

**City of Wilton Manors, Florida**  
**Recommended**  
**Operating and Capital Budget**  
**Fiscal Year 2024-2025**



**Prepared by the Finance Department**

# CITY OF WILTON MANORS

## OPERATING AND CAPITAL BUDGET FISCAL YEAR 2024-2025

### TABLE OF CONTENTS

#### INTRODUCTION

Elected Officials & Management Staff.....	1
Organization Chart.....	2

#### OVERVIEW

City Manager’s Message.....	3
Property Value and Millage Rate Summary.....	9
Ad Valorem Tax Rates History.....	10
Actual Taxable Property Value History.....	11
Staffing Summary.....	12
The Budget Process.....	13
Budget Development Guidelines.....	16
Strategic Plan.....	20
Budget Timeline – Public Meetings.....	36

#### REVENUE INFORMATION

Annual Revenue Estimates.....	37
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#### DEPARTMENTAL EXPENDITURE BUDGETS

##### General Fund

Mayor and City Commission.....	41
City Manager .....	43
City Clerk.....	45
Finance .....	47
Human Resources.....	50
City Attorney.....	53
Information Technology.....	55
Non-Departmental.....	57
Police.....	59
Community Development Services.....	65
Emergency Medical Services .....	67
Emergency Management & Utilities-Public Services Division.....	69
Leisure Services.....	71

##### Special Revenue Funds

Fire Special Assessment Fund.....	76
Building Fund.....	78
Road Improvement.....	80
Jenada.....	82
Wilton Drive Improvement District.....	84

##### Enterprise Funds

Water & Sewer Utility Fund.....	86
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Drainage Fund.....	92
Recycling and Solid Waste Fund.....	94
Mobility and Transportation Fund.....	96
<b>DEBT ADMINISTRATION.....</b>	<b>98</b>

**CITY OF WILTON MANORS**  
**OPERATING AND CAPITAL BUDGET**  
**FISCAL YEAR 2023-2024**



**CITY COMMISSION**

Scott Newton, Mayor  
Mike Bracchi, Vice-Mayor  
Paul Rolli, Commissioner  
Chris Caputo, Commissioner  
Don D'Arminio, Commissioner

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**CITY MANAGER**

Leigh Ann Henderson

**ASSISTANT CITY MANAGER**

Pamela Landi

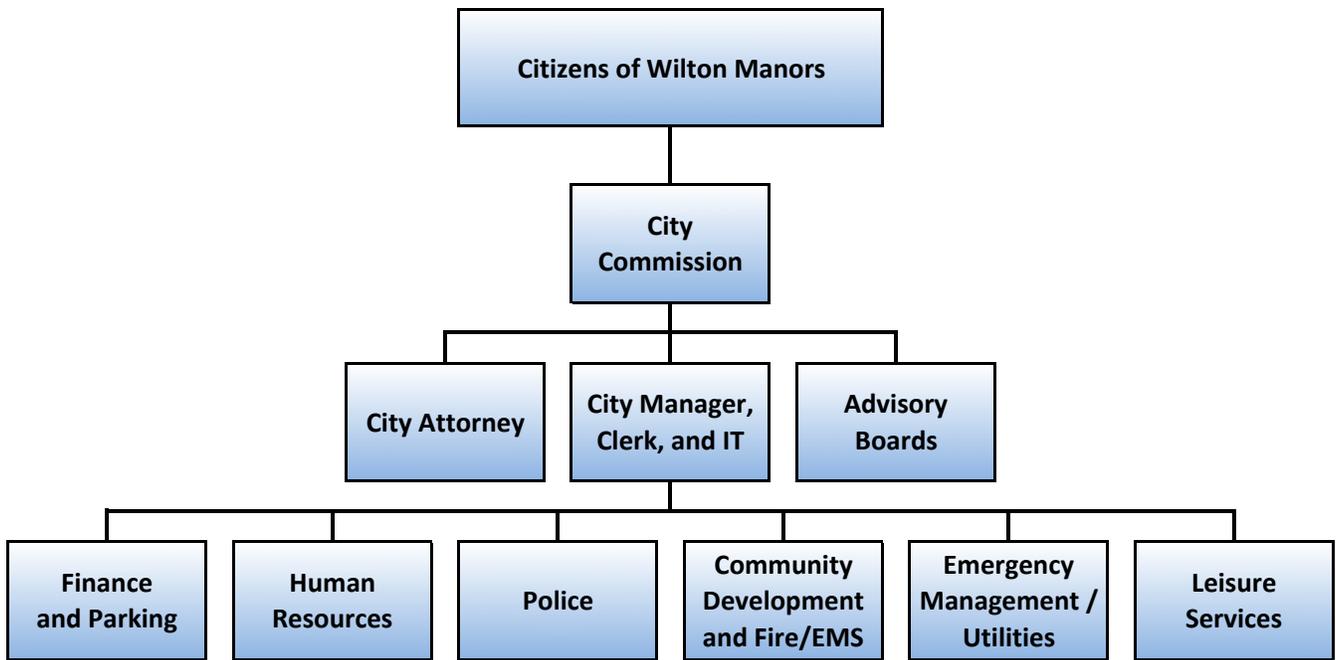
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**DEPARTMENT DIRECTORS**

Kerry Ezrol, City Attorney  
Faith Lombardo, City Clerk  
Nancy Mueller, Finance Director  
Dio Sanchez, Human Resources Director  
Gary Blocker, Police Chief  
Roberta Moore, Community Development Services Director  
Michelle Parks, Leisure Services Director  
David Archacki, Emergency Management/Utilities Director



# City of Wilton Manors



# City of Wilton Manors



*Life's Just Better Here*

Date: July 10, 2024  
To: Mayor and City Commission  
From: Leigh Ann Henderson, City Manager  
Re: Submittal of Fiscal Year 2024-2025 Recommended Budget

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Enclosed for your review is the Recommended Annual Budget for Fiscal Year 2025. It has been prepared with financial prudence and a commitment to keeping Wilton Manors a safe, welcoming, and vibrant community.

The City continues to thrive as a place to live, work, and invest. The past few budgets, guided by the Strategic Plan, have addressed the resiliency of our infrastructure, invested in opportunities for economic growth, funded new public safety technologies, advanced transportation and mobility facilities, and improved recreational amenities. These efforts have contributed to property values rising for the thirteenth consecutive year. Building permit activity continues at a rapid pace. Commercial vacancies remain scarce (2.5%) due to a stable business environment. And private investment and development interest is peaking because of visionary planning for the future of the City's major corridors.

While the City is achieving great successes, economic trends driven by inflation and the competitive labor market have impacted the City's budget. In recent years, the City has been able to absorb those costs while maintaining the millage rate due to the increasing property values and an influx of funding from the federal government to support capital improvements. This year, however, new revenue is not sufficient to meet rising costs of doing business.

### Millage Rate

The Commission's first budget workshop was held on Tuesday, June 25<sup>th</sup> to preview trends in revenues and anticipated expenditure needs. At that meeting, the need to consider a millage rate adjustment due to rising costs was discussed and there was consensus to consider an increase. There was also consensus to expand the Parking Fund to a broader Mobility and Transportation Fund to support parking operations as well as projects related to creating a safer, more walkable and bikeable street network.

For the first time in eleven years, the proposed budget includes an increase in the operating millage rate, while the debt service millage rate is slightly decreasing. **The proposed operating**

**millage rate is 6.686 mils, an increase of 0.85 mils. The proposed debt service millage rate is .1782, a decrease of .0147.** The need to adjust the millage rate is a result of many factors.

While property values have increased, generating additional ad valorem income, other major revenues are declining at a rate that offsets much of the new revenue generated from property value increases. These are revenue sources that the City does not have influence over and cannot adjust. Additionally, the Commission made a policy decision to eliminate the interfund transfer which reduced that annually recurring revenue by approximately \$1 million from five years ago.

Major revenue reductions in the Fiscal Year 2025 budget include:

- Utility tax – water **-\$66,126 (-11.4%)**
- Communications service tax **-\$41,220 (-7.0%)**
- ½ Cent local sales tax **-\$179,000 (-16.6%)**
- Interest earnings **-\$132,840 (-24.9%)**
- Interfund transfer **-\$276,069 (-100%)**

**Overall, non-ad valorem General Fund revenues will decrease by approximately \$678,000.**

The budget has been greatly impacted by rising construction material and labor costs, soaring insurance premiums, a competitive labor market, and inflation. The costs of service contracts and capital projects have grown. General property and liability insurance is expected to increase for a second straight year, outpacing inflation. After last year's 80% increase on property insurance, another 10% is anticipated on workers comp and general liability. Health insurance is projected to go up by 20%.

The City is first and foremost a service organization and personnel costs represent the majority of the budget. With historically low unemployment and high demand for skilled and experienced labor, recruitment and retention have been affected. Wages for general employees must be adjusted to curb turnover rates and attract talent. The proposed Cost of Living Allocation for General Employees is 5.0% and merit is budgeted up to 3%.

The cost of rising wages has been particularly impactful to the Police Department sworn personnel budget. The officer's collective bargaining agreement will enter its second of three years in FY 2025 and the full impact of contractual wage and benefit increases is being recognized. The agreement provides contractual salary increases between 24.6% and 33.8% over the term of the agreement.

Adding to the growing compensation costs for the Police Department is a need to revisit wages to address the urgency of recruitment and retention of officers. There is a nationwide shortage of sworn police officers, driving up salaries as agencies compete to fill vacancies from a limited pool of applicants. Wilton Manors has maintained an independent police agency and continuing that cherished service requires additional financial resources. The City and the PBA union are in active negotiations over a new compensation plan and bonuses. **The fiscal impact of the renegotiated contract is not yet known but will be substantial.**

Some of the largest increases to Fiscal Year 2025 budget include:

- Health insurance - \$296,100
- Liability insurance - \$235,500
- Employee wages - \$767,700
- Pension contributions - \$322,800
- Public safety technology - \$99,800
- Building maintenance \$382,000
- PBA contract negotiations

Each year the budget is prepared with financial prudence and a close eye on identifying savings and efficiencies. With the current challenges being faced, staff made great efforts to lean operational costs and ease pressure on the general fund to limit the proposed tax increase.

By establishing a Mobility and Transportation Fund, revenues generated by the paid parking program can now support projects and operational costs related to maintaining safe, walkable, and bikeable streets and reducing the demand on parking. Personnel serving in this function have been reallocated to the new Fund include: traffic enforcement officers, a right of way and median groundskeeper, and staff hours of employees managing the parking enforcement contract. These changes have resulted in a reduction of \$457,700 from the general fund. The Mobility and Transportation Fund revenues anticipate a \$0.50/hour increase to parking rates.

Additional reductions include:

- Elimination of the underenrolled before and after school program
- Elimination or freezing 12.07 employee positions, representing 7.43 full time equivalents (FTE)
- Renegotiated software agreements
- Adjusting the health insurance contribution strategy
- Freeze on fleet replacement while a full analysis of age, condition, and right-sizing is completed

Though this year's budget, and likely next year's, will face financial challenges, there are bright days on the horizon. Forecasting that there would be a need to generate more revenue to sustain services, City leadership executed a vision for mixed-use redevelopment on commercial corridors and attracting new residents and businesses. A strategic growth plan was enabled by adopting Transit Oriented Development policies and increasing height and density limits. Those efforts have been immensely successful and there are now major development projects approved, including a new boutique hotel, with total construction values of over \$185 million. Several more are in review. Ad valorem revenue from those and future projects will make significant contributions to the City's General Fund but will not come online for at least two years.

### Fire and Emergency 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 2020, the City of Wilton Manors and CFL agreed to a third five (5) year renewal of the Fire-EMS contract. The agreement calls for the City of Wilton Manors to pay the actual cost of providing service or a

10% increase in the service fee, whichever is less. The 2025 budget reflects a 3.5% increase to the annual service fee.

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 total Fire 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 property use designation. The Fire Assessment Fees are budgeted to increase in FY25 for single family homeowners from \$309.75 to \$315.80, or \$6.05 annually (2%).

### Utility User Fees

Water and Sewer User Fees must be set to allow prudent and efficient operation of the City's water distribution and sewage collection systems while being sensitive to the rates being charged to utility customers. Revenues to the system must cover the system costs so that the utility can be operated and be able to provide services in perpetuity to the City's residents and businesses.

There are three major components to the costs of the water and sewer system:

- First is the actual cost to produce drinking water and treat sewage. As a very small City with no water treatment plant or sewage treatment plant of our own, Wilton Manors contracts with the City of Fort Lauderdale (CFL) to purchase both drinking water and sewage treatment services.
- Second is the day-to-day cost to operate the City's water distribution and sewage collection systems. This includes the cost of the personnel, equipment, supplies, etc. needed to provide the ongoing maintenance of the systems.
- Third is the cost to continually maintain and upgrade the system's infrastructure.

The cost to produce water depends upon the actions of two independent governments – the City of Fort Lauderdale (CFL) and the South Florida Water Management District (SFWMD). As previously mentioned, the City of Wilton Manors contracts with CFL for water purchases and sewer treatment. CFL's rates are determined by their City Commission. CFL rates increased by 22.4% in FY 2024. For FY 2025, Fort Lauderdale rates are estimated to include an additional 22.4% increase. The steep increases are primarily to support the costs of building a new water plant.

The cost of sewage treatment is also determined by CFL but is based on the actual costs of operating Fort Lauderdale's Central Regional Wastewater System. Sewage treatment rates are not set until August; however, Wilton Manors staff attends quarterly meetings to get updates on the wastewater system and its financial trends. At the time of the publication of this Recommended Budget (July, 2025) it is anticipated that an increase of 9% in sewer usage rates will be charged by CFL for FY2025.

Day-to-day operations costs of the water and sewer systems are provided in much greater detail in the Water & Sewer Utility Fund section of this budget. System operating costs are expected to increase slightly in FY 2025.

Infrastructure renewal costs - In order to clearly define the City's future utility infrastructure needs, the City contracted with an outside consultant to develop a Water, Sewer, and Stormwater Master Plan. This plan was completed in January 2020 and identified the future funding needs for the City's utility infrastructure, thus providing a key component of future utility rates. The City completed its utility rate study in the Fall of 2021, which included planning for funding of the City's future utility infrastructure needs. In the first years of the infrastructure CIP, projects were funded with a combination of ARPA and reserves. Debt financing will be utilized to fund projects for the current and future fiscal years. The City is applying for a loan from the Environmental Protection Agency under the Water Infrastructure Finance and Innovation Act (WFIA) to assist in funding these projects. WFIA will loan the City 80% of approved project costs. The City will be responsible for funding the remaining 20% from non-Federal funds. Rates will need to be adjusted to repay that necessary debt.

Taking these factors into account provides for the following actions on rates. The City's utility rate structure combines both a Base Rate (fixed fee) and a Consumption Rate (variable fee), both for water and sewer. The water Base Rate will remain flat and the Consumption Rate will increase by 7%. The Sewer Base rate will increase by 50% and the Consumption Rate will increase by 40%. This is necessary to replenish the Sewer Fund balance after completing major system capital improvements and provide for CFL increases.

Stormwater Fees - A rate increase of 10% has been recommended for the Drainage Utility Fund (Stormwater) for FY2025. The City's stormwater system is included in the upcoming master plan infrastructure CIP, most of which projects will be funded without debt.

Garbage and Recycling Fees – The City contracts with an outside vendor to provide garbage and recycling services. The rates for FY2025 are expected to increase 6%.

### Personnel

Personnel changes include the addition of a Senior Accountant in the Finance Department and a Groundskeeper in the Mobility and Transportation Fund. Four vacant positions in the Police Department have been frozen as operations are realigned. This includes two sworn and two non-sworn positions. A total of 12.07 employee positions, representing 7.43 full time equivalents (FTE) have been frozen or eliminated.

### Capital Replacement Plan

In FY 2025, the City continues its Capital Replacement Plan (CRP) which is designed to fund the scheduled replacement of vehicles, equipment, and selected infrastructure. The General Fund will contribute \$500,000 to the CRP.

## Fund Balance

It is the City's policy to maintain Unassigned Fund Balance in the General Fund at between 15% - 20% of General Fund operating expenditures. The recommended FY2025 budget keeps Unassigned Fund Balance at approximately 20% of the General Fund's operating expenditures.

## Acknowledgements

I wish to express my sincere gratitude to members of the Finance Department, especially Director Mueller and Assistant Director Conol for their tireless efforts throughout the budget preparation process. I extend my appreciation to the department directors who provide fiscally prudent recommendations to meet the needs of city operations and ensure future sustainability. Thank you to the members of the City Commission for providing clear direction, vision, and support.

The recommended budget is a financial plan based only on what we know at this time. Forecasting future revenues and expenditures under current circumstances is particularly challenging. The estimates used to build this budget were carefully considered and fiscally conservative. Plans adapt as circumstances change and we will carefully monitor finances and bring updates and amendments as warranted.

I am happy to answer your questions at any time regarding the recommended budget and available to meet with each of you individually or jointly with the City's Finance Director and Departmental staff.

The Commission's two budget hearings with the public will be held in the City Commission Chambers on Wednesday, September 12<sup>th</sup> and Tuesday, September 24<sup>th</sup>.



Leigh Ann Henderson  
City Manager

# PROPERTY VALUE AND MILLAGE RATE SUMMARY

Based on July 1, 2024 Certified Property Value

2023 Final Gross Taxable Value	\$ 2,107,266,941
Increase in 2023 Taxable Value due to Reassessments	197,797,334
Current Year Adjusted Taxable Value	<b>\$ 2,305,064,275</b>
2024 Net New Taxable Value	<u>11,424,920</u>
Current Year Gross Taxable Value for Operating Purposes	<b><u>\$ 2,316,489,195</u></b>

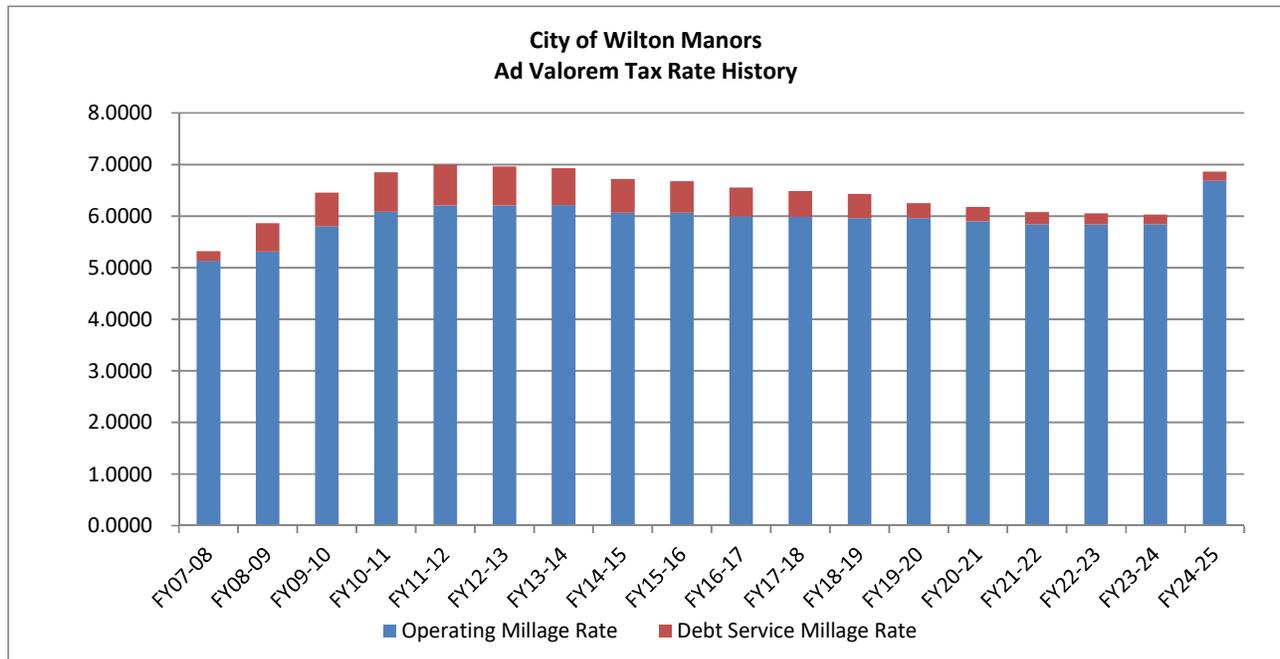
	FY24 TAX RATE	FY24 ROLLED BACK RATE	FY25 PROPOSED TAX RATE	INCREASE (DECREASE) OVER	
				FY24 RATE	ROLLED BACK RATE
Operating Millage	5.8360	5.3352	6.6860	14.56%	25.32%
			MILLS	REVENUES GENERATED	
				GROSS	NET (3% Discount)
PROPOSED FY25 OPERATING MILLAGE BUDGET			6.6860	\$ 15,488,047	\$ 14,868,525
CURRENT YEAR FY24 OPERATING MILLAGE BUDGET			5.8360	\$ 12,298,010	\$ 11,806,089
ROLLED BACK RATE			5.3352	\$ 12,358,964	\$ 11,864,606
2020 CITY HALL GO BOND DEBT SERVICE MILLAGE			0.1782	\$ 412,697	\$ 396,189

	2023-24 Adopted Millage Rates	2024-25 Proposed Millage Rates	Change	% Change
Operating	5.8360	6.6860	0.8500	14.6%
Debt Service - 20 City Hall GO Bond	0.1929	0.1782	(0.0147)	-7.6%
	6.0289	6.8642	0.8353	13.9%

**City of Wilton Manors  
FY2024-2025 Budget**

**Ad Valorem Tax Rates History**

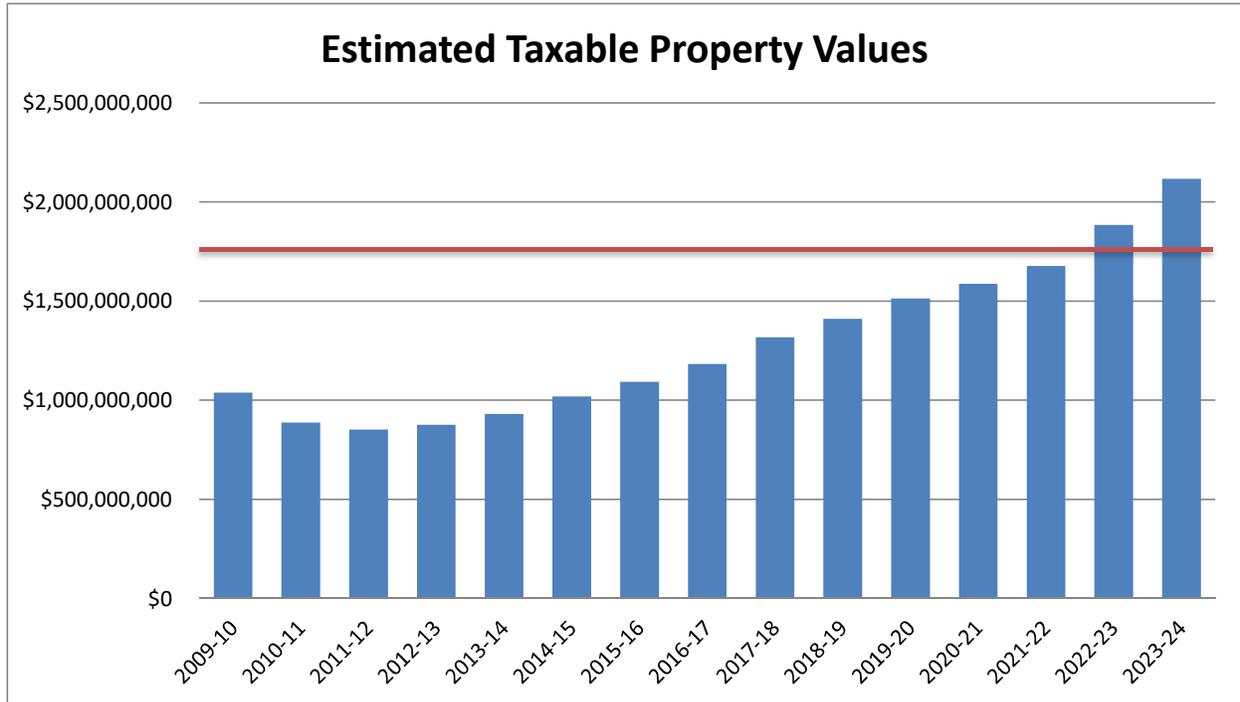
<b>Fiscal Year Ended September 30,</b>	<b>Tax Roll Year</b>	<b>Operating Millage Rate</b>	<b>Debt Service Millage Rate</b>	<b>Total Millage Rate</b>
2008	2007	5.1340	0.1879	5.3219
2009	2008	5.3122	0.5530	5.8652
2010	2009	5.8000	0.6527	6.4527
2011	2010	6.0855	0.7628	6.8483
2012	2011	6.2068	0.7926	6.9994
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
2018	2017	5.9837	0.5017	6.4854
2019	2018	5.9587	0.4711	6.4298
2020	2019	5.9587	0.2949	6.2536
2021	2020	5.9000	0.2796	6.1796
2022	2021	5.8360	0.2419	6.0779
2023	2022	5.8360	0.2164	6.0524
2024	2023	5.8360	0.1929	6.0289
2025	2024	6.6860	0.1782	6.8642



**City of Wilton Manors  
FY 2024-25 Budget**

**Estimated Actual Taxable Property Value History**

<b>Fiscal Year</b>	<b>Estimated Actual Taxable Value</b>	<b>Year-over-Year Change in Taxable Value</b>
2009-10	\$1,039,421,516	
2010-11	\$888,120,558	(\$151,300,958)
2011-12	\$853,444,447	(\$34,676,111)
2012-13	\$877,177,625	\$23,733,178
2013-14	\$931,961,518	\$54,783,893
2014-15	\$1,019,730,798	\$87,769,280
2015-16	\$1,094,024,008	\$74,293,210
2016-17	\$1,184,034,874	\$90,010,866
2017-18	\$1,318,634,401	\$134,599,527
2018-19	\$1,411,615,750	\$92,981,349
2019-20	\$1,513,862,086	\$102,246,336
2020-21	\$1,588,431,051	\$74,568,965
2021-22	\$1,677,021,954	\$88,590,903
2022-23	\$1,885,260,925	\$208,238,971
2023-24	\$2,117,056,882	\$231,795,957
2024-25	\$2,316,489,195	\$199,432,313



**CITY OF WILTON MANORS**

**FISCAL YEAR 2024-2025 ADOPTED BUDGET  
STAFFING SUMMARY - ALL FUNDS**

	FY2023-24		FY2024-25	
	Number of Positions	Full Time Equivalents	Number of Positions	Full Time Equivalents
<b>GENERAL FUND</b>				
City Commission	5.00	2.50	5.00	2.50
City Manager	5.00	5.00	5.00	5.00
City Clerk	3.00	2.88	3.00	2.70
Finance	6.45	6.08	9.20	9.20
Human Resources	3.00	3.00	2.90	2.90
City Attorney	0.00	0.00	0.00	0.00
Information Technology & Non-departmental	3.00	2.74	5.00	4.40
Non-Departmental/Citywide	1.00	1.00	1.00	1.00
Police	53.00	52.70	45.00	45.20
Community Development Services	6.30	6.30	2.20	2.20
Emergency Medical Services	0.00	0.00	0.00	0.00
Emergency Management/Public Services	0.25	0.25	0.25	0.25
Leisure Services	58.00	41.73	47.00	37.87
<b>TOTAL GENERAL FUND</b>	<b>144.00</b>	<b>124.17</b>	<b>125.55</b>	<b>113.22</b>
<b>SPECIAL REVENUE FUNDS</b>				
Fire	2.70	2.70	1.00	1.00
Building Fund			4.80	4.80
Road Improvement	0.00	0.00	0.00	0.00
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>2.70</b>	<b>2.70</b>	<b>5.80</b>	<b>5.80</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>146.70</b>	<b>126.87</b>	<b>131.35</b>	<b>119.02</b>
<b>ENTERPRISE FUNDS</b>				
Water & Sewer Utility Funds	9.75	9.75	9.75	9.75
Drainage	2.00	2.00	2.00	2.00
Recycling	1.50	1.50	1.50	1.50
Parking	0.05	0.05	2.30	2.30
<b>TOTAL ENTERPRISE FUNDS</b>	<b>13.30</b>	<b>13.30</b>	<b>15.55</b>	<b>15.55</b>
<b>TOTAL - ALL FUNDS</b>	<b>160.00</b>	<b>140.17</b>	<b>146.90</b>	<b>134.57</b>

## The Budget Process

### Budget Preparation

The annual budget is a financial plan, operating and capital, for the coming fiscal year. It is an estimate of proposed spending and the means of paying for the spending. The City's Budget process begins in early February with the distribution of the operating and capital budget request forms to City departments. The operating and capital budget request forms are used to request new programs or capital expenditures for the upcoming fiscal year. The completed operating and capital budget request forms were due back to the Finance department by the end of March 2023.

On February 23, 2023, the Goals & Objectives/Strategic Plan workshop between the City Commission, City Manager, and City staff. During this meeting, the City Commission reviewed the strategic plan gained consensus on the Commission's top priorities for FY 2023-24. These priorities, aligned to the Strategic Plan, were to be used by staff in developing the FY 2023-24 budget.

In early March, data on prior year appropriations, and personnel cost projections were distributed to the City departments by the Finance department. Each department director must then compile a budget request for recurring operating expenses 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. In April, the City Manager meets with each department to review the department's budget requests for the new year.

The personnel, benefits, utility, and other city-wide budgets are prepared and entered in May. In June, the City Manager reviews and approves select budget and capital requests for inclusion in the budget. Approval is based on alignment with the strategic plan. The recommended budget is then finalized and a draft budget book is prepared for review.

In early July, the City Manager submits to the Wilton Manors City Commission a proposed capital and operating budget for the upcoming fiscal year. From late July through September, the proposed budget is discussed during City Commission budget workshops and hearings, and staff and board meetings. The budget workshops provide City Commission an opportunity to review the budget, ask questions, and ensure that the recommended budget is aligned with the strategic plan and is in the best interests of the City of Wilton Manors and its citizens. The Financial Advisory Board, comprised of five people who live or work within the City of Wilton Manors, also reviews the recommended budget and offers input during this period.

Before 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 millage rates, special assessment rates, and the budget. These resolutions are discussed at public hearings during the last two weeks of, and during the month of September. During the public hearings, public input is requested 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 Amendment**

After the budget is formally adopted, the City Manager may approve line item adjustments within a department or a division. Budget adjustments 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. The City Commission may also approve supplemental appropriation of revenues and expenditures during the year.

Budget amendments are presented to the City Commission on a quarterly basis and include an amended budget resolution. The final budget amendment is adopted within sixty days of the end of that fiscal year. Each adopted amended budget resolution is posted to the City's website within five days after adoption in accordance with F.S. 166.241(5).

## **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. Financial statements, including comparisons to budget, are presented to the City Commission and the Financial Advisory Board on a quarterly basis.

## **Capital Budget Process**

The department directors submit annually their request for new and replacement capital for current and future year capital purchases, which are incorporated as part of the Five-Year Capital Budget. The Finance Director reviews the current year requests for completeness and calculates financial return statistics as appropriate. The department directors reviews them with the City Manager at their budget review meeting in April.

The City Manager and the Finance Director review and ranks importance of each request, taking into consideration life & safety; strategic plan goals & objectives; condition of existing asset; and needs of residences. Current year capital requests approved for funding by the City Manager become part of the recommended budget. Those that are not, are moved to the next year in the City's Capital Improvement Plan.

Capital expenditures are an integral part of the annual operating budget process.

## BUDGET DEVELOPMENT GUIDELINES

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 State Statute and 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 health insurance will be kept in control by sharing of costs.
7. In an effort to control overtime expenditures, total budgeted overtime shall not exceed 5% of total budgeted personnel 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. Equity in Pooled 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.

### ***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 31<sup>st</sup> 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, 2022, the General Fund unassigned fund balance was \$6,782,306 – 35.6% of actual General Fund operating expenditures for FY2021-22, and 20.0% of the General Fund operating expenditures budget for FY2023-24.

## ***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, Florida

## Strategic Plan 2021 – 2026

August 2021



*Prepared for the City of Wilton Manors by Management Partners*



# Table of Contents

Message from Mayor Newton ..... 1

City Commission ..... 2

Background ..... 3

Vision, Mission and Organizational Values ..... 4

City of Wilton Manors Goals..... 5

Goal A. Advance Infrastructure Improvements..... 6

Goal B. Promote Economic Development ..... 7

Goal C. Enhance Quality of Life and Livability ..... 8

Goal D. Cultivate Efficient and High Performing Government ..... 9

Goal E. Exhibit Fiscal Responsibility ..... 10

Goal F. Improve Environmental Sustainability ..... 11

Conclusion ..... 12



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# Message from Mayor Newton



Dear Wilton Manors Community Member:

The City Commission is pleased to present the Wilton Manors Strategic Plan for 2021 through 2026. The City has a history of preparing strategic plans to clearly articulate where Wilton Manors is headed, along with priorities and goals for the future. This Strategic Plan is the City's policy direction for decision-making and the allocation of resources in the years ahead. The process used to prepare it incorporated input from residents, business leaders, and other community stakeholders. This input was used to inform the Commissioners and City leaders in determining a path forward and the objectives required to achieve success.

Over the next five years, the Strategic Plan will help Wilton Manors City leaders prioritize and plan our work. This document is accompanied by an Implementation Action Plan, which we will use to communicate with you regularly about our progress and outcomes for each of the six goals included in the plan.

We are excited about the future of our vibrant *Island City* and look forward to continuing our commitment to diversity, growth, sustainability, transformation and meeting the needs of Wilton Manors residents.

Respectfully,

Scott Newton  
Mayor  
June 2021



# City Commission



Paul Rolli

Vice Mayor



Mike Bracchi

Commissioner



Chris Caputo

Commissioner



Gary Resnick

Commissioner



# Background



## Introduction

The strategic planning efforts allowed community members and City leaders to establish what is important for future success by identifying opportunities for new initiatives that will support and enhance the desirability and attractiveness of the City as a destination for the LGBTQ community. Under the leadership of Mayor Justin Flippin, an update of the previous Strategic Plan was initiated in 2019. In July 2020, the City Commission agreed to delay its completion until after the November election and the new Mayor and at least one new Commission member were selected. This Strategic Plan is the result of an extensive process that engaged the community, City leaders, and staff to develop this policy and decision-making framework for the future.

## Methodology

The process included interviews with the Mayor, Commissioners, City Manager, and leadership team; design and deployment of a community and employee survey; review of local and regional data; and a review of financial trends to lend context to the current and anticipated operating environment.

The resulting Strategic Plan elements (vision, mission, values priorities, goals, and objectives) were crafted during a Commission-led Strategic Planning Workshop held on January 28, 2021. The Plan includes six goals that address infrastructure improvements, economic development, quality of life and livability, efficient and high performing government, fiscal responsibility, and environmental sustainability. Accompanying the goals are key objectives and success measures. A separate Implementation Action Plan has been prepared to guide progress in achieving each goal.



# Vision, Mission and Organizational Values



## Vision

*Wilton Manors is an inclusive, innovative, vibrant City with best-in-class services.*

## Mission

*Improving the quality of life for Wilton Manors residents, businesses, and guests by delivering fiscally-sound, highly responsive services with pride and integrity.*

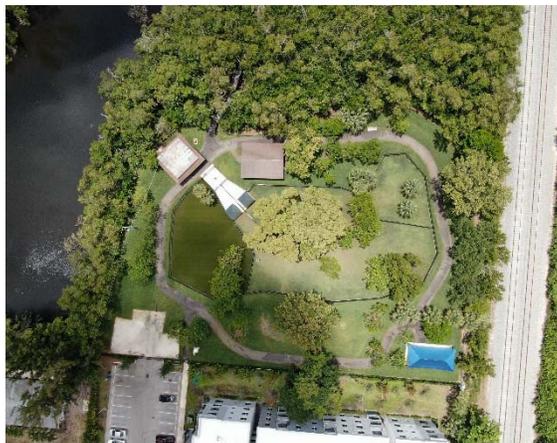
## Organizational Values

*We Value:*

- *Honesty, Integrity, and Respect*
- *Transparency*
- *Cultural Diversity and Inclusion*
- *Fiscal Responsibility*
- *Customer-Friendly Service*
- *Strategic Innovation*
- *Sustainability*
- *Accountability*



# City of Wilton Manors Goals



This Strategic Plan has six overarching goals as listed below. Each contains key objectives.

A. Advance Infrastructure Improvements

B. Promote Economic Development

C. Enhance Quality of Life and Livability

D. Cultivate Efficient and High Performing Government

E. Exhibit Fiscal Responsibility

F. Improve Environmental Sustainability



## Goal A. Advance Infrastructure Improvements

### Key Performance Indicators

- Completed projects in Water Wastewater and Stormwater Master Plan
- Percent reduction in lift station pump run times and flow volume due to improvements
- Percent increase in linear footage of water mains installed to replace aging pipes
- Percent change in number of new bicycle and pedestrian amenities
- Percent changed in miles of repaved roads
- Percent reduction in the number of days of roadway flooding
- Percent of Transportation Surtax projects completed

## Key Objectives

1. Improve Water, Stormwater, and Wastewater Infrastructure
2. Improve, Roadway, Pedestrian, and Cyclist Infrastructure and Amenities
3. Identify Opportunities to Improve Transportation Flow



## Goal B. Promote Economic Development

### Key Performance Indicators

- Percent change in new businesses
- Average business tenure
- Percent change in number of tourists
- Percent change in total private investment for commercial activity

## Key Objectives

1. Promote Business Retention and Attraction
2. Increase Density to Accommodate Mixed-Use Commercial and Residential Development
3. Ensure Application of Smart Growth Planning and Land Use Policies
4. Promote Wilton Manors as a Tourist Destination



## Goal C. Enhance Quality of Life and Livability

### Key Performance Indicators

- Percent of enforcement cases that are closed
- Percent change in annual uniform crime data
- Percent change in recreational program options
- Percent of residents rating the City as good or excellent for addressing service needs
- Creation of an Arts and Culture Policy by 2022

## Key Objectives

1. Enhance Beautification through Progressive City Codes and Proactive Enforcement
2. Support Proactive Public Safety
3. Promote the Public Health and Welfare of City Residents
4. Assess and Adapt to the Changing Needs of Residents
5. Support Recreation and Open Space Programs and Initiatives
6. Develop a Public Arts and Culture Policy



# Goal D. Cultivate Efficient and High Performing Government

## Key Performance Indicators

- Completion of a Technology Master Plan by 2023
- Percent change in social media engagement by the City
- Collect and report benchmark data on four service areas by 2023
- Completion of a compensation and classification study by 2023

## Key Objectives

1. Identify Operational Efficiencies and Improvements for City Departments and Programs
2. Develop a Technology Master Plan
3. Enhance Internal and External Communication
4. Achieve Greater Diversity on City Boards and Committees
5. Initiate Municipal Benchmarking
6. Ensure the City is Competitive in Attracting and Retaining a Diverse, High-Quality Workforce



## Goal E. Exhibit Fiscal Responsibility

### Key Performance Indicators

- Achieve a balanced budget in all fund groups
- Percent of planned infrastructure projects that are funded
- General Fund unassigned fund balance of 15% or higher

## Key Objectives

1. Develop a Long-Term Funding Plan for Infrastructure Projects
2. Assess and Evaluate the Use and Necessity of City Owned Real Estate



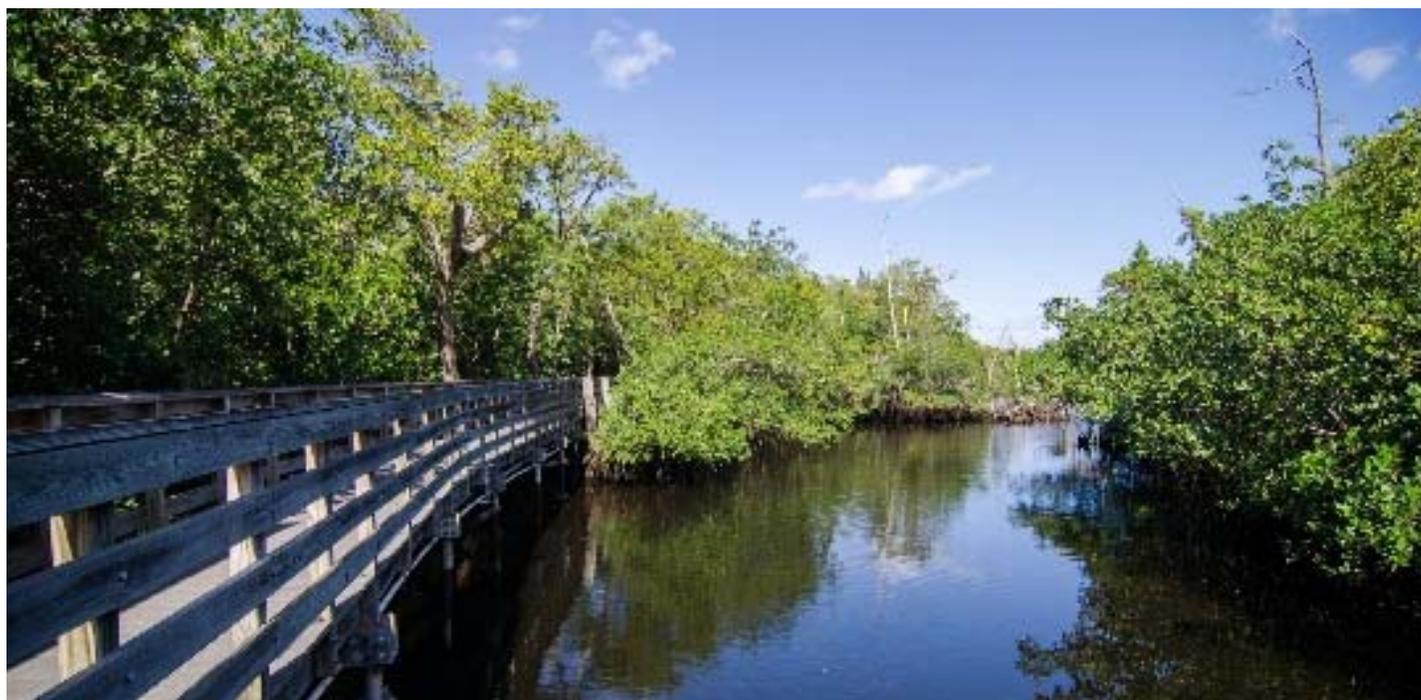
## Goal F. Improve Environmental Sustainability

### Key Performance Indicators

- Completion of vulnerability assessment by 2023
- Begin a mitigation plan by 2022
- Percent change in community's overall carbon footprint
- Percent of goals achieved in the Climate Resiliency Plan
- Percent change in ride share discounts

### Key Objectives

1. Advance City's Climate Resiliency Plan
2. Initiate a Mitigation Plan
3. Reduce the City's Carbon Footprint by at Least 1% Each Year through 2028
4. Identify Resources to Support Climate Resiliency by Residents and Businesses
5. Incentivize Less Dependence on Fossil Fuels



# Conclusion



## EXECUTIVE LEADERSHIP TEAM

**Leigh Ann Henderson**  
City Manager

**Pamela Landi**  
Assistant City Manager

**Faith Lombardo**  
City Clerk

**Roberta Moore**  
Community Development Services  
Director

**David J. Archacki**  
Emergency Management and  
Utilities Director

**Pennie Zuercher**  
Finance Director

**Dio Sanchez**  
Human Resources and Risk  
Management Director

**Michael Shaffer**  
Human Resources Manager

**Patrick Cann**  
Leisure Services Department  
Director

**Gary Blocker**  
Chief of Police

This Strategic Plan provides a clear path forward for the City of Wilton Manors. City leaders are committed to achieving the goals and objectives through the planned allocation of resources over the next five years. Doing so will make Wilton Manors an attractive place for all residents, businesses, and visitors, promote a diversity of businesses, and maintain our critical infrastructure. The City Manager and the Executive Leadership Team will finalize the Implementation Action Plan to guide our actions and track our progress over time. The action plan is a tool that will be reviewed periodically to ensure it remains current with the Commission's policy priorities in future years.

Successful implementation will require a collective effort by City employees in all departments and continued partnerships with external partners. The City of Wilton Manors is committed to working collaboratively with members of our community and periodically communicating with residents and businesses about how we are doing, how we are going about our work, and how well we are meeting the goals of the plan.

We look forward to working with you to ensure our City is vibrant, progressive, and committed to improving the prosperity of all residents.



## CITY OF WILTON MANORS Budget Meeting Schedule

**NOTE: City Commission meetings are printed in red. Financial Advisory Board meeting is printed in blue.**

Date	Time	Location	Event
Tuesday, March 12, 2024	6:00 PM	Chambers	First City Commission Budget Workshop - Goals & Objective followed by Regular City Commission Meeting at 7:00 PM
Tuesday, June 11, 2024	6:30 PM	Chambers	Budget Workshop with Commission (Prior to regularly scheduled Commission meeting)
Monday, July 15, 2024	6:30 PM	Chambers	Review Recommended Budget with Financial Advisory Board
Wednesday, July 17, 2024	6:30 PM	Chambers	Review Recommended Budget with Financial Advisory Board
Wednesday, July 24, 2024	6:00 PM	Chambers	Second City Commission Budget Workshop
	7:00 PM	Chambers	Special City Commission Meeting to Adopt a Tentative Millage Rates and Preliminary Special Assessment Rates
Tuesday, August 27, 2024	6:30 PM	Chambers	Third City Commission Budget Workshop (Prior to regularly-scheduled Commission meeting).
Thursday, September 12, 2024	6:30 PM	Chambers	First Public Hearing on Proposed Budget and Millages, and Final Public Hearing on the Special Assessments.
Tuesday, September 24, 2024	6:30 PM	Chambers	Final Budget Public Hearing - Adoption of Final Budget and Millages (Prior to regularly scheduled Commission meeting).

**CITY OF WILTON MANORS  
REVENUE ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>1</b>	<b>Fund 001 - GENERAL FUND:</b>						
2	AD VALOREM TAXES						
3	001-0000-3110.001	10,595,206	11,984,490	11,984,490	11,537,228	14,868,525	
4	001-0000-3110.002	14,211	10,000	10,000	10,199	10,000	
5	001-0000-3110.044	3	0	0	0	0	
6	001-0000-3110.045	Ad Val Debt Svc 99 Parks GOB					
7	AD VALOREM TAXES	393,289	396,229	396,229	381,728	396,189	
8		11,002,709	12,390,719	12,390,719	11,929,155	15,274,714	
9	UTILITY SERVICES TAXES						
10	001-0000-3140.100	1,365,544	1,352,390	1,352,390	777,813	1,500,000	
11	001-0000-3140.300	478,138	581,126	581,126	349,367	515,000	
12	001-0000-3140.400	64,885	76,000	76,000	41,410	62,000	
13	001-0000-3150.000	Communications Service Tax					
14	UTILITY SERVICES TAXES	569,115	591,220	591,220	277,620	550,000	
15		2,477,682	2,600,736	2,600,736	1,446,211	2,627,000	
16	PERMITS, FEES, & SPECIAL ASSESSMENTS						
17	001-0000-3160.010	Local Bus Lic Tax Receipt	127,260	120,000	120,000	117,492	125,000
18	001-0000-3220.000	Building Permits	1,191,168	0	0	0	
19	001-0000-3220.100	DEVELOPMENT REVIEW FEE	112,629	40,000	40,000	12,403	40,000
20	001-0000-3230.100	FRANCHISE FEE - ELECTRICITY	1,003,482	1,067,800	1,067,800	446,742	1,038,895
21	001-0000-3230.700	FRANCHISE FEE - SOLID WASTE	410,025	395,000	395,000	264,108	395,000
22	001-0000-3230.701	FRANCHISE FEE - RECYCLING	2,500	2,500	2,500	2,500	2,500
23	001-0000-3230.900	Franchise Fees - Misc.	78,090	80,169	80,169	70,255	82,684
24	001-0000-3240.110	IMPACT FEES-RESIDENTIAL-PUBLIC SAFETY	0	0	0	27	0
25	001-0000-3240.610	IMPACT FEES-RESIDENTIAL-CULTURE/RECREATN	0	0	0	150	0
26	001-0000-3240.611	IMPACT FEES-RESIDENTIAL-LIBRARY	0	0	0	8	0
27	001-0000-3240.910	IMPACT FEES-RESIDENTIAL-GEN GOV	0	0	0	36	0
28	001-0000-3290.003	Letters of Determination	1,725	500	500	450	500
29	001-0000-3290.005	Vacant Property Registration	300	600	600	300	500
30	001-0000-3290.006	Bonds Administrative Fee	200	200	200	200	200
31	001-0000-3290.013	VACATION RENTAL REGISTRATION FEE	81,818	100,000	100,000	85,188	100,000
32	001-0000-3630.220	Public Safety Impact Fees	0	0	0	168	0
33	001-0000-3630.270	Culture/Rec Impact Fees	0	0	0	635	0
34	001-0000-3630.291	Aff. Housing Impact Fees	0	0	0	75	0
35	001-0000-3670.000	Other Non-Bus License/Permits	530	500	500	520	500
36	001-0000-3670.001	Residential Rental License	141,020	150,000	150,000	140,188	150,000
37	001-0000-3670.003	SOLID WASTE COLL LICENSE FEE	4,000	4,000	4,000	4,000	4,000
38	PERMITS, FEES, & SPECIAL ASSESSMENTS	3,154,747	1,961,269	1,961,269	1,145,244	1,939,779	
39							
40	INTERGOVERNMENTAL						
41	001-0000-3310.206	CESF US DOJ GRANT	0	0	0	0	
42	001-0000-3310.219	SCHOOL RESOURCE OFFICER GRANT	103,000	103,000	103,000	54,557	
43	001-0000-3340.501	STATE GRANT - COMPETITIVE FL PARTNERSHIP	0	0	0	0	
44	001-0000-3350.120	State Revenue Sharing	514,521	483,000	483,000	317,978	515,000
45	001-0000-3350.140	Mobile Home License	137	200	200	55	200
46	001-0000-3350.150	Alcoholic Beverage License	24,549	35,000	35,000	23,114	27,000
47	001-0000-3350.180	1/2 Cent Local Sales Tax	968,426	1,079,000	1,079,000	556,710	900,000
48	INTERGOVERNMENTAL	1,610,634	1,700,200	1,700,200	897,857	1,496,757	
49							
50	CHARGES FOR SERVICES						
51	001-0000-3400.001	Tennis Court Fees	19,436	21,000	21,000	13,888	19,000
52	001-0000-3400.002	Vending/Concessions	1,036	800	800	646	800
53	001-0000-3400.003	Adult Athletics	2,109	800	800	1,676	1,500
54	CHARGES FOR SERVICES						
55	001-0000-3400.005	Special Events	26,843	25,000	25,000	21,581	25,000
56	001-0000-3400.006	Youth Classes	180	0	0	60	300
57	001-0000-3400.007	Adult Classes	16,577	10,000	10,000	9,804	10,000
58	001-0000-3400.008	Senior Activities	1,166	500	500	1,141	1,000
59	001-0000-3400.009	Summer Youth Activities	67,076	89,600	89,600	47,970	75,000
60	001-0000-3400.010	After School Program	92,743	25,000	25,000	16,374	0
61	001-0000-3400.010-014	AFTER SCHOOL PROGRAM-SDO	6,988	0	0	3,615	4,500
62	001-0000-3400.010-015	AFTER SCHOOL PROGRAM-SPECIALTY CAMPS	12,413	0	0	11,413	11,000
63	001-0000-3400.011	Advertising Fees	15,125	10,000	10,000	13,368	12,000
64	001-0000-3400.012	Dog Park Registration Fees	12,970	10,000	10,000	9,485	10,000
65	001-0000-3400.014	BEFORE SCHOOL CARE	17,836	0	0	0	0
66	001-0000-3400.015	After School Late Pickup Fees	1,825	0	0	255	0
67	001-0000-3410.300	ADMINISTRATIVE SERVICE FEES	3,600	3,600	3,600	3,600	3,600
68	001-0000-3410.301	INDIRECT COST REIMBURSEMENTS	1,494,732	1,567,117	1,567,117	1,044,745	1,567,117
69	001-0000-3410.910	Lobbyist Registration Fees	900	500	500	450	500
70	001-0000-3420.100	Fingerprinting	10	250	250	0	900
71	001-0000-3420.600	EMS TRANSPORT FEES	622,312	628,000	628,000	339,336	620,000
72	001-0000-3420.901	HVE SERVICES	8,471	0	0	0	0
73	001-0000-3420.910	Alarm Registration Fees	700	2,600	2,600	325	2,600
74	001-0000-3420.920	Alarm Civil Penalties	4,075	16,500	16,500	16,500	5,200
75	001-0000-3420.930	Alarm Late Charge Assessments	0	30	30	0	0
76	001-0000-3470.101	FEES FOR COPIES - LIBRARY	3,762	2,000	2,000	2,366	3,800
77	001-0000-3470.102	MISCELLANEOUS FEES - LIBRARY	332	200	200	418	300
78	001-0000-3470.500	Fitness Center Membership	10,877	8,500	8,500	9,201	9,000
79	001-0000-3490.100	Lien Search Fees	52,101	70,000	70,000	33,400	60,000
80	CHARGES FOR SERVICES	2,496,195	2,491,997	2,491,997	1,585,117	2,443,117	
81							
82	FINES & FORFEITS						
83	001-0000-3500.000	Fines & Forfeits	20,279	25,000	25,000	14,880	22,500
84	001-0000-3520.000	Library Fines	3,122	2,000	2,000	1,713	2,000
85	001-0000-3540.000	Code Enforcement Fines	676,985	335,000	335,000	423,652	350,000
86	FINES & FORFEITS	700,386	362,000	362,000	440,245	374,500	
87							
88	OTHER & MISCELLANEOUS						
89	001-0000-3600.000	Miscellaneous Income	56,617	31,770	31,770	9,973	11,775
90	001-0000-3600.002	Vending Machines - City Hall	872	500	500	860	600
91	001-0000-3600.020	Fees for Copies	3,215	2,000	2,000	2,745	2,500
92	001-0000-3610.100	Interest Earned	621,127	532,840	532,840	510,145	400,000
93	001-0000-3620.000	Facility Rentals	133,980	150,000	150,000	94,854	125,000
94	001-0000-3620.000-002	FACILITY RENTALS RICHARDSON	0	0	0	-250	0
95	001-0000-3640.000	Sale of Fixed Assets	46,635	10,000	10,000	24,916	30,000
96	001-0000-3660.000	CONT/DONATIONS FR PRIVATE SOURCES	27,041	10,000	10,000	8,567	0
97	001-0000-3660.001	Donations - Veterans Park	0	0	0	50	0

**CITY OF WILTON MANORS  
REVENUE ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
98	001-0000-3660.003	DONATIONS - LS SPONSORSHIPS	11,576	8,000	8,000	2,077	2,000
99	001-0000-3660.006	DONATIONS - WD BEAUTIFICATION PROJECT	100	0	0	0	0
100	001-0000-3670.002	CONTRACTOR'S REGISTRATION FEE	1,500	0	0	3	0
101	001-0000-3690.904	P-CARD REBATE	50,831	50,800	50,800	56,976	56,970
102	001-0000-3690.906	RECOVERY OF BAD DEBTS	222	0	0	76	0
103	001-0000-3693.301	INSURANCE SETTLEMENTS	65,028	0	0	2,675	0
104	001-0000-3810.001	Transfers In	702,375	276,092	554,136	184,061	0
105	001-0000-3840.000	Debt Proceeds		0	0	0	0
106	001-0000-3890.901	Approp Fund Balance R/E		2,365,714	4,568,475		0
107	OTHER & MISCELLANEOUS		1,721,118	3,437,716	5,918,521	897,727	628,845
108							
109	<b>TOTAL ESTIMATED REVENUES - FUND 001</b>		<b>23,163,470</b>	<b>24,944,637</b>	<b>27,425,442</b>	<b>18,341,555</b>	<b>24,784,712</b>
110							
111	<b>Fund 151 - RECYCLING &amp; SOLID WASTE:</b>						
112							
113	CHARGES FOR SERVICES						
114	151-0000-3430.401	SPECIAL BULK PICK UP	14,095	15,000	15,000	10,041	15,000
115	151-0000-3430.402	SOLID WASTE CHARGES - NON-RESIDENTIAL	2,236,663	2,710,000	2,710,000	2,011,318	3,213,715
116	151-0000-3430.403	RECYCLING CHARGES	302,889	378,100	378,100	268,345	428,333
117	151-0000-3430.404	HOUSEHOLD HAZARDOUS WASTE	101,058	126,100	126,100	89,522	142,892
118	151-0000-3430.405	SOLID WASTE CHARGES - RESIDENTIAL	1,208,293	1,558,000	1,558,000	1,070,278	1,708,275
119	151-0000-3430.406	CLEAN PROGRAM SERVICE CHARGE	74,200	0	0	6,200	0
120	151-0000-3490.101	ADMIN COST REIMBURSEMENT FEE	95,000	95,000	95,000	63,333	95,000
121	CHARGES FOR SERVICES		4,032,198	4,882,200	4,882,200	3,519,038	5,603,215
122							
123	OTHER & MISCELLANEOUS						
124	151-0000-3600.000	Miscellaneous Income	2,833	0	0		0
125	151-0000-3610.100	Interest Earned	23,221	11,500	11,500	20,783	15,932
126	151-0000-3620.020	RECYCLING ROYALTIES		0	0	0	0
127	151-0000-3660.000	CONT/DONATIONS FR PRIVATE SOURCES	20,000	20,000	20,000	13,333	20,000
128	151-0000-3690.904	P-CARD REBATE	6,720	6,700	6,700	5,852	5,800
129	151-0000-3690.906	RECOVERY OF BAD DEBTS	1,153	0	0	185	0
130	151-0000-3890.901	Approp Fund Balance R/E		18,528	24,388		0
131	OTHER & MISCELLANEOUS		53,928	56,728	62,588	40,153	41,732
132							
133	<b>TOTAL ESTIMATED REVENUES - FUND 151</b>		<b>4,086,126</b>	<b>4,938,928</b>	<b>4,944,788</b>	<b>3,559,191</b>	<b>5,644,947</b>
134							
135	<b>FUND 155 - FIRE ASSESSMENT</b>						
136							
137	PERMITS, FEES, & SPECIAL ASSESSMEN						
138							
139	155-0000-3240.110	IMPACT FEES-RESIDENTIAL-PUBLIC SAFETY		0	0	60	0
140	155-0000-3630.112	Fire Special Assessments	2,879,817	2,954,870	2,954,870	2,796,538	3,016,625
141	PERMITS, FEES, & SPECIAL ASSESSMENTS		2,879,817	2,954,870	2,954,870	2,796,598	3,016,625
142							
143	INTERGOVERNMENTAL						
144	155-0000-3120.510	INSURANCE PREMIUM TAX	153,277	105,000	105,000	83,362	100,000
145	155-0000-3350.210	FIREFIGHTER SUPPLEMENTAL COMPENSATION	1,320	1,980	1,980		1,320
146	INTERGOVERNMENTAL		154,597	106,980	106,980	83,362	101,320
147							
148	CHARGES FOR SERVICES						
149	155-0000-3400.020	Fire Protection Services	105,344	105,000	105,000	103,575	105,000
150	CHARGES FOR SERVICES		105,344	105,000	105,000	103,575	105,000
151							
152	OTHER & MISCELLANEOUS						
153	155-0000-3600.000	Miscellaneous Income		0	0		0
154	155-0000-3610.100	Interest Earned	96,216	40,800	40,800	79,744	56,323
155	155-0000-3690.904	P-CARD REBATE	27,485	27,000	27,000	26,638	200
156	155-0000-3890.901	Appropriate Fund Balance		0	196,020		0
157	OTHER & MISCELLANEOUS		123,701	67,800	263,820	106,382	56,523
158							
159	<b>TOTAL ESTIMATED REVENUES - FUND 155</b>		<b>3,263,460</b>	<b>3,234,650</b>	<b>3,430,670</b>	<b>3,089,916</b>	<b>3,279,468</b>
160							
161	<b>Fund 157 - GRANTS - MISC</b>						
162							
163	INTERGOVERNMENTAL						
164	157-0000-3310.202	Bulletproof Vest Grant		0	0	626	0
165	157-0000-3310.491	USF PEDESTRIAN & BICYCLE SAFETY GRANT	684	0	0	0	0
166	157-0000-3340.900	SLR VULNERABILITY ASSESSMENT GRANT	65,394	0	0	0	0
167	157-0000-3370.202	Metro Broward Drug Task Force	13,611	0	0	18,099	0
168	157-0000-3370.902	Broward EMLEG Grant	32,763	0	34,416	19,533	0
169	157-0000-3470.100	State Aid to Libraries	11,382	0	9,882		0
170	INTERGOVERNMENTAL		123,834	0	44,298	38,258	0
171							
172	OTHER & MISCELLANEOUS						
173	157-0000-3610.100	Interest Earned		0	0	15	0
174	157-0000-3690.904	P-CARD REBATE	98	120	120	420	0
175	157-0000-3890.901	Appropriation of Fund Balance		0	21,705		0
176	OTHER & MISCELLANEOUS		98	120	21,825	435	0
177							
178	<b>TOTAL ESTIMATED REVENUES - FUND 157</b>		<b>123,932</b>	<b>120</b>	<b>66,123</b>	<b>38,693</b>	<b>0</b>
179							
180	<b>FUND 158 - FEDERAL FORFEITURE FUND</b>						
181							
182	FINES & FORFEITS						
183							
184	158-0000-3510.201	Confiscated Property	39,356	0	0		0
185	FINES & FORFEITS		39,356	0	0	0	0
186							
187	OTHER & MISCELLANEOUS						
188	158-0000-3610.100	Interest Earned	10,522	4,400	4,400	9,438	6,752
189	158-0000-3690.904	P-CARD REBATE	11	0	0	38	40
190	158-0000-3890.901	Appropriate Fund Balance		22,410	22,410		0
191	OTHER & MISCELLANEOUS		10,533	26,810	26,810	9,476	6,792
192							
193	<b>TOTAL ESTIMATED REVENUES - FUND 158</b>		<b>49,889</b>	<b>26,810</b>	<b>26,810</b>	<b>9,476</b>	<b>6,792</b>
194							

**CITY OF WILTON MANORS  
REVENUE ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET
195	<b>Fund 160 - BUILDING FUND</b>					
196						
197	PERMITS, FEES, & SPECIAL ASSESSMENT					
198	160-0000-3220.000 Building Permits		1,260,050	1,260,050	865,937	1,423,949
199	PERMITS, FEES, & SPECIAL ASSESSMENTS	0	1,260,050	1,260,050	865,937	1,423,949
200						
201	OTHER & MISCELLANEOUS					
202	160-0000-3610.100 Interest Earned		0	0	7,378	5,655
203	160-0000-3690.904 P-CARD REBATE		0	0		500
204	OTHER & MISCELLANEOUS	0	0	0	7,378	6,155
205						
206	<b>TOTAL ESTIMATED REVENUES - FUND 160</b>	<b>0</b>	<b>1,260,050</b>	<b>1,260,050</b>	<b>873,316</b>	<b>1,430,104</b>
207						
208						
209	<b>Fund 161 - POLICE TRAINING/EDUCATION:</b>					
210						
211	FINES & FORFEITS					
212	161-0000-3510.300 \$2 Education Assessment	1,335	0	0	718	0
213	FINES & FORFEITS	1,335	0	0	718	0
214						
215	OTHER & MISCELLANEOUS					
216	161-0000-3610.100 Interest Earned	137	60	60	137	99
217	161-0000-3690.904 P-CARD REBATE	2	10	10	7	10
218	161-0000-3890.901 Appropriate Fund Balance		1,930	1,930		0
219	OTHER & MISCELLANEOUS	139	2,000	2,000	144	109
220						
221	<b>TOTAL ESTIMATED REVENUES - FUND 161</b>	<b>1,474</b>	<b>2,000</b>	<b>2,000</b>	<b>862</b>	<b>109</b>
222						
223						
224	<b>Fund 163 - ROAD IMPROVEMENT</b>					
225						
226	INTERGOVERNMENTAL					
227	163-0000-3120.410 1st Loc Opt Fuel Tax 1-6 cents	118,121	133,552	133,552	65,412	115,435
228	163-0000-3120.420 2nd Loc Opt Fuel Tax 1-5 cents	83,023	94,046	94,046	46,012	81,030
229	INTERGOVERNMENTAL	201,143	227,598	227,598	111,424	196,465
230						
231	CHARGES FOR SERVICES					
232	163-0000-3440.910 Other Transportation Revenue	41,074	43,934	43,934	40,315	45,685
233	CHARGES FOR SERVICES	41,074	43,934	43,934	40,315	45,685
234						
235	OTHER & MISCELLANEOUS					
236	163-0000-3610.100 Interest Earned	8,505	3,300	3,300	7,081	5,409
237	163-0000-3690.904 P-CARD REBATE	387	400	400	1,007	1,000
238	163-0000-3890.901 Appropriate Fund Balance		65,287	71,381		0
239	OTHER & MISCELLANEOUS	8,892	68,987	75,081	8,088	6,409
240						
241	<b>TOTAL ESTIMATED REVENUES - FUND 163</b>	<b>251,109</b>	<b>340,519</b>	<b>346,613</b>	<b>159,828</b>	<b>248,559</b>
242						
243	<b>Fund 165 - STATE POLICE FORFEITURE FUND</b>					
244						
245	FINES & FORFEITS					
246	165-0000-3510.201 Confiscated Property	30,087	0	0	8,171	0
247	FINES & FORFEITS	30,087	0	0	8,171	0
248						
249	OTHER & MISCELLANEOUS					
250	165-0000-3610.100 Interest Earned	9,270	4,200	4,200	7,553	5,413
251	165-0000-3690.904 P-CARD REBATE	32	30	30		0
252	165-0000-3890.901 Appropriate Fund Balance		8,770	14,770		18,387
253	OTHER & MISCELLANEOUS	9,302	13,000	19,000	7,553	23,800
254						
255	<b>TOTAL ESTIMATED REVENUES - FUND 165</b>	<b>39,390</b>	<b>13,000</b>	<b>19,000</b>	<b>15,724</b>	<b>23,800</b>
256						
257	<b>Fund 401 - UTILITY FUND - WATER</b>					
258						
259	PERMITS, FEES, & SPECIAL ASSESSMENTS					
260	401-0000-3290.011 BACK-FLOW INSPECTION FEE	6,920	6,500	6,500	4,777	6,000
261	PERMITS, FEES, & SPECIAL ASSESSMENTS	6,920	6,500	6,500	4,777	6,000
262						
263	CHARGES FOR SERVICES					
264	401-0000-3400.038 Water Sales	4,976,525	5,811,260	5,811,260	3,613,332	5,752,853
265	401-0000-3400.039 Water Meters Installed	3,420	5,000	5,000	1,465	2,000
266	401-0000-3400.040 Fire Line Fees	7,950	8,000	8,000	7,950	8,000
267	CHARGES FOR SERVICES	4,987,895	5,824,260	5,824,260	3,622,747	5,762,853
268						
269	OTHER & MISCELLANEOUS					
270	401-0000-3600.000 Miscellaneous Income	-2,065	0	0	-1,235	0
271	401-0000-3600.010 ATTORNEY'S FEES REVENUE	2,155	3,000	3,000	1,638	2,000
272	401-0000-3600.030 Dishonored Check Fees	2,851	2,000	2,000	5,123	0
273	401-0000-3610.100 Interest Earned	407,241	178,600	178,600	332,394	239,615
274	401-0000-3620.010 Rental & Leases	35,358	41,660	41,660	12,754	0
275	401-0000-3690.904 P-CARD REBATE	27,128	27,000	27,000	21,547	10,000
276	401-0000-3690.906 RECOVERY OF BAD DEBTS	2,838	4,000	4,000	356	0
277	401-0000-3693.301 INSURANCE SETTLEMENTS	10,000	0	0		0
278	401-0000-3890.901 Approp Fund Bal R/E		0	347,297		0
279	OTHER & MISCELLANEOUS	485,507	256,260	603,557	372,576	251,615
280						
281	<b>TOTAL ESTIMATED REVENUES - FUND 401</b>	<b>5,480,322</b>	<b>6,087,020</b>	<b>6,434,317</b>	<b>4,000,101</b>	<b>6,020,468</b>
282						
283	<b>Fund 402 - UTILITY FUND - SEWER</b>					
284						
285	PERMITS, FEES, & SPECIAL ASSESSMENT					
286	402-0000-3630.235 WATER CONNECTION CHARGE		0	0	147	162
287	PERMITS, FEES, & SPECIAL ASSESSMENTS	0	0	0	147	162
288						
289	CHARGES FOR SERVICES					
290	402-0000-3400.042 Sewer Charges	4,260,713	5,078,122	5,078,122	3,140,216	6,767,767
291	CHARGES FOR SERVICES	4,260,713	5,078,122	5,078,122	3,140,216	6,767,767

**CITY OF WILTON MANORS  
REVENUE ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET
292						
293	OTHER & MISCELLANEOUS					
294	402-0000-3610.100 Interest Earned	23,670	13,800	13,800	5,050	5,555
295	402-0000-3690.904 P-CARD REBATE	19,138	19,000	19,000	20,103	10,000
296	402-0000-3690.906 RECOVERY OF BAD DEBTS	1,146	500	500	187	0
297	402-0000-3890.901 Appropriate Fund Balance		245,117	1,474,714		0
298	OTHER & MISCELLANEOUS	43,955	278,417	1,508,014	25,341	15,555
299						
300	<b>TOTAL ESTIMATED REVENUES - FUND 402</b>	<b>4,304,668</b>	<b>5,356,539</b>	<b>6,586,136</b>	<b>3,165,703</b>	<b>6,783,484</b>
301						
302	<b>Fund 406 - MOBILITY &amp; TRANSPORTATION FUND:</b>					
303						
304	PERMITS, FEES, & SPECIAL ASSESSMEP					
305	406-0000-3290.004 Payment in Lieu of Parking	1,935	0	0	2,640	3,520
306	PERMITS, FEES, & SPECIAL ASSESSMENTS	1,935	0	0	2,640	3,520
307						
308	CHARGES FOR SERVICES					
309	406-0000-3440.500 Parking Meter Revenue	74,405	200,000	200,000	39,912	68,123
310	406-0000-3440.501 Parking Permit Revenue	384	1,600	1,600	357	300
311	406-0000-3440.503 PARKING EVENT REVENUE	180	0	0	0	0
312	406-0000-3440.505 HAGEN PAYSTATION REVENUES	50,008	125,000	125,000	26,976	53,817
313	406-0000-3440.510 RICHARDSON PAYSTATION REVENUES	4,247	21,000	21,000	955	1,906
314	406-0000-3440.511 NE 8TH TERRACE LOT REVENUES	13,572	31,000	31,000	6,715	13,396
315	406-0000-3440.512 SPECIAL EVENT - STONEWALL		0	0		0
316	406-0000-3440.513 SPECIAL EVENT - HALLOWEEN		7,500	7,500		0
317	406-0000-3440.516 NE 11 AVE/ROSIE'S METER REVENUE	4,690	4,500	4,500	2,863	5,712
318	406-0000-3440.520 PARKMOBILE REVENUE - METERS	412,445	300,000	300,000	289,191	576,936
319	406-0000-3440.521 PARKMOBILE REVENUE - HAGEN	242,280	200,000	200,000	181,098	361,290
320	406-0000-3440.522 PARKMOBILE REVENUE - RICHARDSON	28,718	25,000	25,000	20,445	40,788
321	406-0000-3440.523 PARKMOBILE REVENUE - NE 8TH TERRACE	56,110	40,000	40,000	38,360	76,529
322	406-0000-3440.525 PARKMOBILE REVENUE - NE 23RD DRIVE	40,566	35,000	35,000	27,406	54,676
323	406-0000-3440.526 PARKMOBILE REVENUE - SUSHI ROCK	13,276	10,000	10,000	10,251	20,451
324	406-0000-3440.528 NE 11 AE/ROSIE'S PARKMOBILE REVENUE	22,090	20,000	20,000	15,144	30,213
325	CHARGES FOR SERVICES	962,970	1,020,600	1,020,600	659,672	1,304,137
326						
327	FINES & FORFEITS					
328	406-0000-3510.510 Citations - Parking Mgt. Co.	172,143	225,000	225,000	144,620	200,000
329	406-0000-3510.530 PARKING CITATIONS - COUNTY CLERK	1,542	1,500	1,500	230	300
330	FINES & FORFEITS	173,684	226,500	226,500	144,850	200,300
331						
332	OTHER & MISCELLANEOUS					
333	406-0000-3610.100 Interest Earned	102,416	43,800	43,800	86,278	63,529
334	406-0000-3690.904 P-CARD REBATE	3,656	3,600	3,600	3,896	3,800
335	406-0000-3890.901 APPROPRIATE FUND BALANCE R/E		0	4,823		0
336	OTHER & MISCELLANEOUS	106,072	47,400	52,223	90,174	67,329
337						
338	<b>TOTAL ESTIMATED REVENUES - FUND 406</b>	<b>1,244,662</b>	<b>1,294,500</b>	<b>1,299,323</b>	<b>897,336</b>	<b>1,575,286</b>
339						
340	<b>Fund 450 - DRAINAGE UTILITY FUND</b>					
341						
342	CHARGES FOR SERVICES					
343	450-0000-3430.330 Drainage Utility Fee	607,720	670,242	670,242	442,240	730,792
344	CHARGES FOR SERVICES	607,720	670,242	670,242	442,240	730,792
345						
346	OTHER & MISCELLANEOUS					
347	450-0000-3610.100 Interest Earned	76,364	33,900	33,900	66,872	47,945
348	450-0000-3690.904 P-CARD REBATE	674	700	700	390	390
349	450-0000-3690.906 RECOVERY OF BAD DEBTS	284	0	0	4	0
350	450-0000-3890.901 Approp Fund Bal R/E		102,200	444,540		0
351	OTHER & MISCELLANEOUS	77,321	136,800	479,140	67,266	48,335
352						
353	<b>TOTAL ESTIMATED REVENUES - 450</b>	<b>685,041</b>	<b>807,042</b>	<b>1,149,382</b>	<b>509,506</b>	<b>779,127</b>
354						
355	<b>Fund 601 - JENADA SPECIAL ASSESSMENT:</b>					
356						
357	PERMITS, FEES, & SPECIAL ASSESSMEP					
358	601-0000-3630.113 Jenada Isles Assessments	7,740	3,020	3,020	2,839	3,020
359	PERMITS, FEES, & SPECIAL ASSESSME	7,740	3,020	3,020	2,839	3,020
360						
361	OTHER & MISCELLANEOUS					
362	601-0000-3610.100 Interest Earned	1,070	450	450	859	613
363	601-0000-3690.904 P-CARD REBATE		30	30	17	20
364	601-0000-3890.901 Appropriate Fund Balance		0	0		946
365	OTHER & MISCELLANEOUS	1,070	480	480	876	1,579
366						
367	<b>TOTAL ESTIMATED REVENUES - FUND 601</b>	<b>8,810</b>	<b>3,500</b>	<b>3,500</b>	<b>3,715</b>	<b>4,599</b>
368						
369	<b>Fund 602 - WILTON DRIVE IMPROVEMENT DISTRICT:</b>					
370						
371	PERMITS, FEES, & SPECIAL ASSESSMEP					
372	602-0000-3290.012 SPECIAL ASSESSMENT - BID	96,158	96,000	96,000	94,937	96,000
373	PERMITS, FEES, & SPECIAL ASSESSME	96,158	96,000	96,000	94,937	96,000
374						
375	OTHER & MISCELLANEOUS					
376	602-0000-3600.000 Miscellaneous Income		0	0		0
377	602-0000-3610.100 Interest Earned	5,560	2,500	2,500	4,031	2,768
378	602-0000-3690.904 P-CARD REBATE	205	200	200	485	480
379	602-0000-3890.901 Appropriate Fund Balance		10,900	40,471		0
380	OTHER & MISCELLANEOUS	5,766	13,600	43,171	4,516	3,248
381						
382	<b>TOTAL ESTIMATED REVENUES - FUND 602</b>	<b>101,924</b>	<b>109,600</b>	<b>139,171</b>	<b>99,452</b>	<b>99,248</b>
383						
384	<b>TOTAL ESTIMATED REVENUES - ALL FUNDS</b>	<b>44,380,182</b>	<b>48,419,965</b>	<b>53,522,977</b>	<b>35,592,939</b>	<b>50,680,703</b>
385						

## **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 and workshops 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 interacting with citizens on a daily basis both formally and informally. The Commission also has the primary responsibility for the establishment of the annual City budget and the provision of revenues sufficient for the effective operation of City government.

### **Strategic Plan**

The City Commission is responsible for the development and review of the City's strategic plan. During development, the City Commission is responsible for defining the vision, mission and organization values, as well as, setting the overriding goals for the five-year period. As part of the budget process, the Commission ensures the budget is aligned with the strategic plan goals and objectives.

**CITY OF WILTON MANORS**  
**ANNUAL EXPENDITURES ESTIMATES**  
**FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5111 - MAYOR/COMMISSION</b>								
1	PERSONNEL WAGES						1	
2	001-5111-5111.000	Executive Salaries	135,126	137,812	137,812	80,383	144,690	2
3	001-5111-5157.000	TAX EQUITY STIPENDS	125	0	0	0	0	3
4	PERSONNEL WAGES		135,251	137,812	137,812	80,383	144,690	4
5								5
6	PERSONNEL BENEFITS							6
7	001-5111-5151.000	Cellular Phone Stipend	2,600	2,400	2,400	1,400	2,400	7
8	001-5111-5211.000	FICA	8,984	10,541	10,541	5,782	11,069	8
9	001-5111-5222.000	Pension - FRS	68,973	79,712	79,712	53,526	85,753	9
10	001-5111-5231.000	Life & Health Insurance	73,877	97,467	97,467	52,026	96,570	10
11	001-5111-5232.000	Insurance Opt-Out	0	0	0	500	0	11
12	PERSONNEL BENEFITS		154,434	190,120	190,120	113,234	195,792	12
13								13
14	OPERATING EXPENDITURES							14
15	001-5111-5401.000	Meetings & Conferences	462	16,700	16,700	1,548	10,700	15
16	001-5111-5411.000	Telephone	356	901	901	740	932	16
17	001-5111-5412.000	Postage	219	350	350	155	249	17
18	001-5111-5481.000	Promotional Activities	8,049	18,200	18,200	9,320	18,200	18
19	001-5111-5511.000	Office Supplies	60	400	400	0	400	19
20	001-5111-5521.000	Operating Supplies	375	400	400	174	375	20
21	001-5111-5541.000	Subs, Memberships, Dues	6,092	9,200	9,200	6,463	9,575	21
22	OPERATING EXPENDITURES		15,614	46,151	46,151	18,401	40,431	22
23								23
24	<b>TOTALS FOR DEPT 5111 - MAYOR/CITY COMMISSION</b>		<b>305,299</b>	<b>374,083</b>	<b>374,083</b>	<b>212,018</b>	<b>380,913</b>	24

## **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. The City Manager ensures the implementation of the policy directives of the City Commission and proper management of city operations. The City Manager provides oversight of all city departments and guides and assists all departments in achieving their annual Goals and Objectives. 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 administrative 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.

### **Department's Core Operational Mission and Key Roles and Functions**

The City Manager ensures the implementation of the policy directives of the City Commission and proper management of city operations. The City Manager provides oversight of all city departments and guides and assists all departments in achieving their annual Goals and Objectives. The City Manager's Office includes the Information Technology Department and the Clerk's Office.

In addition to the operational mission noted above, the primary overarching goals that drive our work are providing leadership in maintaining the City's small town sensibility while driving the redevelopment and revitalization of the City's commercial corridors, ensuring public safety, maintaining fiscal integrity, improving the resiliency of the City's infrastructure, and reducing our carbon footprint.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5112 - CITY MANAGER</b>							
1	PERSONNEL WAGES						1
2	001-5112-5121.000 SALARIES - FULL TIME	604,130	685,454	685,454	444,743	767,342	2
3	001-5112-5141.000 Overtime	1,596	3,000	3,000	577	3,000	3
4	001-5112-5154.000 DUTY PAY	0	250	250	0	0	4
5	PERSONNEL WAGES	605,726	688,704	688,704	445,320	770,342	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5112-5151.000 Cellular Phone Stipend	2,280	2,280	2,280	1,555	2,820	8
9	001-5112-5155.000 Vehicle Allowance	6,000	6,000	6,000	3,500	6,000	9
10	001-5112-5211.000 FICA	39,692	40,901	40,901	29,564	47,054	10
11	001-5112-5221.000 Pension - WM	70,662	71,379	71,379	71,379	70,974	11
12	001-5112-5222.000 Pension - FRS	135,819	178,999	178,999	109,413	182,298	12
13	001-5112-5231.000 Life & Health Insurance	55,240	82,355	82,355	49,670	94,771	13
14	PERSONNEL BENEFITS	309,692	381,914	381,914	265,081	403,917	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5112-5311.000 Professional Services	174,023	215,000	297,100	50,674	80,000	17
18	001-5112-5341.000 Contractual Services	54,510	199,000	264,000	56,487	99,000	18
19	001-5112-5401.000 Meetings & Conferences	673	6,800	6,800	4,138	8,500	19
20	001-5112-5411.000 Telephone	1,138	847	847	671	1,062	20
21	001-5112-5412.000 Postage	9	300	300	66	136	21
22	001-5112-5471.000 Printing & Binding	0	4,200	4,200	0	4,200	22
23	001-5112-5481.000 Promotional Activities	21,502	48,500	58,500	21,026	45,000	23
24	001-5112-5483.000 ECONOMIC DEVELOPMENT	43,879	112,000	125,405	65,682	110,000	24
25	001-5112-5483.000-016 ECON DEV-BUSINESS INCENTIVES	14,262	35,000	80,738	10,608	40,000	25
26	001-5112-5483.000-018 CH MASTER PLAN	6,925	0	0	0	0	26
27	001-5112-5483.000-019 ECON DEV-CONSULTANT	25,507	50,000	50,000	0	50,000	27
28	001-5112-5483.000-020 ECON DEV-WD DESIGN PHASE 3-LIGHTING	0	25,000	65,000	0	25,000	28
29	001-5112-5483.000-028 ALL AMERICA CITY	0	0	30,000	12,824	0	29
30	001-5112-5490.007 SOFTWARE LICENSES & RENEWALS	0	0	0	0	52,597	30
31	001-5112-5511.000 Office Supplies	2,786	2,000	2,000	1,327	2,000	31
32	001-5112-5521.000 Operating Supplies	196	500	500	755	750	32
33	001-5112-5541.000 Subs, Memberships, Dues	13,758	14,848	14,848	11,302	18,940	33
34	001-5112-5542.000 Training/Education	0	0	0	75	0	34
35	OPERATING EXPENDITURES	359,170	713,995	1,000,237	235,635	537,185	35
36							36
37	<b>TOTALS FOR DEPT 5112 - CITY MANAGER</b>	<b>1,274,588</b>	<b>1,784,613</b>	<b>2,070,855</b>	<b>946,036</b>	<b>1,711,444</b>	37

## **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 the 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. As the City's Records Custodian, the Clerk's office oversees record retention of City documents as well as Public Record Requests. 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.

### **Department's Core Operational Mission and Key Roles and Functions**

The City Clerk's office continues to strive to provide expeditious responses to the requests of our constituents and fellow staff members. The City Clerk's office is the official records keeper, elections administrator, advisory board administrator, ethics filing officer and secretariat to the City Commission. The office also prepares and publishes the agenda for City Commission meetings and facilitates all City Commission meetings. The City Clerk's office continues to move forward by improving processes and productivity while remaining fiscally responsible.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5113 - CITY CLERK</b>								
1	PERSONNEL WAGES						1	
2	001-5113-5121.000	SALARIES - FULL TIME	153,950	160,438	160,438	110,407	185,849	2
3	001-5113-5131.000	SALARIES - PART-TIME	29,749	44,827	44,827	20,042	37,204	3
4	001-5113-5141.000	Overtime	1,982	1,000	1,000	1,345	500	4
5	001-5113-5154.000	DUTY PAY	0	250	250	0	0	5
6	PERSONNEL WAGES		185,681	206,515	206,515	131,795	223,553	6
7								7
8	PERSONNEL BENEFITS							8
9	001-5113-5151.000	Cellular Phone Stipend	540	540	540	315	540	9
10	001-5113-5211.000	FICA	11,702	11,852	11,852	8,328	13,729	10
11	001-5113-5211.005	FICA PART-TIME	2,187	3,429	3,429	1,533	2,636	11
12	001-5113-5221.000	Pension - WM	21,596	20,958	20,958	20,958	21,254	12
13	001-5113-5222.000	Pension - FRS	39,676	46,886	46,886	32,392	53,581	13
14	001-5113-5231.000	Life & Health Insurance	28,764	36,835	36,835	19,904	37,026	14
15	PERSONNEL BENEFITS		104,467	120,500	120,500	83,430	128,766	15
16								16
17	OPERATING EXPENDITURES							17
18	001-5113-5341.000	Contractual Services	11,037	19,600	19,600	6,594	14,600	18
19	001-5113-5401.000	Meetings & Conferences	150	2,900	2,100	0	1,700	19
20	001-5113-5411.000	Telephone	689	848	848	0	869	20
21	001-5113-5412.000	Postage	185	500	500	104	300	21
22	001-5113-5462.000	Equipment Maint-Repair	0	250	250	100	250	22
23	001-5113-5465.000	Copy Machine	1,968	3,832	3,832	2,543	4,000	23
24	001-5113-5481.000	PROMOTIONAL	4,080	2,000	2,000	210	2,000	24
25	001-5113-5482.000	Advertising	12,470	10,000	10,000	10,519	10,000	25
26	001-5113-5490.007	SOFTWARE LICENSES & RENEWALS	0	0	0	0	13,751	26
27	001-5113-5492.000	Elections	6,333	10,000	10,000	0	10,000	27
28	001-5113-5493.000	Codification	15,433	20,556	20,556	6,765	20,556	28
29	001-5113-5511.000	Office Supplies	133	1,000	1,000	0	500	29
30	001-5113-5521.000	Operating Supplies	114	500	500	0	250	30
31	001-5113-5541.000	Subs, Memberships, Dues	660	600	600	385	600	31
32	001-5113-5542.000	Training/Education	3,510	750	1,550	1,189	750	32
33	OPERATING EXPENDITURES		56,761	73,336	73,336	28,410	80,126	33
34								34
35	<b>TOTALS FOR DEPT 5113 - CITY CLERK</b>		<b>346,909</b>	<b>400,351</b>	<b>400,351</b>	<b>243,635</b>	<b>432,445</b>	35

## **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.

**Department's Core Operational Mission and Key Roles and Functions**

The Finance Department serves the Wilton Manors community by safeguarding the City's assets, maximizing the use of City revenue and efficiently providing accurate and timely information to the City Commission, City management and the general public. As such, it is the department's responsibility to plan for the City's future financial needs and to implement responsible fiscal strategies for the City's operation. The Finance Department has responsibility for the City's utility billing, accounts payable and receivable, financial reporting, budgeting, purchasing, and oversight of the City's parking program.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5114 - FINANCE</b>							
1	PERSONNEL WAGES						1
2	001-5114-5121.000	419,856	561,031	537,751	280,275	688,152	2
3	001-5114-5131.000	5,790	0	0	(362)	11,349	3
4	001-5114-5141.000	1,043	500	500	0	1,000	4
5	PERSONNEL WAGES	426,688	561,531	538,251	279,912	700,501	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5114-5151.000	1,176	1,404	1,404	420	1,368	8
9	001-5114-5211.000	31,261	39,625	39,625	20,741	51,460	9
10	001-5114-5211.005	418	0	0	(28)	868	10
11	001-5114-5221.000	50,918	56,063	56,063	56,063	58,091	11
12	001-5114-5222.000	103,682	128,740	128,740	71,991	161,384	12
13	001-5114-5231.000	63,685	93,620	93,620	45,204	152,334	13
14	001-5114-5232.000	200	0	0	0	0	14
15	PERSONNEL BENEFITS	251,340	319,452	319,452	194,392	425,505	15
16							16
17	OPERATING EXPENDITURES						17
18	001-5114-5311.000	22,312	12,800	28,580	27,077	8,300	18
19	001-5114-5321.000	26,000	16,800	29,300	29,300	33,200	19
20	001-5114-5401.000	5,621	9,040	6,040	1,572	7,940	20
21	001-5114-5411.000	1,378	1,692	1,692	0	1,777	21
22	001-5114-5412.000	2,550	2,400	2,400	1,775	2,655	22
23	001-5114-5471.000	1,426	2,275	2,275	819	2,460	23
24	001-5114-5490.007	0	0	0	0	4,834	24
25	001-5114-5511.000	3,073	2,000	2,000	1,381	3,000	25
26	001-5114-5521.000	770	1,300	1,300	73	1,000	26
27	001-5114-5541.000	1,130	1,995	1,995	1,610	1,910	27
28	001-5114-5542.000	684	800	800	969	800	28
29	001-5114-5543.000	0	200	200	0	200	29
30	OPERATING EXPENDITURES	64,944	51,302	76,582	64,576	68,076	30
31							31
32	<b>TOTALS FOR DEPT 5114 - FINANCE</b>	<b>742,972</b>	<b>932,285</b>	<b>934,285</b>	<b>538,880</b>	<b>1,194,082</b>	32

## **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 strategies 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 with 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, oversight of the EEOC Plan, acts as Critical Incident Coordinator, acts as liaison to Labor Relations 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 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. 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 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.

### **Department's Core Operational Mission and Key Roles and Functions**

**Operational Mission:** The Human Resources Department is dedicated to serving the needs of City employees in the most efficient and fair manner, to attracting and retaining the most talented and qualified employees for the City, to being a leader and change agent, and to being 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, 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.

**Key Roles and Functions:** Personnel management; recruitment and retention; payroll; pension programs; benefits management; risk management; training and development; labor relations.

**CITY OF WILTON MANORS**  
**ANNUAL EXPENDITURES ESTIMATES**  
**FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5115 - HUMAN RESOURCES</b>							
1	PERSONNEL WAGES						1
2	001-5115-5121.000 SALARIES - FULL TIME	320,320	399,351	494,351	247,283	364,560	2
3	001-5115-5141.000 Overtime	124	750	750	0	750	3
4	PERSONNEL WAGES	320,444	400,101	495,101	247,283	365,310	4
5							5
6	PERSONNEL BENEFITS						6
7	001-5115-5151.000 Cellular Phone Stipend	1,440	1,440	1,440	840	1,368	7
8	001-5115-5211.000 FICA	23,968	25,357	37,357	18,513	27,289	8
9	001-5115-5221.000 Pension - WM	35,367	34,321	34,321	34,321	41,350	9
10	001-5115-5222.000 Pension - FRS	85,398	99,607	124,607	70,572	94,997	10
11	001-5115-5231.000 Life & Health Insurance	46,143	61,389	63,889	33,309	58,168	11
12	PERSONNEL BENEFITS	192,316	222,114	261,614	157,555	223,172	12
13							13
14	OPERATING EXPENDITURES						14
15	001-5115-5311.000 Professional Services	74,016	81,831	81,831	49,876	96,274	15
16	001-5115-5341.000 Contractual Services	0	273	273	0	273	16
17	001-5115-5401.000 Meetings & Conferences	996	3,000	3,000	375	2,000	17
18	001-5115-5411.000 Telephone	1,252	1,555	1,555	0	1,633	18
19	001-5115-5412.000 Postage	361	600	600	242	381	19
20	001-5115-5441.000 Equipment Rental	5,595	6,000	6,000	4,500	6,000	20
21	001-5115-5463.000 Vehicle Maint-Repair	367	500	500	0	1,500	21
22	001-5115-5464.000 Vehicle Operation-Fuel	799	1,243	1,243	472	865	22
23	001-5115-5465.000 Copy Machine	51	1,440	1,440	282	1,500	23
24	001-5115-5471.000 Printing & Binding	298	2,000	2,000	433	1,800	24
25	001-5115-5482.000 Advertising	4,236	5,000	5,000	2,204	5,100	25
26	001-5115-5490.007 SOFTWARE LICENSES & RENEWALS		0	0	0	20,804	26
27	001-5115-5511.000 Office Supplies	1,978	750	750	168	550	27
28	001-5115-5521.000 Operating Supplies	1,801	1,500	1,500	913	1,000	28
29	001-5115-5541.000 Subs, Memberships, Dues	1,287	1,170	1,170	519	1,170	29
30	001-5115-5542.000 Training/Education	6,605	11,550	11,550	4,901	11,807	30
31	001-5115-5543.000 Books & Manuals	0	500	500	0	500	31
32	001-5115-5544.000 TUITION REIMBURSEMENT	10,035	20,000	20,000	5,160	15,000	32
33	OPERATING EXPENDITURES	109,676	138,912	138,912	70,046	168,157	33
34							34
35	<b>TOTALS FOR DEPT 5114 - HUMAN RESOURCES</b>	<b>622,436</b>	<b>761,127</b>	<b>895,627</b>	<b>474,885</b>	<b>756,639</b>	35

## **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.

The City Attorney is a contracted position.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
1	<b>DEPT 5116 - CITY ATTORNEY</b>						1
2							2
3	OPERATING EXPENDITURES						3
4	001-5116-5312.000      LEGAL SERVICES - CITY ATTORNEY	338,611	388,509	388,509	285,747	444,799	4
5	OPERATING EXPENDITURES	338,611	388,509	388,509	285,747	444,799	5
6							6
7	<b>TOTALS FOR DEPT 5116 - CITY ATTORNEY</b>	<b>338,611</b>	<b>388,509</b>	<b>388,509</b>	<b>285,747</b>	<b>444,799</b>	7

## **INFORMATION TECHNOLOGY**

In FY 2016-17, for the first time, the City consolidated all of its Information Technology (IT) activity into one location. Since the IT Division is an internal service activity, its costs are fully allocated to other departments throughout the City.

### **Department's Core Operational Mission and Key Roles and Functions**

Technology is the cornerstone of the City's business operations and an essential component in staff's ability to provide service. The IT Department's core mission is to maintain the utilized technology, ensure ongoing viability, and plan to ensure the workforce of the future will have the necessary tools.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5117 - INFORMATION TECHNOLOGY</b>							
1	PERSONNEL WAGES						1
2	001-5117-5121.000 SALARIES - FULL TIME	191,408	206,845	206,845	135,258	311,348	2
3	001-5117-5131.000 SALARIES - PART-TIME	56,192	84,460	84,460	41,861	83,195	3
4	001-5117-5141.000 Overtime	180	500	500	612	1,000	4
5	PERSONNEL WAGES	<u>247,781</u>	<u>291,805</u>	<u>291,805</u>	<u>177,731</u>	<u>395,543</u>	5
6							6
7	PERSONNEL BENEFITS						7
8	001-5117-5151.000 Cellular Phone Stipend	1,800	1,800	1,800	1,050	1,800	8
9	001-5117-5211.000 FICA	13,937	15,370	15,370	9,774	23,317	9
10	001-5117-5211.005 FICA PART-TIME	4,274	6,461	6,461	3,186	6,265	10
11	001-5117-5221.000 Pension - WM	23,880	23,174	23,174	23,174	30,163	11
12	001-5117-5222.000 Pension - FRS	29,808	37,700	37,700	25,085	54,451	12
13	001-5117-5231.000 Life & Health Insurance	37,132	46,492	46,492	26,858	76,351	13
14	PERSONNEL BENEFITS	<u>110,831</u>	<u>130,997</u>	<u>130,997</u>	<u>89,127</u>	<u>192,347</u>	14
15							15
16	OPERATING EXPENDITURES						16
17	001-5117-5311.000 Professional Services	0	0	77,500	63,000	0	17
18	001-5117-5311.029 THE SCARLETT GROUP - CONSULTING	0	0	100,000	0	100,000	18
19	001-5117-5311.030 THE SCARLETT GROUP - SUPPORT SERVICES	0	0	30,000	0	120,000	19
20	001-5117-5341.000 Contractual Services	29,288	70,000	100,713	39,750	0	20
21	001-5117-5401.000 Meetings & Conferences	0	2,500	2,500	0	1,500	21
22	001-5117-5411.000 Telephone	28,783	32,007	32,007	14,751	32,047	22
23	001-5117-5413.000 COMMUNICATIONS SERVICES	84,768	160,880	160,880	85,804	160,880	23
24	001-5117-5461.000 Computer Maintenance	14,496	15,000	15,000	9,844	15,000	24
25	001-5117-5462.000 Equipment Maint-Repair	1,265	10,000	10,000	850	5,000	25
26	001-5117-5490.007 SOFTWARE LICENSES & RENEWALS	195,002	315,489	346,274	237,701	153,237	26
27	001-5117-5511.000 Office Supplies	2,906	500	500	4,636	5,600	27
28	001-5117-5521.000 Operating Supplies	3,317	5,000	5,000	2,695	4,000	28
29	001-5117-5521.002 COMPUTER HARDWARE	5,446	7,000	7,000	6,576	7,000	29
30	001-5117-5541.000 Subs, Memberships, Dues	1,172	1,500	1,500	1,064	1,500	30
31	001-5117-5542.000 Training/Education	0	2,000	2,000	0	2,000	31
32	OPERATING EXPENDITURES	<u>366,443</u>	<u>621,876</u>	<u>890,874</u>	<u>466,670</u>	<u>607,764</u>	32
33							33
34	<b>TOTALS FOR DEPT 5117 - INFORMATION TECHNOLOGY</b>	<b>725,054</b>	<b>1,044,678</b>	<b>1,313,676</b>	<b>733,529</b>	<b>1,195,654</b>	34

## **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 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:

- 5118 – Non-Departmental Activities
- 5119 – City Hall and other Citywide Activities
- 5881 – Interfund Transfers

Division 5118, Non-Departmental Activities, accounts for the City's support to charitable organizations and City boards 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 allocated to other departments throughout the City.

Division 5881, Interfund Transfers, accounts for direct transfers made from the General Fund to other funds. For Fiscal Year 2024-25 a transfer to Fund 300 for the General Fund's annual contribution to the Capital Replacement Plan is budgeted.

**CITY OF WILTON MANORS**  
**ANNUAL EXPENDITURES ESTIMATES**  
**FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5118 - NON-DEPARTMENTAL ACTIVITIES</b>							
1	OPERATING EXPENDITURES						1
2	001-5118-5824.010 OTHER CHARITABLE ORGANIZATIONS	17,543	15,000	52,457	15,240	22,000	2
3	001-5118-5826.000 BOARDS & COMMITTEES (FORMERLY CAAB)	2,124	3,000	3,000	139	3,000	3
4	001-5118-5991.000 Contingency - Fund Balance		213,199	491,243		605,452	4
5	OPERATING EXPENDITURES	19,667	231,199	546,700	15,379	630,452	5
6							6
7	DEBT SERVICE						7
8	001-5118-5711.000 Principal Payments	365,709	371,408	371,408	371,048	376,465	8
9	001-5118-5721.000 Interest Payments	30,559	25,181	25,181	13,945	19,724	9
10	DEBT SERVICE	396,268	396,589	396,589	384,993	396,189	10
11							11
12	<b>TOTALS FOR DEPT 5118 - NON-DEPARTMENTAL ACTIVITIES</b>	<b>415,934</b>	<b>627,788</b>	<b>943,289</b>	<b>400,371</b>	<b>1,026,641</b>	12
13							13
14	<b>DEPT 5119 - CITY HALL &amp; CITYWIDE ACTIVITIES</b>						
15							15
16	PERSONNEL WAGES						16
17	001-5119-5121.000 SALARIES - FULL TIME	44,575	46,792	46,792	32,729	51,832	17
18	001-5119-5141.000 Overtime	1,101	3,100	3,100	1,018	3,100	18
19	PERSONNEL WAGES	45,676	49,892	49,892	33,747	54,932	19
20							20
21	PERSONNEL BENEFITS						21
22	001-5119-5151.000 Cell Phone Stipend		540	540		600	22
23	001-5119-5211.000 FICA	3,423	3,487	3,487	2,506	3,829	23
24	001-5119-5221.000 Pension - WM	4,950	4,804	4,804	4,804	21,884	24
25	001-5119-5231.000 Life & Health Insurance	10,733	12,314	12,314	8,227	13,361	25
26	001-5119-5251.000 Unemployment Compensatn	479	10,000	10,000	586	5,000	26
27	PERSONNEL BENEFITS	19,585	31,145	31,145	16,123	44,674	27
28							28
29	OPERATING EXPENDITURES						29
30	001-5119-5313.000 Fire Services	84,477	79,506	79,506		77,385	30
31	001-5119-5341.000 Contractual Services	69,599	103,532	124,181	37,796	103,744	31
32	001-5119-5431.001 UTILITIES - ELECTRICITY	76,075	70,000	70,000	48,812	87,091	32
33	001-5119-5431.002 UTILITIES - WATER & SEWER	2,593	6,900	6,900	4,284	7,245	33
34	001-5119-5451.000 Insurance	608,476	763,897	767,223	567,370	1,000,390	34
35	001-5119-5462.000 Equipment Maint-Repair	3,882	4,500	4,500	2,230	4,500	35
36	001-5119-5463.000 Vehicle Maint-Repair	9	2,100	2,100		0	36
37	001-5119-5464.000 Vehicle Operation-Fuel	217	168	168	196	360	37
38	001-5119-5465.000 Copy Machine	14,737	4,850	4,850	3,179	5,000	38
39	001-5119-5466.000 Building Maintenance	139,920	105,800	115,150	100,777	125,300	39
40	001-5119-5466.001 FACILITIES MAINTENANCE		0	0		382,000	40
41	001-5119-5467.000 Grounds Maintenance	28,044	32,500	32,500	31,676	41,300	41
42	001-5119-5468.000 Waterway Maintenance	3,094	3,950	3,950	556	4,000	42
43	001-5119-5521.000 Operating Supplies	7,792	6,000	6,000	8,699	7,000	43
44	001-5119-5522.000 Emergency Management	2,132	4,380	4,380	102	4,680	44
45	OPERATING EXPENDITURES	1,041,047	1,188,083	1,221,408	805,677	1,849,995	45
46							46
47	<b>TOTALS FOR DEPT 5119 - CITY HALL &amp; CITYWIDE ACTIVITIES</b>	<b>1,106,308</b>	<b>1,269,120</b>	<b>1,302,445</b>	<b>855,547</b>	<b>1,949,601</b>	47
48							48
49	TRANSFERS OUT						49
50	001-5881-5911.001 TRANSFERS OUT - CONT TO CAP IMP FUND	1,531,561	2,364,654	3,631,824	1,613,405	500,372	50
51							51
52	<b>TOTALS FOR DEPT 5118 - INTERFUND TRANSFERS</b>	<b>1,531,561</b>	<b>2,364,654</b>	<b>3,631,824</b>	<b>1,613,405</b>	<b>500,372</b>	52

# 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 four 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 Chief of Police**

The Office of the Chief of Police provides the vision, leadership and direction for the Police Department. All of our Police Officers and professional 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 Division**

The Administrative Division 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 Division 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.

## **Criminal Investigations Division**

The Criminal Investigations Division 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 Division as such activity can be directly related to crimes of violence. Property and Evidence is managed by the Criminal Investigations Division.

## **Operations Division**

The Operations Division oversees all Uniformed Patrol functions in an effort to respond to all police calls for service in a timely manner. This Division 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).

### **Code Compliance Division**

The Mission Statement of the Code Compliance Division is “The City of Wilton Manors Code Compliance Unit is committed to improving the Quality of Life of our ‘Island City’ through the delivery of professional services done with a passion for our profession and respect for those we serve.” The Code Compliance Division promotes, protects and improves the health, safety and welfare of the citizens and visitors of the city by providing an professional, equitable, efficient and effective method of enforcing the codes and ordinances of the City.

### **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.

## **Department's Core Operational Mission, Vision, Core Values and Key Roles and Functions**

The Mission Statement of the Wilton Manors Police Department is *"Policing with a Passion for Our Profession and with Compassion for Those We Serve."* To maintain our focus on this Mission Statement the Wilton Manors Police Department continuously strives to obtain and maintain a fully staffed, well trained and fully accredited Department. Our emphasis has been and will continue to be on training and retaining our personnel as well as providing competent and professional law enforcement services to the members of our community.

The Vision Statement is *"The professionals of the Wilton Manors Police Department, through quality training initiatives, innovative techniques and proactive partnerships with our community, will endeavor to be the pinnacle of our law enforcement profession."* Through this vision, the Wilton Manors Police Department implements a sustained and passionate desire to meet and exceed the expectations our profession, and our community has of us.

### **Core Values**

Service – Courage - Integrity

The WMPD is charged with providing public safety, code compliance and administrative services to the members of our community through proactive and innovative measures. We accomplish these tasks via the five main components of our Agency: The Office of the Chief of Police, Operations Division, Criminal Investigations Division, Code Compliance Division and Administrative Division. Through these divisions we continuously endeavor to provide outstanding customer service to our residents and visitors alike.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5221 - POLICE SWORN</b>							
1	PERSONNEL WAGES						1
2	001-5221-5121.000 SALARIES - FULL TIME	2,633,975	2,873,707	2,873,707	1,795,659	2,772,333	2
3	001-5221-5131.000 SALARIES - PART-TIME	0	0	0	1,211	0	3
4	001-5221-5141.000 Overtime	301,308	280,966	280,966	173,471	279,046	4
5	001-5221-5152.000 LONGEVITY PAY	5,650	11,300	11,300	3,250	10,300	5
6	001-5221-5153.000 Assignment Pay	48,439	47,969	47,969	30,792	40,000	6
7	001-5221-5224.001 WORKERS COMP REIMBURSEMENT	(8,572)	0	0	(746)	0	7
8	PERSONNEL WAGES	2,980,800	3,213,942	3,213,942	2,003,636	3,101,679	8
9							9
10	PERSONNEL BENEFITS						10
11	001-5221-5151.000 Cellular Phone Stipend	11,205	11,580	11,580	6,375	10,260	11
12	001-5221-5156.000 Academic Incentive Pay	24,030	22,560	22,560	12,810	21,480	12
13	001-5221-5158.000 LOCAL RESIDENCY STIPEND	9,000	9,000	9,000	3,250	3,000	13
14	001-5221-5211.000 FICA	223,332	211,338	211,338	148,645	204,157	14
15	001-5221-5211.005 FICA PART-TIME	0	0	0	93	0	15
16	001-5221-5221.000 Pension - WM	891,819	902,426	902,426	902,426	955,721	16
17	001-5221-5222.000 Pension - FRS	746,920	881,254	881,254	596,499	900,071	17
18	001-5221-5231.000 Life & Health Insurance	492,204	665,212	665,212	377,479	610,670	18
19	001-5221-5232.000 Insurance Opt-Out	500	0	0	0	0	19
20	PERSONNEL BENEFITS	2,399,010	2,703,370	2,703,370	2,047,578	2,705,359	20
21							21
22	<b>TOTALS FOR DEPT 5221 - POLICE SWORN</b>	<b>5,379,810</b>	<b>5,917,312</b>	<b>5,917,312</b>	<b>4,051,214</b>	<b>5,807,038</b>	22

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5221 - POLICE SWORN</b>							
1	PERSONNEL WAGES						1
2	001-5222-5121.000	845,697	1,036,968	1,036,968	607,965	965,530	2
3	001-5222-5131.000	163	36,500	36,500	14,192	35,304	3
4	001-5222-5141.000	46,171	37,188	37,188	22,742	35,000	4
5	001-5222-5152.000	675	3,325	3,325	2,375	3,650	5
6	001-5222-5153.000	3,950	2,300	2,300	1,088	3,950	6
7	PERSONNEL WAGES	896,657	1,116,281	1,116,281	648,363	1,043,434	7
8							8
9	PERSONNEL BENEFITS						9
10	001-5222-5151.000	2,845	2,340	2,340	1,540	1,920	10
11	001-5222-5211.000	66,626	78,133	78,133	46,744	72,359	11
12	001-5222-5211.005	12	2,792	2,792	1,000	2,701	12
13	001-5222-5221.000	105,153	102,555	102,555	102,555	111,150	13
14	001-5222-5222.000	110,832	144,140	144,140	95,710	143,643	14
15	001-5222-5231.000	193,689	261,589	261,589	148,305	282,717	15
16	001-5222-5232.000	1,200	1,200	1,200	700	0	16
17	PERSONNEL BENEFITS	480,358	592,749	592,749	396,554	614,490	17
18							18
19	OPERATING EXPENDITURES						19
20	001-5222-5311.000	34,774	61,849	61,849	33,895	35,024	20
21	001-5222-5341.000	68,743	65,364	65,364	35,804	208,703	21
22	001-5222-5401.000	11,740	13,943	13,943	7,029	11,800	22
23	001-5222-5411.000	11,189	12,252	12,252	5,926	11,788	23
24	001-5222-5412.000	9,076	9,000	9,000	8,312	9,319	24
25	001-5222-5441.000	1,131	2,500	2,500	0	0	25
26	001-5222-5462.000	12,518	8,906	8,906	4,976	9,620	26
27	001-5222-5463.000	97,646	51,625	66,625	57,634	54,648	27
28	001-5222-5464.000	87,001	112,780	112,780	56,511	101,356	28
29	001-5222-5465.000	10,884	12,444	12,444	6,042	10,630	29
30	001-5222-5471.000	5,455	6,073	6,073	3,793	7,173	30
31	001-5222-5490.002	2,082	3,330	3,330	2,112	3,195	31
32	001-5222-5490.007	0	0	0	0	60,238	32
33	001-5222-5495.000	6,086	9,308	9,308	1,202	7,394	33
34	001-5222-5521.000	67,136	67,885	67,885	43,244	57,782	34
35	001-5222-5524.000	54,492	45,010	32,704	13,184	37,648	35
36	001-5222-5541.000	10,845	11,192	11,192	9,173	12,252	36
37	001-5222-5542.000	16,030	38,188	38,188	16,831	48,300	37
38	001-5222-5543.000	336	1,915	1,915	153	1,275	38
39	OPERATING EXPENDITURES	507,162	533,564	536,258	305,820	688,145	39
40							40
41	<b>TOTALS FOR DEPT 5222 - POLICE NON-SWORN</b>	<b>1,884,177</b>	<b>2,242,594</b>	<b>2,245,288</b>	<b>1,350,736</b>	<b>2,346,069</b>	<b>41</b>

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	22-23 ACTIVITY	23-24 ORIGINAL BUDGET	23-24 AMENDED BUDGET	23-24 Activity 5/31/2024	24-25 RECOMMENDED BUDGET
<b>FUND 158 - FEDERAL POLICE FORFEITURE FUND</b>						
<b>DEPT 5221 - POLICE SWORN</b>						
1	OPERATING EXPENDITURES					
2	158-5221-5141.000 Overtime	0	6,122	6,122	0	0
3	158-5221-5521.000 Operating Supplies	0	2,358	2,358	0	5,000
4	158-5221-5524.000 Uniforms & Clothing	0	4,530	4,530	3,312	0
5	158-5221-5582.000 CONTRIBUTIONS	1,000	13,800	13,800	5,000	0
6	158-5221-5991.000 Contingency - Fund Balance	0	0	0	0	1,792
7	OPERATING EXPENDITURES	1,000	26,810	26,810	8,312	6,792
8						
9	<b>TOTALS FOR DEPT 5221 - POLICE SWORN</b>	<b>1,000</b>	<b>26,810</b>	<b>26,810</b>	<b>8,312</b>	<b>6,792</b>
10						
11	<b>TOTALS FOR FUND 158 - POLICE FORFEITURE FUND</b>	<b>1,000</b>	<b>26,810</b>	<b>26,810</b>	<b>8,312</b>	<b>6,792</b>
12						
13						
14	<b>FUND 161 - POLICE TRAINING/EDUCATION</b>					
15						
16	<b>DEPT 5221 - POLICE SWORN</b>					
17						
18	OPERATING EXPENDITURES					
19	161-5221-5542.000 Training/Education	800	2,000	2,000	1,640	0
20	161-5221-5991.000 Contingency - Fund Balance	0	0	0	0	109
21	165-5221-5301.006 Confiscated Expenditure	0	0	6,000	0	0
22	165-5221-5521.000 Operating Supplies	0	0	0	0	2,600
23	165-5221-5582.000 CONTRIBUTIONS	8,700	13,000	13,000	2,500	21,200
24	OPERATING EXPENDITURES	9,500	15,000	21,000	4,140	23,909
25						
26	<b>TOTALS FOR DEPT 5221 - POLICE SWORN</b>	<b>9,500</b>	<b>15,000</b>	<b>21,000</b>	<b>4,140</b>	<b>23,909</b>
27						
28	<b>TOTALS FOR FUND 158 - POLICE FORFEITURE FUND</b>	<b>9,500</b>	<b>15,000</b>	<b>21,000</b>	<b>4,140</b>	<b>23,909</b>
29						
30						
31	<b>FUND 165 - STATE POLICE FORFEITURE FUND</b>					
32						
33	<b>DEPT 5221 - POLICE SWORN</b>					
34						
35	CAPITAL					
36	165-5221-5641.000 Capital Outlay	92,220	0	0	0	0
37	165-5221-5641.001 CAPITAL OUTLAY NON-CAPITALIZABLE	0	0	0	0	0
38	CAPITAL	92,220	0	0	0	0
39						
40	<b>TOTALS FOR DEPT 5221 - POLICE SWORN</b>	<b>92,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
41						
42	<b>TOTALS FOR FUND 158 - POLICE FORFEITURE FUND</b>	<b>92,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **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 four (4) Divisions which include the Business / Development Division, Construction Services Division, Neighborhood Planning Division and Fire Division.

The Business / Development Division assists new and existing businesses to thrive and seeks to market the City of Wilton Manors as a stable residential community and destination for visitors. The Division is responsible for processing business tax receipts, residential rental licenses and vacation rental registrations. The Community Development Services Manager is part of the Business Development Division.

The Construction Services Division is responsible for the administration of the Florida Building Code, National Fire Prevention Code, and City regulations, issuance of building permits and job-site inspections. The Permit Technician(s) 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) and the Planning and Zoning Board (PZB). The Planner and Community Planning Technician are part of the Neighborhood Planning Division.

The Fire Division is responsible for the administration of the National Fire Prevention Code through inspections and provides fire cause and origin investigation services in coordination with the State Fire Marshal, and provides fire public safety education. The Fire Marshal and Fort Lauderdale Fire Department are part of the Fire Division.

### **Department's Core Operational Mission and Key Roles and Functions**

The Goals of the Community Development Services Department are reflected in the Department's Mission Statement:

*Community Development Services is a customer focused department that facilitates investment in the City in order to create a balanced, sustainable community that enhances the overall quality of life for our residents, business owners and visitors.*

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>DEPT 5224 - COMMUNITY DEVELOPMENT</b>							
1	PERSONNEL WAGES						1
2	001-5224-5121.000 SALARIES - FULL TIME	416,774	346,439	346,439	218,113	262,868	2
3	001-5224-5141.000 Overtime	42	976	976	10	632	3
4	PERSONNEL WAGES	416,816	347,415	347,415	218,123	263,500	4
5							5
6	PERSONNEL BENEFITS						6
7	001-5224-5151.000 Cellular Phone Stipend	2,760	1,837	1,837	1,190	1,146	7
8	001-5224-5211.000 FICA	30,693	25,962	25,962	16,061	19,410	8
9	001-5224-5221.000 Pension - WM	47,960	31,120	31,120	47,151	35,871	9
10	001-5224-5222.000 Pension - FRS	69,583	60,178	60,178	47,272	42,864	10
11	001-5224-5231.000 Life & Health Insurance	77,322	68,316	68,316	50,157	43,676	11
12	001-5224-5232.000 Insurance Opt-Out	720	713	713	0	0	12
13	PERSONNEL BENEFITS	229,038	188,126	188,126	161,831	142,967	13
14							14
15	OPERATING EXPENDITURES						15
16	001-5224-5311.000 Professional Services	42,010	100,000	164,867	9,734	45,000	16
17	001-5224-5311.000-022 COMP PLAN/ULDR UPDATES		0	35,259		0	17
18	001-5224-5311.000-026 DESIGN GUIDELINES		0	50,000		0	18
19	001-5224-5341.000 Contractual Services	919,547	54,800	54,800	225	38,000	19
20	001-5224-5401.000 Meetings & Conferences	981	1,650	1,650		1,400	20
21	001-5224-5411.000 Telephone	2,654	2,138	2,138		2,245	21
22	001-5224-5412.000 Postage	5,503	2,640	2,640	984	2,027	22
23	001-5224-5462.000 Equipment Maint-Repair	920	0	0		0	23
24	001-5224-5465.000 Copy Machine	6,974	3,861	3,861	2,511	5,850	24
25	001-5224-5471.000 Printing & Binding	6,076	2,376	2,376	3,596	3,600	25
26	001-5224-5511.000 Office Supplies	6,013	3,300	3,300	2,657	5,100	26
27	001-5224-5521.000 Operating Supplies	2,076	1,980	1,980	744	1,780	27
28	001-5224-5524.000 Uniforms & Clothing	474	990	990	978	1,000	28
29	001-5224-5541.000 Subs, Memberships, Dues	2,065	2,541	2,541	759	2,600	29
30	001-5224-5542.000 Training/Education	435	825	825		850	30
31	001-5224-5543.000 Books & Manuals	47	495	495		500	31
32	OPERATING EXPENDITURES	995,775	177,596	327,722	22,189	109,952	32
33							33
34	<b>TOTALS FOR DEPT 5224 - COMMUNITY DEVELOPMENT</b>	<b>1,641,629</b>	<b>713,137</b>	<b>863,263</b>	<b>402,143</b>	<b>516,419</b>	34

## **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 rulings by the courts, EMS services were deemed to be inappropriate for assessment through special assessment districts and for many years have been funded through the City's General Fund.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET
<b>DEPT 5226 - EMERGENCY MEDICAL</b>						
1	OPERATING EXPENDITURES					
2	001-5226-5341.000 Contractual Services	1,501,606	1,604,962	1,604,962	1,005,015	1,660,887
3	OPERATING EXPENDITURES	1,501,606	1,604,962	1,604,962	1,005,015	1,660,887
4						
5	<b>TOTALS FOR DEPT 5226 - EMERGENCY MEDICAL</b>	<b>1,501,606</b>	<b>1,604,962</b>	<b>1,604,962</b>	<b>1,005,015</b>	<b>1,660,887</b>

## **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. The budget for these street and sidewalk expenditures is shared with the Road Improvement Fund, and the employees performing these duties are assigned to the Emergency Management/Utilities Department. Part of the salary of the Emergency Management/Utilities Director is allocated to Public Services.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5440 - PUBLIC SERVICES</b>								
1	PERSONNEL WAGES						1	
2	001-5440-5121.000	SALARIES - FULL TIME	36,703	39,996	39,996	26,009	44,307	2
3	PERSONNEL WAGES		36,703	39,996	39,996	26,009	44,307	3
4								4
5	PERSONNEL BENEFITS							5
6	001-5440-5151.000	Cellular Phone Stipend	720	0	0	420	180	6
7	001-5440-5211.000	FICA	2,851	2,769	2,769	2,022	3,224	7
8	001-5440-5221.000	Pension - WM	4,108	3,987	3,987	3,987	4,141	8
9	001-5440-5222.000	Pension - FRS	11,684	13,427	13,427	9,150	15,448	9
10	001-5440-5231.000	Life & Health Insurance	202	180	180	165	3,370	10
11	001-5440-5232.000	Insurance Opt-Out		300	300		0	11
12	PERSONNEL BENEFITS		19,565	20,663	20,663	15,744	26,363	12
13								13
14	OPERATING EXPENDITURES							14
15	001-5440-5341.000	Contractual Services	1,230	0	0	0	0	15
16	001-5440-5431.001	UTILITIES - ELECTRICITY	123,061	122,400	122,400	83,745	134,675	16
17	001-5440-5441.000	Equipment Rental	690	2,600	2,600	1,633	2,600	17
18	001-5440-5462.000	Equipment Maint-Repair	10,310	4,550	4,550	1,799	4,650	18
19	001-5440-5463.000	Vehicle Maint-Repair	1,069	2,150	2,150	1,989	3,150	19
20	001-5440-5464.000	Vehicle Operation-Fuel	3,574	1,351	1,351	1,336	2,444	20
21	001-5440-5521.000	Operating Supplies	725	5,000	5,000	614	3,800	21
22	001-5440-5524.000	Uniforms & Clothing	168	575	575	0	575	22
23	001-5440-5541.000	Subs, Memberships, Dues	0	250	250	0	250	23
24	001-5440-5542.000	Training/Education	0	1,000	1,000	0	0	24
25	OPERATING EXPENDITURES		140,827	139,876	139,876	91,115	152,144	25
26								26
27	<b>TOTALS FOR DEPT 5440 - PUBLIC SERVICES</b>		<b>197,095</b>	<b>200,535</b>	<b>200,535</b>	<b>132,868</b>	<b>222,814</b>	<b>27</b>

# LEISURE SERVICES DEPARTMENT

## Department’s Core Operational Mission

The Leisure Services Department is committed to providing diverse recreational activities, amenities, and facilities for both residents and visitors, aiming to promote physical, mental, and social well-being. This mission recognizes the crucial role of leisure activities in enhancing community quality of life and ensuring equitable and inclusive access to such activities.

The department’s purpose is to create opportunities for individuals of all ages and abilities to engage in leisure activities that cater to their interests and needs. These activities range from traditional sports and fitness programs to creative endeavors such as arts and cultural programs. By offering a variety of activities and amenities, the department seeks to engage community members in healthy and enjoyable pastimes that contribute to their overall well-being.

We are dedicated to providing a friendly, safe, and clean environment, supported by creative and dedicated employees and partners qualified to deliver outstanding programs in leisure activities, special events, and services that exceed the diverse needs of our guests.

## Key Roles and Functions

The Leisure Services Department is responsible for managing and maintaining City parks, recreational facilities, the public library, City buildings and facilities, medians and rights-of-way, waterways, and other outdoor spaces for community benefit. Key functions of the department include:

### RECREATION

The Recreation Division offers a variety of affordable programs and activities for residents and guests of all ages and abilities, including fitness classes, senior programs, out-of-school and camp programs for school-aged children, dance and yoga classes, tennis programs, facility and building rentals, and arts and cultural programs. These programs, while diverse, share the common purpose of providing safe and fulfilling experiences for all community members. Program offerings are designed based on recommendations from participants, advisory boards, interest groups, and City staff. All programs are evaluated annually, with changes implemented based on participant feedback, interest, and budget considerations by qualified team members.

### CONTRACTS/SPECIAL EVENTS

The Leisure Services Department manages multiple contracts, including bus bench advertisements, snack and beverage vending, bus shelter advertisements, and various contractual agreements with consultants, contractors, and program providers for activities such as dance classes, tennis programming, yoga, multiple fitness programs, kayak rentals and tours, and art classes and cultural programs.

The Leisure Services Team organizes and hosts numerous special events throughout the year, such as concerts, outdoor movies, pet events, and multi-generational holiday events. The department partners with the Annual Taste of the Island Event, coordinating logistics and assisting with the

overall quality of the event. Additionally, the department develops and provides event permits for the Stonewall Parade and Street Festival and Wicked Manors Halloween Street Festival. The department is also responsible for processing and creating special event permits for all City events on private property that require permitting based on City code.

## LIBRARY DIVISION

The Richard C. Sullivan Public Library of Wilton Manors offers library services to residents and business owners in Wilton Manors and the surrounding area. The division provides essential community services using accepted library standards and innovative planning. Available library services include access to books, DVDs, Blu-Rays, books-on-CD, large print books, a children's collection, magazines, eBooks, digital magazines and journals, and local and national newspapers. Public computers are available in both the adult and children's areas, with free high-speed internet access, including Wi-Fi. The library also offers a calendar of in-person programming for all ages.

## PARKS AND FACILITIES DIVISION

Parks and Facilities provide various maintenance services, including building/facility maintenance, grounds and irrigation maintenance, custodial services, event and program support, waterway maintenance, and emergency management.

- **Building/Facility Maintenance:** Maintaining buildings, docks, boat ramps, boardwalks, pavilions, fitness equipment, outdoor courts, playgrounds, lighting, bus shelters, structures, vehicles, and equipment. This includes plumbing, HVAC, elevator, electrical, mechanical, carpentry, painting, and general repairs. The department maintains 25 buildings/structures and a fleet of trucks, utility vehicles, trailers, boats, and mowers.
- **Grounds and Irrigation Maintenance:** Maintaining approximately 36 acres of parks, City green spaces, and 42 medians and right-of-way areas through staff and supervised contractual maintenance. This includes mowing, trimming, edging, pest control, turf management, weed control, fertilization, sprinkler and irrigation systems maintenance, fence and gate repairs, sidewalks, walkways, debris removal, sodding, and mulching.
- **Custodial Maintenance:** Ensuring cleanliness of 25 buildings and structures, including daily cleaning and trash removal at all sites and City restroom facilities. Regular mopping, vacuuming, waxing, and window cleaning schedules are maintained, along with supply replenishment.
- **Event and Program Support:** Providing set-up, breakdown, preparation, logistical support, cleanup, and various tasks for activities, special events, and programs. Additionally, the department assists other departments with Citywide functions and work requests.
- **Waterway Maintenance:** Maintaining approximately 13.5 miles of navigable waterways, primarily focusing on debris removal and tree trimming.
- **Emergency Management Maintenance:** Implementing preventive measures before storms, pandemics, and related emergencies to mitigate public harm.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5771 - LIBRARY</b>								
1	PERSONNEL WAGES						1	
2	001-5771-5121.000	SALARIES - FULL TIME	289,433	320,077	320,077	202,549	305,514	2
3	001-5771-5131.000	SALARIES - PART-TIME	215,646	269,869	269,869	160,462	324,936	3
4	001-5771-5141.000	Overtime		295	295		295	4
5	PERSONNEL WAGES		505,079	590,241	590,241	363,011	630,745	5
6								6
7	PERSONNEL BENEFITS							7
8	001-5771-5151.000	Cellular Phone Stipend	720	1,860	1,860	420	720	8
9	001-5771-5211.000	FICA	21,515	23,532	23,532	15,118	22,638	9
10	001-5771-5211.005	FICA PART-TIME	16,482	20,645	20,645	12,275	24,152	10
11	001-5771-5221.000	Pension - WM	61,158	59,350	59,350	59,350	61,085	11
12	001-5771-5222.000	Pension - FRS	67,994	76,259	76,259	56,541	86,348	12
13	001-5771-5231.000	Life & Health Insurance	43,527	53,721	53,721	32,697	51,022	13
14	PERSONNEL BENEFITS		211,396	235,367	235,367	176,401	245,965	14
15								15
16	OPERATING EXPENDITURES							16
17	001-5771-5401.000	Meetings & Conferences	644	2,950	2,950	1,882	2,000	17
18	001-5771-5411.000	Telephone	1,378	1,692	1,692	0	1,777	18
19	001-5771-5412.000	Postage	341	600	600	192	190	19
20	001-5771-5431.001	UTILITIES - ELECTRICITY	10,161	10,000	10,000	6,256	10,388	20
21	001-5771-5431.002	UTILITIES - WATER & SEWER	3,746	4,800	4,800	4,594	5,040	21
22	001-5771-5462.000	Equipment Maint-Repair	0	275	275	0	0	22
23	001-5771-5465.000	Copy Machine	1,926	1,610	1,610	321	1,250	23
24	001-5771-5490.007	SOFTWARE LICENSES & RENEWALS	0	0	0	0	11,613	24
25	001-5771-5511.000	Office Supplies	1,137	700	700	967	1,100	25
26	001-5771-5521.000	Operating Supplies	5,105	6,250	6,250	3,244	4,850	26
27	001-5771-5524.000	Uniforms & Clothing	329	525	525	0	335	27
28	001-5771-5525.000	Program Operations	0	2,400	2,400	0	0	28
29	001-5771-5541.000	Subs, Memberships, Dues	3,955	2,900	2,900	2,566	2,900	29
30	OPERATING EXPENDITURES		28,723	34,702	34,702	20,021	41,443	30
31	CAPITAL							31
32	001-5771-5641.000	Capital Outlay		0	0		30,000	32
33	CAPITAL		0	0	0	0	30,000	33
34								34
35	<b>TOTALS FOR DEPT 5771 - LIBRARY</b>		<b>745,198</b>	<b>860,310</b>	<b>860,310</b>	<b>559,433</b>	<b>948,153</b>	35

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5772 - PARKS &amp; FACILITIES</b>								
1	PERSONNEL WAGES						1	
2	001-5772-5121.000	SALARIES - FULL TIME	515,094	519,927	519,927	372,882	740,094	2
3	001-5772-5131.000	SALARIES - PART-TIME	195,935	356,525	356,525	86,842	274,925	3
4	001-5772-5141.000	Overtime	24,825	8,500	8,500	23,723	8,500	4
5	PERSONNEL WAGES		735,855	884,952	884,952	483,447	1,023,519	5
6								6
7	PERSONNEL BENEFITS							7
8	001-5772-5151.000	Cellular Phone Stipend	2,670	3,180	3,180	1,630	3,900	8
9	001-5772-5211.000	FICA	40,653	38,787	38,787	29,727	54,960	9
10	001-5772-5211.005	FICA PART-TIME	14,989	27,273	27,273	6,643	20,912	10
11	001-5772-5221.000	Pension - WM	100,915	97,932	97,932	97,932	90,751	11
12	001-5772-5222.000	Pension - FRS	95,674	114,318	114,318	69,590	170,224	12
13	001-5772-5231.000	Life & Health Insurance	94,295	102,553	102,553	76,020	141,416	13
14	001-5772-5232.000	Insurance Opt-Out	1,200	1,200	1,200	700	0	14
15	PERSONNEL BENEFITS		350,396	385,243	385,243	282,242	482,163	15
16								16
17	OPERATING EXPENDITURES							17
18	001-5772-5311.000	Professional Services	100	3,000	3,000		200	18
19	001-5772-5341.000	Contractual Services	21,794	23,640	23,640	13,218	22,200	19
20	001-5772-5401.000	Meetings, Conferences, Schools		500	500		0	20
21	001-5772-5411.000	Telephone	4,904	6,075	6,075		6,379	21
22	001-5772-5412.000	Postage	185	200	200	210	431	22
23	001-5772-5431.001	UTILITIES - ELECTRICITY	68,404	77,200	77,200	42,807	70,581	23
24	001-5772-5431.002	UTILITIES - WATER & SEWER	68,576	94,900	94,900	53,803	99,645	24
25	001-5772-5462.000	Equipment Maint-Repair	195	1,500	1,500		500	25
26	001-5772-5463.000	Vehicle Maint-Repair	1,535	5,200	5,200	1,800	5,200	26
27	001-5772-5464.000	Vehicle Operation-Fuel	5,916	6,106	6,106	4,386	8,027	27
28	001-5772-5465.000	Copy Machine	5,173	3,650	3,650	2,535	4,000	28
29	001-5772-5471.000	Printing & Binding	6,754	4,500	4,500	4,185	4,500	29
30	001-5772-5481.000	Adult Athletics (was PromAct.)	2,958	3,075	3,075	614	0	30
31	001-5772-5490.007	SOFTWARE LICENSES & RENEWALS		0	0		9,340	31
32	001-5772-5511.000	Office Supplies	4,130	4,500	4,500	2,550	4,500	32
33	001-5772-5521.000	Operating Supplies	9,446	4,615	4,615	7,016	5,650	33
34	001-5772-5524.000	Uniforms & Clothing	3,034	5,450	5,450	977	3,525	34
35	001-5772-5525.000	Program Operations	6,312	7,500	7,500	2,968	7,500	35
36	001-5772-5525.001	Youth Athletics	67	1,000	1,000		500	36
37	001-5772-5525.002	Tennis	6,302	6,250	6,250	5,064	7,300	37
38	001-5772-5525.003	Special Events	74,237	87,250	87,250	42,096	87,750	38
39	001-5772-5525.004	Summer Youth Activities	47,744	50,000	50,000	1,122	50,000	39
40	001-5772-5525.006	After School Program	5,757	15,350	15,350	51	5,000	40
41	001-5772-5525.006-001	AFTER SCHOOL PROGRAM-SDO	10,576	6,500	6,500	5,463	6,500	41
42	001-5772-5525.006-002	AFTER SCHOOL PROGRAM-SPECIAL CAMPS	15,312	16,000	16,000	14,592	16,000	42
43	001-5772-5525.007	ADULT ATHLETICS	475	0	0		3,600	43
44	001-5772-5541.000	Subs, Memberships, Dues	3,995	8,090	8,090	3,397	8,840	44
45	001-5772-5542.000	Training/Education	9,901	18,000	18,000	5,818	13,000	45
46	OPERATING EXPENDITURES		383,780	460,051	460,051	214,673	450,668	46
47								47
48	<b>TOTALS FOR 5772 - PARKS &amp; FACILITIES</b>		<b>1,470,031</b>	<b>1,730,246</b>	<b>1,730,246</b>	<b>980,363</b>	<b>1,956,350</b>	48

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET		
<b>DEPT 5779 - PARKS &amp; FACILITIES</b>								
1	PERSONNEL WAGES						1	
2	001-5779-5121.000	SALARIES - FULL TIME	607,468	606,846	606,846	372,861	597,892	2
3	001-5779-5131.000	SALARIES - PART-TIME	135,854	148,787	148,787	97,723	155,113	3
4	001-5779-5141.000	Overtime	37,238	22,550	22,550	39,530	20,500	4
5	PERSONNEL WAGES		780,560	778,183	778,183	510,114	773,505	5
6								6
7	PERSONNEL BENEFITS							7
8	001-5779-5151.000	Cellular Phone Stipend	2,460	2,220	2,220	1,295	1,500	8
9	001-5779-5211.000	FICA	47,622	45,560	45,560	30,513	44,572	9
10	001-5779-5211.005	FICA PART-TIME	10,385	11,383	11,383	7,476	11,664	10
11	001-5779-5221.000	Pension - WM	84,226	81,736	81,736	81,736	78,241	11
12	001-5779-5222.000	Pension - FRS	98,994	100,497	100,497	78,842	110,780	12
13	001-5779-5231.000	Life & Health Insurance	130,979	143,725	143,725	98,901	180,000	13
14	001-5779-5232.000	Insurance Opt-Out	0	0	0	100	0	14
15	PERSONNEL BENEFITS		374,666	385,121	385,121	298,862	426,757	15
16								16
17	OPERATING EXPENDITURES							17
18	001-5779-5311.000	Professional Services	10,458	20,000	20,000		5,000	18
19	001-5779-5341.000	Contractual Services	43,739	69,400	86,905	26,882	80,800	19
20	001-5779-5401.000	Meetings, Conferences, Schools	598	250	250		0	20
21	001-5779-5411.000	Telephone	3,053	1,402	1,402	1,220	1,472	21
22	001-5779-5412.000	Postage		100	100	3	6	22
23	001-5779-5431.001	UTILITIES - ELECTRICITY	10,259	9,000	9,000	5,576	9,327	23
24	001-5779-5462.000	Equipment Maint-Repair	7,331	10,500	10,500	3,648	8,000	24
25	001-5779-5463.000	Vehicle Maint-Repair	8,256	10,450	10,450	5,984	10,450	25
26	001-5779-5464.000	Vehicle Operation-Fuel	16,598	20,845	20,845	10,740	19,655	26
27	001-5779-5467.000	Grounds Maintenance	101,999	112,750	115,495	57,715	112,750	27
28	001-5779-5471.000	Printing & Binding		150	150		0	28
29	001-5779-5490.007	SOFTWARE LICENSES & RENEWALS		0	0		1,442	29
30	001-5779-5511.000	Office Supplies	1,614	150	150		150	30
31	001-5779-5521.000	Operating Supplies	17,128	11,000	11,000	5,399	9,000	31
32	001-5779-5524.000	Uniforms & Clothing	5,860	7,075	7,075	1,877	5,975	32
33	001-5779-5525.000	Program Operations	1,018	800	800	21	0	33
34	001-5779-5541.000	Subs, Memberships, Dues		900	900		900	34
35	001-5779-5542.000	Training/Education	3,325	13,700	13,700	1,952	5,700	35
36	OPERATING EXPENDITURES		231,235	288,472	308,721	121,015	270,627	36
37								37
38	DEBT SERVICE							38
39	001-5779-5711.000	Principal Payments	260,091	261,429	261,429	130,367	251,794	39
40	001-5779-5721.000	Interest Payments	18,522	15,128	15,128	7,987	11,709	40
41	DEBT SERVICE		278,613	276,557	276,557	138,354	263,503	41
42								42
43	<b>TOTALS FOR DEPT 5779 - PARKS &amp; FACILITIES</b>		<b>1,665,075</b>	<b>1,728,333</b>	<b>1,748,582</b>	<b>1,068,345</b>	<b>1,734,392</b>	43
44								44
45								45
46	<b>TOTAL FOR LEISURE SERVICES DEPARTMENT</b>		<b>3,880,304</b>	<b>4,318,889</b>	<b>4,339,138</b>	<b>2,608,141</b>	<b>4,638,895</b>	46
47								47
48								48
49	<b>DEPT 5881 - INTERFUND TRANSFERS</b>							49
50								50
51	TRANSFERS OUT							51
52	001-5881-5911.001	TRANSFERS OUT - CONT TO CAP IMP FL	1,531,561	2,364,654	3,631,824	1,613,405	500,372	52
53	TRANSFERS OUT		1,531,561	2,364,654	3,631,824	1,613,405	500,372	53
54								54
55	<b>TOTALS FOR DEPT 5881 - INTERFUND TRANSFERS</b>		<b>1,531,561</b>	<b>2,364,654</b>	<b>3,631,824</b>	<b>1,613,405</b>	<b>500,372</b>	55

## **FIRE SPECIAL ASSESSMENT FUND**

Under the direction of the City's Community Development Services Department, the mission of the Fire Division 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. Wilton Manors contracts with the City of Fort Lauderdale Fire-Rescue to provide 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.

All costs associated with the Fire Division's Emergency Medical Services are accounted for in the General Fund's Emergency Medical Services Department. Only costs directly related to fire services are accounted for in the Fire Special Assessment Fund. Revenues to support these fire services are funded primarily through a fire special assessment fee.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET
<b>FUND 155 - FIRE FUND</b>						
<b>DEPT 5223 - FIRE PREVENTION</b>						
1	PERSONNEL WAGES					
2	155-5223-5121.000 SALARIES - FULL TIME	144,878.76	164,563.00	164,563.00	107,641.38	148,286.00
3	PERSONNEL WAGES	144,878.76	164,713.00	164,713.00	107,643.16	148,340.00
4						
5	PERSONNEL BENEFITS					
6	155-5223-5151.000 Cellular Phone Stipend		348.00	348.00		822.00
7	155-5223-5156.000 Academic Incentive Pay	1,320.00	1,320.00	1,320.00	770.00	1,320.00
8	155-5223-5211.000 FICA	10,938.96	12,286.00	12,286.00	7,995.84	10,939.00
9	155-5223-5221.000 Pension - WM	23,739.00	23,037.00	23,037.00	23,037.00	0.00
10	155-5223-5222.000 Pension - FRS	22,998.17	26,992.00	26,992.00	15,994.46	27,225.00
11	155-5223-5231.000 Life & Health Insurance	21,549.67	27,698.00	27,698.00	16,048.62	29,083.00
12	155-5223-5232.000 Insurance Opt-Out	480.00	120.00	120.00	700.00	0.00
13	PERSONNEL BENEFITS	81,025.80	91,801.00	91,801.00	64,545.92	69,389.00
14						
15	OPERATING EXPENDITURES					
16	155-5223-5311.000 Professional Services		2,000.00	2,000.00		2,000.00
17	155-5223-5412.000 Postage	56.77	300.00	300.00	4.97	100.00
18	155-5223-5462.000 Equipment Maint-Repair	155.39	2,000.00	2,000.00	183.00	3,500.00
19	155-5223-5463.000 Vehicle Maint-Repair	106.66	5,000.00	5,000.00	108.15	2,500.00
20	155-5223-5464.000 VEHICLE OPERATION-FUEL	1,480.57	1,450.00	1,450.00	1,012.94	1,595.00
21	155-5223-5465.000 Copy Machine	2,259.95	2,000.00	2,000.00	1,267.99	2,000.00
22	155-5223-5471.000 Printing & Binding		1,000.00	1,000.00		500.00
23	155-5223-5521.000 Operating Supplies	198.00	2,000.00	2,000.00	460.00	1,500.00
24	155-5223-5524.000 Uniforms & Clothing	405.02	1,500.00	1,500.00		500.00
25	155-5223-5541.000 Subs, Memberships, Dues	625.00	2,050.00	2,050.00	310.00	650.00
26	155-5223-5542.000 Training/Education	1,646.27	2,570.00	2,570.00	791.65	2,500.00
27	OPERATING EXPENDITURES	6,933.63	21,870.00	21,870.00	4,138.70	17,345.00
28						
29	<b>TOTALS FOR DEPT 5223 - FIRE PREVENTION</b>	<b>232,838.19</b>	<b>278,384.00</b>	<b>278,384.00</b>	<b>176,327.78</b>	<b>235,074.00</b>
30						
31	<b>DEPT 5225 - FIRE OPERATIONS</b>					
32						
33	PERSONNEL BENEFITS					
34	155-5225-5223.000 PENSION - VOLUNTEER FIREFIGHTERS' PLAN	155,936.44	105,000.00	105,000.00	83,361.79	100,000.00
35	PERSONNEL BENEFITS	155,936.44	105,000.00	105,000.00	83,361.79	100,000.00
36						
37	OPERATING EXPENDITURES					
38	155-5225-5311.000 Professional Services		12,500.00	12,500.00		27,000.00
39	155-5225-5312.000 LEGAL SERVICES - CITY ATTORNEY	1,250.00	5,250.00	5,250.00	325.00	2,500.00
40	155-5225-5341.000 Contractual Services	2,269,954.79	2,407,744.00	2,407,744.00	1,554,008.46	2,494,961.00
41	155-5225-5411.000 Telephone	1,005.17	1,265.00	1,265.00	36.24	1,328.00
42	155-5225-5431.001 UTILITIES - ELECTRICITY	10,971.72	11,200.00	11,200.00	7,318.82	11,547.00
43	155-5225-5431.002 UTILITIES - WATER & SEWER	5,250.69	4,000.00	4,000.00	3,292.52	5,200.00
44	155-5225-5431.003 UTILITIES - OTHERS	213.36	1,000.00	1,000.00		1,100.00
45	155-5225-5451.000 Insurance	37,206.30	24,864.00	24,864.00	22,733.64	20,821.00
46	155-5225-5462.000 Equipment Maint-Repair	667.91	20,500.00	17,277.00	15,178.54	13,600.00
47	155-5225-5466.000 Building Maintenance	22,132.59	25,725.00	81,745.00	61,646.57	30,000.00
48	155-5225-5491.000 City Hall Indirect Charges	165,180.00	174,944.00	174,944.00	116,629.36	174,944.00
49	155-5225-5521.000 Operating Supplies	1,603.35	2,000.00	2,000.00	801.23	2,000.00
50	155-5225-5541.000 Subs, Memberships, Dues		150.00	150.00		0.00
51	155-5225-5951.000 Contingencies		138,799.00	138,799.00		99,393.00
52	OPERATING EXPENDITURES	2,515,435.88	2,829,941.00	2,882,738.00	1,781,970.38	2,884,394.00
53						
54	CAPITAL					
55	155-5225-5641.000 Capital Outlay	2,473.98	0.00	143,223.00	3,222.98	60,000.00
56	155-5225-5690.000 CONTRIBUTION TO CAPITAL REPLACEMENT PLAN		21,325.00	21,325.00		0.00
57	CAPITAL	2,473.98	21,325.00	164,548.00	3,222.98	60,000.00
58						
59	<b>TOTALS FOR DEPT 5225 - FIRE PREVENTIONS</b>	<b>2,673,846.30</b>	<b>2,956,266.00</b>	<b>3,152,286.00</b>	<b>1,868,555.15</b>	<b>3,044,394.00</b>
60						
61	DEPT 5881 - INTERFUND TRANSFERS					
62	TRANSFERS OUT					
63	155-5881-5911.000 Operating Transfers Out		0.00	0.00	5,793.00	0.00
64	TRANSFERS OUT		0.00	0.00	5,793.00	0.00
65						
66	<b>TOTALS FOR DEPT 5881 - INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,793.00</b>	<b>0.00</b>
67						
68						
69	<b>TOTAL FIRE FUND EXPENDITURES</b>	<b>2,906,684.49</b>	<b>3,234,650.00</b>	<b>3,430,670.00</b>	<b>2,050,675.93</b>	<b>3,279,468.00</b>

## **BUILDING FUND**

Accounts for revenues and expenses associated with building permits and development within the City of Wilton Manors.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	ACTIVITY	2022-23	2023-24	2023-24	2023-24	2024-25	
			ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET		
<b>FUND 160 - BUILDING FUND</b>								
<b>DEPT 5224 - COMMUNITY DEVELOPMENT</b>								
1	PERSONNEL WAGES							
2	160-5224-5121.000	SALARIES - FULL TIME	121,526.00	121,526.00	76,409.82	288,057.00		
3	160-5224-5141.000	Overtime	374.00	374.00	5.12	814.00		
4	PERSONNEL WAGES		0.00	121,900.00	121,900.00	76,414.94	288,871.00	
5								
6								
7	PERSONNEL BENEFITS							
8	160-5224-5151.000	Cell Phone Stipend	575.00	575.00	420.00	792.00		
9	160-5224-5211.000	FICA	9,122.00	9,122.00	5,581.11	21,476.00		
10	160-5224-5221.000	Pension - WM	16,031.00	16,031.00		0.00		
11	160-5224-5222.000	Pension - FRS	23,303.00	23,303.00	13,008.81	59,619.00		
12	160-5224-5231.000	Life & Health Insurance	28,969.00	28,969.00	19,120.87	95,969.00		
13	160-5224-5232.000	Insurance Opt-Out	367.00	367.00		0.00		
14	PERSONNEL BENEFITS		0.00	78,367.00	78,367.00	38,130.79	177,856.00	
15								
16								
17	OPERATING EXPENDITURES							
18	160-5224-5341.000	Contractual Services	1,038,040.00	1,038,040.00	602,772.59	923,364.00		
19	160-5224-5401.000	Meetings & Conferences	850.00	850.00		0.00		
20	160-5224-5411.000	Telephone	1,101.00	1,101.00	36.24	1,156.00		
21	160-5224-5412.000	Postage	1,360.00	1,360.00	1,414.00	2,307.00		
22	160-5224-5465.000	Copy Machine	1,989.00	1,989.00	1,293.36	2,000.00		
23	160-5224-5471.000	Printing & Binding	1,224.00	1,224.00	795.95	1,500.00		
24	160-5224-5490.010	UNSAFE STRUCTURE	10,000.00	10,000.00		25,000.00		
25	160-5224-5511.000	Office Supplies	1,700.00	1,700.00		1,500.00		
26	160-5224-5521.000	Operating Supplies	1,020.00	1,020.00	671.29	3,000.00		
27	160-5224-5524.000	Uniforms & Clothing	510.00	510.00		500.00		
28	160-5224-5541.000	Subs, Memberships, Dues	1,309.00	1,309.00		2,550.00		
29	160-5224-5542.000	Training/Education	425.00	425.00		500.00		
30	160-5224-5543.000	Books & Manuals	255.00	255.00		0.00		
31	OPERATING EXPENDITURES		0.00	1,059,783.00	1,059,783.00	606,983.43	963,377.00	
32								
33								
34	<b>TOTALS FOR DEPT 5224 - COMMUNITY DEVELOPMENT</b>							
35								
36	<b>TOTAL BUILDING FUND</b>							

## 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.

Streets, Signs, and Sidewalks - The street and sidewalk program provides for maintenance to the City's roads and walkways. The Fund has no permanently-assigned employees. Minor repairs to the streets, such as pothole patching or utility excavation repairs, are done in house by employees of the Emergency Management/Utilities Department. 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.

Right-of-way mowing and landscape maintenance is performed by contractors and by employees of the Leisure Services Department's Parks and Facilities Division.

This fund also accounts for road improvement project made possible through grant funding from transportation agencies such as the Florida Department of Transportation.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2023	2024-25 RECOMMENDED BUDGET
<b>FUND 163 - ROAD IMPROVEMENT</b>						
<b>DEPT 5441 - ROAD IMPROVEMENT/PUBLIC SERVICES</b>						
1	OPERATING EXPENDITURES					
2	163-5441-5302.000 Road Imprvmnt Operations	105,972	136,031	170,600	242,267	185,600
3	163-5441-5491.000 City Hall Indirect Chgs			-	-	-
4	163-5441-5951.000 Contingencies	22,279	19,706	-	19,706	-
5	163-5441-5991.000 Contingency - Fund Balance			-	-	12,476
6	OPERATING EXPENDITURES	128,251	155,737	170,600	261,973	198,076
7						
8	CAPITAL					
9	163-5441-5641.000 Capital Outlay	2,711	28,933	120,000	28,933	-
10	163-5441-5641.001 CAPITAL OUTLAY NON-CAPITALIZABLE	1,523		-	-	-
11	163-5441-5690.000 CONTRIBUTION TO CAPITAL REPLACEMENT PLAN			769	769	-
12	CAPITAL	4,233	28,933	120,769	29,702	-
13						
14	<b>TOTALS FOR DEPT 5441- ROAD IMPROVEMENT/PUBLIC SERVICES</b>	<b>132,484</b>	<b>184,670</b>	<b>291,369</b>	<b>291,675</b>	<b>198,076</b>
15						
16						
17	<b>DEPT 5779- PARKS &amp; FACILITIES</b>					
18						
19	OPERATING EXPENDITURES					
20	163-5779-5341.000 Contractual Services	13,469	7,452	19,750	25,537	19,750
21	163-5779-5431.001 UTILITIES - ELECTRICITY	5,886	4,139	6,500	6,500	6,688
22	163-5779-5431.002 UTILITIES - WATER & SEWER	33,006	15,501	22,900	22,900	24,045
23	163-5779-5467.000 Right-of-Way Maintenance			-	-	-
24	OPERATING EXPENDITURES	52,362	27,092	49,150	54,937	50,483
25						
26	<b>TOTALS FOR DEPT 5779 - PARKS &amp; FACILITIES</b>	<b>52,362</b>	<b>27,092</b>	<b>49,150</b>	<b>54,937</b>	<b>50,483</b>
27						
28						
29	<b>TOTAL ROAD FUND EXPENDITURES</b>	<b>184,845</b>	<b>211,762</b>	<b>340,519</b>	<b>346,613</b>	<b>248,559</b>

**JENADA  
SPECIAL ASSESSMENT FUND**

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

CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET
<b>FUND 601 - JENADA SPECIAL ASSESSMENT FUND</b>						
<b>DEPT 5440 - PUBLIC SERVICES</b>						
1	OPERATING EXPENDITURES					
2	601-5440-5312.000 LEGAL & ADMINISTRATIVE SERVICES	1,200.00	2,100.00	2,100.00	600.00	1,500.00
3	601-5440-5431.001 UTILITIES - ELECTRICITY		500.00	500.00	258.80	469.00
4	601-5440-5431.002 UTILITIES - WATER & SEWER	460.26	600.00	600.00	289.20	630.00
5	601-5440-5466.000 JENADA GATE MAINTENANCE	3,052.37	0.00	0.00	585.00	2,000.00
6	601-5440-5991.000 Contingency - Fund Balance		300.00	300.00		0.00
7	OPERATING EXPENDITURES	4,712.63	3,500.00	3,500.00	1,733.00	4,599.00
8						
9	<b>TOTAL FOR DEPT 5440 - PUBLIC SERVICES</b>	<b>4,712.63</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>1,733.00</b>	<b>4,599.00</b>
10						
11	<b>TOTAL JENADA SPECIAL ASSESSMENT FUND</b>	<b>4,712.63</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>1,733.00</b>	<b>4,599.00</b>

## **WILTON DRIVE IMPROVEMENT DISTRICT**

In 2014 the City Commission adopted an ordinance creating the Wilton Drive Improvement District (WDID) to work toward creating a cleaner, safer, more attractive, and economically viable 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. 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.

**CITY OF WILTON MANORS  
ANNUAL EXPENDITURES ESTIMATES  
FISCAL YEAR 2024-2025**

GL Number	Description	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2024	2024-25 RECOMMENDED BUDGET	
<b>FUND 602 - WILTON DRIVE IMPROVEMENT DISTRICT</b>							
<b>DEPT 5520 - WDID</b>							
1	OPERATING EXPENSES						1
2	602-5520-5311.000 Professional Services	3,704	5,200	5,200	3,728	5,100	2
3	602-5520-5312.000 LEGAL SERVICES	3,450	13,000	13,000	8,725	12,000	3
4	602-5520-5341.000 Contractual Services	36,018	73,000	87,618	56,942	36,000	4
5	602-5520-5451.000 Insurance	2,927	3,000	3,000	2,814	3,000	5
6	602-5520-5481.000 PROMOTIONAL ACTIVITIES	18,051	10,400	25,353	15,476	14,000	6
7	602-5520-5482.000 Advertising		2,000	2,000		0	7
8	602-5520-5490.008 LICENSES & PERMIT FEES		500	500		500	8
9	602-5520-5521.000 Operating Supplies	175	500	500	655	500	9
10	602-5520-5525.003 Special Events		0	0	6,415	15,000	10
11	602-5520-5951.000 Contingencies		2,000	2,000		3,148	11
12	OPERATING EXPENSES	64,325	109,600	139,171	94,755	89,248	12
13							13
14	CAPITAL						14
15	602-5520-5641.000 Capital Outlay	0	0	0	26,160	10,000	15
16	CAPITAL	0	0	0	26,160	10,000	16
17							17
18							18
19	<b>TOTAL WILTON DRIVE IMPROVEMENT DISTRICT</b>	<b>64,325</b>	<b>109,600</b>	<b>139,171</b>	<b>120,915</b>	<b>99,248</b>	19

## **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 Fiveash Water Treatment Plant is located at NW 9<sup>th</sup> Avenue and 38<sup>th</sup> Street, and water is distributed to Wilton Manors through three 8" master meters (similar to a standard house meter but larger) located on NW 9<sup>th</sup> Avenue, N Andrews Avenue and NE 11<sup>th</sup> 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.

#### **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 16<sup>th</sup> Avenue and 42<sup>nd</sup> 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 treatment as required by the Florida Department of Environmental Protection.

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 sewer collection system tele-video, smoke testing, and sliplining 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.

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.

## **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.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2023-24	2024-25
		ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET
<b>FUND 401-WATER UTILITY FUND</b>						
<b>DEPT 5330 - WATER UTILITY BILLING PERSONNEL</b>						
1	PERSONNEL WAGES					
2	401-5330-5121.000	SALARIES - FULL TIME	52,618	54,271	54,271	34,877
3	401-5330-5122.000	Curr Lia-Compensated Abs	1,495	-	-	-
4	401-5330-5131.000	SALARIES - PART-TIME	2,895	9,317	9,317	5,757
5	401-5330-5141.000	Overtime		750	750	750
6	PERSONNEL WAGES		57,008	64,338	64,338	40,634
7						72,538
8	PERSONNEL BENEFITS					
9	401-5330-5211.000	FICA	3,896	4,067	4,067	2,571
10	401-5330-5211.005	FICA PART-TIME	222	713	713	440
11	401-5330-5221.000	Pension - WM	6,682	6,485	6,485	27,873
12	401-5330-5222.000	Pension - FRS	6,416	8,312	8,312	5,708
13	401-5330-5224.000	PENSION - GASB 68	(75,564)	-	-	-
14	401-5330-5231.000	Life & Health Insurance	9,198	12,312	12,312	7,899
15	401-5330-5232.000	Insurance Opt-Out	800	600	600	700
16	PERSONNEL BENEFITS		(48,349)	32,489	32,489	45,191
17						34,288
18	<b>TOTAL FOR DEPT 5330 - WATER UTILITY BILLING PERSONNEL</b>		<b>8,659</b>	<b>96,827</b>	<b>96,827</b>	<b>85,825</b>
19						<b>106,826</b>
20	<b>DEPT 5333 - WATER OPERATIONS</b>					
21						
22	PERSONNEL WAGES					
23	401-5333-5121.000	SALARIES - FULL TIME	148,755	165,555	165,555	106,728
24	401-5333-5122.000	Curr Lia-Compensated Abs	1,495	-	-	-
25	401-5333-5141.000	Overtime	7,461	3,678	3,678	3,713
26	401-5333-5154.000	Duty Pay	2,509	1,560	1,560	1,357
27	PERSONNEL WAGES		217,229	235,131	235,131	152,432
28						262,885
29	PERSONNEL BENEFITS					
30	401-5333-5151.000	Cellular Phone Stipend		435	435	840
31	401-5333-5211.000	FICA	11,841	12,073	12,073	8,422
32	401-5333-5221.000	Pension - WM	17,738	27,873	27,873	6,485
33	401-5333-5222.000	Pension - FRS	29,452	34,445	34,445	23,985
34	401-5333-5231.000	Life & Health Insurance	23,882	29,806	29,806	23,187
35	401-5333-5232.000	Insurance Opt-Out	1,200	450	450	700
36	401-5333-5260.000	OTHER POST EMPLOYMENT BENEFITS (OPEB)	(924)	-	-	-
37	PERSONNEL BENEFITS		83,189	105,082	105,082	62,780
38						107,008
39	OPERATING EXPENDITURES					
40	401-5333-5311.000	Professional Services	2,000	1,200	13,534	10,000
41	401-5333-5312.000	LEGAL SERVICES - CITY ATTORNEY	4,561	5,000	5,000	663
42	401-5333-5321.000	Audit & Accounting	12,000	12,600	12,600	12,600
43	401-5333-5341.000	Contractual Services	10,219	66,305	96,305	31,222
44	401-5333-5401.000	Meetings & Conferences		2,400	2,400	2,400
45	401-5333-5411.000	Telephone	2,376	2,432	2,432	807
46	401-5333-5412.000	Postage	9,513	10,000	10,000	6,823
47	401-5333-5431.002	UTILITIES - WATER & SEWER		-	-	-
48	401-5333-5432.000	Water Purchases	2,271,258	2,737,054	2,737,054	1,963,403
49	401-5333-5451.000	Insurance	21,240	46,120	46,120	31,555
50	401-5333-5462.000	Equipment Maint-Repair	3,564	8,550	8,550	760
51	401-5333-5463.000	Vehicle Maint-Repair	11,562	9,650	9,650	4,573
52	401-5333-5464.000	VEHICLE OPERATION-FUEL	1,279	1,590	1,590	1,079
53	401-5333-5465.000	Copy Machine	6	350	350	19
54	401-5333-5466.000	Building Maintenance	5,975	6,400	6,400	3,686
55	401-5333-5469.000	System Maintenance	101,159	89,500	94,671	45,560
56	401-5333-5471.000	Printing & Binding		1,500	1,500	1,000
57	401-5333-5490.007	SOFTWARE LICENSES & RENEWALS		-	-	-
58	401-5333-5491.000	City Hall Indirect Chgs	438,768	599,704	599,704	399,803
59	401-5333-5511.000	Office Supplies	1,477	4,500	4,500	586
60	401-5333-5521.000	Operating Supplies	6,530	7,000	7,000	5,367
61	401-5333-5524.000	Uniforms & Clothing	1,775	2,100	2,100	483
62	401-5333-5541.000	Subs, Memberships, Dues	3,662	1,925	10,259	11,271
63	401-5333-5542.000	Training/Education	1,420	3,000	3,000	75
64	401-5333-5951.000	Contingencies		1,308,007	1,308,007	440,592
65	OPERATING EXPENDITURES		2,910,345	4,926,887	4,982,726	2,530,335
						5,109,016

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

66										66
67										67
68	CAPITAL									68
69	401-5333-5690.000	CONTRIBUTION TO CAPITAL REPLACEMENT PLAN		85,271	85,271				85,271	69
70	401-5333-5955.000	CURRENT YEAR CAPITAL EXPENDITURE	1,380,169	87,500	378,958		13,443		-	70
71	401-5333-5955.001	CURRENT YR CAPITAL EXP - CONTRA ACCOUNT	(1,380,169)	-	-				-	71
72		CAPITAL	-	172,771	464,229		13,443		85,271	72
73										73
74	DEPRECIATION									74
75	401-5333-5992.000	DEPRECIATION EXPENSE	55,984	54,400	54,400				54,400	75
76	401-5333-5993.000	Dep Exp - System & Improvements	249,744	248,600	248,600				248,600	76
77	401-5333-5994.000	Dep Exp - Fire Hydrants	13,685	15,000	15,000				15,000	77
78	401-5333-5995.000	Dep Exp - Autos & Trucks	5,119	5,200	5,200				5,200	78
79	401-5333-5996.000	Dep Exp - Furn & Equipment	82,917	85,000	85,000				85,000	79
80	401-5333-5997.000	Dep Exp - Sys Imp Proj	6,347	7,700	7,700				7,700	80
81	401-5333-5998.000	Dep Exp - Buildings	5,822	6,100	6,100				6,100	81
82		DEPRECIATION	419,618	422,000	422,000		-		422,000	82
83										83
84	<b>TOTALS FOR DEPT 5333 - WATER OPERATIONS</b>		<b>4,171,525</b>	<b>6,087,020</b>	<b>6,434,317</b>		<b>2,932,621</b>		<b>6,020,468</b>	84
85										85
86	DEPT 5881 - INTERFUND TRANSFER									86
87	TRANSFERS OUT									87
88	401-5881-5911.000	Operating Transfers Out	589,494	192,660	192,660		128,440		-	88
89		TRANSFERS OUT	589,494	192,660	192,660		128,440		-	89
90										90
91	<b>TOTALS FOR DEPT 5881 - INTERFUND TRANSFERS</b>		<b>589,494</b>	<b>192,660</b>	<b>192,660</b>		<b>128,440</b>		<b>-</b>	91
92										92
93	<b>TOTALS FOR 401 - WATER UTILITY FUND</b>		<b>4,171,525</b>	<b>6,087,020</b>	<b>6,434,317</b>		<b>2,932,621</b>		<b>6,020,468</b>	93

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2023-24	2024-25
		ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET
<b>FUND 402- SEWER UTILITY FUND</b>						
<b>DEPT 5331 - SEWER UTILITY BILLING PERSONNEL</b>						
1	PERSONNEL WAGES					
2	402-5331-5121.000 SALARIES - FULL TIME	52,215	54,271	54,271	34,877	60,439
3	402-5331-5122.000 Curr Lia-Compensated Abs	7,245	-	-	-	-
4	402-5331-5131.000 SALARIES - PART-TIME	2,895	9,317	9,317	5,757	11,349
5	402-5331-5141.000 Overtime		750	750		750
6	PERSONNEL WAGES	62,355	64,338	64,338	40,634	72,538
7						
8	PERSONNEL BENEFITS					
9	402-5331-5211.000 FICA	3,774	4,067	4,067	2,517	4,465
10	402-5331-5211.005 FICA PART-TIME	222	713	713	440	868
11	402-5331-5221.000 Pension - WM	6,682	6,485	6,485	14,857	6,584
12	402-5331-5222.000 Pension - FRS	6,419	8,312	8,312	5,708	9,986
13	402-5331-5231.000 Life & Health Insurance	9,199	12,312	12,312	6,199	12,385
14	402-5331-5232.000 Insurance Opt-Out	400	600	600		-
15	PERSONNEL BENEFITS	26,695	32,489	32,489	29,721	34,288
16						
17	<b>TOTAL FOR DEPT 5331 - SEWER UTILITY BILLING PERSONNEL</b>	<b>89,050</b>	<b>96,827</b>	<b>96,827</b>	<b>70,355</b>	<b>106,826</b>
18						
19	<b>DEPT 5332- SEWER OPERATIONS</b>					
20						
21	PERSONNEL WAGES					
22	402-5332-5121.000 SALARIES - FULL TIME	233,744	272,543	272,543	174,710	300,639
23	402-5332-5122.000 Curr Lia-Compensated Abs	7,245	-	-	-	-
24	402-5332-5141.000 Overtime	17,044	10,843	10,843	9,171	16,500
25	402-5332-5154.000 DUTY PAY	7,527	4,680	4,680	4,071	6,240
26	PERSONNEL WAGES	265,559	288,066	288,066	187,953	323,379
27						
28						
29	PERSONNEL BENEFITS					
30	402-5332-5151.000 Cell Phone Stipend	1,980	855	855	1,155	1,530
31	402-5332-5211.000 FICA	19,138	20,112	20,112	13,978	22,146
32	402-5332-5221.000 Pension - WM	31,768	16,208	16,208	7,836	28,220
33	402-5332-5222.000 Pension - FRS	41,696	49,577	49,577	34,791	58,230
34	402-5332-5224.000 PENSION - GASB 68	(127,717)	-	-	-	-
35	402-5332-5231.000 Life & Health Insurance	47,326	70,755	70,755	37,458	76,207
36	402-5332-5232.000 INSURANCE OPT-OUT		450	450		-
37	402-5332-5260.000 OTHER POST EMPLOYMENT BENEFITS (OPEB)	(1,306)	-	-		-
38	PERSONNEL BENEFITS	12,885	157,957	157,957	95,218	186,333
39						
40	OPERATING EXPENDITURES					
41	402-5332-5311.000 Professional Services	5,225	1,200	63,533	10,000	2,500
42	402-5332-5312.000 LEGAL SERVICES - CITY ATTORNEY	2,241	5,000	5,000	663	3,000
43	402-5332-5321.000 Audit & Accounting	12,000	12,600	12,600	12,600	13,200
44	402-5332-5341.000 Contractual Services	8,639	8,395	8,395	40,652	8,810
45	402-5332-5342.000 Contractual - Waste Water	1,937,358	2,125,000	2,125,000	1,461,114	2,470,841
46	402-5332-5401.000 Meetings & Conferences		1,200	1,200		1,200
47	402-5332-5411.000 Telephone	2,354	2,396	2,396	2,088	2,516
48	402-5332-5412.000 Postage	9,564	10,000	10,000	6,184	8,357
49	402-5332-5431.001 UTILITIES - ELECTRICITY	75,806	63,300	63,300	44,984	75,885
50	402-5332-5431.002 UTILITIES - WATER & SEWER	17,435	12,200	12,200	8,568	6,405
51	402-5332-5451.000 Insurance	30,469	46,120	46,120	22,178	60,485
52	402-5332-5462.000 Equipment Maint-Repair	15,678	19,450	19,450	2,376	21,000
53	402-5332-5463.000 Vehicle Maint-Repair	2,762	10,000	10,000	3,023	7,550
54	402-5332-5464.000 Vehicle Operation - Fuel	9,630	9,559	9,559	6,023	10,515
55	402-5332-5465.000 Copy Machine	6	350	350	19	350
56	402-5332-5466.000 Building Maintenance	4,587	7,800	7,800	6,130	8,100
57	402-5332-5469.000 System Maintenance	707,303	1,468,000	1,957,119	490,487	900,000
58	402-5332-5490.007 SOFTWARE LICENSES & RENEWALS		-	-		8,767
59	402-5332-5491.000 City Hall Indirect Chgs	438,768	328,809	328,809	219,206	328,809
60	402-5332-5511.000 Office Supplies	1,127	4,000	4,000	626	4,000
61	402-5332-5521.000 Operating Supplies	8,054	9,800	9,800	6,384	10,700
62	402-5332-5524.000 Uniforms & Clothing	1,525	2,100	2,100	910	2,100
63	402-5332-5541.000 Subs, Memberships, Dues	2,679	1,400	15,091	11,012	1,400
64	402-5332-5542.000 Training/Education	75	4,400	4,400		4,400
65	402-5332-5991.000 Contingency - Fund Balance		-	-		1,683,672
66	OPERATING EXPENDITURES	3,293,286	4,153,079	4,718,222	2,355,227	5,644,562

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	2023-24 ACTIVITY 5/31/2023	2024-25 RECOMMENDED BUDGET	
67							
68							
69	CAPITAL						
70	402-5332-5690.000	CONTRIBUTION TO CAPITAL REPLACEMENT PLAN		33,283	33,283	-	
71	402-5332-5955.000	CURRENT YEAR CAPITAL EXPENDITURE	4,472	102,000	766,454	8,455	
72	402-5332-5955.001	CURRENT YR CAPITAL EXP - CONTRA ACCOUNT	(4,472)	-	-	-	
73		CAPITAL	-	135,283	799,737	8,455	
74							
75							
76	DEBT SERVICE						
77	402-5332-5701.000	Debt Service	58,644	58,917	58,917	31,195	
78	402-5332-5702.000	DEBT ISSUANCE COSTS		-	-	-	
79	402-5332-5711.001	PRINCIPAL PAYMENTS - CONTRAC ACCT	(58,644)	-	-	-	
80	402-5332-5721.000	Interest Payments	3,897	3,410	3,410	2,639	
81		DEBT SERVICE	3,897	62,327	62,327	31,195	
82							
83							
84	DEPRECIATION						
85	402-5332-5992.000	DEPRECIATION EXPENSE	463,429	463,000	463,000	463,000	
86		DEPRECIATION	463,429	463,000	463,000	-	
87							
88							
89	<b>TOTAL FOR DEPT 5332 - SEWER OPERATIONS</b>		<b>4,039,056</b>	<b>5,259,712</b>	<b>6,489,309</b>	<b>2,678,048</b>	<b>6,676,658</b>
90							
91	<b>TOTAL FOR 402 - SEWER UTILITY FUND</b>		<b>4,128,106</b>	<b>5,356,539</b>	<b>6,586,136</b>	<b>2,748,404</b>	<b>6,783,484</b>

## **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.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2023-24	2024-25
		ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET
<b>FUND 450 - DRAINAGE FUND</b>						
<b>DEPT 5336 - DRAINAGE OPERATIONS</b>						
1	PERSONNEL WAGES					
2	450-5336-5121.000 SALARIES - FULL TIME	63,219	89,185	89,185	51,439	97,572
3	450-5336-5122.000 Curr Lia-Compensated Abs	(892)	-	-	-	-
4	450-5336-5141.000 Overtime	1,793	16,166	16,166	2,004	10,000
5	450-5336-5154.000 DUTY PAY		4,160	4,160	1,250	4,160
6	PERSONNEL WAGES	64,120	109,511	109,511	54,693	111,732
7						
8						
9	PERSONNEL BENEFITS					
10	450-5336-5151.000 Cell Phone Stipend	315	960	960	245	420
11	450-5336-5211.000 FICA	5,033	6,822	6,822	4,168	7,391
12	450-5336-5221.000 Pension - WM	4,607	8,371	8,371	8,371	9,235
13	450-5336-5222.000 Pension - FRS	7,995	14,109	14,109	7,894	15,381
14	450-5336-5224.000 PENSION - GASB 68	(12,973)	-	-	-	-
15	450-5336-5231.000 Life & Health Insurance	14,171	23,244	23,244	12,690	26,705
16	450-5336-5232.000 Insurance Opt-Out	800	-	-	200	-
17	450-5336-5260.000 OTHER POST EMPLOYMENT BENEFITS (OPEB)	(284)	-	-	-	-
18	PERSONNEL BENEFITS	19,665	53,506	53,506	33,568	59,132
19						
20						
21	OPERATING EXPENDITURES					
22	450-5336-5311.000 Professional Services	3,975	1,200	13,533	10,000	1,200
23	450-5336-5341.000 Contractual Services	13,824	29,330	44,502	7,301	29,700
24	450-5336-5401.000 Meetings & Conferences		1,200	1,200		1,200
25	450-5336-5411.000 Telephone	230	283	283		300
26	450-5336-5412.000 Postage		250	250		350
27	450-5336-5451.000 Insurance	5,787	6,741	6,741	5,081	6,125
28	450-5336-5462.000 Equipment Maint-Repair	11,024	17,400	17,400	2,520	10,100
29	450-5336-5463.000 Vehicle Maint-Repair	1,910	9,250	9,250	1,126	11,900
30	450-5336-5464.000 VEHICLE OPERATION-FUEL	6,128	6,479	6,479	3,242	7,127
31	450-5336-5465.000 Copy Machine		350	350	17	350
32	450-5336-5469.000 SYSTEM MAINTENANCE	246,531	226,500	220,743	17,152	233,000
33	450-5336-5490.008 LICENSES & PERMIT FEES		-	-		400
34	450-5336-5491.000 City Hall Indirect Chgs	185,988	177,067	177,067	118,045	177,067
35	450-5336-5521.000 Operating Supplies	1,008	5,300	5,300	76	2,400
36	450-5336-5524.000 Uniforms & Clothing	1,709	1,740	1,740	794	1,250
37	450-5336-5541.000 Subs, Memberships, Dues	3,179	1,000	14,691	11,938	1,000
38	450-5336-5542.000 Training/Education	75	3,600	3,600	219	1,000
39	OPERATING EXPENDITURES	481,368	487,690	523,129	177,510	484,469
40						
41						
42	CAPITAL					
43	450-5336-5690.000 CONTRIBUTION TO CAPITAL REPLACEMENT PLAN		23,394	23,394		23,394
44	450-5336-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	59,832	24,500	331,401	20,139	-
45	450-5336-5955.001 CURRENT YR CAPITAL EXP - CONTRA ACCOUNT	(59,832)	-	-	-	-
46	CAPITAL	-	47,894	354,795	20,139	23,394
47						
48						
49	DEPRECIATION					
50	450-5336-5992.000 DEPRECIATION EXPENSE	6,272	6,300	6,300		6,300
51	450-5336-5993.000 Dep Exp -System & Improvements	80,217	74,200	74,200		80,300
52	450-5336-5994.000 Dep Exp - Furn & Equipment	9,779	19,000	19,000		9,800
53	450-5336-5995.000 Dep Exp - Autos & Trucks		4,000	4,000		4,000
54	DEPRECIATION	96,269	103,500	103,500	-	100,400
55						
56						
57	<b>TOTAL FOR DEPT 5336 - DRAINAGE OPERATIONS</b>	<b>661,421</b>	<b>802,101</b>	<b>1,144,441</b>	<b>285,910</b>	<b>779,127</b>
58						
59	<b>DEPT 5881 - INTERFUND TRANSFERS</b>					
60						
61	TRANSFERS OUT					
62	450-5881-5911.000 Operating Transfers Out	4,941	4,941	4,941	3,294	-
63	TRANSFERS OUT	4,941	4,941	4,941	3,294	-
64						
65	<b>TOTALS FOR DEPT 5881-INTERFUND TRANSFERS</b>	<b>4,941</b>	<b>4,941</b>	<b>4,941</b>	<b>3,294</b>	<b>-</b>
66						
67	<b>TOTAL DRAINAGE FUND EXPENDITURES</b>	<b>666,362</b>	<b>807,042</b>	<b>1,149,382</b>	<b>289,204</b>	<b>779,127</b>

## **RECYCLING AND SOLID WASTE FUND**

The City of Wilton Manors contracts with Waste Management for garbage and recycling collections. This program also provides At Your Door collection of household hazardous waste. This fund also provides for the promotion of recycling within the community, as well as monitoring of recycling programs for contamination and container replacement; commercial solid waste audits; and maintenance of the recycling drop-off center. This program is managed by the Emergency Management & Utilities department.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2023-24	2024-25
		ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET
<b>FUND 151 - RECYCLING &amp; SOLID WASTE FUND</b>						
<b>DEPARTMENTS 5334 &amp; 5335 - RECYCLING &amp; SOLID WASTE OPERATIONS</b>						
1	PERSONNEL WAGES					
2	151-5334-5121.000 SALARIES - FULL TIME	90,541	99,297	99,297	64,485	107,712
3	151-5334-5122.000 Curr Lia-Compensated Abs	(2,559)	-	-	-	-
4	151-5334-5141.000 Overtime	2,022	63	63	3,151	250
5	151-5334-5154.000 DUTY PAY	3,000	2,080	2,080	1,750	2,080
6	PERSONNEL WAGES	93,005	101,440	101,440	69,386	110,042
7						
8	PERSONNEL BENEFITS					
9	151-5334-5151.000 Cellular Phone Stipend	420	150	150	245	570
10	151-5334-5211.000 FICA	7,078	7,414	7,414	4,890	7,976
11	151-5334-5221.000 Pension - WM	10,883	10,540	10,540	10,540	10,282
12	151-5334-5222.000 Pension - FRS	12,015	13,102	13,102	9,626	15,149
13	151-5334-5224.000 PENSION - GASB 68	(37,826)	-	-	-	-
14	151-5334-5231.000 Life & Health Insurance	29,451	39,403	39,403	23,324	38,018
15	151-5334-5260.000 OTHER POST EMPLOYMENT BENEFITS (OPEB)	(409)	-	-	-	-
16	PERSONNEL BENEFITS	21,612	70,609	70,609	48,624	71,995
17						
18	<b>TOTALS FOR DEPT 5334 - RECYCLING PERSONNEL</b>	<b>114,616</b>	<b>172,049</b>	<b>172,049</b>	<b>118,009</b>	<b>182,037</b>
19						
20	OPERATING EXPENDITURES					
21	151-5335-5311.000 Professional Services		-	-	-	-
22	151-5335-5312.000 LEGAL SERVICES - CITY ATTORNEY	425	4,000	4,000		500
23	151-5335-5341.000 Contractual Services	3,565,594	4,396,020	4,396,020	2,387,815	4,877,580
24	151-5335-5401.000 Meetings & Conferences		1,200	1,200		1,200
25	151-5335-5412.000 Postage		300	300		300
26	151-5335-5431.001 UTILITIES - ELECTRICITY	365	350	350	244	362
27	151-5335-5451.000 Insurance	3,979	8,935	8,935	5,562	7,739
28	151-5335-5462.000 Equipment Maint-Repair	1,246	2,100	2,100	650	2,350
29	151-5335-5463.000 Vehicle Maint-Repair	5,014	2,750	2,750	300	2,950
30	151-5335-5464.000 VEHICLE OPERATION-FUEL	1,814	2,424	2,424	1,131	2,666
31	151-5335-5466.000 Building Maintenance		-	-		-
32	151-5335-5469.000 System Maintenance	200	-	-	284	-
33	151-5335-5471.000 Printing & Binding		600	600		1,000
34	151-5335-5472.000 Town Crier	28,612	29,648	29,648	20,646	29,058
35	151-5335-5491.000 City Hall Indirect Charges	219,420	220,740	220,740	147,160	220,740
36	151-5335-5521.000 Operating Supplies	752	2,500	2,500	22	2,900
37	151-5335-5524.000 Uniforms & Clothing	927	1,360	1,360	301	1,360
38	151-5335-5541.000 Subs, Memberships, Dues	200	300	300	200	300
39	151-5335-5542.000 Training/Education		300	300		300
40	151-5335-5951.000 Contingencies		-	-		289,269
41	OPERATING EXPENDITURES	3,828,550	4,673,527	4,673,527	2,564,314	5,440,574
42						
43	CAPITAL					
44	151-5335-5690.000 CONTRIBUTION TO CAPITAL REPLACEMENT PLAN		3,636	3,636		3,636
45	151-5335-5955.000 CURRENT YEAR CAPITAL EXPENDITURE	3,570	1,500	7,360	1,426	-
46	CAPITAL	3,570	5,136	10,996	1,426	3,636
47						
48	DEPRECIATION					
49	151-5335-5990.000 DEPRECIATION EXPENSE- RECYCLING OPERATIO	17,495	17,500	17,500		17,500
50	151-5335-5992.000 DEPRECIATION EXPENSE	1,129	1,200	1,200		1,200
51	DEPRECIATION	18,624	18,700	18,700	-	18,700
52						
53	<b>TOTAL FOR DEPT 5335 - RECYCLING &amp; SOLID WASTE OPERATIONS</b>	<b>3,850,743</b>	<b>4,697,363</b>	<b>4,703,223</b>	<b>2,565,741</b>	<b>5,462,910</b>
54						
55	<b>DEPT 5881 - INTERFUND TRANSFERS</b>					
56						
57	TRANSFERS OUT					
58	151-5881-5911.000 Operating Transfers Out	98,965	69,516	69,516	40,551	-
59	TRANSFERS OUT	98,965	69,516	69,516	40,551	-
60						
61	<b>TOTALS FOR DEPT 5881 - INTERFUND TRANSFERS</b>	<b>98,965</b>	<b>69,516</b>	<b>69,516</b>	<b>40,551</b>	<b>-</b>
62						
63	<b>TOTAL RECYCLING &amp; SOLID WASTE FUND EXPENDITURES</b>	<b>4,064,325</b>	<b>4,938,928</b>	<b>4,944,788</b>	<b>2,724,301</b>	<b>5,644,947</b>

## **MOBILITY & TRANSPORTATION FUND**

The City is committed to increasing access to the Arts & Entertainment District along Wilton Drive by either increasing the amount of parking available or providing alternative transportation reduce the need for parking.

The City conducts a paid parking program utilizing metered street parking and City-owned lots. Paid parking at metered spots operates from 5:00 am to 3:00 am every day. Parking in City-owned lots is free until 6:00 pm. Paid parking in City-owned lots operates from 6:00 pm to 3:00 am. Parking can be paid for at meters / pay stations with cash or credit/debit cards or though the mobile app ParkMobile. Management of the City's parking program is contracted out to a commercial vendor. The City's Finance Director acts as Contract Administrator.

The City provides ride-sharing discounts through Uber and Lyft on Thursday, Fridays and Saturday nights from 5:00 pm to 12:00 am. The ride share discounts provide the rider a \$5.00 voucher to apply to any Uber or Lyft ride to or from Wilton Drive.

In late September 2022, the City introduced a first mile/last mile shuttle program. Utilizing fully electric vehicles, the program provides point-to-point, on demand rides to and from anywhere within the city limits of Wilton Manors. The program is app driven and operates similar to other ride share apps.

The program operates three (3) vehicles that seats up to five (5) passengers as well as, one (1) wheel chair accessible vehicle on an as needed basis. Riders pay \$2.00 per ride per rider. The program is operated by a commercial vendor. The City's Finance Director acts as Contract administrator.

CITY OF WILTON MANORS  
ANNUAL EXPENDITURE ESTIMATES  
FISCAL YEAR 2024-2025

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2023-24	2024-25
		ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY 5/31/2023	RECOMMENDED BUDGET
<b>FUND 406 - MOBILITY &amp; TRANSPORTATION FUND</b>						
<b>DEPT 5450 - MOBILITY &amp; TRANSPORTATION</b>						
1	PERSONNEL WAGES					
2	406-5450-5121.000	SALARIES - FULL TIME	7,380	8,016	8,016	3,484
3	406-5450-5122.000	Curr Lia-Compensated Abs	139	-	-	-
4	406-5450-5141.000	Overtime	-	-	-	25,083
5	406-5450-5153.000	Assignment Pay	-	-	-	4,000
6	PERSONNEL WAGES		7,519	8,016	8,016	3,484
7						263,932
8						
9	PERSONNEL BENEFITS					
10	406-5450-5151.000	Cell Phone Stipend	264	36	36	180
11	406-5450-5211.000	FICA	613	554	554	280
12	406-5450-5221.000	Pension - WM	823	799	799	799
13	406-5450-5222.000	Pension - FRS	2,332	2,691	2,691	1,255
14	406-5450-5224.000	PENSION - GASB 68	(1,371)	-	-	-
15	406-5450-5231.000	Life & Health Insurance	548	622	622	123
16	406-5450-5260.000	OTHER POST EMPLOYMENT BENEFITS (OPEB)	(35)	-	-	-
17	PERSONNEL BENEFITS		3,174	4,702	4,702	2,637
18						194,613
19						
20	OPERATING EXPENDITURES					
21	406-5450-5341.000	Contractual Services	342,571	355,000	355,000	221,797
22	406-5450-5343.000	CONTRACTUAL SERVICES-MANAGEMENT COMPANY	420,687	479,400	479,400	229,105
23	406-5450-5344.000	CONTRACTUAL SERVICES - TRANSIT OPERATION	20,830	-	-	-
24	406-5450-5411.000	Telephone	1,573	1,501	1,501	3,642
25	406-5450-5431.001	UTILITIES - ELECTRICITY	3,736	1,900	1,900	2,749
26	406-5450-5431.002	UTILITIES - WATER & SEWER	2,148	3,700	3,700	3,508
27	406-5450-5451.000	Insurance	463	467	467	372
28	406-5450-5462.000	Equipment Maint-Repair	-	1,000	1,000	3,530
29	406-5450-5463.000	Vehicle Maint-Repair	-	1,000	1,000	1,000
30	406-5450-5464.000	Vehicle Operation - Fuel	56	109	109	110
31	406-5450-5467.001	GROUPS MAINTENANCE	11,420	15,000	19,823	7,672
32	406-5450-5485.000	RIDE SHARING INCENTIVES	32,735	20,000	20,000	34,447
33	406-5450-5491.000	City Hall Indirect Charges	46,608	65,853	65,853	43,902
34	406-5450-5521.000	Operating Supplies	1,786	1,000	1,000	258
35	406-5450-5951.000	Contingencies	-	160,768	160,768	-
36	OPERATING EXPENDITURES		884,612	1,106,698	1,111,521	551,092
37						966,960
38						
39	CAPITAL					
40	406-5450-5690.000	CONTRIBUTION TO CAPITAL REPLACEMENT PLAN	-	20,238	20,238	-
41	406-5450-5955.000	CURRENT YEAR CAPITAL EXPENDITURE	-	12,000	12,000	-
42	CAPITAL		-	32,238	32,238	-
43						20,238
44						
45	DEBT SERVICE					
46	406-5450-5702.000	DEBT ISSUANCE COSTS	-	-	-	-
47	406-5450-5711.000	Principal Payments	86,265	86,656	86,656	43,239
48	406-5450-5711.001	PRINCIPAL PAYMENTS - CONTRAC ACCT	(86,265)	-	-	-
49	406-5450-5721.000	Interest Payments	5,771	5,015	5,015	2,649
50	DEBT SERVICE		5,771	91,671	91,671	45,888
51						87,343
52						
53	DEPRECIATION					
54	406-5450-5992.000	DEPRECIATION EXPENSE	34,098	42,200	42,200	-
55	DEPRECIATION		34,098	42,200	42,200	-
56						42,200
57						
58	TRANSFERS OUT					
59	406-5881-5911.000	Operating Transfers Out	8,975	8,975	8,975	5,983
60	TRANSFERS OUT		8,975	8,975	8,975	5,983
61						-
62						-
63	<b>TOTALS FOR DEPT 5450 - MOBILITY &amp; TRANSPORTATION FUND</b>		<b>944,149</b>	<b>1,294,500</b>	<b>1,299,323</b>	<b>609,084</b>
						<b>1,575,286</b>

**FY2023-2024 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**

It is the City’s policy to structure debt to carefully match the benefits derived from the financing. The annual principal and interest payments were also 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.

**SUMMARY OF OUTSTANDING DEBT**

<b>Budgeted Debt Service for FY23-24</b>	<b>Annual Payment</b>	<b>Payoff Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2020 City Hall General Obligation Refunding Loan	\$396,229	2/1/2028	\$1,910,211	70,532	\$1,980,743
2021 Mickel/Colohatchee Parks & Utility and Parking Refunding Loan	\$430,552	12/1/2030	\$1,909,000	77,547	\$1,986,547
<b>Totals:</b>	<b>\$826,781</b>		<b>\$3,819,211</b>	<b>\$148,079</b>	<b>\$3,967,290</b>

**FY2023-2024 BUDGET  
PURPOSE OF BONDS/LOANS**

**2020 GENERAL OBLIGATION REFUNDING NOTE**

On July 31, 2020, the City issued \$2,993,370 in General Obligation Refunding Bonds, Series 2020 for the purpose of refunding the 2008 City Hall General Obligation Note. The debt has an interest rate of 1.46% payable semi-annually; principal is payable annually in varying amounts through 2028. Outstanding balance at September 30, 2023 is \$1,910,211.

**2021 MICKEL/COLOHATCHEE AND UTILITY AND PARKING BANK NOTE**

In October 2021, the City issued a \$2,668,000 Promissory Note for the purpose of currently refunding the 2015 Mickel Park Improvement Project Note and the 2011 Utility and Parking System Revenue Note, as well as repaying the Utility Fund advance to the General Fund. The Promissory Note bears an interest rate of 1.303% through maturity on December 1, 2030. Interest and Principal payments are due semi-annually, commencing on December 1<sup>st</sup>. Outstanding balance as of September 30, 2023 is \$1,909,000.

**SCHEDULE OF FUTURE DEBT SERVICE**

FISCAL	<u>2020 CITY HALL</u>		<u>2021</u>		<u>TOTAL</u>		<u>TOTAL</u>
	<u>REFUNDING LOAN</u>		<u>MICKEL/COLOHATCHEE &amp;</u>	<u>UTILITY/PARKING LOAN</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	
<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2024	371,048	25,181	407,000	23,552	778,048	48,733	826,781
2025	376,465	19,724	392,000	18,229	768,465	37,953	806,418
2026	381,962	14,187	350,000	13,258	731,962	27,445	759,407
2027	387,539	8,570	238,000	8,827	625,539	17,397	642,936
2028	393,197	2,870	147,000	6,326	540,197	9,196	549,393
2029	-	-	149,000	4,404	149,000	4,404	153,404
2030	-	-	150,000	2,456	150,000	2,456	152,456
2031	-	-	76,000	495	76,000	495	76,495
	<u>1,910,211</u>	<u>70,532</u>	<u>1,909,000</u>	<u>77,547</u>	<u>3,819,211</u>	<u>148,079</u>	<u>3,967,290</u>