

**CITY OF RIVIERA BEACH, FLORIDA
CITY COUNCIL BUDGET WORKSHOP MINUTES
MUNICIPAL COMPLEX COUNCIL CHAMBERS
JUNE 20, 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; Chair pro tem Billie E. Brooks; Councilperson Cedrick A. Thomas; and Councilperson Shelby L. Lowe; Also present were City Manager Ruth C. Jones; City Clerk Carrie E. Ward, MMC; and City Attorney Pamala H. Ryan.

Mayor Masters was absent and Councilperson Brooks was tardy.

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 update the city council on the preparation of the 2011/2012 budget. She stated that the monthly budget workshops assisted in the preparation of the tentative budget scheduled to be presented in July.

IV. CITY'S ASSESSED PROPERTY VALUE AS OF JUNE 1, 2011

Karen Hoskins, Interim Finance Director, stated that the preliminary assessed property value for the city was being reduced by approximately 5% as of June 1, 2011, which would approximate cause the property value for next fiscal year to be \$3,017,000,000. She continued with providing the estimated revenues and expenditures for fiscal year 2012. She stated that the estimated revenue was at the current millage rate of 8.99 mills.

At this point Chairperson Davis read a letter received from Mayor Masters requesting that the elected officials support the recommendations of the city manager and the administrative staff. It also stated that he supported Marian Dozier for being the fulltime employee for the Legislative Department in conjunction with the recommended part time employees.

V. GENERAL FUND PROJECTED FY 2012 REVENUES & EXPENDITURES

City Manager Jones stated that the projected revenue for fiscal year 2011/2012 was \$47,629,320 and the expenditures provided projected a balanced budget with the realization that as information was received especially as it related to healthcare cost, appropriate adjustments would be necessary if the renewal cost was higher than the budgeted 12% increase. She stated that a conversation was held with Gallagher Bassett as it related to the

liability insurance and she was comfortable with the budgeted amounts which contain an increase. Ms Jones stated that correspondence was received from the Criminal Justice Commission stating that they would not be funding any Weed and Seed programs.

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

City Manager Jones reviewed the recommended staffing changes for each department.

LEGISLATIVE DEPARTMENT

City Manager Jones stated that the only feedback she received regarding the recommended changes was whether or not the hourly rate was too low or if there should be an increase in the number of hours.

Chairperson Davis stated that she felt that the figures in the options provided were too high.

Councilperson Lowe inquired as to whether or not the cost for reconfiguration to accommodate the number of part time employees was included in the expenditures for the department; and if that was not done the amount of savings indicated was inaccurate.

City Manager Jones stated that the necessary costs for reconfiguration would be expended from the current year's budget.

CITY MANAGER'S OFFICE

City Manager Jones stated that there were no changes in the proposed staffing previously presented.

INFORMATION TECHNOLOGY

City Manager Jones stated that there was a change in the proposed staffing which was the elimination of the IT Manager instead of the eliminating an IT technician position and converting one IT technician position to part time. She stated that the division would report to another department head.

Councilperson Lowe inquired as to whether or not the department head that the division would be reporting to had information technology experience.

City Manager Jones stated that a plan was comprised a few years ago which was conducive to the needs of the city and the department head that would be responsible for the division had the leadership ability necessary to carry out the plans previously put in place.

FINANCE DEPARTMENT

City Manager Jones stated there were no changes to the proposed staffing as previously submitted.

CITY CLERK'S OFFICE

City Manager Jones stated that the previously submitted proposal included eliminating a part time position however what was being presented only included converting the records specialist position to part time.

Councilperson Thomas stated that AARP has a program that wherein they pay the employee. He suggested that a senior from AARP be utilized to answer the phone at the information desk and take the funds that would have been utilized for the office assistant and put it towards the records specialist in an effort to maintain the position at full time.

Councilperson Lowe suggested that the individuals from AARP be hired for the Legislative Department also.

COMMUNITY DEVELOPMENT

City Manager Jones stated that the previously submitted staffing recommendation were changed to make one principal planner position part time and to make the housing coordinator position part time.

Councilperson Thomas suggested that funding received from the CRA be utilized to offset the cost of keeping the principal planner at a full time position.

Chair pro tem Brooks inquired as to how the changes would impact service delivery.

City Manager Jones stated that as the city moves forward in developing a business friendly environment, the turnaround timeframe for processing business requests would severely impact with diminishing the number of full time planners on staff.

Chairperson Davis stated that if the decision was made by the board to keep the position fulltime, she wanted to see major improvements in the response time to businesses.

Councilperson Lowe inquired as to the possibility of revenue received from permitting fees being able to assist in funding the position fulltime.

Councilperson Thomas stated that as he patronizes businesses within the city, he noticed that the business tax receipts were expired for at least a year or more and that there needed to be a push to capture the additional revenue from the businesses. He also stated that the office building in which his business was located, a number of businesses had tax receipts from the City of Palm Beach Gardens instead of Riviera Beach.

There was a consensus of the city council directing staff to review the cost of purchasing a Geographic Information System and creating the position necessary to carry out the functions of the systems.

PUBLIC WORKS

City Manager Jones stated that the recommended staff changes were the same as previously presented.

PARKS AND RECREATION

City Manager Jones stated that the recommended staff changes previously submitted included deleting the part time positions for the summer program; the recommended staff changes being presented removed that proposal thus leaving what was provided in the packet which was converting five full time maintenance worker positions to ten part time maintenance worker positions and converting one full time lifeguard position to part time.

POLICE

City Manager Jones stated that the recommended staff changes were the same as previously presented. She stated that all custodial services were being transferred to the Public Works Department except two positions within the Parks and Recreation Department.

Councilperson Lowe inquired why overtime and retirement was not included for the new positions.

City Manager Jones stated that the new positions were a part of the executive staff and would not qualify for overtime or holiday pay.

Councilperson Lowe inquired about the overtime pay for sergeants.

Police Chief Williams stated that it was not an entitlement the individual would have the opportunity to work overtime but the number of overtime hours worked would depend upon the individual.

FIRE

City Manager Jones reviewed the staffing changes at each fire station.

VII. CITY COUNCIL'S COMMENTS / DISCUSSION

Councilperson Lowe inquired as to whether or not the city was trying to maintain the current millage rate because he wanted to review the possibility of reducing the millage rate or alleviating mandatory furlough days.

City Manager Jones stated that the proposed budget included each employee taking 12 furlough days. She stated that if furlough was eliminated an additional \$850,000 would have to be eliminated from the budget.

Karen Hoskins, Interim Finance Director, stated that the proposed budget was based upon 8.998 mills which would generate \$25,786,770 and if the millage rate was reduced to 8.42 it would generate \$24,147, 513 which would be a difference of \$1.6 million and would call for additional cuts.

City Manager Jones stated that an item would be on the July 6th City Council Meeting Agenda to set the maximum millage rate.

VIII. ADJOURNMENT

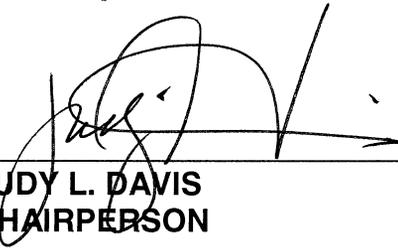
There being no further discussion, the meeting was duly adjourned at 9:00 p.m.

A copy of the proposed budget with the recommended changes is attached.

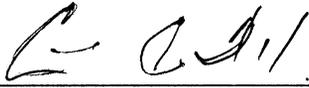
PLEASE NOTE: A COMPLETE RECORDING AND AGENDA PACKAGE IS AVAILABLE IN THE OFFICE OF THE CITY CLERK.

APPROVED:

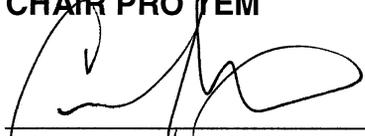

THOMAS A. MASTERS
MAYOR

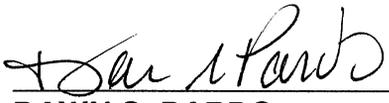

JUDY L. DAVIS
CHAIRPERSON

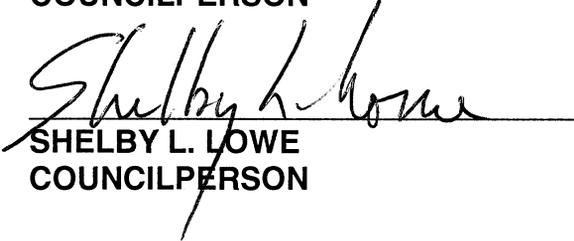
ATTEST:


CARRIE E. WARD
MASTER MUNICIPAL CLERK
CITY CLERK


BILLIE E. BROOKS
CHAIR PRO TEM


CEDRICK A. THOMAS
COUNCILPERSON


DAWN S. PARDO
COUNCILPERSON


SHELBY L. LOWE
COUNCILPERSON

MOTIONED BY: B. BROOKS

SECONDED BY: S. LOWE

J. DAVIS AYE

B. BROOKS AYE

C. THOMAS AYE

D. PARDO AYE

S. LOWE AYE

DATE APPROVED: 07/06/2011