; and general customer complaints response.

The water distribution program includes service line replacement (between the main and meter); fire hydrant flow testing, repair and replacement; installing hydrant isolation valves, exercise hydrants and valves; and painting valve boxes, hydrants and marking locations in street and main line repairs.

The backflow and cross-connection program is a statutory requirement and it is monitored on an annual basis. The Emergency Management/Utilities Department Director is required to sign off on all test and maintenance reports submitted by independent technicians.

SEWER COLLECTION

The City of Wilton Manors contracts with the City of Fort Lauderdale to treat all sewage that is generated in the City of Wilton Manors. Usage is tracked through one sewer meter 16" in diameter, which is located in the City of Oakland Park at NE 16th Avenue and 42nd Street. This meter is read on a monthly basis for the purposes of billing. After sewage is pumped through the meter, it is sent to a transfer station that pumps it to the George T. Lohmeyer Regional Wastewater Treatment Plant in Port Everglades for the required treatment by DEP.

The sewer lift station program provides continual maintenance to the City's twelve stations. The various internal functions of the stations are monitored via a computerized telemetry system. The telemetry system provides the field personnel with a daily record of these functions. Other elements of this program include the biannual cleaning of the station wet well using a vacuum truck, and repairing/replacing valves, motors, pump parts and electrical panels. Routine lift station maintenance is performed at least once a month.

The lateral repair and replacement program is an on-going project. Sewer laterals are repaired or replaced on an "as-needed" basis. Laterals have been long identified as a major infiltration contributor to the sewer system. System expansion is necessary to provide adequate space for redevelopment.

The grease trap/oil separator inspection program augments the State's program. Grease build-up in a restaurant's trap causes it to overflow into the sanitary sewer system. This will cause main-line clogging and excessive build-up on the wet well walls, both of which require unnecessary cleaning and accelerated maintenance.

The sewer collection system televideo, smoke testing, and sealing programs are designed to address the sewer system's infiltration in aggregate. This program operates on a continuous schedule until the entire system has been televised and repaired. The process addresses main lines as well as the house service laterals.

UTILITY BILLING

Utility Billing is responsible for the timely preparation and distribution of the monthly utility bills for all water, sewer, stormwater, recycling and solid waste customers. Customer service personnel field all utility related inquiries from City residents, and help promote water conservation and participation in the City's recycling program. Responsibilities also include coordinating services with our solid waste hauler, processing utility liens, and maintaining the timely collection of utility payments. The Utility Billing office is located in City Hall and is administered as part of the Finance Department.

2015-2016 Strategic Plan Accomplishments

Priority Area: Sound Governance

1. Employee training:
 - a. All department employees completed the Climate Change 101 training.
 - b. Department Director attended Southeast Florida Regional Compact Climate Change Summit.
 - c. One department employee completed the five day FW&PCOA Stormwater "A" course.
 - d. One department employee completed the five day FW&PCOA Water Distribution Level 3 course.
 - e. One department employee is registered to attend a five day HyperSCADA Server Technician course in May 2016.

Priority Area: Strategic Growth & Redevelopment

1. Completed the encoded water meter program.
2. 80 l.f. of sewer pipe sliplining completed.
3. Pipebursting method used to complete water main replacements on NE 2nd Avenue, NE 3rd Avenue and in the alleyway behind Publix at N Andrews Avenue and W Oakland Park Blvd.
4. Pipebursting method used to complete the force main replacement at Lift Station #3.
5. The Lift Station #3 Replacement Project contract has been approved.
6. Annual pump maintenance at Lift Station #11, along with impeller changes to cure issues with the house located directly behind Lift Station #11.
7. Annual water valve maintenance program completed.

2016-2017 Strategic Plan Goals and Objectives



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

- Continue informing and educating residents through monthly articles for the Town Crier on subjects related to the water system, sewer system, stormwater system, garbage, recycling and emergency preparedness. Topics include twice-yearly water system chlorination, new Household Hazardous Waste curbside collection, annual fire hydrant testing, upcoming projects that may impact traffic or water/sewer service, and educational articles on the effect of illicit discharges on the stormwater system. Some notices may also be communicated through the City's website, other local publications, the City's bi-weekly E-news, and/or e-mails to neighborhood associations' representatives. During an emergency event, the City's two electronic message boards and the City's radio channel (1630AM) are also used to communicate important information to residents and businesses.

- Maintain a quality water system to the residents and businesses of Wilton Manors by providing accessibility of our department via e-mail, written request, and telephone. Supply our residents with a yearly Consumer Confidence Report which explains the quality of water supplied by the City of Fort Lauderdale.
- Maintain the department’s website pages.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.

Goal 4: Ensure government employees are qualified and competent.

Objective 1: Continuously support employee training, education opportunities, and licensing/certification.

- Ensure water employees’ new State certification (a new State mandate) is maintained by their attendance at training courses offering Continuing Education Hours.
- As water and sewer maps are digitized, continue employee training on GIS software.



Strategic Growth & Redevelopment

Goal 2: Ensure that the City’s properties and infrastructure meet the present and future needs of the City.

- *Maintain and improve the water system:*
 - a. Continue the state-mandated valve maintenance project started in FY13/14, which is contracted out and involves detailed assessment of approximately 250 valves within the system each year, followed up by repairs when necessary. Included in the data compiled from this assessment is a GIS location for each valve. *(Estimated cost: \$10,000)**
 - b. Continue maintaining fire hydrants, water services, meter boxes, valve boxes, water meters and fire hydrant valves, as necessary to reduce underground leakage. *(Estimated cost: \$10,000)**
 - c. Contract out pipebursting method for 2 water line replacements (one of which is on Wilton Drive) and 1 sewer line replacement. *(Estimated cost: \$772,000)*
 - d. Complete water service line replacements at Manor Grove subdivision. *(Estimated cost: \$10,000)*
 - e. Lead and copper testing of the water system is required every three years, and will be due in the summer of 2017. A minimum of 34 samples must be taken. *(Estimated cost: \$1,000)*
 - f. Replace 2005 Ford F-250 Utility Truck, pursuant to the City’s vehicle replacement policy. *(Estimated cost: \$45,000)**
 - g. Reallocate \$10,000 in FY15/16 budget to provide architectural services for ADA access renovation of EM/Utilities Office Building at 2100 N Dixie Highway. *(Estimated cost: \$10,000)*
 - h. ADA access renovation of EM/Utilities Office Building at 2100 N Dixie Highway. *(Estimated cost: \$100,000)*

- i. Continue to identify and pursue grant funding to assist in improving and modernizing the City's water system.
- *Maintain and improve the sewer system:*
 - a. Continue with the City's sewer manhole rehabilitation program, which is contracted out and involves the cleaning and recoating of the inside of manholes to prevent leakage and damage from harmful sewer gases. *(Estimated cost: \$50,000)**
 - b. Continue with sewer system maintenance, including the cleaning, repairing, sliplining or replacement of deteriorated sewer pipe. *(Estimated cost: \$100,000)**
 - c. Maintain sewer inflow and infiltration studies and, by using the latest technology, continue an aggressive program to identify problems in our lateral system and make necessary repairs. *(Estimated cost: \$200,000)*
 - d. Due to the size, cost and lifespan of the new submersible pumps at the new Lift Station 11, start to fund for replacement of the pumps (3 pumps at a current cost of \$60,000 each = \$180,000 funded over the next 12 years) *(It is anticipated that approximately 40% of the total cost will be funded from Sewer Impact Fees).**
 - e. Annual preventive maintenance on the three pumps at Lift Station 11. *(Estimated cost: \$5,000)**
 - f. Complete the Lift Station 6 rehabilitation started in FY15/16. *(Estimated cost: \$450,000)*
 - g. Lift Station 2 Force Main Replacement. *(Estimated cost: \$180,000)**
 - h. Replace an aging light tower. *(Estimated cost: \$10,000)**
 - i. Continue to identify and pursue grant funding to assist in improving and modernizing the City's sewer system.

2016-2017 Other Goals and Objectives

1. Administer contracts in the best interests of the City:

Objectives:

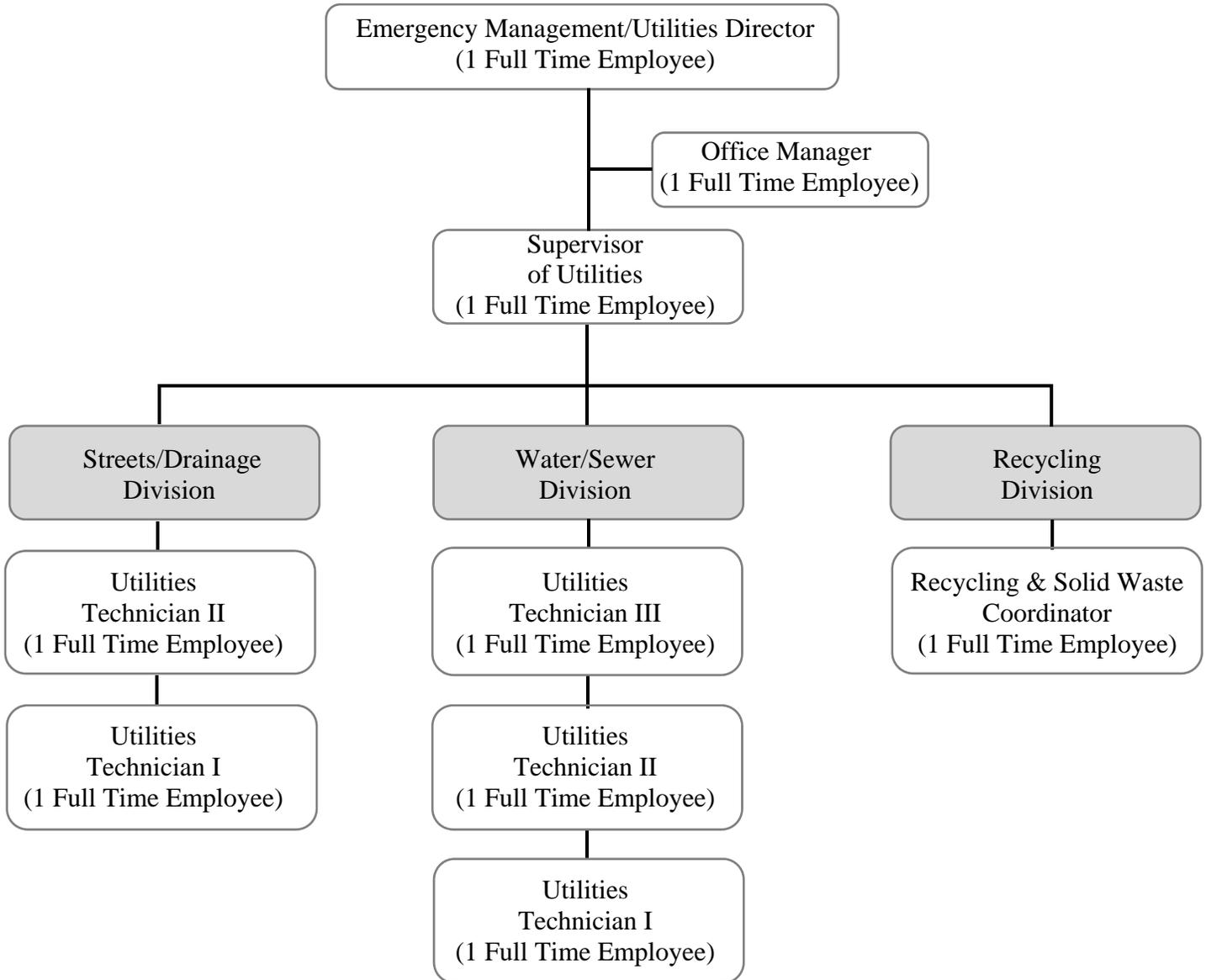
1. Maintain the long-term contract with the City of Fort Lauderdale, whereby the City of Wilton Manors purchases its potable water from the City of Fort Lauderdale as part of a consecutive water supply system.
2. Maintain the long-term contract with the City of Fort Lauderdale, whereby the City of Fort Lauderdale treats all sewage that is generated in the City of Wilton Manors.
3. Continue to contract with Backflow Solutions, Inc. (BSI) to maintain the City's quality backflow prevention program which protects our potable water system and customers.

2. Continue current additional activities:

Objectives:

1. Support and participate fully in the City's efforts to mitigate impending Climate Change effects.
2. Continue with plan reviews for redevelopment and household additions, inspections of driveways, and projects affecting the water and/or sewer system.
3. Maintain the 5-year plan for all public works and emergency management functions.

EMERGENCY MANAGEMENT/UTILITIES



DEPARTMENTAL BUDGET SUMMARY
WATER AND SEWER UTILITIES FUND

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 509,238	\$ 486,095	\$ 486,454
Personnel Benefits	234,751	267,160	271,805
Operating Expenditures	3,972,453	3,920,356	4,371,556
Capital	-	2,909,455	1,830,000
Debt Service	111,533	1,284,571	1,283,494
Depreciation	751,827	752,370	752,266
Operating Transfer To Other Funds	1,475,000	1,475,000	1,371,552
TOTAL DEPARTMENT COST	\$ 7,054,802	\$ 11,095,007	\$ 10,367,127

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Director of Emergency Management/Utilities (a)	0.75	0.75	0.75	0.75
Office Manager (b)	0.50	0.50	0.50	0.50
Customer Service Supervisor	1.00	1.00	1.00	1.00
Customer Service Representative	1.00	1.00	1.00	1.00
Supervisor of Utilities	1.00	1.00	1.00	1.00
Utilities Technician III	1.00	1.00	1.00	1.00
Utilities Technician II	1.00	1.00	1.00	1.00
Utilities Technician I	1.00	1.00	1.00	1.00
Total Full Time	7.25	7.25	7.25	7.25
Part Time Customer Service Representative	0.50	0.50	0.50	0.50
Total Part Time	0.50	0.50	0.50	0.50
UTILITIES FUND TOTALS	7.75	7.75	7.75	7.75

(a) This position is allocated between the General Fund and the Utilities Fund.

(b) This position is allocated between the Recycling Fund and the Utilities Fund.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Fund 401 - WATER AND SEWER UTILITY FUND							
Dept 5330-WATER U/B PERSONNEL							
1	PERSONNEL WAGES						1
2	401-5330-5121.000 SALARIES - FULL TIME	73,274	63,547	63,547	64,438	63,529	2
3	401-5330-5122.000 Curr Lia-Compensated Abs	(1,960)	0	0	0	0	3
4	401-5330-5141.000 Overtime	18	750	750	750	750	4
5	PERSONNEL WAGES	71,332	64,297	64,297	65,188	64,279	5
6							6
7	PERSONNEL BENEFITS						7
8	401-5330-5211.000 FICA	5,943	4,919	4,919	4,987	4,917	8
9	401-5330-5221.000 Pension - WM	5,834	11,587	11,587	9,200	9,262	9
10	401-5330-5222.000 Pension - FRS	2,738	2,169	2,169	2,342	2,309	10
11	401-5330-5231.000 Life & Health Insurance	12,966	14,423	14,423	18,208	18,205	11
12	PERSONNEL BENEFITS	27,481	33,098	33,098	34,737	34,693	12
13							13
14	Totals for dept 5330-WATER U/B PERSONNEL	98,813	97,395	97,395	99,925	98,972	14
15							15
16	Dept 5331-SEWER U/B PERSONNEL						16
17							17
18	PERSONNEL WAGES						18
19	401-5331-5121.000 SALARIES - FULL TIME	73,626	63,547	63,547	64,438	63,529	19
20	401-5331-5122.000 Curr Lia-Compensated Abs	(1,960)	0	0	0	0	20
21	401-5331-5141.000 Overtime	18	750	750	750	750	21
22	401-5331-5151.000 Cellular Phone Stipend	0	0	0	0	0	22
23	PERSONNEL WAGES	71,684	64,297	64,297	65,188	64,279	23
24							24
25	PERSONNEL BENEFITS						25
26	401-5331-5211.000 FICA	5,025	4,919	4,919	4,987	4,917	26
27	401-5331-5221.000 Pension - WM	5,834	11,587	11,587	9,200	9,262	27
28	401-5331-5222.000 Pension - FRS	2,738	2,169	2,169	2,342	2,309	28
29	401-5331-5231.000 Life & Health Insurance	11,766	14,423	14,423	18,208	18,205	29
30	PERSONNEL BENEFITS	25,363	33,098	33,098	34,737	34,693	30
31							31
32	Totals for dept 5331-SEWER U/B PERSONNEL	97,047	97,395	97,395	99,925	98,972	32

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5332-SEWER OPERATIONS						
1	PERSONNEL WAGES					
2	401-5332-5121.000 SALARIES - FULL TIME	230,264	218,178	218,178	221,171	218,079
3	401-5332-5122.000 Curr Lia-Compensated Abs	(3,652)	0	0	0	0
4	401-5332-5141.000 Overtime	9,243	10,400	10,400	10,400	10,400
5	401-5332-5151.000 Cellular Phone Stipend	2,640	1,440	1,440	1,440	1,440
6	401-5332-5154.000 Duty Pay	5,381	7,800	7,800	7,800	7,800
7	401-5332-5157.000 TAX EQUITY STIPENDS	688	750	750	750	750
8	PERSONNEL WAGES	244,564	238,568	238,568	241,561	238,469
9						
10	PERSONNEL BENEFITS					
11	401-5332-5211.000 FICA	18,969	18,193	18,193	18,479	18,243
12	401-5332-5221.000 Pension - WM	17,720	39,784	39,784	31,576	31,796
13	401-5332-5222.000 Pension - FRS	12,292	11,790	11,790	12,642	12,469
14	401-5332-5231.000 Life & Health Insurance	60,720	62,919	62,919	71,252	71,245
15	PERSONNEL BENEFITS	109,701	132,686	132,686	133,949	133,753
1	OPERATING EXPENDITURES					
2	401-5332-5311.000 Professional Services	931	800	800	800	800
3	401-5332-5312.000 Legal Services	6,691	5,000	5,000	5,000	5,000
4	401-5332-5321.000 Audit & Accounting	11,286	11,100	11,100	13,500	13,500
5	401-5332-5341.000 Contractual Services	13,844	7,194	7,194	57,794	57,794
6	401-5332-5342.000 Contractual - Waste Water	1,128,736	1,100,000	1,100,000	1,100,000	1,100,000
7	401-5332-5401.000 Meetings & Conferences	0	1,200	1,200	1,200	1,200
8	401-5332-5411.000 Telephone	2,759	2,700	2,700	2,825	2,825
9	401-5332-5412.000 Postage	13,842	14,100	14,100	14,100	14,100
10	401-5332-5431.000 Utilities	63,469	62,482	62,482	70,391	70,391
11	401-5332-5451.000 Insurance	28,038	19,811	19,811	18,600	18,600
12	401-5332-5461.000 Computer Maintenance	8,661	7,693	7,693	0	0
13	401-5332-5462.000 Equipment Maint-Repair	9,895	9,000	9,000	9,500	9,500
14	401-5332-5463.000 Vehicle Maint-Repair	5,506	5,100	5,100	5,100	5,100
15	401-5332-5464.000 VEHICLE OPERATION-FUEL	9,273	7,608	7,608	12,416	12,416
16	401-5332-5466.000 Building Maintenance	1,531	3,000	3,000	3,000	3,000
17	401-5332-5469.000 System Maintenance	26,594	33,000	33,000	33,500	33,500
18	401-5332-5471.000 Printing & Binding	1,134	1,000	1,000	1,000	1,000
19	401-5332-5491.000 City Hall Indirect Chgs	144,494	138,207	138,207	257,640	257,640
20	401-5332-5511.000 Office Supplies	956	1,500	1,500	3,000	3,000
21	401-5332-5521.000 Operating Supplies	2,576	3,000	3,000	4,000	4,000
22	401-5332-5524.000 Uniforms & Clothing	1,598	1,845	1,845	1,620	1,620
23	401-5332-5541.000 Subs, Memberships, Dues	0	1,312	1,312	1,312	1,312
24	401-5332-5542.000 Training/Education	1,065	9,400	19,121	7,100	7,100
25	401-5332-5544.000 TUITION REIMBURSEMENT	0	350	350	350	350
26	401-5332-5951.000 Contingencies	0	0	0	0	0
27	OPERATING EXPENDITURES	1,482,879	1,446,402	1,456,123	1,623,748	1,623,748
28						
29	CAPITAL					
30	401-5332-5690.000 Contribution to Capital Replacement Plan	0	31,500	31,500	70,000	70,000
31	401-5332-5954.000 Conting -Cap/Equipment	0	25,000	25,000	25,000	25,000
32	401-5332-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	964,900	1,461,832	421,000	421,000
33	CAPITAL	0	1,021,400	1,518,332	516,000	516,000
34						
35	DEBT SERVICE					
36	401-5332-5701.000 Debt Service	71,538	740,912	740,912	740,319	740,319
37	401-5332-5702.000 DEBT ISSUANCE COSTS	0	0	0	0	0
38	DEBT SERVICE	71,538	740,912	740,912	740,319	740,319
39						
40	DEPRECIATION					
41	401-5332-5992.000 DEPRECIATION EXPENSE	505	0	0	0	0
42	401-5332-5994.000 Dep Exp-Furn & Equipment	18,820	17,363	17,363	32,237	32,237
43	401-5332-5995.000 Depr Exp - Sewer	209,826	209,735	209,735	206,300	206,300
44	401-5332-5997.000 Dep Exp - Sys Imp Proj	248,493	247,897	247,897	169,960	169,960
45	DEPRECIATION	477,644	474,995	474,995	408,497	408,497
46						
47	Totals for dept 5332-SEWER OPERATIONS	2,386,326	4,054,963	4,561,616	3,664,074	3,660,786

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Dept 5333-WATER OPERATIONS						
1	PERSONNEL WAGES					1
2	401-5333-5121.000 SALARIES - FULL TIME	119,106	111,983	111,983	114,076	112,477
3	401-5333-5122.000 Curr Lia-Compensated Abs	(2,868)	0	0	0	0
4	401-5333-5141.000 Overtime	3,346	3,600	3,600	3,600	3,600
5	401-5333-5151.000 Cellular Phone Stipend	80	750	750	750	750
6	401-5333-5154.000 Duty Pay	1,994	2,600	2,600	2,600	2,600
7	401-5333-5157.000 TAX EQUITY STIPENDS	0	0	0	0	0
8	PERSONNEL WAGES	121,658	118,933	118,933	121,026	119,427
9						
10	PERSONNEL BENEFITS					
11	401-5333-5211.000 FICA	7,898	9,156	9,156	9,259	9,136
12	401-5333-5221.000 Pension - WM	24,833	20,419	20,419	16,286	16,399
13	401-5333-5222.000 Pension - FRS	9,845	10,203	10,203	10,942	10,790
14	401-5333-5231.000 Life & Health Insurance	29,630	28,500	28,500	32,345	32,341
15	PERSONNEL BENEFITS	72,206	68,278	68,278	68,832	68,666
16						
17	OPERATING EXPENDITURES					
18	401-5333-5311.000 Professional Services	931	1,500	1,500	1,500	1,500
19	401-5333-5312.000 Legal Services	6,691	5,000	5,000	5,000	5,000
20	401-5333-5321.000 Audit & Accounting	11,286	11,100	11,100	13,500	13,500
21	401-5333-5341.000 Contractual Services	22,497	23,502	24,452	76,602	76,602
22	401-5333-5401.000 Meetings & Conferences	0	2,100	2,100	2,100	2,100
23	401-5333-5411.000 Telephone	884	830	830	830	830
24	401-5333-5412.000 Postage	12,215	13,200	13,200	11,100	11,100
25	401-5333-5432.000 Water Purchases	2,196,679	2,163,000	2,163,000	2,271,150	2,271,150
26	401-5333-5451.000 Insurance	21,007	14,071	14,071	13,800	13,800
27	401-5333-5461.000 Computer Maintenance	10,341	10,836	10,836	0	0
28	401-5333-5462.000 Equipment Maint-Repair	2,307	2,950	2,950	2,950	2,950
29	401-5333-5463.000 Vehicle Maint-Repair	2,192	8,800	8,800	8,550	8,550
30	401-5333-5464.000 VEHICLE OPERATION-FUEL	2,305	6,372	6,372	7,936	7,936
31	401-5333-5466.000 Building Maintenance	(1)	0	0	2,500	2,500
32	401-5333-5469.000 System Maintenance	56,511	23,600	23,600	23,600	23,600
33	401-5333-5471.000 Printing & Binding	1,631	750	750	750	750
34	401-5333-5491.000 City Hall Indirect Chgs	144,494	139,007	139,007	287,245	287,245
35	401-5333-5496.000 Year End Inventory Adjmt	2,962	0	0	0	0
36	401-5333-5511.000 Office Supplies	891	1,200	1,200	3,700	3,700
37	401-5333-5521.000 Operating Supplies	(10,451)	4,800	4,800	4,800	4,800
38	401-5333-5524.000 Uniforms & Clothing	1,903	1,320	1,320	1,620	1,620
39	401-5333-5541.000 Subs, Memberships, Dues	1,964	1,825	1,825	1,825	1,825
40	401-5333-5542.000 Training/Education	335	6,400	14,395	6,400	6,400
41	401-5333-5544.000 TUITION REIMBURSEMENT	0	350	350	350	350
42	401-5333-5951.000 Contingencies	0	12,775	12,775	0	0
43	401-5333-5991.000 Contingency - Fund Balance	0	0	0	0	0
44	OPERATING EXPENDITURES	2,489,574	2,455,288	2,464,233	2,747,808	2,747,808
45						
46	CAPITAL					
47	401-5333-5690.000 Contribution to Capital Replacement Plan	0	31,500	31,500	70,000	70,000
48	401-5333-5954.000 Conting -Cap/Equipment	0	25,000	25,000	25,000	25,000
49	401-5333-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	854,300	1,334,623	1,219,000	1,219,000
50	CAPITAL	0	910,800	1,391,123	1,314,000	1,314,000
51						
52	DEBT SERVICE					
53	401-5333-5701.000 Debt Service	39,995	543,659	543,659	543,175	543,175
54	DEBT SERVICE	39,995	543,659	543,659	543,175	543,175
55						
56	DEPRECIATION					
57	401-5333-5992.000 DEPRECIATION EXPENSE	530	0	0	0	0
58	401-5333-5993.000 Dep Exp -System & Improvements	194,908	194,834	194,834	195,250	195,250
59	401-5333-5994.000 Dep Exp - Fire Hydrants	10,033	12,853	12,853	21,455	21,455
60	401-5333-5995.000 Dep Exp - Autos & Trucks	10,320	10,320	10,320	7,350	7,350
61	401-5333-5996.000 Dep Exp - Furn & Equipment	25,805	23,623	23,623	86,306	86,306
62	401-5333-5997.000 Dep Exp - Sys Imp Proj	30,841	34,000	34,000	31,663	31,663
63	401-5333-5998.000 Dep Exp - Buildings	1,746	1,745	1,745	1,745	1,745
64	DEPRECIATION	274,183	277,375	277,375	343,769	343,769
65						
66	Totals for dept 5333-WATER OPERATIONS	2,997,616	4,374,333	4,863,601	5,138,610	5,136,845
67						
68						
69	Dept 5881-INTERFUND TRANSFERS					
70	TRANSFERS OUT					
71	401-5881-5911.000 Operating Transfers Out	1,475,000	1,475,000	1,475,000	1,371,552	1,371,552
72	TRANSFERS OUT	1,475,000	1,475,000	1,475,000	1,371,552	1,371,552
73						
74	Totals for dept 5881-INTERFUND TRANSFERS	1,475,000	1,475,000	1,475,000	1,371,552	1,371,552
75						
76	TOTAL WATER AND SEWER UTILITY FUND EXPENDITURES	7,054,802	10,099,086	11,095,007	10,374,086	10,367,127

PARKING FUND

The City is committed to increasing the amount of parking available to citizens patronizing the businesses in the Arts & Entertainment District along Wilton Drive.

In 2007 the City installed parking paystations at Richardson and Hagen Park parking lots and began to charge for parking during peak evening hours. In 2010 the City's parking program was expanded to include on-street meters along Wilton Drive and connecting side streets. Hours for paid parking at these meters were also expanded.

In May, 2014 the City opened a new 42-space parking lot on the corner of NE 8th Terrace and NE 26th Street as part of its commitment to increase parking to serve the north end of Wilton Drive. The City is pursuing the purchase of land for the construction of a second parking lot to serve this area.

Through FY12 the parking program was accounted for in the General Fund. In FY13 a new Parking Fund was established to account for all revenues and expenditures of the parking program. Revenue for this enterprise fund is generated through user fees from parking meter and permit payment, and fines and forfeitures from parking citations.

Management of the City's parking program is contracted out to a commercial vendor. The City's Finance Director acts as Parking Contract Administrator.

FY2015-2016 Strategic Plan Accomplishments



Strategic Growth & Redevelopment

Goal 1: Develop and use a Master Economic Development Plan

Objective 2: Create a Parking Plan

- Finance initiated a parking study as a component of a Long Term Parking Plan.

2015-2016 Other Accomplishments

Parking

Finance began the process to develop a long term parking plan for the City, holding one Commission Workshop and one Town Hall meeting to gather public input for the plan. We coordinated the purchase of land that will provide additional parking to serve the north end of Wilton Drive. We proposed and implemented the increase of the hourly parking rate in order to fund future expansion of the City’s inventory of parking spaces. We worked with Lanier Parking to initiate use of a collection agency to collect out-of-state delinquent citations. We are near completion of the replacement of all parking pay stations and have replaced all single space meters with new credit card enabled meters.

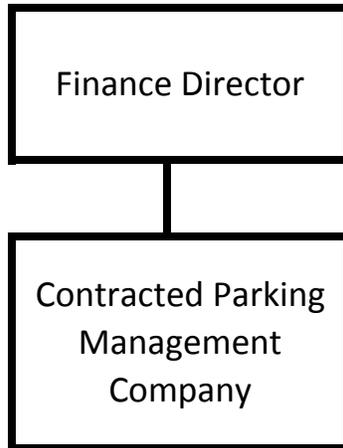
2016-2017 Strategic Plan Goals and Objectives



Strategic Growth & Redevelopment

Goals	Objectives	Strategy	Planned Accomplishment for FY16-17
Goal 1: Ensure that the City’s properties and infrastructure meet the present and future needs of the City.	<ul style="list-style-type: none"> • Create a Parking Master Plan 	<ul style="list-style-type: none"> • Continue to work with Lanier to evaluate parking demand in the City. 	<ul style="list-style-type: none"> • Begin implementation of Long Term Parking Plan.

Parking Fund



DEPARTMENTAL BUDGET SUMMARY
PARKING FUND

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 23,733	\$ 5,928	\$ 6,021
Personnel Benefits	9,701	3,240	3,182
Operating Expenditures	423,126	438,529	578,197
Capital	-	677,075	55,000
Debt Service	25,846	110,455	110,454
Depreciation	39,141	43,198	41,146
Operating Transfer To Other Funds	46,732	-	-
TOTAL DEPARTMENT COST	\$ 568,279	\$ 1,278,425	\$ 794,000

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Finance Director (a)	0.05	0.05	0.05	0.05
Total Full Time	0.05	0.05	0.05	0.05
PARKING FUND TOTALS	0.05	0.05	0.05	0.05

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET	
Fund 406 - PARKING FUND							
Dept 5450-PARKING							
1	PERSONNEL WAGES						1
2	406-5450-5121.000 SALARIES - FULL TIME	23,064	5,892	5,892	6,069	6,069	2
3	406-5450-5122.000 Curr Lia-Compensated Abs	537	0	0	0	0	3
4	406-5450-5151.000 Cell Phone Stipend	132	36	36	36	36	4
5	PERSONNEL WAGES	23,733	5,928	5,928	6,105	6,105	5
6							6
7	PERSONNEL BENEFITS						7
8	406-5450-5211.000 FICA	1,764	453	453	467	467	8
9	406-5450-5221.000 Pension - WM	1,529	1,074	1,074	866	866	9
10	406-5450-5222.000 Pension - FRS	4,597	1,256	1,256	1,338	1,338	10
11	406-5450-5231.000 Life & Health Insurance	1,811	457	457	529	529	11
12	PERSONNEL BENEFITS	9,701	3,240	3,240	3,200	3,200	12
13							13
14	OPERATING EXPENDITURES						14
15	406-5450-5311.000 Professional Services	0	15,000	15,000	15,000	15,000	15
16	406-5450-5312.000 Legal Services	0	0	0	0	0	16
17	406-5450-5341.000 Contractual Services	37,271	32,700	32,700	65,370	65,370	17
18	406-5450-5343.000 Contractual Services - Management Co.	340,409	332,335	332,335	377,436	377,436	18
19	406-5450-5401.000 Meetings & Conferences	0	800	800	2,500	2,500	19
20	406-5450-5431.000 Utilities	1,493	1,560	1,560	2,160	2,160	20
21	406-5450-5451.000 Insurance	2,433	600	600	600	600	21
22	406-5450-5461.000 Computer Maintenance	0	500	500	0	0	22
23	406-5450-5462.000 Equipment Maint-Repair	0	1,000	1,000	5,000	5,000	23
24	406-5450-5467.001 Grounds Maintenance	3,153	5,000	5,000	12,000	12,000	24
25	406-5450-5490.004 Special Event - Stonewall	3,673	0	0	0	0	25
26	406-5450-5490.005 Special Event - Halloween	3,239	0	0	0	0	26
27	406-5450-5491.000 City Hall Indirect Charges	28,899	27,801	27,801	57,489	57,489	27
28	406-5450-5511.000 Office Supplies	0	500	500	500	500	28
29	406-5450-5521.000 Operating Supplies	2,306	5,000	5,000	5,000	5,000	29
30	406-5450-5541.000 Subs, Memberships, Dues	250	300	300	600	600	30
31	406-5450-5542.000 Training/Education	0	0	0	1,000	1,000	31
32	406-5450-5951.000 Contingencies	0	15,433	15,433	33,440	33,440	32
33	OPERATING EXPENDITURES	423,126	438,529	438,529	578,095	578,095	33
34							34
35	CAPITAL						35
36	406-5450-5690.000 Contribution to Capital Replacement Plan	0	27,000	27,000	35,000	35,000	36
37	406-5450-5954.000 Conting - Cap/Equipment	0	0	0	8,000	8,000	37
38	406-5450-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	0	325,500	650,075	12,000	12,000	38
39	CAPITAL	0	352,500	677,075	55,000	55,000	39
40							40
41	DEBT SERVICE						41
42	406-5450-5711.000 Principal Payments	0	83,337	83,337	85,450	85,450	42
43	406-5450-5721.000 Interest Payments	25,846	27,118	27,118	25,004	25,004	43
44	DEBT SERVICE	25,846	110,455	110,455	110,454	110,454	44
45							45
46	TRANSFERS OUT						46
47	406-5450-5911.000 Operating Transfers Out	0	0	0	0	0	47
48	TRANSFERS OUT	0	0	0	0	0	48
49							49
50	DEPRECIATION						50
51	406-5450-5591.009 Depreciation - Parking System	3,215	7,272	7,272	2,218	2,218	51
52	406-5450-5992.000 DEPRECIATION EXPENSE	35,926	35,926	35,926	38,928	38,928	52
53	DEPRECIATION	39,141	43,198	43,198	41,146	41,146	53
54							54
55	Totals for dept 5450-PARKING	521,547	953,850	1,278,425	794,000	794,000	55
56							56
57	Dept 5881-INTERFUND TRANSFERS						57
58							58
59	TRANSFERS OUT						59
60	406-5881-5911.000 Operating Transfers Out	46,732	0	0	0	0	60
61	TRANSFERS OUT	46,732	0	0	0	0	61
62							62
63	Totals for dept 5881-INTERFUND TRANSFERS	46,732	0	0	0	0	63
64							64
65							65
66	TOTAL PARKING FUND EXPENDITURES	568,279	953,850	1,278,425	794,000	794,000	66

DRAINAGE UTILITY FUND

The stormwater system rehabilitation program consists of replacing outdated catch basins as well as the associated undersized drainage pipes. The program also addresses the continuing maintenance of the network such as cleaning debris out of the catch basins and associated piping, the repair of broken or cracked pipes, and addressing the quality of water entering canals. The City is a co-permittee in Broward County Inter-local Agreement NPDES-00016 for state-mandated maintenance activities and sediment control standards in the City's waterways, thereby reducing the amount of sediment entering the City's drainage system and waterways.

2015-2016 Strategic Plan Accomplishments

Priority Area: Sound Governance

1. Employee training:
 - a. All department employees completed the Climate Change 101 training.
 - b. Department Director attended Southeast Florida Regional Compact Climate Change Summit.
 - c. One department employee completed the five day FW&PCOA Stormwater “A” course.
 - d. One department employee completed the five day FW&PCOA Water Distribution Level 3 course.
 - e. One department employee is registered to attend a five day HyperSCADA Server Technician course in May 2016.

2016-2017 Strategic Plan Goals and Objectives



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

- Continue informing and educating residents through monthly articles for the Town Crier on subjects related to the water system, sewer system, stormwater system, garbage, recycling and emergency preparedness. Topics include twice-yearly water system chlorination, new Household Hazardous Waste curbside collection, annual fire hydrant testing, upcoming projects that may impact traffic or water/sewer service, and educational articles on the effect of illicit discharges on the stormwater system. Some notices may also be communicated through the City’s website, other local publications, the City’s bi-weekly E-news, and/or e-mails to neighborhood associations’ representatives. During an emergency event, the City’s two electronic message boards and the City’s radio channel (1630AM) are also used to communicate important information to residents and businesses.
- Maintain the department’s website pages.
- Maintain the “Who You Gonna Call?” flyer, both in handout form in the lobby of City Hall and in an interactive format on the City’s website.



Goal 2: Ensure that the City's properties and infrastructure meet the present and future needs of the City.

- *Maintain and improve the stormwater drainage system:*
 - a. Maintain the City's aging drainage system where flooding occurs due to new construction which decreases the amount of pervious area in the City. This will be achieved by adding new storage underground, extending the current system.
 - b. Continue with drainage system maintenance, including the cleaning, repairing, sliplining or replacement of deteriorated stormwater pipe. *(Estimated cost: \$100,000)**
 - c. Continue with the annual catch basin rehabilitation program. *(Estimated cost: \$5,000)*
 - d. Continue to identify and pursue grant funding to assist in improving and modernizing the City's stormwater system.
- *Maintain and improve roadways and streetscapes:*
 - a. Contract out the annual asphalt overlay and repairs program: *(Estimated cost: \$100,000)**
 - b. Contract out the repair of existing deteriorated sidewalks. *(Estimated cost: \$10,000)**
 - c. Continue to add sidewalks where necessary. In 2016/17, new sidewalks will be installed on NE 1st Avenue, between NE 21st Court and NE 24th Street. *(Estimated cost: \$30,000)*
 - d. Completion of the N Dixie Highway Roadway Improvements Project, which will include new bike paths, sidewalks and resurfacing of N Dixie Highway from the South City Limits to 5 Points. *(Estimated cost: \$195,000)*
 - e. Contract out the annual thermoplastic striping replacement program. *(Estimated cost: \$5,000)**
 - f. Replacement of the 1994 big plate compactor. *(Estimated cost: \$10,000)*
 - g. Replacement of the air compressor in the back shop. *(Estimated cost: \$2,500)**
 - h. Collect data related to motorists' driving patterns/speeds and utilize adopted Traffic Calming Manual to provide safe roadways for all users.
 - i. Continue to identify and pursue grant funding to assist in improving and modernizing the City's network of roads.

- j. Study the NE 24th Street/NE 15th Avenue intersection and design a plan for pedestrian safety.

2016-2017 Other Goals and Objectives

1. Administer contracts in the best interests of the City:

Objectives:

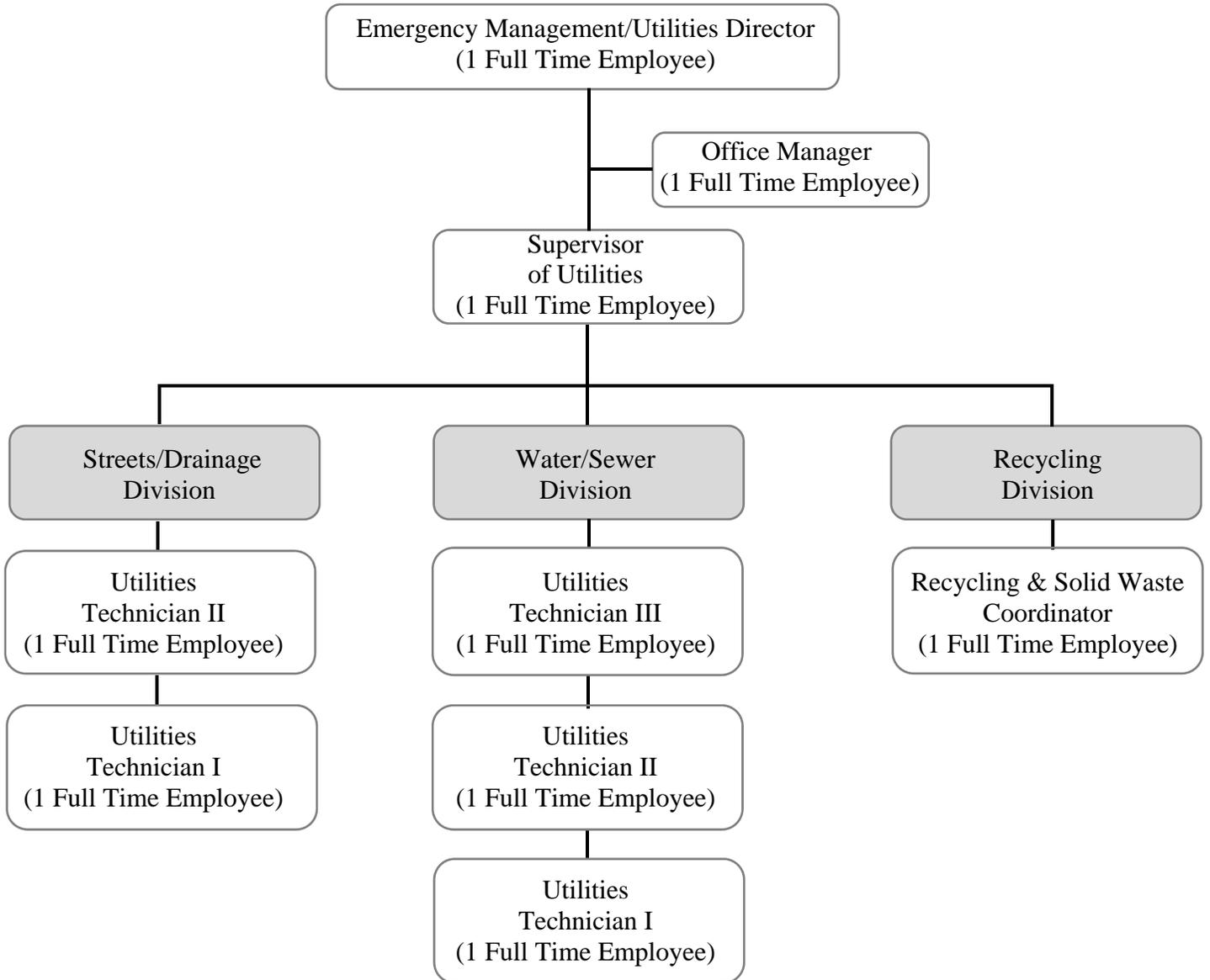
1. Continue to contract out sedimentation and erosion control inspections of construction sites and preparation of the annual National Pollutant Discharge Elimination System (NPDES) annual report to Chen Moore & Associates.

2. Continue current additional activities:

Objectives:

1. Support and participate fully in the City's efforts to mitigate impending Climate Change effects.
 - Continue to track waterway pollution prevention activities for the National Pollution Discharge Elimination System (NPDES) program within the City. Such activities include street sweeping, inspecting and cleaning catch basins, canal outfalls and piping, and mandatory sedimentation and erosion control inspections of construction sites.

EMERGENCY MANAGEMENT/UTILITIES



**DEPARTMENTAL BUDGET SUMMARY
DRAINAGE UTILITY FUND**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 53,153	\$ 87,678	\$ 89,705
Personnel Benefits	31,960	45,442	58,177
Operating Expenditures	95,560	120,671	138,604
Capital	-	183,300	200,000
Debt Service	-	-	
Depreciation	102,295	100,802	114,849
Operating Transfer To Other Funds	7,000	-	-
TOTAL DEPARTMENT COST	\$ 289,968	\$ 537,893	\$ 601,335

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Public Services Technician I	1	1.00	1	1.00
Public Services Technician II	1	1.00	1	1.00
Total Full Time	2	2.00	2	2.00
DRAINAGE UTILITY FUND TOTALS	2	2.00	2	2.00

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 450 - DRAINAGE UTILITY FUND						
Dept 5336-DRAINAGE OPERATIONS						
1	PERSONNEL WAGES					1
2	450-5336-5121.000 SALARIES - FULL TIME	44,271	82,158	82,158	83,854	82,685
3	450-5336-5122.000 Curr Lia-Compensated Abs	(85)	0	0	0	0
4	450-5336-5141.000 Overtime	5,507	2,500	2,500	4,000	4,000
5	450-5336-5151.000 Cell Phone Stipend	385	420	420	420	420
6	450-5336-5154.000 DUTY PAY	3,075	2,600	2,600	2,600	2,600
7	PERSONNEL WAGES	53,153	87,678	87,678	90,874	89,705
8						
9	PERSONNEL BENEFITS					
10	450-5336-5211.000 FICA	3,889	6,707	6,707	6,952	6,862
11	450-5336-5221.000 Pension - WM	6,117	14,981	14,981	11,972	12,055
12	450-5336-5222.000 Pension - FRS	4,163	6,108	6,108	6,886	6,797
13	450-5336-5231.000 Life & Health Insurance	17,791	17,646	17,646	32,466	32,463
14	PERSONNEL BENEFITS	31,960	45,442	45,442	58,276	58,177
15						
16	OPERATING EXPENDITURES					
17	450-5336-5311.000 Professional Services	0	1,000	1,000	1,000	1,000
18	450-5336-5341.000 Contractual Services	14,460	32,866	32,866	37,866	37,866
19	450-5336-5401.000 Meetings & Conferences	0	1,200	1,200	1,200	1,200
20	450-5336-5411.000 Telephone	150	200	200	200	200
21	450-5336-5412.000 Postage	0	50	50	50	50
22	450-5336-5451.000 Insurance	10,046	6,879	6,879	6,600	6,600
23	450-5336-5462.000 Equipment Maint-Repair	7,408	10,300	10,300	10,800	10,800
24	450-5336-5463.000 Vehicle Maint-Repair	4,989	2,700	2,700	2,700	2,700
25	450-5336-5464.000 VEHICLE OPERATION-FUEL	2,593	2,635	2,635	3,800	3,800
26	450-5336-5469.000 SYSTEM MAINTENANCE	22,297	24,000	24,000	24,000	24,000
27	450-5336-5491.000 City Hall Indirect Chgs	28,899	27,181	27,181	40,638	40,638
28	450-5336-5521.000 Operating Supplies	1,396	4,500	4,500	4,500	4,500
29	450-5336-5524.000 Uniforms & Clothing	1,561	1,350	1,350	1,050	1,050
30	450-5336-5541.000 Subs, Memberships, Dues	938	450	450	450	450
31	450-5336-5542.000 Training/Education	823	3,750	5,360	3,750	3,750
32	450-5336-5951.000 Contingencies	0	0	0	0	0
33	OPERATING EXPENDITURES	95,560	119,061	120,671	138,604	138,604
34						
35	CAPITAL					
36	450-5336-5690.000 Contribution to Capital Replacement Plan	0	36,000	36,000	56,000	56,000
37	450-5336-5954.000 Conting - Cap/Equipment	0	20,000	20,000	20,000	20,000
38	450-5336-5955.000 Current Year Capital Expenditure	0	68,000	127,300	124,000	124,000
39	CAPITAL	0	124,000	183,300	200,000	200,000
40						
41	DEPRECIATION					
42	450-5336-5992.000 Depreciation Expense	354	0	0	0	0
43	450-5336-5993.000 Dep Exp -System & Improvements	57,416	57,417	57,417	58,224	58,224
44	450-5336-5994.000 Dep Exp - Furn & Equipment	4,379	3,679	3,679	11,678	11,678
45	450-5336-5995.000 Dep Exp - Autos & Trucks	23,595	23,594	23,594	23,582	23,582
46	450-5336-5996.000 Dep Exp - Sys Imp Proj	16,551	16,112	16,112	21,365	21,365
47	DEPRECIATION	102,295	100,802	100,802	114,849	114,849
48						
49	Totals for dept 5336-DRAINAGE OPERATIONS	282,968	476,983	537,893	602,603	601,335
50						
51	Dept 5881-INTERFUND TRANSFERS					
52						
53	TRANSFERS OUT					
54	450-5881-5911.000 Operating Transfers Out	7,000	0	0	0	0
55	TRANSFERS OUT	7,000	0	0	0	0
56						
57	Totals for dept 5881-INTERFUND TRANSFERS	7,000	0	0	0	0
58						
59						
60	TOTAL DRAINAGE UTILITY FUND EXPENDITURES	289,968	476,983	537,893	602,603	601,335

RECYCLING FUND

The Recycling Program provides for recycling promotion within the community and related brochure development; garbage and recycling contract administration; monitoring of the recycling programs for contamination and container replacement; commercial solid waste audits; maintenance of the drop-off center; and oversight of code violation enforcement at dumpster enclosures and for bulk pickup items.

The City of Wilton Manors uses the most resourceful and energy efficient means possible during construction projects and for replacement structures and amenities. Many of the products used include recycled materials for boardwalks; picnic tables and benches; curb stops; playground equipment and surfaces; and vehicles.

2015-2016 Strategic Plan Accomplishments

Priority Area: Sound Governance

1. Issued a Solid Waste Services ITB, which includes request for bidders to quote on HHW curbside pick-up and commercial recycling – two programs not currently available in the City.

2016-2017 Strategic Plan Goals and Objectives



Sound Governance

Goal 1: Operate in a fair and transparent manner.

Objective 2: Provide the public access to information about how the City operates, establishes priorities, and makes decisions.

- Continue informing and educating residents through monthly articles for the Town Crier on subjects related to recycling. Topics include the new Household Hazardous Waste curbside collection. Some notices may also be communicated through the City's website, other local publications, the City's bi-weekly E-news, and/or e-mails to neighborhood associations' representatives.
- Maintain the department's website pages.
- Maintain the "Who You Gonna Call?" flyer, both in handout form in the lobby of City Hall and in an interactive format on the City's website.



Innovating and Adapting for the Future

Goal 2: Encourage environmentally sustainable practices.

Objective 2: Continue efforts to explore and promote green policies for residents.

- New solid waste services contract will include household hazardous waste (HHW) curbside pick-up and commercial recycling – two programs not currently available in the City.

2016-2017 Other Goals and Objectives

1. Administer contracts in the best interests of the City:

Objectives:

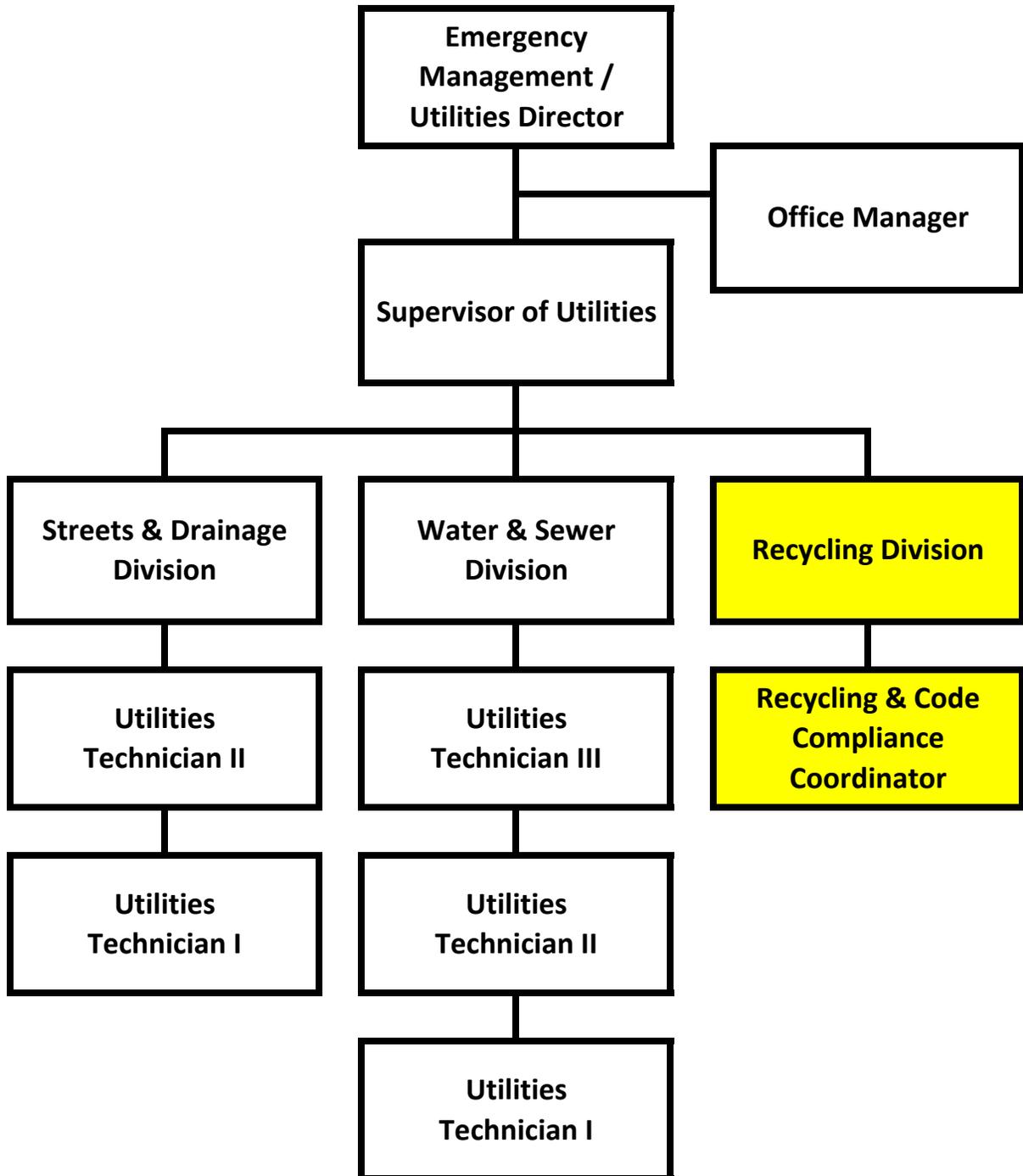
1. Maintain a working partnership with trash and recycling collection and disposal contractors.

2. Continue current additional activities:

Objectives:

1. Support and participate fully in the City's efforts to mitigate impending Climate Change effects.
 - Start a program for commercial recycling.

Emergency Management/Utilities Department



**DEPARTMENTAL BUDGET SUMMARY
RECYCLING FUND**

Type of Budgeted Expenditure	FY14-15 Actual Expenditures	FY15-16 Amended Budget	FY16-17 Adopted Budget
Personnel Wages	\$ 82,760	\$ 83,930	\$ 63,349
Personnel Benefits	44,099	45,295	39,783
Operating Expenditures	186,457	200,226	3,026,668
Capital	2,444	8,050	47,200
Debt Service	-	-	-
Depreciation	-	-	-
Operating Transfer To Other Funds	558,493	209,583	276,000
TOTAL DEPARTMENT COST	\$ 874,253	\$ 547,084	\$ 3,453,000

PERSONNEL POSITIONS	Fiscal Year 15-16		Fiscal Year 16-17	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
Recycling & Code Compliance Officer	1.00	1.00	1.00	1.00
Office Manager (a)	0.50	0.50	0.50	0.50
Total Full Time	1.50	1.50	1.50	1.50
RECYCLING FUND TOTALS	1.50	1.50	1.50	1.50

(a) Allocated between Recycling and Utilities Funds.

CITY OF WILTON MANORS

BUDGET EXPENDITURE DETAIL
FISCAL YEAR 2016-2017 BUDGET

GL NUMBER	DESCRIPTION	FY 2014-15 ACTUAL	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 AMENDED BUDGET	FY 2016-17 PROPOSED BUDGET	FY 2016-17 ADOPTED BUDGET
Fund 151 - RECYCLING FUND						
Dept 5334-RECYCLING PERSONNEL						
1	PERSONNEL WAGES					1
2	151-5334-5121.000 SALARIES - FULL TIME	82,288	83,160	83,160	63,494	63,494
3	151-5334-5141.000 Overtime	472	500	500	500	500
4	151-5334-5151.000 Cellular Phone Stipend	0	270	270	270	270
5	PERSONNEL WAGES	82,760	83,930	83,930	64,264	64,264
6						
7	PERSONNEL BENEFITS					
8	151-5334-5211.000 FICA	5,797	6,421	6,421	4,916	4,916
9	151-5334-5221.000 Pension - WM	12,173	11,617	11,617	9,065	9,065
10	151-5334-5222.000 Pension - FRS	3,687	3,915	3,915	2,606	2,606
11	151-5334-5231.000 Life & Health Insurance	22,442	23,342	23,342	23,248	23,248
12	PERSONNEL BENEFITS	44,099	45,295	45,295	39,835	39,835
13						
14	Totals for dept 5334-RECYCLING PERSONNEL	126,859	129,225	129,225	104,099	104,099
15						
16	Dept 5335-RECYCLING OPERATIONS					
17	OPERATING EXPENDITURES					
18	151-5335-5312.000 Legal Services	1,139	0	0	2,000	2,000
19	151-5335-5341.000 Contractual Services	29,259	40,539	40,539	2,911,528	2,911,528
20	151-5335-5401.000 Meetings & Conferences	861	1,200	1,200	1,200	1,200
21	151-5335-5412.000 Postage	0	50	50	50	50
22	151-5335-5431.000 Utilities	93	268	268	270	270
23	151-5335-5451.000 Insurance	3,012	1,966	1,966	1,800	1,800
24	151-5335-5461.000 Computer Maintenance	164	200	200	0	0
25	151-5335-5462.000 Equipment Maint-Repair	1,054	2,300	2,300	3,300	3,300
26	151-5335-5463.000 Vehicle Maint-Repair	1,698	2,200	2,200	2,200	2,200
27	151-5335-5464.000 Vehicle Operation-Fuel	2,522	4,600	4,600	3,682	3,682
28	151-5335-5466.000 Building Maintenance	3,161	3,500	3,500	3,500	3,500
29	151-5335-5469.000 System Maintenance	1,007	4,200	4,200	4,500	4,500
30	151-5335-5471.000 Printing & Binding	215	1,000	1,000	1,500	1,500
31	151-5335-5472.000 Town Crier	41,857	37,135	37,135	49,350	49,350
32	151-5335-5491.000 City Hall Indirect Charges	96,330	92,608	92,608	23,082	23,082
33	151-5335-5521.000 Operating Supplies	2,993	3,300	3,300	3,500	3,500
34	151-5335-5524.000 Uniforms & Clothing	777	675	675	675	675
35	151-5335-5541.000 Subs, Memberships, Dues	315	475	475	300	300
36	151-5335-5542.000 Training/Education	0	300	300	500	500
37	151-5335-5951.000 Contingencies	0	0	0	9,054	9,054
38	OPERATING EXPENDITURES	186,457	196,516	196,516	3,021,991	3,021,991
39						
40	CAPITAL					
41	151-5335-5641.000 Capital Outlay	0	0	0	35,000	35,000
42	151-5335-5690.000 Contribution to Capital Replacement Plan	0	1,850	1,850	6,000	6,000
43	CAPITAL	0	1,850	1,850	41,000	41,000
44						
45	Totals for dept 5335-RECYCLING OPERATIONS	186,457	198,366	198,366	3,062,991	3,062,991
46						
47	Dept 5779-PARKS & FACILITIES					
48	OPERATING EXPENDITURES					
49	151-5779-5521.000 Operating Supplies	0	3,710	3,710	3,710	3,710
50	OPERATING EXPENDITURES	0	3,710	3,710	3,710	3,710
51						
52	CAPITAL					
53	151-5779-5641.000 Capital Outlay	2,444	6,200	6,200	6,200	6,200
54	151-5779-5690.000 Contribution to Capital Replacement Plan	0	0	0	0	0
55	CAPITAL	2,444	6,200	6,200	6,200	6,200
56						
57	Totals for dept 5779-PARKS & FACILITIES	2,444	9,910	9,910	9,910	9,910
58						
59	Dept 5881-INTERFUND TRANSFERS					
60	TRANSFERS OUT					
61	151-5881-5911.000 Operating Transfers Out	558,493	209,583	209,583	276,000	276,000
62	TRANSFERS OUT	558,493	209,583	209,583	276,000	276,000
63						
64	Totals for dept 5881-INTERFUND TRANSFERS	558,493	209,583	209,583	276,000	276,000
65						
66	TOTAL RECYCLING FUND EXPENDITURES	874,253	547,084	547,084	3,453,000	3,453,000



FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

FY2016/17 – FY2020/21



FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

As part of the City's continuing compliance with the comprehensive plan requirements of the State Growth Management Act, City staff has prepared the following five year capital improvement program (CIP). These budget projections represent an overview of anticipated capital expenditures in years to come and serve as a guide for the City in developing proposed programs and operations as funding sources become available. The CIP concentrates on the development of a long-range framework in which physical projects may be planned while, at the same time, implementing projects within the City's financial capabilities. Since the City's funding capability for major capital programs is severely limited, staff will continue to formulate suggestions and recommendations relative to potential funding sources.

The purpose of the Capital Improvement Program includes the development of a long-range framework in which projects are planned, evaluated, and presented in an order of sequence; the coordination of the capital related projects of the City departments to ensure equitable distributions of projects with regard to the needs of the community, the timing of related projects, and the fiscal ability of the City to undertake the projects; and the assistance of City staff and City Commission members in the determination of project requests and funding with regard to short and long-range plans; and the provision of information regarding the planned capital projects to the residents of the City of Wilton Manors.

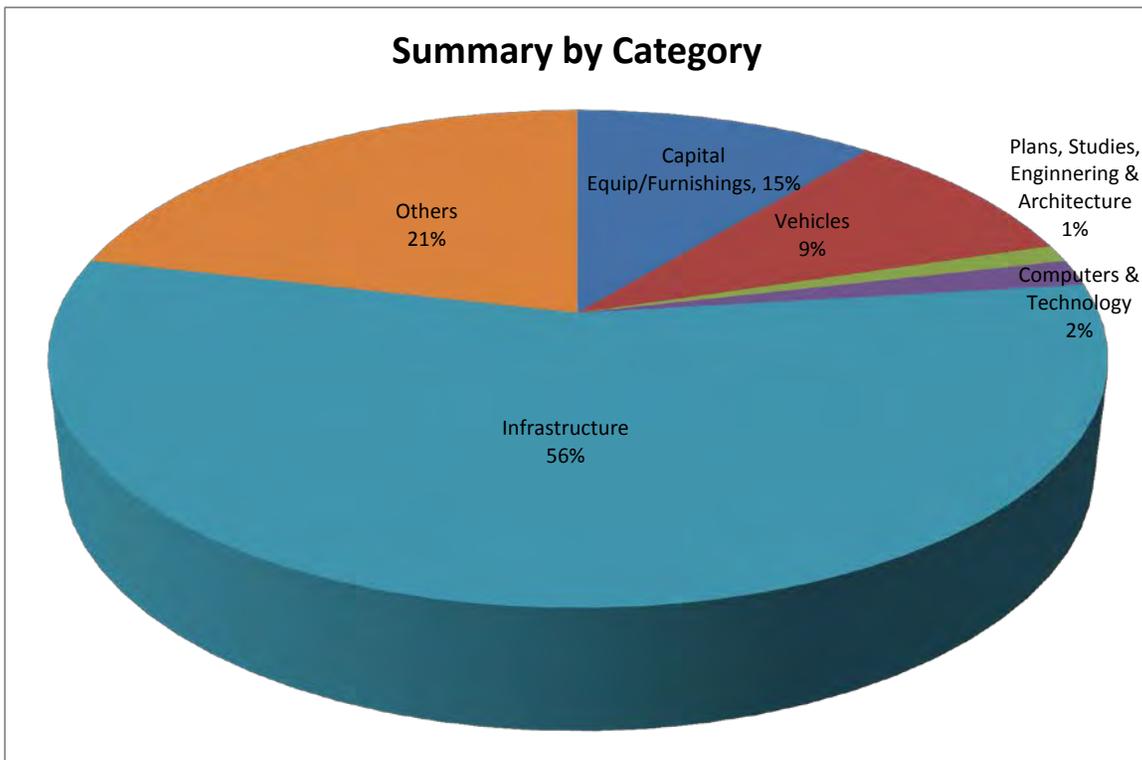
A Capital improvement is defined as a capital expenditure of \$500 or more, resulting in the acquisition, improvement or addition to fixed assets in the form of land, building or improvements, more or less permanent in character, and durable equipment with a life expectancy of more than one (1) year.

CAPITAL IMPROVEMENT PROGRAM 2016-2017 HIGHLIGHTS

- Provides funding to replace seven vehicles and one new vehicle for new K9 officer for the Police Department to continue to provide high quality and effective police services.
- Provides funding for road maintenance projects that total \$255,000.
- Funding for maintenance of the water and sewer system amounting to \$1,505,000.
- Grant funding for Mickel Park amenities, improvements to Colohatchee Park, and security camera system for Island City Park Preserve (ICPP) totaling \$596,000.
- Funding for the much needed repair of the Fire Station, \$90,000.
- Funding towards Technology enhancement, \$141,000.
- Funding for the renovation of the Utilities/Emergency Management office, \$80,000.

**CITY OF WILTON MANORS
CAPITAL IMPROVEMENT PLAN SUMMARY
FY2017 - FY2021**

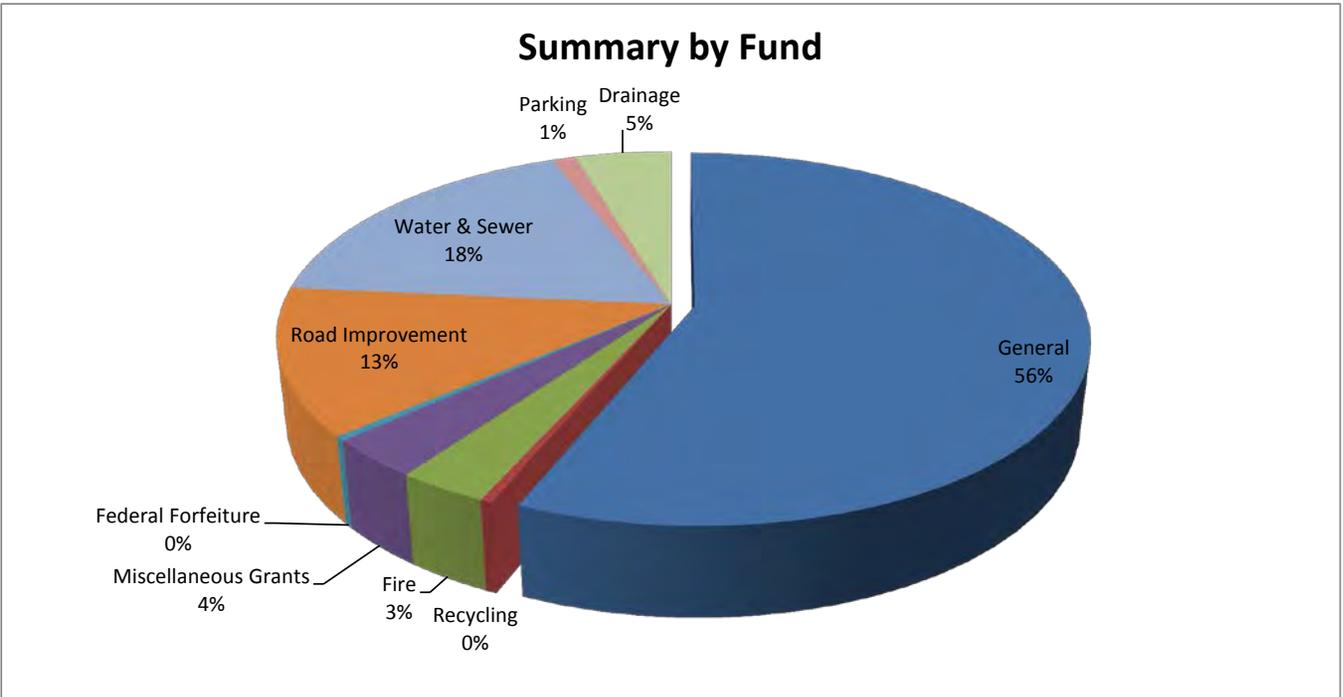
By Category/Projects	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total
Equipment/Furnishings	\$ 510,235	\$ 611,849	\$ 275,907	\$ 299,019	\$ 270,689	\$ 1,967,699
Vehicles	461,500	244,690	405,759	316,331	242,466	1,670,746
Plans, Studies, Engineering & Architecture	145,000	55,000	-	-	-	200,000
Computers & Technology	168,089	87,301	21,732	14,517	14,443	306,082
Infrastructure	2,314,616	1,929,124	2,813,783	1,532,745	1,380,500	9,970,768
Others	809,160	734,363	748,850	763,627	778,700	3,834,700
TOTAL	\$ 4,408,600	\$ 3,662,327	\$ 4,266,031	\$ 2,926,239	\$ 2,686,798	\$ 17,949,995



**CITY OF WILTON MANORS
CAPITAL IMPROVEMENT PLAN SUMMARY
FY2017 - FY2021**

By Funding Sources	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total
General revenue sources	\$ 3,320,453	\$ 3,307,380	\$ 2,904,790	\$ 2,561,168	\$ 2,509,232	\$ 14,603,023
Grant Revenue	584,287	-	999,477	-	-	1,583,764
Capital Replacement Reserve	503,860	290,412	361,764	365,071	177,566	1,698,673
Beginning Fund Balance Appropriations						-
Unfunded	-	64,535				64,535
TOTAL	\$ 4,408,600	\$ 3,662,327	\$ 4,266,031	\$ 2,926,239	\$ 2,686,798	\$ 17,949,995

By Fund	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	Total
General	\$ 1,267,453	\$ 2,462,429	\$ 2,402,884	\$ 2,098,156	\$ 1,875,192	\$ 10,106,114
Recycling	47,200	6,120	6,242	6,367	6,495	72,424
Fire	98,160	323,323	53,490	65,659	33,833	574,465
Miscellaneous Grants	549,287	64,535	-	-	-	613,822
Federal Forfeiture	66,000		-	-	-	66,000
Road Improvement	285,500	280,300	1,273,083	220,918	231,236	2,291,037
Water & Sewer	1,830,000	332,800	335,656	338,569	341,541	3,178,566
Parking	55,000	35,700	36,414	37,142	37,885	202,141
Drainage	200,000	157,120	158,262	159,428	160,616	835,426
Jenada	10,000	-	-	-	-	10,000
TOTAL	\$ 4,408,600	\$ 3,662,327	\$ 4,266,031	\$ 2,926,239	\$ 2,686,798	\$ 17,949,995



**CITY OF WILTON MANORS
PERSONNEL CLASSIFICATION AND COMPENSATION PLAN**

October 1, 2016

Sorted by Pay Grade, Role, And Level

Job Title	FLSA	Role & Level	Grade	FY2016-17 Minimum	FY2016-17 Midpoint	FY2016-17 Maximum	Min Hourly	Mid Hourly	Max Hourly
Courier	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Maintenance Worker I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Recreation Leader I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Utility Technician I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Administrative Assistant - Code Compliance	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Customer Service Representative	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Library Technical Assistant	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Maintenance Worker II	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Recreation Leader II	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Utility Technician II	N	T1	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Accounting Technician	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Assistant City Clerk	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Code Compliance Officer	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Investigative Aide	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
IT Support Analyst	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Permit Technician	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Recycle & Code Compliance Coordinator	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Senior Administrative Assistant	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Administrative Coordinator	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Community Planning Technician	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Crew Leader	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Human Resources Administrative Coordinator	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Library Associate	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Office Manager	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Utility Technician III	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Administrative Assistant to City Manager	N	A5	5	\$40,400	\$50,500	\$60,600	\$19.42	\$24.28	\$29.13
Business Tax Receipts Administrator	N	T4	5	\$40,400	\$50,500	\$60,600	\$19.42	\$24.28	\$29.13
Accreditation Coordinator	N	P1	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Code Compliance Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Customer Service Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Fire Inspector	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Foreman	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Utility Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Accountant	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Leisure Services Coordinator	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Librarian I	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Program & Facility Supervisor	N	L1	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Purchasing Coordinator	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Librarian II	N	P3	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Planner	N	P3	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Program & Youth Services Supervisor	N	L2	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Capital Projects/Grants Manager	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
City Clerk	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Fire Marshal	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Human Resources Manager	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Library Director	E	L3	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Police Administrative Manager	E	L3	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Assistant Finance Director	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
IT Manager	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
Police Commander	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
Community Development Services Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Human Resources Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Leisure Services Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Utilities/Emergency Mgmt Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Finance Director	E	L6	12	\$103,020	\$128,270	\$153,520	\$49.53	\$61.67	\$73.81
Police Chief	E	L6	12	\$103,020	\$128,270	\$153,520	\$49.53	\$61.67	\$73.81
Assistant City Manager	E	L7	13	\$107,060	\$134,330	\$161,600	\$51.47	\$64.58	\$77.69
The following salary ranges are determined by the union contract between the City and the Broward County Police Benevolent Association:									
Police Aide	N	PBA1	PBA1	\$40,687	\$50,933	\$61,178	\$19.56		\$29.41
Police Service Aide	N	PBA1	PBA1	\$40,687	\$50,933	\$61,178	\$19.56		\$29.41
Police Records Technician	N	PBA2	PBA2	\$44,420	\$55,605	\$66,791	\$21.36		\$32.11
Police Records Manager/Criminal Analyst	N	PBA3	PBA3	\$49,535	\$62,008	\$74,482	\$23.81		\$35.81
Police Patrol Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Community Policing Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Detective	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police School Resource Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28
Police Detective Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28
Police Training Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28

FLSA: E = Exempt from Fair Labor Standards Act overtime rules; N = Non-Exempt

**CITY OF WILTON MANORS
PERSONNEL CLASSIFICATION AND COMPENSATION PLAN**

October 1, 2016

Sorted by Department and Pay Grade

Job Title	FLSA	Role & Level	Grade	FY2016-17 Minimum	FY2016-17 Midpoint	FY2016-17 Maximum	Min Hourly	Mid Hourly	Max Hourly
Assistant City Manager	E	L7	13	\$107,060	\$134,330	\$161,600	\$51.47	\$64.58	\$77.69
IT Manager	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
Administrative Assistant to City Manager	N	A5	5	\$40,400	\$50,500	\$60,600	\$19.42	\$24.28	\$29.13
IT Support Analyst	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
City Clerk	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Assistant City Clerk	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Finance Director	E	L6	12	\$103,020	\$128,270	\$153,520	\$49.53	\$61.67	\$73.81
Assistant Finance Director	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
Accountant	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Purchasing Coordinator	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Customer Service Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Accounting Technician	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Customer Service Representative	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Human Resources Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Human Resources Manager	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Human Resources Administrative Coordinator	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Community Development Services Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Fire Marshal	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Planner	N	P3	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Fire Inspector	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Business Tax Receipts Administrator	N	T4	5	\$40,400	\$50,500	\$60,600	\$19.42	\$24.28	\$29.13
Community Planning Technician	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Permit Technician	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Customer Service Representative	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Leisure Services Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Library Director	E	L3	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Librarian II	N	P3	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Librarian I	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Library Associate	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Library Technical Assistant	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Capital Projects/Grants Manager	E	P4	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Program & Youth Services Supervisor	N	L2	8	\$48,480	\$60,600	\$72,720	\$23.31	\$29.13	\$34.96
Leisure Services Coordinator	N	P2	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Program & Facility Supervisor	N	L1	7	\$45,450	\$56,560	\$67,670	\$21.85	\$27.19	\$32.53
Recreation Leader II	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Recreation Leader I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Foreman	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Crew Leader	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Maintenance Worker II	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Courier	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Maintenance Worker I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Utilities/Emergency Mgmt Director	E	L5	11	\$84,840	\$106,050	\$127,260	\$40.79	\$50.99	\$61.18
Utility Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Office Manager	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Utility Technician III	N	T3	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Recycle & Code Compliance Coordinator	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Utility Technician II	N	T1	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
Utility Technician I	N	A1	1	\$24,240	\$32,320	\$38,380	\$11.65	\$15.54	\$18.45
Police Chief	E	L6	12	\$103,020	\$128,270	\$153,520	\$49.53	\$61.67	\$73.81
Police Commander	E	L4	10	\$74,740	\$92,920	\$111,100	\$35.93	\$44.67	\$53.41
Police Administrative Manager	E	L3	9	\$63,630	\$79,790	\$95,950	\$30.59	\$38.36	\$46.13
Accreditation Coordinator	N	P1	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Administrative Coordinator	N	A4	4	\$35,350	\$47,470	\$56,560	\$17.00	\$22.82	\$27.19
Senior Administrative Assistant	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Investigative Aide	N	A3	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Code Compliance Supervisor	N	T5	6	\$42,420	\$53,530	\$64,640	\$20.39	\$25.74	\$31.08
Code Compliance Officer	N	T2	3	\$33,330	\$44,440	\$53,530	\$16.02	\$21.37	\$25.74
Administrative Assistant - Code Compliance	N	A2	2	\$27,270	\$36,360	\$43,430	\$13.11	\$17.48	\$20.88
The following salary ranges are determined by the union contract between the City and the Broward County Police Benevolent Association:									
Police Aide	N	PBA1	PBA1	\$40,687	\$50,933	\$61,178	\$19.56		\$29.41
Police Service Aide	N	PBA1	PBA1	\$40,687	\$50,933	\$61,178	\$19.56		\$29.41
Police Records Technician	N	PBA2	PBA2	\$44,420	\$55,605	\$66,791	\$21.36		\$32.11
Police Records Manager/Criminal Analyst	N	PBA3	PBA3	\$49,535	\$62,008	\$74,482	\$23.81		\$35.81
Police Patrol Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Community Policing Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Detective	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police School Resource Officer	N	PBA4	PBA4	\$52,039	\$65,143	\$78,248	\$25.02		\$37.62
Police Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28
Police Detective Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28
Police Training Sergeant	N	PBA5	PBA5	\$62,641	\$78,415	\$94,189	\$30.12		\$45.28

FLSA: E = Exempt from Fair Labor Standards Act overtime rules; N = Non-Exempt

GLOSSARY

Account – An accounting concept used to capture the economic essence of an exchange or exchange-like transaction. Accounts are used to classify and group similar transactions. Account types include: revenue, expense/expenditure, asset, liability and equity.

Accounting System – Organized set of manual and computerized accounting methods, procedures, and controls established to record, classify, analyze, summarize and report financial information of a government or any of its funds or organizations components.

Accrual Basis of Accounting – A basis of accounting which reports revenues when earned and expenses when incurred regardless of the related cash flows.

Accrued Interest – The dollar amount of interest, based on the stated interest rate, which has accumulated on a bond from (and including) the most recent interest date or other date, up to (but not including the due date of the interest payment.

Ad Valorem Taxes – Commonly referred to as property taxes, are levied on both real and personal property based upon the property's assessed valuation and applying a specific millage rate.

Adopted Budget – The City Commission approved annual budget establishing the legal authority for the expenditure of funds as set forth in the budget resolution and ordinance.

Advance Refunding – A bond refunding in which the proceeds of new debt are placed in an interest-bearing escrow account pending the call dates or maturity dates of the old debt.

Agency Fund – An agency fund is used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment and

remittance of fiduciary resources to individuals, private organizations or other governments.

Amended Budget – The original budget plus any amendments passed as of a certain date.

Appropriation – An authorization made by the City Commission, which permits officials to incur obligations against and to make expenditures of governmental resources for specific purposes. Appropriations usually are made for fixed amounts and typically are granted for a one-year period.

Assessed Valuation – The appraised valuation, less any exemptions, set by the Broward County Property Appraiser upon real estate or other property; used as a basis for levying ad valorem taxes.

Asset – Tangible or intangible resources owned or held by a government which possess service potentials that generally are utilized (consumed) in the delivery of municipal services.

Audit – An annual examination of the City's financial statements performed by independent certified public accountants for the purpose of ascertaining whether the financial statements fairly present the City's financial positions and results of operations. The audit also includes a review of the City's internal control system and compliance with certain provision of laws, regulations, contracts, and grant agreements.

Authorized Positions – employee positions, which are approved and funded in the adopted budget.

Balanced Budget – A budget in which estimated revenues and other available funds equal or exceed estimated expenditures.

Basis of Accounting – The timing of recognition; that is, when the effects of transactions or events should be recognized for financial

reporting purposes. For Example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis that is, (when cash is received or paid). Basis of accounting is an essential part of measurement focus, because a particular timing of recognition is necessary to accomplish a particular measurement focus.

Benefits – Contributions made by the City to meet commitments or obligations for employee fringe benefits including the City’s share of costs for various pension, medical, and life insurance plans.

Bond – A long-term debt obligation primarily used to finance capital projects or other long-term obligations. A bond represents a promise to repay a specified sum of money called the face value of principal amount at a specified maturity date or dates in the future, together with periodic interest at a specified rate.

Bond Proceeds – The money paid to the issuer by the purchaser for a new issue of municipal bonds, used to finance a project or purpose for which the bonds were issued and to pay certain costs of issuance.

Bond Refinancing – The refunding (current or advanced) from the proceeds of a new issue, to reduce debt service costs, i.e. interest, realign maturities and/or modify or remove restrictive bond covenants.

Budget – A financial plan for a specified period of time (fiscal year) that includes all planned expenditures for various municipal services and the proposed means of financing them. It is the primary means by which most of the expenditures of a government are controlled. The budget matches projected revenues and planned expenditures to municipal services, goals, and objectives.

Budget Adjustment or Amendment – A legal procedure use by the City staff and the City

Commission to revise a budget appropriation during the fiscal year. The City Commission must approve a budget adjustment by adopting a supplemental appropriation ordinance (which specifies both the source of revenue and the appropriate expenditure accounts) for any interdepartmental or inter-fund adjustment. City staff has the authority to adjust expenditures within a departmental budget.

Budgetary Basis of Accounting – This refers to the basis of accounting used to estimate when revenues and expenditures are recognized for budgetary purposes. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budgetary Control – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources. Budgetary control is exercised at the department level, at which point expenditures cannot legally exceed the appropriated amount.

Budget Document – The official written statement prepared by the City Manager and the Finance Department that presents the proposed budget to the City Commission.

Budget Message – The opening section of the budget that provides the City Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Manager. The Budget Message is also referred to as the City Manager’s transmittal letter.

Budget Schedule or Calendar – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

Capital Assets – Assets of significant value that meet or exceed the capitalization threshold and have a useful life extending beyond a single accounting period. Capital assets are also called

“fixed assets” and may include land, improvements to land, easements, buildings, building improvements, machinery, equipment, vehicles, infrastructure, and all other tangible or intangible assets that are used in operations and have initial lives extending beyond a single reporting period.

Capital Budget – A plan of proposed capital expenditures and the means of financing them; usually based on the first year of the Capital Improvement Program (CIP) and typically enacted as part of the complete annual budget, which includes both operating and capital outlays.

Capital Improvement Program (CIP) – All capital expenditures planned for the next five years. The program specifies both projects and the resources estimated to be available to fund projected expenditures. The CIP outlines the capital requirements arising from the City’s long-term needs and addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth.

Capital Outlay – Expenditures that result in the acquisition of or addition to capital assets that have a value of \$500 or more and have a useful life of more than one year.

Capital Projects – Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or infrastructure.

Capitalization Threshold – The dollar value at which the City elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives of more than one year. Currently, this amount is \$500 or more.

Cash Basis of Accounting – A basis of

accounting in which transactions or events are recognized when related cash amounts are received or disbursed.

Cash Management – is the process of collecting, managing and investing cash. Also includes the activities of forecasting the inflows and outflows of cash and establishing and maintaining banking relationships.

Charges for Services – These refer to program revenues, which finance in part or in whole the provision of a particular service.

City Commission – Legislative branch of local government; for the City of Wilton Manors, it consists of one mayor and four Commission members. The mayor serves a two-year term while the Commission members serve four-year terms.

City Manager – The chief administrative officer of the City.

Collective Bargaining Agreement (CBA) – A legal contract between the City and a recognized bargaining unit for specific terms and conditions of employment (hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

Community Development Block Grants (CDBG) Program – Federal funds available to provide communities with resources to address a wide range of unique community development needs.

Comprehensive Annual Financial Report (CAFR) – A set of financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB).

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S.

Department of Labor. The index is used as a measure of the increase or decrease in the cost of living (i.e., economic inflation or deflation).

Contingencies – A budgetary reserve set aside for emergencies or unanticipated, non-recurring expenditures not otherwise budgeted for during the fiscal year.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental; agencies. Examples include maintenance agreements and professional consulting services.

Cost-of-living Adjustment (COLA) – An increase in salaries to offset the adverse effect of inflation on compensation.

Current – A term denoting the present fiscal period as opposed to past or future periods. It is often used to refer to items likely to be used up or converted into cash within one year.

Debt – An obligation resulting from the borrowing of money or from the purchase of goods and services on credit. Debt instrument used by the City of Wilton Manors may include general obligation bonds and revenue bonds. The City Commission must approve all debt instruments. All General Obligation (G.O.) bonds must be approved by the voters in a referendum.

Debt Limit – The maximum amount of debt that the City is permitted to incur under constitutional, statutory or charter provisions.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Debt Service Requirements – The amount of money required to pay principal and interest on outstanding debt and required contributions to accumulate monies for future retirement of bonds.

Debt Service Reserve – Funds used to pay debt service if the source of the pledged revenues does not generate sufficient funds to satisfy the debt service requirements. It is funded in whole or in part from the proceeds of the bonds or is allowed to gradually accumulate over a period of years through required payments from the pledged revenues.

Department – A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area. Departments define and organize City operations and functions.

Depreciation – The process of estimating and recording the lost usefulness or expired useful life of a capital asset that cannot or will not be restored by repair. Depreciation can be attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

Division – A sub-section within a City department that furthers the objectives of the City Commission by providing specific services or a product.

Encumbrance – The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure. Committed funds become encumbered when a purchase requisition becomes an actual purchase order. Encumbrances lapse at year's end and require Commission action to re-appropriate funds to cover any remaining encumbrances.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. The City has the following enterprise funds: Utilities, Drainage, Parking and Recycling.

Estimated Revenues – The budgeted projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the planned expenditures; a formal estimate of how much revenue will be earned from specific revenue sources for some future period, typically a future fiscal year.

Expenditure – The outflow of funds paid, or to be paid, for goods and services received during the current period. Budgetary expenditures represent decreases in fund balance.

Fiduciary Fund – Fiduciary funds are used to account for assets held in trust by the government for the benefit of individuals or other entities. In the city, fiduciary funds include the employee pension funds.

Final Millage Rate – The tax rate adopted in the final public budget hearing of a taxing authority.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Wilton Manors is October 1 through September 30.

Franchise Fee – A fee levied by the City Commission on businesses that use the City's rights-of-way to deliver services. This fee is usually charged as a percentage of gross receipts.

Full Time Equivalent (FTE) – A conversion of part time personnel hours to full time personnel

hours. The full time equivalent for one full time employee is 2,080 hours per year (40 hours per week times 52 weeks per year). Example: the full time equivalent for one part time employee working 1,040 hours per year would be .5 FTE (1,040 hours per year divided by 2,080 hours per year for one full time employee).

Fund – An accounting and reporting entity with a self-balancing set of accounts. Funds are created to establish accountability for revenues and expenses that are segregated for the purpose of carrying out a specific purpose or range of activities.

Fund Balance – The difference between the assets and fund liabilities in the governmental funds balance sheet as is referred to as fund equity. Fund balance could be classified as nonspendable, restricted, committed, assigned and unassigned.

- Nonspendable fund balance – portion of fund balance that is not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- Restricted fund balance – portion of fund balance that is constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance – portion of fund balance that is constrained to specific purposes by a government itself, using its highest level of decision-making authority. The highest level of decision-making authority of the City is the City Commission.
- Assigned – portion of fund balance that a government intends to use for a

specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

- Unassigned fund balance – portion of fund balance that is available for any purpose.

General Fund – The General Fund accounts for all financial resources of the government except for those required to be accounted for in another fund. Ad Valorem (property) taxes, licenses and permits, charges for services, franchise fees, and utility taxes are typically accounted under the General Fund.

General Obligation Bonds (GO Bonds) – debt instruments issued to finance public projects. GO Bonds are backed by the full faith and credit of the issuing municipality. This means that the issuing municipality commits its full resources to paying bondholders including general taxation and the ability to raise more funds through credit.

Generally Accepted Accounting Principles (GAAP) – A uniform minimum standard for financial accounting and recording as set forth by the Governmental Accounting Standards Board (GASB).

Goal – A statement that describes the purpose toward which an endeavor is directed, such as a target or target area; a statement of broad direction, purpose or intent based on the needs of the community.

Governmental Accounting Standards Board (GASB) – The authoritative accounting and financial reporting standard-setting body of governmental agencies.

Government Finance Officers Association (GFOA) – An association of public finance professionals. The GFOA has played a major

role in the development and promotion of GAAP for state and local government since its inception and sponsors the Certificate of Achievement for Excellence in Financial Reporting Program and the Distinguished Budget Presentation Awards Program.

Governmental Fund Type – A general classification of funds into the following two categories: General Fund and Special Revenue Funds (i.e. Miscellaneous Grants, Fire Rescue Special Assessment, and Jenada Special Assessment Funds).

Grant – An award of financial assistance to a recipient to carry out a specific purpose. Grants require some level of compliance and reporting.

Homestead Exemption – A state program that permits up to a \$50,000 reduction from the assessed value of the primary residential real estate property occupied by a Florida resident in order to determine the net taxable value. Additional exemptions are available for qualified seniors, the disabled, the blind, and widows/widowers.

Impact Fees – Fee imposed by a local government on a new or proposed project to pay for all or a portion of the costs of providing public services to the new development. These fees are implemented to help reduce the economic burden on local jurisdictions that are trying to deal with population growth resulting from the new or proposed project.

Indirect Cost – A cost necessary for the functioning of the City as a whole, but which cannot be directly associated with a particular functional category.

Infrastructure – Long lived capital assets that are usually stationary in nature and normally can be preserved for a significant greater number of years than most capital assets. (e.g., water and sewer systems, streets, public buildings, parks, drainage systems and lighting

systems).

Inter-fund Transfers – Budgeted amounts transferred from one fund to another.

Internal Control – A systematic measures (such as review, checks and balances, methods and procedures) put in place by an entity to (1) conduct its business in an orderly and efficient manner, (2) safeguard its assets and resources, (3) deter and detect error, fraud and theft, (4) ensure accuracy and completeness of accounting data, (5) produce reliable and timely financial information and, and (6) ensure adherence to its policies and procedures.

Levy – To impose taxes, special assessments, or service charges for the support of City activities.

Liability – Debt or other legal obligations, arising from past transactions or events, which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

Line Item Budget – The presentation of the City's budget in a format that displays each department's expenditures by specific accounts along with the amount budgeted for each account. The City currently uses a Line Item Budget.

Long Term Debt – Debt with a maturity of more than one year after the date of issuance. Ordinarily used to financed long-lived assets or other long-term obligations.

Millage Rate – Rate used in calculating taxes based upon the value of property, expressed in mills per dollar or property value; a mill is equal to 1/1,000 of a dollar or \$.001.

Modified Accrual Basis – Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in

which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

Municipal Code – A book containing the City Commission approved ordinances currently in effect.

Non-Departmental – Includes the costs associated with items that are for services and/or equipment not directly related to a specific department but rather utilized by all City departments.

Objective – Something to be accomplished in specific, well defined, and measurable terms, and that is achievable within a specific time frame.

Operating Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is sometimes used to denote the officially approved expenditure ceilings under which government and its departments operate.

Operating Expenditures – Expenditures of day-to-day operations, such as office supplies, maintenance of equipment, and travel; they exclude capital costs for capital assets.

Ordinance – A formal legislative enactment by the City Commission that has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has higher legal standing than a resolution.

Overtime – Compensation for hours worked beyond 40 hours within a specific workweek.

Performance Budget – A budget format that relates the input of resources and the output of services for each organizational unit individually. Performance budgeting facilitates

the evaluation of program efficiency and effectiveness.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel Services – Costs related to compensating employees, including salaries and wages and fringe benefit costs.

Principal – The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prior Year Encumbrance – Unpaid, legally binding obligation from the previous fiscal year in the form of purchase orders, contracts or salary commitments which are chargeable to a prior appropriation.

Program – A sub-section of a department division that provides specific services or a product; a program is the smallest unit of service. There may be one or more programs within a division.

Program Budget – A budget that allocates resources to the functions of activities or a group of activities with a common focus for the attainment of specific objectives.

Proposed Budget – The status of an annual budget which has been submitted by the City Manager and is pending public review and City Commission adoption.

Proposed Millage Rate – The tax rate certified to a Property Appraiser by each taxing authority within a county.

Proprietary (Enterprise) Fund – accounts services provided to the public and exist primarily by charging user-fees for those goods and services.

Property Taxes – See Ad Valorem Taxes.

Purchase Order – A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding Purchase Orders are called encumbrances.

Purchase Requisition – A written request from a department to the Finance Department for specific goods or services. This action precedes the authorization of a purchase order.

Resolution – A formal special order of the City Commission. A resolution has a lower legal standing than an ordinance.

Special Revenue Fund – A governmental accounting fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City's Special Revenue Funds include the following funds: Miscellaneous Grants, Fire Rescue Special Assessment, and Jenada Gatehouse Special Assessment.

Revenue – Inflows of resources to finance the operations of government.

Revenue Bonds – Bonds that pledge a particular source of revenue, usually generated by the new asset funded by the revenue bonds proceeds, as the means of repayment.

Revenue Estimate (see Estimated Revenues)

Risk Management – An organized formal process to protect a government's assets against accidental loss, utilizing the most economical methods.

Rolled Back Millage Rate – The millage rate that will bring in the same amount of taxes as levied the prior year when applied to the current year's tax base. Newly constructed property is not included in the computation of the rate.

Shared Revenue – Revenue that is earned by one governmental unit but that is shared, usually on a predetermined basis, with other units or classes of governments.

Special Assessment Funds – A governmental accounting fund used to account for a compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The City's Special Assessment Funds include the following: Fire Rescue Special Assessment, and Jenada Gatehouse Special Assessment.

Tax Base – The total property valuations within the City's legal boundaries on which the City levies its tax rates.

Tax Rate Limit – The maximum legal rate at which a locality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

Tax Roll – The master list of the assessed value of all taxable properties within the City's jurisdiction. For all local taxing authorities, the Property Appraiser certifies the list on July 1 of each year.

Unit Cost – The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

Taxable Value – The assessed value of property less exemptions.

Taxes – Charges levied by a government for the purpose of financing services for the common benefit of the people. Taxes are an involuntary exaction on form of wealth (such as property), transactions (such as taxable sales), or other forms of economic activity (such as operating a business).

Trust (Agency) Funds – Funds that are established to collect and distribute monies for a specific function or operation, and are used to account for assets held by the City in a trustee capacity. Trust Funds are classified as either expendable or non-expendable.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.