

## BUDGET TASK FORCE

### Minutes of June 3, 2008

#### **Item 1. Call to Order/Roll Call:**

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

**Members Present:** Peter Arts (arrived at 8:34 a.m.), Howard Ellingsworth, Steven Janssen, Todd L'Herrou, Robert Moore, and James Smith and Franklin Wheat

**Members Absent:** Vincent Dole and Alexander Simon,

**Guests Present:** Lisa Herrmann, Becky O'Connor, Joseph Safford and Karen Schell

#### **Item 2. Approval of the agenda:**

Mr. Wheat revised the agenda to include discussions of e-mails received as item 4a. Mr. Ellingsworth moved to approve the June 3, 2008 agenda as amended, seconded by Mr. L'Herrou. Said motion passed unanimously.

#### **Item 3. Approval of the Budget Task Force Minutes for May 20, 2008:**

Mr. Ellingsworth moved to approve the May 20, 2008 minutes, seconded by Mr. Smith. Said motion passed unanimously.

#### **Item 4 a. Review of e-mails:**

Mr. Wheat received an e-mail from Mr. Simon requesting a phone conference call as he will be out of town for the next several meetings. Staff was not prepared for the phone conference at this meeting, but will have it set up for the next meeting. Mr. Simon also stated in the e-mail he was going to meet with Chief James for a one on one conference. Mr. Wheat questioned if it was constructive for Task Force Members to meet with Department Heads on a one on one basis. Mr. Wheat thought it would be better if the Task Force Members met with the Department Heads as a group so all members would receive the same information.

Mr. Wheat continued with an e-mail from Mr. Moore stating he would like to volunteer his Committee membership services by surveying other City governments for means of creative revenue generation. Mr. Wheat again conferred this request was similar to Mr. Simon's and felt this should not be pursued on an individual basis. Mr. Wheat stated he appreciates Mr. Moore volunteering his time and service however, the Task Force needs to be careful of how they move forward. Mr. Wheat does not want the Task Force to bring ideas from other City Governments that may create a problem or misconception of what they are trying to accomplish.

Mr. Moore stated the information for revenue from other City Governments is outside of what we have within the City Limits. With the direction of City Employees pointing members in the right direction, we could try to collect information in written form beginning with All American Cities as this is a common element.

Mr. Safford appreciates any help he can get indicating research can be done on-line retrieving copies of financial reports and budgets. Upon reviewing these items, if something were to stand out, staff could do further research.

Task Force Members agreed one on one interviews would not be conducted.

Mr. Wheat commended Mr. Moore for sending the e-mail as he had indicating the e-mail was directed to the Chair person, Mr. Frank Wheat, copying all, under Sunshine requirements.

#### **Item 4. Review of new handout material:**

Mr. Safford indicated the first handout is a breakdown of research of Other Contractual Services. The large item of Lobbying Services under the City Commission involves the Alexander Group and Kathleen Daly. Mr.

Safford believes both of these have been discontinued leading to no further recommendation needed. Mr. Safford believes there is a partial grant revenue source for the School Crossing Guard Program.

In response to Mr. Ellingsworth's question of the Fire Advanced Data Processing, Mr. Safford stated this is the firm used for the EMS billing and collection.

Mr. Smith questioned if the Pollack Communications under the Public Information Office was the preparation for the Hometown Connection, along with the cost to distribute this print. Many residents feel this is a duplicated effort with the Neighborhood News that is very costly. Residents question why the need for this Tri-color publication. The City Commission has done a great job in restoring confidence and working with the media. Mr. Smith would like to receive further research and facts on this item for discussion. A few years ago this was a needed service; today messages are getting across much more effectively.

Mr. Safford indicated he would provide further information on this item.

Mr. L'Herrou questioned if the expense for the Bucky Dent Baseball School was for upkeep of Miller Park.

Mr. Safford indicated he would provide further information on this item also.

In addition to reviewing these items Mr. Safford commented he found out the Fire Department spends \$500.00 per month to have their trucks detailed; however there are still purchases of truck soap, chamois and pails. He questions if this is a joint effort. The garage spends approximately \$30,000-\$35,000 getting vehicles washed and detailed (approximately twice a year for each vehicle); Police take home vehicles are taken to a car wash.

Mr. Ellingsworth questioned if there were policies in place for this item. Perhaps this is not about cost, but the principle that the Fire Department ought to have sufficient time to clean their vehicles.

Mr. Safford continued stating further research into wages and benefits led to employees participating in various competitions. Certain groups for the Fire Department go away and perform competitions. A regional combat challenge consists of ten employees for six days. Overtime is budgeted to cover those employees while away (\$14,000 for the overtime plus FICA) in addition the purchase of t-shirts, equipment and repair of equipment, lodging, air fare, food, etc. The total cost of this event is roughly \$40,000-\$45,000. In addition to this challenge, there is a World Combat Challenge, a Dive Championship Challenge and a New York City 5K run consisting of three individuals. The total for these competitions is well over \$100,000. The Police Department has a SWAT competition; the Life Guards have their competitions. Mr. Safford believes the Life Guards raise their own funds to pay for their competitions but will confirm that along with providing further documentation for the next meeting. The analysis of the City's Fleet is also currently being researched.

Task Members questioned if they could receive the exact number of vehicles, who uses how many, which are take home vehicles and which are exclusively for City services.

Task Force members briefly discussed the changes in the rules to West Palm Beach's take home vehicles. Mr. Safford elaborated on the personal mileage research completed by the auditors of West Palm Beach. A staff member of the City of Delray Beach conversed with the auditor and relayed some of Delray's findings. The auditors conducted their own findings and concluded a very high personal mileage on their take home vehicles by use of a Map Quest calculation of mileage from the individual's resident to work.

Mr. Wheat commented Delray Beach take home vehicles were part of the recruitment process as an incentive to retain Police Officers.

Mr. Janssen questioned if there is a recapture period where upon hiring a Police Officer they must remain with the City for a certain length of time or they reimburse expenses occurred?

In response Mr. Safford stated he would look into this.

Mr. L'Herrou commented the Task Force pushed the overtime issue forward and he feels this is very important. Particularly in the reimbursement of overtime; however is there any policy in place that says overtime would go to the lowest costing person available? Mr. L'Herrou feels this should be encouraged to the Commissioners.

Mr. Smith moved to recommend to the City Commissioners when there is overtime needed, it first be offered to the lowest salary available person and work's its way up, seconded by Mr. L'Herrou.

Mr. Safford cautioned the Task Force to be careful as the Police Department has certain rules and regulations as to how they administer their overtime. At this time the Task Force does not have the facts and research to justify this recommendation. Perhaps this process is already in place.

Mr. L'Herrou agreed there may be a process in place which the Task Force does not know the details, however, he feels it is important to say this is the approach that needs to be taken. When enforcing overtime to be reimbursed by organizations, this will be a step forward in making sure we're costing ourselves the least amount of overtime.

Mr. Ellingsworth commented regardless of whether we know all of the facts or not, he feels this is inappropriate. The Task Force needs to make creditable recommendations with all the facts and research. Mr. Ellingsworth says the Task Force is premature with this recommendation and he would not support this motion at this time. He cautions the Task Force to be diligent to understand the facts and practice before making a general recommendation.

Said motion failed with Peter Arts, Steve Janssen, Howard Ellingsworth, Bob Moore and Frank Wheat dissenting.

**Item 5. Review of previous handout material:**

Mr. Safford feels some of the recommendations the Task Force Members made could be implemented immediately; some will need union agreement changes and policy changes by the City.

Mr. Wheat indicated his concept of presenting the Interim Report would be to have a member of the Task Force introduce the Task Force Members present, have a general discussion of the mission statement, a brief statement of what the Task Force has talked about and how they reached the level of their recommendation, then turn the presentation to Mr. Safford for the actual report. Mr. Wheat suggested this Task Force Member be Howard Ellingsworth; members were in agreement.

Mr. Safford commented he would present the methodology of the Task Force's findings then discuss the elements of how the Police and Fire Departments come into play.

Mr. Ellingsworth questioned if the Task Force Members were in agreement to request a formal extension during this workshop; all were in favor.

Mr. Wheat questioned if staff received feedback on the request of the suggestions from Departments cutting their budgets 5%, 10% and 15%.

Mr. Safford indicated he has not pursued this request as Fire Management has given their impression they already have a plan in place. The City Manager requests all Department Heads to make recommendations if they had to cut their budget 15%.

Mr. Ellingsworth questioned if the consultant report was available and could Task Members receive a copy?

Mr. Safford responded a draft has been issued and will withhold his opinion at this time. Once the report is available he will distribute it to all members.

At this time Mr. L'Herrou questioned if further research and documentation could be provided for the following items:

- A. Employee recapture for cost of Police and Fire Department employees leaving within a short time of hire/training. The Task Force may want to recommend a longer time period of stay.
- B. Internal policy on the cleaning of vehicles.
- C. The competition wages and benefits.

- D. Pull the Department Heads on the issue with the recipients of overtime and how that is organized or what policies are currently in place. (Lower cost employee selected first.)
- E. The City's software currently in place; what we use and it's cost. Has open source alternatives been explored?

Task Force Members were in agreement with these requests.

Mr. Smith commented many Delray residents are unable to afford health insurance for themselves and their families. In the climate as it is today, Mr. Smith did not feel it was right for residents to pay the full cost of health insurance for City employees. Mr. Smith moved to recommend a phase in of employee's contributions towards their health benefit premium. Said motion failed due to a lack of a second.

**Item 6. Other Business:**

No comments.

**Motion to Adjourn:**

There being no further business, Mr. Janssen moved to make a motion for adjournment, seconded by Mr. L'Herrou. Said motion passed unanimously. The meeting adjourned at approximately 9:50 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 June 3, 2008, which minutes were formally approved and adopted by the Budget Task Force on June 17, 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