

BUDGET TASK FORCE

Minutes of April 1, 2008

Item 1. Call to Order/Roll Call:

Meeting was called to order by Chairperson Franklin Wheat at 8:30 a.m.

Members Present: Vincent Dole, Howard Ellingsworth, Steven Janssen, Todd L'Herrou, Robert Moore, Alexander Simon, James Smith, and Franklin Wheat

Members Absent: Peter Arts

Guests Present: Bob Barcinski, Major Craig Hartmann, Lisa Herrmann, Chief David James, Rebecca O'Connor, Joseph Safford, Tim Simmons, Charles Stravino and Ellen Wickert.

Item 2. Approval of the agenda:

Mr. Ellingsworth moved to approve the April 1, 2008 agenda, seconded by Mr. Dole. Said motion passed unanimously.

Item 3. Approval of the Budget Task Force Minutes for March 18, 2008:

Mr. L'Herrou moved to approve the March 18th, 2008 minutes, seconded by Mr. Simon. Said motion passed unanimously.

Item 4. Interview with Department Heads:

Mr. Wheat thanked the Department Heads for attending the meeting. Department Heads introduced themselves as follows: Major Craig Hartmann from the Police Department filling in for Chief Schroeder; Bob Barcinski, Assistant City Manager; Chief David James, Fire Rescue Chief; Ellen Wickert, Fire Department; Charles Stravino, Operations Fire Chief; Tim Simmons, Parks and Recreation.

Mr. Safford started by indicating the Budget Task Force is analyzing elements of the budget looking for cost efficiency and savings. Recommendations will be made to City Commissioners at the end of their tenure. The Task Force has been presented with a large volume of overtime material for the entire City. These four Departments are the major areas of overtime. Large elements of overtime are special events and minimum manning, whether this is a Federal, State, County or Local guideline.

POLICE: Major Hartmann stated based on the Chief's report a large portion of overtime is from special events. Staffing is not set by specific guidelines. They take into consideration the size of the event, type of event, duration, people involved, alcohol, evening hours, road closures and traffic. Public safety concern is a big issue when traffic merges with pedestrians. Reviews are always made as to improvements and scaling back. Some events have their own security where they can scale back.

Mr. Wheat questioned the Holiday Robbery Task Force mentioned in the Chief's letter where it leads to 79% of overtime. Has the security of the Mall or Shopping Center been considered versus the Police Department?

Major Hartmann responded it depends on the location. This is paid through grant money without coming directly out of the budget. The Holiday Robbery Task Force was started several years ago. Robberies and purse snatches increase during the holidays as people have more cash. This is a proactive measure with great success. This is done on overtime, outside of one's normal schedule.

In addition to special events, fill in assignments can cause overtime. The Chief has voluntarily frozen five positions for this budget year. There are currently 155 sworn officers out of 160.

As staffing level increases, fill-ins shrink. With issues of the economy, turn over is currently low. The Dispatch Center falls under the Police Department budgets but dispatches for the City's Police and Fire Departments along with Highland Beach and Gulfstream. The SWAT Team competition in Orlando at the

National level has always been successful. As staffing increases, this would not have to be completed as overtime; a savings of approximately \$5,000/month. (Recently changed as staffing level increased.)

Mr. Janssen questioned using a Police Officer versus Security Guard as a Crossing Guard for special events.

Major Hartmann indicated there is a State "flag" man rule. One needs to be certified; Security Guards are not qualified individuals.

Mr. L'Herrou questioned the staffing requirements for the Dispatch Communication Center and the Community Patrol Division. What regulation decides the staffing and how does the Department decide on their needs.

Major Hartmann responded there is no Federal, State or City guideline for determining staff needs in these two areas. The needs are based on operating procedures; the number and type of calls handled. Dispatching for Police and Fire are manned 24/7. Community Patrol is also staffed 24/7 for each district in the City. This calls for a minimum of 12 individuals for each district; full staff would consist of 15-16 individuals. Individuals may be scheduled to work their normal shift on a holiday which leads to them selecting another day for their holiday throughout the year. Usually overtime occurs as a last minute creation by someone calling in sick.

Mr. L'Herrou commented on the Community Service Officers taking duties from the Patrol Officers and questioned if further duties could be absorbed to reduce overall costs.

Major Hartmann indicated Community Service Officers have been a tremendous asset. They are not sworn police officers therefore come in at a lower rate of pay. As they do not carry a gun, they do not handle the high liability duties. Presently they are able to handle accident reports, limited crime reports, limited auto thefts and break ins. Major Hartmann continued explaining the Criminal Justice Academy in place.

Mr. Simon questioned what the percentage increase rate would be of the budget without the Volunteer Programs.

Major Hartmann was not able to respond to this question at this time. Duties of Volunteers include parking enforcement, clerical staff, greeting and directing people at the Police Department, roving patrol, Haitian roving patrol, traffic monitoring and home front security.

Mr. L'Herrou questioned if the Police Department considered having a regional SWAT team versus local.

Major Hartmann indicated there are different SWAT situations such as a hostage situation involving a sniper. Or it could be a search warrant situation where team members need to be trained on how to enter the premises should they be occupied, people barricading themselves. Small communities have the Sheriff's Office handle these situations. Once the Sheriff's Department is involved, they take over with all instructions which is understandable as they are putting their personnel in line of action. Major Hartmann knows of no City going this way even when struggling with budgets. Once overtime is eliminated, cost is very low to have a SWAT team in place.

SPECIAL EVENTS: Mr. Ellingsworth questioned Mr. Barcinski on the policy of special event reimbursement.

Mr. Barcinski stated in October major changes in this policy came into effect due to budget crunches. Non profit entities will now pay 65% versus 40% of overtime costs; 100% rentals (barricades, portable lighting, stage and port-o-lets). Individuals are billed after the event as this is when the actual final figure is calculated.

The original intent of special events was to bring people to the downtown area of the City where they could feel safe and spend money. Perhaps not to make purchases at that time but they would come back to restaurants and retail shops. The second reason was instead of requesting a grant from the City; the non profiteers raise their own funds.

Mr. Barcinski continued stating new events wanted come to Delray Beach, however upon hearing they were to pay 100% of all costs, they decided not to. The new policy will have impacts. Currently we have approximately 40 ongoing events.

Mr. Smith questioned if there is any parking revenue associated with the International Tennis Tournaments.

Mr. Barcinski responded no; VIP lots are manned with no charge. The \$10,000.00 is net after paying attendants.

In response to Mr. L'Herrou's question of host site fee for the Tennis Center, Mr. Barcinski stated this is a payment to have the event. It is paid to the event producer (Match Point), used primarily for player appearances. The higher the player is on the run, the more you pay. A contract requires a minimum of \$150,000.00 to be paid to the City. There has been attempts to get a co-host sponsor however no success as of yet.

Mr. Dole commented the Garlic Fest shows no income received for several years and questioned the policy on this.

Mr. Barcinski stated this was by special commission vote. The Garlic Fest came in and said they would name the City as a prime sponsor; however, they did not want to be charged for costs. Commissioners agreed. This led to the Chamber of Commerce requesting a break in their overtime costs to \$20,000.00.

FIRE: Chief James stated Operation Chief Stravino is in charge of operations, firefighting and rescue personnel. Ellen Wickert is mainly responsible for budget. He was asked to address the issue of minimum staffing in the Fire Department which is based on a County Interlocal agreement. Fire fighting is an intense operation. When responding to a structural fire, minimum personnel are addressed by the particular situation. Rescue or Emergency Medical activities are backed by State standards requiring a minimum of one paramedic and one EMT on every rescue unit. Per the County Interlocal agreement, fire suppression units require a minimum of three Certified Firefighters on every apparatus (fire truck).

Mr. Ellingsworth questioned if this minimum requirement compared to other municipalities, counties or states findings.

Chief James indicated there are national standards; the National Fire Protection Association has a set standard of four person's minimum for fire rescue units. The NFPA is not widely recognized or adhered to. In this County, we have identified a minimum level of three persons to sufficiently provide the safety factors needed to operate. State standard for EMS is one paramedic and one EMT, two person minimum.

Mr. Ellingsworth commented he often sees fire trucks attending accidents; is this a requirement?

Chief Stravino stated three people on the fire suppression are standard based on the NFPA. Currently they have one fire truck manned by two individuals. Neighboring communities have moved to the minimum of three individuals on fire trucks and rescue vehicles as well. We are providing the same level of service with less people. Each fire truck (also called Advanced Life Support Unit) has all the medical equipment the rescue vehicle has except they are not able transport a patient to a hospital. Five of six fire trucks have the same paramedic capability. If the rescue truck is transporting a patient to the hospital and another call comes in, the fire truck can initiate care and start medical treatment until another rescue truck comes in for transporting that patient to the hospital. Certain number of personnel on the scene is needed; that may lead to sending out the fire truck. A car accident may involve medical emergency along with fluid hazards from the vehicles or extrication from the vehicle.

Chief James indicated 4-6 minutes without oxygen to the brain suffers irreversible damage. Geographic locations are strategic for fire stations to be able to respond to every area within a zone in a specific amount of time based on someone not breathing.

Chief Stravino also indicated another standard is the Insurance Service Organization which determines the insurance rates for businesses in the community. Certain response criterion needs to be met to receive an effective rating. The City of Delray Beach has a rating of two which is one of the top in the States. It would take a considerable amount of financial commitment and additional staffing to change the rating to one.

Chief Stravino continued stating most overtime alludes to a certain amount of people on shift each day. The majority of their experience comes with people calling in sick, injuries, individuals hurt on duty/off duty and family medical leave.

Mr. Simon questioned if the City was reimbursed 100% from Highland Beach.

Ms. Wickert stated the amount seen in the Highland Beach budget is not actually what is billed to Highland Beach and is not necessarily all used in Highland Beach. They look at the total overhead and figure a proportion that goes to Highland beach. The \$250,000 is based on people used throughout the Department not individuals strictly assigned to Highland Beach.

Mr. L'Herrou questioned the staffing for special events and overtime?

Chief James stated based upon his experience, history was reviewed and questioned the attendance of people at the event. Base on this, certain guidelines came into place as to the amount of individuals needed to effectively cover the event to operate efficiently.

Chief Stravino indicated they have the little golf cart vehicle that provides immediate medical needs as necessary, few events have several units in place, an engine staged in the heart of downtown to deal with a fire and fire inspectors beforehand reviewing the process of cooking, extinguishers and propane tanks for fire hazards. Typically two individuals are on overtime for limited hours during the event.

In response to the question of does the Delray Affair reimburse the Fire Department for their overtime cost, Mr. Barcinski indicated they reimburse the City 65% of all overtime cost plus 100% of trash and barricade rental.

Chief James stated the Fire Safety Department includes educational community responsible for public request for fire safety education presentations; fire prevention activities including reviewing plans and inspection maintained annually.

PARKS & RECREATION: Tim Simmons indicated the majority of their overtime is in special events; set up, clean up, taking down the event stage, removal of trash and street cleaning.

Mr. Ellingsworth commented on the crew doing landscaping on Sunday.

Mr. Simmons explained that is clean and safe day with a Wednesday through Sunday work shift. This being a program started four to five years ago where there was no coverage on weekend for the CRA area.

Mr. Barcinski stated CRA pays the cost for that crew along with a police officer, an electrician who maintains the street lights, one full time code officer and a sanitation officer. CRA is contributing approximately \$875,000 per year to the City. The clean and safe is not just litter and landscaping; it involves the running of the system that coordinates all those activities, with police, code enforcement, street lighting, light maintenance, street furniture maintenance, litter pickup and landscaping.

Mr. Simmons indicated Parks Maintenance overtime is due to the removal of trash throughout the parks and beaches which is not part of the clean and safe program. This is related to the rental of the parks and daily usage to prevent overflow.

Ocean Rescue overtime is usually staffing situations of individuals calling in sick. There are eight lifeguard towers with two lifeguards at each. Mr. Simmons believes there is a guideline for this, however at this time could not recall it. Lifeguards operate ten hour days, 9:00 a.m. to 5:00 p.m.; training and bringing equipment out to the stand from 7:00 a.m. to 9:00 a.m. This includes weekends eliminating overtime only for Fourth of July or someone calling in sick.

Mr. Simmons continued stating they are now including a late fee for late church burial services where it would lead to overtime.

Mr. L'Herrou questioned why the Parks Department has had the largest increase in staff, overtime and expense.

Mr. Simmons responded the Northeast section of town was improved with little nodes and landscaping in addition to parking lots. Improvements were completed to parks, addition of parks and growth of the City in general. Some work is contracted (currently 14 contracts); median strips for Linton Boulevard, Atlantic Avenue, Congress Avenue and Lake Ida Road. All ball fields and common areas are contracted out also.

Mr. Safford stated the Beautification Trust fund was established by ordinance specifically to maintain median strips created from a bond issue. This Fund also pays additional money for equipment, automated irrigation systems and replacing plants.

Item 5. Review of new handout material:

Mr. Simon questioned if the City pays in advance for Match Point?

Mr. Safford responded stating this is a required monthly payment.

Mr. Simon stated he would like to encourage a volunteer support group for the operation cost of the Tennis Center.

Mr. Wheat commented one of the concepts behind this contract was to obtain naming rights. This was going to be a charge factor and part of the cost.

Mr. Barcinski stated they are on their fourth attempt with a company for naming rights. Previous attempts have been unsuccessful. The last attempt seems to be looking good. There have been some good contacts and leverage of tie-ins to sponsorship. The down side is the stadium is only so big and we have few events. Events create overtime and staffing issues; the City has limited parking availability. Currently all sponsorship for Tennis Events go to the Tournament Producers. The Fed Cups have been through grant moneys. There is not much income generated from the Tennis Center events.

Mr. Safford commented the bottom line is people have different opinions as to whether these events are meaningful to the City. Delray Beach has developed the character of special events; we're known nationally for special events. Do we want to diminish this character of the City of Delray Beach? The Departments have illustrated their control of overtime; each has their own responsibility for public safety that needs to be adhered to.

Mr. Ellingsworth suggested increasing the fee to 70%. He believes the Task Force will not find any one category as the solution. Improvements and cost will need to be taken from several areas. If the recommendation is for \$100,000 more and will improve the budget or Revenue side, Mr. Ellingsworth feels it is a good recommendation.

Mr. Barcinski added with the Chris Evert event, half of the hostess fee is required to go to the Drug Abuse Foundation of Palm Beach County. The second item is with the parking garage coming on board this year. Some events would have parking charges to help offset the maintenance costs. These moneys would go in the general fund. Keep in mind there are two groups we do not charge as we consider them part of the City, Old School Square and the Downtown Marketing Cooperative.

Mr. Safford commented on the need to get the message out that the City of Delray Beach is tightening up on the cost to have a special event. The Task Force may have observations with no recommendations. One observation would be, should the City allow 20/30 contracts.

Item 6. Other Business:

At this time Mr. L'Herrou requested documentation for general fund expenditures for account 31-90, Other Professional Services and 34-90, Other Contractual Services with reference to what goes into these accounts and why the increase.

Mr. Smith distributed a handout for Task Members review. This included information on the Police and Firefighters Pension plan requesting examples of a typical firefighter's income, retirement benefit and social security comparing to his regular salary. He would like to see a 20 and 30 year report both with and without overtime in addition a comparison to private industry. The second part is a report issued by the General Accounting Office implementing a warning and laying out an action plan addressing issues of the defined benefit plans and health costs. Finally the first page list items to be reviewed and recommendations to be considered.

Mr. Safford commented the Task Force will have definite recommendations for cost cutting/improvements and at the same time make observations where issues cannot be changed at this time. Mr. Safford suggested Task Members absorb the overtime information received today and at the next meeting finish with discussion and pursue with recommendations. After that the Board could move on to the next major item being pension, health insurance, or fleet.

Mr. Simon moved to make a motion the next meeting be a discussion in fleet costs. This motion failed a second.

In addition to information on Professional and Contractual Services, Mr. Ellingsworth suggested receiving information on the Beautification Trust Fund.

In response to Mr. Dole's recommending an increase of the special event charge be on the next agenda, Mr. Safford suggested making this a recommendation of the issue of overtime.

Mr. Simon questioned who handles the City's Health Insurance as he would like to see someone from that department.

Mr. Safford stated Risk management handles the property and casualty aspect and Human Resource handles the health, life and disability insurance with external assistance. Discussion of the Health insurance maybe premature as there is current discussion of changes taking place. The Board may want to defer this item until Human Resource makes their final comment/decision.

Motion to Adjourn:

There being no further business, Mr. Simon moved to make a motion for adjournment, seconded by Mr. L'Herrou. Said motion passed unanimously. The meeting adjourned at approximately 11:10 a.m.

The undersigned is the Finance Director of the City of Delray Beach. The information provided herein is the minutes of the City of Delray Beach Budget Task Force of April 1, 2008, which minutes were formally approved and adopted by the Budget Task Force on April 15, 2008.



Joseph M. Safford, Director of Finance

/kms

cc: Budget Task Force Members
Lisa Herrmann, Budget Officer
Rebecca O'Connor, Treasurer
Joseph Safford, Director of Finance