

**CITY OF RIVIERA BEACH, FLORIDA
CITY COUNCIL BUDGET WORKSHOP MINUTES
MUNICIPAL COMPLEX COUNCIL CHAMBERS
MAY 23, 2011 @ 6:30 P.M.**

I. ROLL CALL

Chairperson Davis was present and presided. Upon a roll call by City Clerk Ward, the following were present: Chairperson Judy L. Davis; Councilperson Cedrick A. Thomas; and Councilperson Dawn S. Pardo. Also present were City Manager Ruth C. Jones; City Clerk Carrie E. Ward, MMC; and City Attorney Pamala H. Ryan.

Councilperson Lowe was tardy and Councilperson Brooks was absent.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

Everyone stood for a Moment of Silence with the pledge led by City Clerk Ward.

III. PURPOSE OF WORKSHOP – RUTH JONES, CITY MANAGER

City Manager Jones stated that the purpose of the workshop was to provide preliminary staffing changes submitted by departments. She stated that what was being proposed was not final just the initial step in the process. She stated that it was important for staff to receive direction from the city council in order to move forward with the proposed changes; it was clear that some of the proposed changes were not acceptable.

Ms Jones stated that Councilperson Thomas requested that staff review an early retirement option in addition to the early buyout option which was presented at a previous budget workshop since there was concern that the early buyout option would not yield enough participation in an effort to obtain the desired savings. She stated that an additional pension option would be presented that would be offered to senior level managers as it related to a retirement savings option which was known as a Defined Contribution Retirement Plan.

IV. EARLY RETIREMENT BUYOUT PLAN DISCUSSION

City Manager Jones stated immediately following the previous workshop members of staff began developing a strategy for offering early retirement buyout. She stated that after speaking with members of staff and the attorneys for the General Employee Pension Plan and the Police Pension Plan, it was determined that early retirement buyout was not something that could be offered at this time but could be ready for FY 2013.

Councilperson Thomas stated that he felt a number of employees would take advantage of an early retirement option. He stated if the option was not worth the concerted effort because of cost or would not yield a minimal participation in order to obtain desired savings then that

was acceptable but he wanted staff to move forward in providing the necessary information for the city council to determine the impact on the upcoming fiscal year's budget.

Ms Jones stated that each pension board would be contacted to request payment for the actuarial report and that they expedite the process however, the difficulty comes into play when trying to negotiate with five labor unions.

Staff was directed to continue working on developing a plan for the early retirement buyout option and to ask the pension boards to pay for the actuarial report.

V. POTENTIAL BENEFITS OF DEFINED CONTRIBUTION RETIREMENT OPTION

City Manager Jones stated that this option was being presented for exploration to possibly offer to senior level staff, department heads, and senior administrative staff that maybe employed in the future; the ability to offer flexible benefits was an excellent recruitment tool because individuals may not want to stay the length of time necessary to become vested and according to what was offered there were no long term financial commitments for the city.

Councilperson Thomas inquired as to why this option was being considered when most individuals that would be provided this option were currently vested.

Ms Jones stated that there were currently three interim department heads which would have been in place for one year in August and those individuals if placed in the position permanently would be considered as new hires.

Councilperson Thomas stated that was too long to have vacancies when there were individuals in the position doing the work; if the individuals working as interim were not performing then the vacancies needed to be filled. He wanted to know how soon this would be completed.

Ms Jones stated that the reason she had taken this position was because of the cost savings to the city of not having to pay the full salary of a department head position which would then be forwarded to the fund balance.

Councilperson Pardo stated that she commented on this issue at a previous meeting that if the city was going to recruit for these various positions after individuals had served for over a year, it was disingenuous to have them fulfilling the responsibility of their respective positions and then recruit someone else for the job.

Mayor Masters inquired as to whether or not the individuals currently serving as interims could be promoted or was advertisement for the positions required.

City Attorney Ryan stated that she believed that they could be moved up and the city could advertise the positions as promotional only.

Councilperson Thomas inquired as to whether or not someone currently employed with the city and was promoted to a position would be required to participate in the Defined Contribution Retirement Option or could they continue participation in the current Defined Benefit Retirement Option.

Ms Jones stated that scenario would have to be discussed however, in most situations the employee would be given an option as to which pension plan they wanted to participate.

VI. GENERAL FUND DEPTS.' RECOMMENDED STAFFING CHANGES FOR FY 2012

City Manager Jones stated that as each department's staffing changes were discussed, she would state whether or not she agreed with the proposed changes.

Karen Hoskins, Interim Finance Director stated that at a previous workshop, it was estimated that the revenue shortfall would be approximately \$5,000,000 which included a 12% decrease in property value; the certified preliminary assessed value should be received from the Palm Beach County Property Appraiser's Office by June 3rd and it was possible the city fell within the 3-5% range.

After a lengthy discussion as to whether or not the matter should be discussed at this time, City Manager Jones stated that she would rather give employees as much notice as possible and that the suggested changes were what she would be moving forward with unless otherwise directed by the city council.

LEGISLATIVE DEPARTMENT

City Manager Jones stated that she was recommending the elimination of two positions and establishing six part time positions.

Councilperson Pardo stated that this strategy was not discussed with her.

Councilpersons Lowe and Thomas stated that the strategy was not discussed with them either.

Councilperson Lowe inquired as to where the six part time positions would be housed.

Ms Jones stated that reconfigurations would be done to an area on the second floor to accommodate the additional employees. She further stated in the interest of time, were there departments the city council wanted to focus on, the departments she wanted to focus was Legislative, City Manager, Police, Fire, and Parks and Recreation.

CITY MANAGER'S OFFICE

Councilperson Thomas stated that individuals whose cable service was not provided by Comcast rely on being able to view the meetings online and that capability had been disabled for quite sometime; he wanted to know when the capability would be restored.

City Manager Jones stated that there was a need for new equipment which had been ordered and when received the service would be restored. She proceeded with stating that the recommended staffing changes for the City Manager's Office was as follow: deleting both Assistant City Manager positions and deleting the Chief of Staff position which was currently vacant. She stated the resources from deleting the three positions would be reallocated to fund one Deputy City Manager position, Economic and Business Development Manager, part time Office Assistant position, and a part time Executive Assistant position.

COMMUNITY DEVELOPMENT

Councilperson Pardo inquired as to how the changes to the senior planner would effect expedited permitting.

Paul White, Asst. City Manager, stated that in looking at growth within the city as of to date and the projected amount of growth within the next year, the changes to the senior planner position would inhibit expediting the permitting process. He stated that it would also hinder the myriad number of meetings attended by staff i.e. the Metropolitan Planning Organization. Mr. White stated that it would also reduce the open door policy which was now in place and was not available at other entities wherein potential customers could readily come in and speak with someone on an issue. He stated that deleting the Housing Coordinator position would negatively affect the city's ability to take advantage of any housing assistance funds or CDBG funds through the county because part of the agreement was that the city have some type of housing assistance program.

FIRE DEPARTMENT

Peter LeDuc, Interim Chief of Fire, gave an overview of the proposed staffing changes for the Fire Department. He stated that the staffing revision called for decreasing total staffing level for all stations from 17 to 15 and converting the senior staff assistant position from full time to part time.

Councilperson Pardo requested a copy of the power point presentation.

Chairperson Davis requested that a breakdown be provided as to the type of calls each station responds to.

PUBLIC WORKS DEPARTMENT

City Manager Jones stated that the staffing revisions for the department were as follows: eliminating one project assistant position; converting a staff assistant and custodial position from full time to part time; and housing all janitorial contract/services within the department.

PARKS AND RECREATION DEPARTMENT

Councilperson Thomas stated that in reviewing the proposed staffing changes, it seemed as though the summer program would be eliminated; he inquired as to what was going to happen with the youth.

City Manager Jones stated that the 2011 summer program would take place, the proposed changes would affect the 2012 summer program and that the city had to decide whether or not it could afford to be in the summer program business. She stated that in difficult economic times that all entities were faced with, recreational services usually took the hardest hit however there were numerous programs available throughout the city that could provide the service if the city found that it could no longer provide a summer program.

VII. POLICE DEPARTMENT'S PROPOSED RESTRUCTURING FOR FY 2012

City Manager Jones stated that public safety made up the greatest percentage of the personnel budget.

Clarence Williams, Chief of Police, reviewed the proposed staffing changes for the police department.

Councilperson Thomas inquired as to what was the savings for those lieutenants who were participants in the DROP program. He inquired why allocated funding from a previous fiscal year could not be utilized in the next fiscal year to offset some of the required budget reduction.

Ms Jones stated that according to the government financing law if there was not an open encumbrance from a prior year, previous fiscal year funding could not be rolled over into the next fiscal year.

VIII. CITY COUNCIL'S COMMENTS / DISCUSSION

NONE

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 9:50 p.m.

PLEASE NOTE: A COMPLETE RECORDING AND AGENDA PACKAGE IS AVAILABLE IN THE OFFICE OF THE CITY CLERK.

APPROVED:

Thomas A. Masters
THOMAS A. MASTERS
MAYOR

Judy L. Davis
JUDY L. DAVIS
CHAIRPERSON

ATTEST:

Carrie E. Ward
CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK

Billie E. Brooks
BILLIE E. BROOKS
CHAIR PRO TEM

Absent
CEDRICK A. THOMAS
COUNCILPERSON

Absent
DAWN S. PARDO
COUNCILPERSON

Shelby L. Lowe
SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: Brooks

SECONDED BY: Lowe

J. DAVIS Aye

B. BROOKS Aye

C. THOMAS Absent

D. PARDO Absent

S. LOWE Aye

DATE APPROVED: 07/20/2011