

## FY 2018 OPERATING BUDGET DISCUSSIONS

June 28, 2017 and June 30, 2017

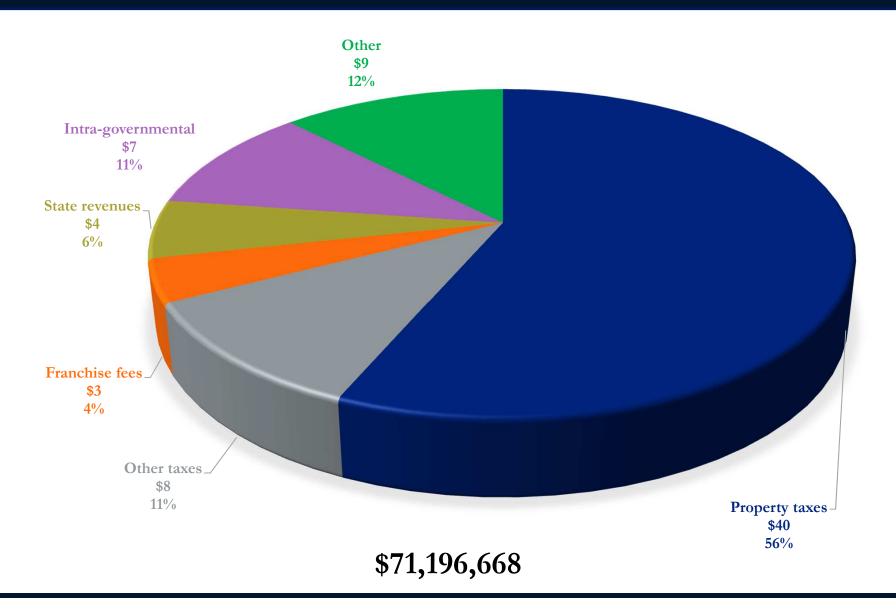
## Agenda

- **1.** Budget Overview
- 2. Preliminary FY 2018 Budget Outlook
- 3. Challenges
- 4. Revenues
- 5. CRA Initiative
- 6. City's Overview
- 7. Departmental Overview
- 8. Budget Calendar

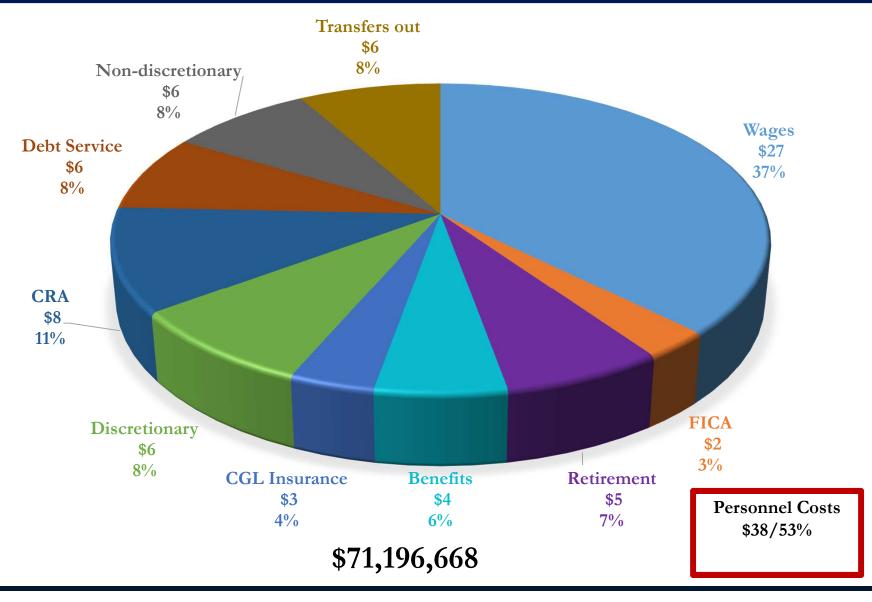


# 1. Budget Overview

#### FY 2017 Adopted Budget General Fund Revenues by Category (\$ in millions)

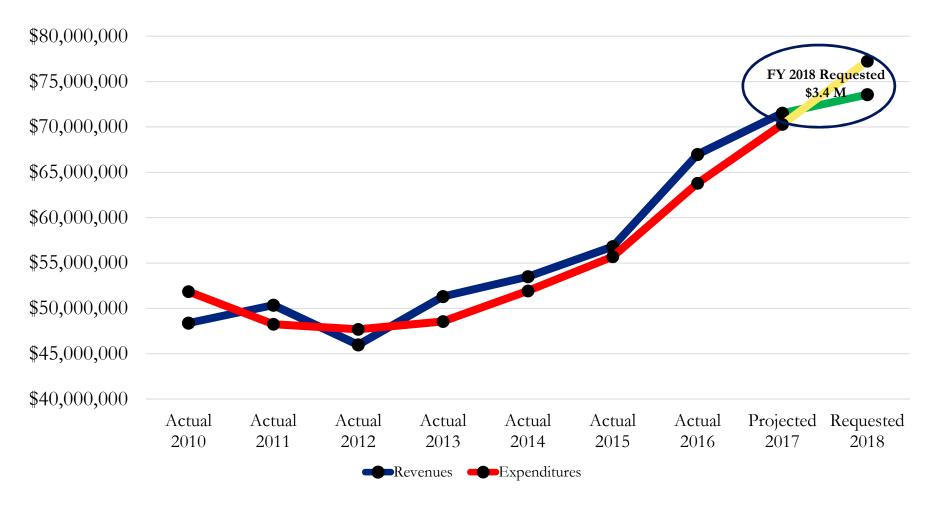


#### FY 2017 Adopted Budget General Fund Expenditures by Category (\$ in millions)



#### **General Fund Revenues and Expenditures**

FY 2010 to FY 2016 (actual) | FY 2017 (projected) | FY 2018 (requested)



Departments requested an increase of \$3.4 million in FY 2018 over FY 2018 Projected Revenues Personnel related costs \$1.4 million and Operating costs \$2 million

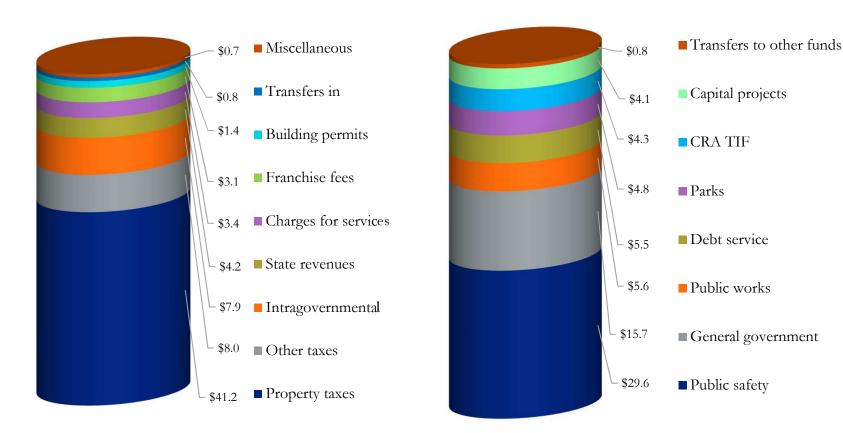


## 2. Preliminary FY 2018 Budget Outlook

#### FY 2018 Projected Revenues and Expenditures Current Budget Balanced at \$70.5 million

Revenues

#### Expenditures



72% of property tax revenues funds Public Safety.

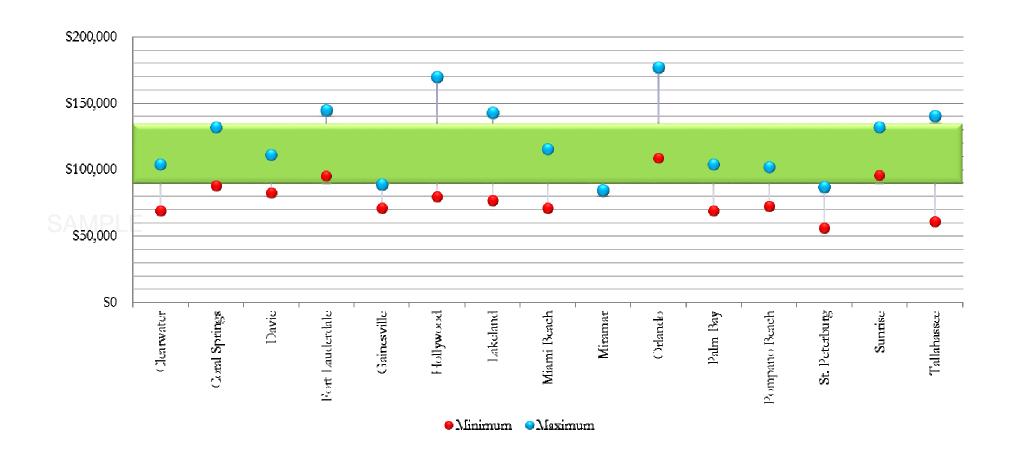


# 3. Challenges

### Implementation of Pay and Classification Study

- Anticipated Completion Date is December 2017
- Funding of recommended salary adjustments Study will impact approximately 550 staff positions with combined wages of \$23.1M
  - A 5% net adjustment = Approximately \$1.2M for salaries plus \$0.5M for FICA and pension costs
  - A 10% net adjustment = Approximately \$2.31M for salaries plus \$1M for FICA and pension costs
- Schedule calls for preliminary implementation costs by September 2017
- Implementation should be expected to take place over several years
- Goal is to Budget 3% for COLA, and \$1.0 million for Year 1 funding of Compensation Plan, balance in future years

#### **ABC** Position



Green bar represents the City's pay range for this position



## 4. Revenues

## **Proposed Revenues**

#### Fire

• Increase Emergency Medical Services (EMS) fees

#### **Business Taxes**

- Increase Business Tax Receipts (BTR) fees by 5% moving from budgeted amount for FY 2017 of \$1.42 M to \$1.49M
- Permitted once every two years
- Notices must be mailed by August 1, 2017 to BTR owners to implement by October 1, 2017
- Ordinance is required to increase BTR fees

## **New Sources of Revenues**

#### Implement a fire assessment fee

#### To fund fire operations/capital needs

- In FY2012, the City undertook a study for the implementation of a Fire Assessment Fee. The fee was not adopted at that time.
- With extensive capital needs scheduled for the Fire Department, staff believes now is the time to revisit the issue.
- City must undertake a study and hold a public hearing prior to approval
- If approved by the Council, funding will be included within the FY2018 budget to develop a fair and reasonable apportionment methodology for such assessable costs, and determine assessment rates and parcel classifications that are accurate, fair and reasonable.
- The fire non-ad valorem assessments must meet the Florida case law requirements for a valid special assessment. Requirements are that:
  - The service provided must confer a special benefit to the property being assessed; and
  - The costs assessed must be fairly and reasonably apportioned among the properties that receive the special benefit.

#### Fire Assessment Fees – Rate Scenarios (2012)

Category	Option 1 Rates	Option 2 Rates	Option 3 Rates	Option 4 Rates	Option 5 Rates	Option 6 Rates
Residential	\$265/unit	\$60/unit	\$40/unit	\$25/unit	\$15/unit	\$10/unit
Commercial	\$0.45/SF	\$0.11/SF	\$0.07/SF	\$0.05/SF	\$0.03/SF	\$0.02/SF
Industrial	\$0.12/SF	\$0.03/SF	\$0.02/SF	\$0.02/SF	\$0.01/SF	\$0.01/SF
Institutional	\$0.32/SF	\$0.08/SF	\$0.05/SF	\$0.03/SF	\$0.02/SF	\$0.02/SF
Estimated Gross Revenues	7,532,157	1,694,735	1,137,356	711,036	414,268	263,625
Estimated Exempt Buy-down	(817,386)	(201,372)	(127,789)	(83,978)	(52,521)	(47,361)
Net Estimated Revenues	\$6,714,771	\$1,493,363	\$1,009,567	\$627,058	\$361,747	\$216,264

## Fire Assessment Fee

- Municipalities with Fire Assessment Fees:
  - Boynton Beach \$100.00
  - West Palm Beach \$25.00
  - Boca Raton \$100.00
  - Greenacres \$30.00
- **304** properties in Riviera Beach are exempted from property taxes due to value, however, a fire assessment fee would be levied on these properties

#### New Sources of Revenues

#### **Establish Beach Improvement District**

- To fund Singer Island dune restoration and maintain City's beach
- City's current year's appropriation **\$500,000**
- FY 2017 Budgeted Operating Expenditures for Beach Operations - **\$430,885**

### Establish Beach Improvement District

#### **Benefits:**

- Promote health, safety and general welfare
- Establish, maintain and preserve property values
- Develop attractive neighborhoods
- Improve traffic flow and pedestrian safety
- Implement crime prevention techniques

#### **Differences Between Neighborhood Improvement Districts**

District Type	Local Government	Property Owners	Special	Community Redevelopment
Revenue Source	Up to 2 mils and/or assessments	Assessments or assessment backed loans from local government	Up to 2 mils and/or assessments	CRA Trust
Board	Governing Body or 3-7 appointments	Property Owners' Association Officers	3-Member Appointed Board	CRA
Creation of District	Ordinance	Petition by 75% property owners - Ordinance	Referendum	CRA Recommendation - Ordinance
Special Power	None	Close, modify ROW	Eminent domain	None

The City is recommending the creation of a Local Government Neighborhood Improvement District



# 5. CRA Initiative

## Combine CRA's operations with the City

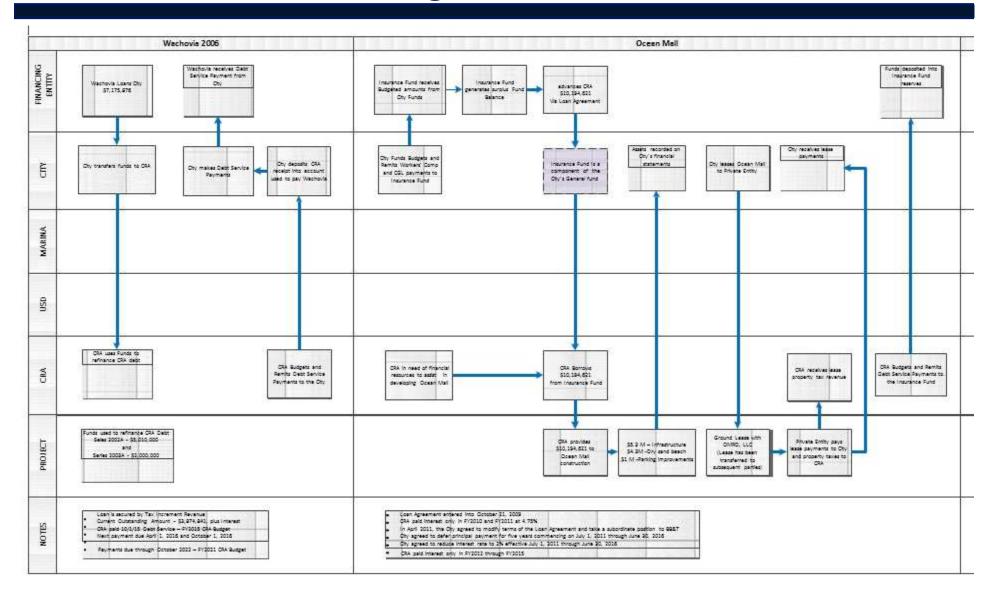
#### **Benefits:**

- Unwinding of complex interlocal agreements
- Elimination of the subsidy provided by the City
- Reducing costs and overheads through elimination of duplicated functions, such as finance, auditing, human resources, IT, marketing, promotion, lobbying and procurement
- Uniformed accounting and financial systems and structures and timely financial reporting
- Uniform and unified focus

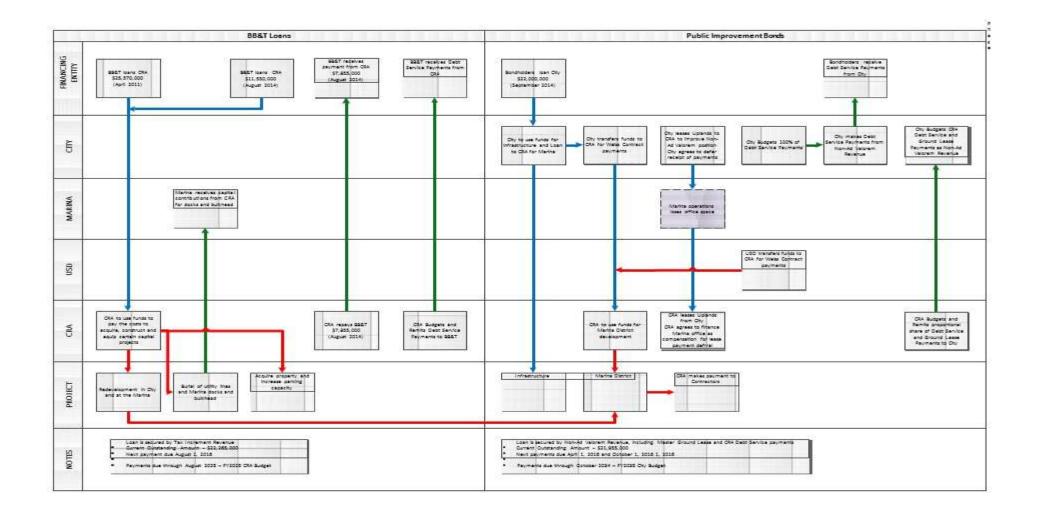
### Review of Agreements between the City and CRA

- Marina Uplands Ground Lease
- Event Center Ground Lease
- Marina Uplands Funding Interlocal Agreement
- Public Improvements Interlocal Agreement
- Program Sponsorship Interlocal Agreement
- Administrative Services Interlocal Agreement

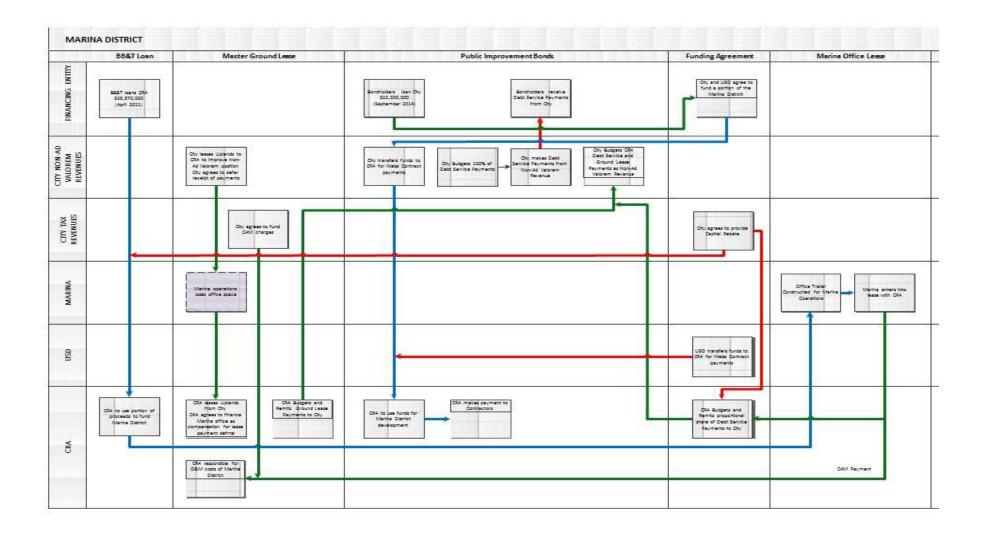
#### CRA Debt – Issued through the City Wells Fargo and Ocean Mall



#### City and CRA Debt – Marina District



#### City and CRA Debt – Marina District



#### City and CRA Payments for FY 2017

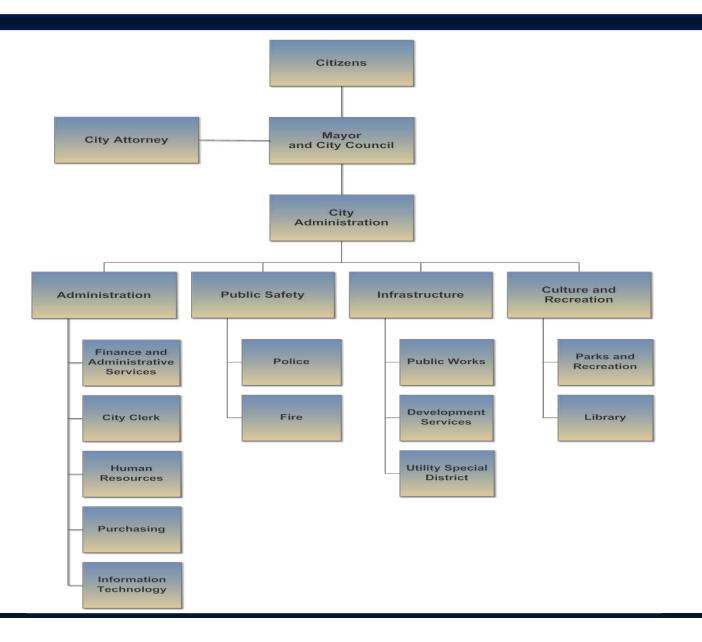
#### Payments from CRA to City:

Administrative fees	\$80,000
Rent from Ground lease for Marina Upland property	2,481,407
Capital costs associated with the Marina Upland property	480,491
	3,041,898
Payments from City to CRA:	
Common area maintenance:	
Bicentennial Park and Marina Upland property	744,867
Event Center	271,051
Capital funding	500,000
Program sponsorships:	
Clean and Safe	550,000
Loan fund	500,000
Neighborhood services	150,000
Special events	100,000
-	2,815,918
Net payments between the City and CRA	\$225,980



# 6. City's Overview

## **City Organizational Chart**



### FY 2018 Proposed General Fund Budget

	FY 2016/2017	FY 2017/2018		
	Adopted	Proposed	\$ Change	% Change
Revenues				
Property taxes	40,176,917	41,156,169	979,252	2.44%
Other taxes	7,759,885	7,950,025	190,140	2.45%
Intragovernmental	7,444,268	7,855,678	411,410	5.53%
State revenues	4,098,440	4,210,769	112,329	2.74%
Charges for services	3,113,880	3,354,070	240,190	7.71%
Franchise fees	2,988,360	3,075,386	87,026	2.91%
Building permits	1,209,558	1,412,977	203,419	16.82%
Miscellaneous	3,695,957	715,661	(2,980,296)	-80.64%
Transfers in	709,403	754,281	44,878	6.33%
Total Revenues	71,196,668	70,485,016	(711,652)	-1.00%
Expenditures				
Personnel	38,102,599	40,045,061	1,942,462	5.10%
Operating	13,073,986	14,827,359	1,753,373	13.41%
Capital	780,000	832,434	52,434	6.72%
CRA TIF & Sub.	7,744,599	4,335,589	(3,409,010)	-44.02%
Debt Service	5,666,096	5,485,484	(180,612)	-3.19%
Transfers	5,829,388	4,959,089	(870,299)	-14.93%
Total Expenditures	71,196,668	70,485,016	(711,652)	-1.00%



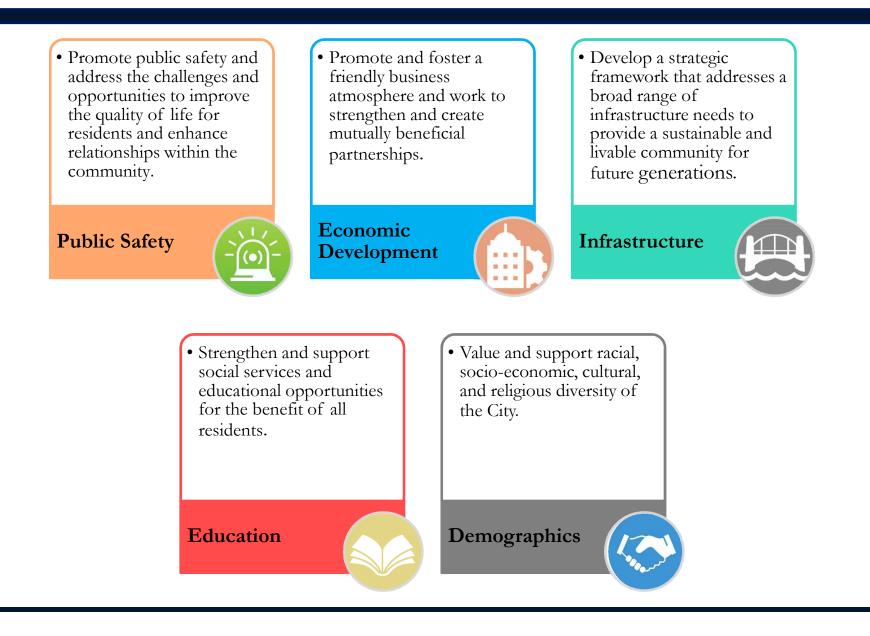
# 7. Departmental Overview



# Legislative

#### Jonathan Evans

## **City Goals**



## Legislative – Departmental Overview

#### **Budget Modifications**

For FY 2018, there are no budget modifications

Operating	Budget
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	FY 2016/2017	FY 2017/2018	% Change
Total	\$114,221	\$117,897	3.21%
Personnel	97,321	102,885	5.71%
Operating	16,900	16,900	0%
Staffing Level (FTE's)	2	2	0

# Goals and Objectives

#### **Capital Projects**

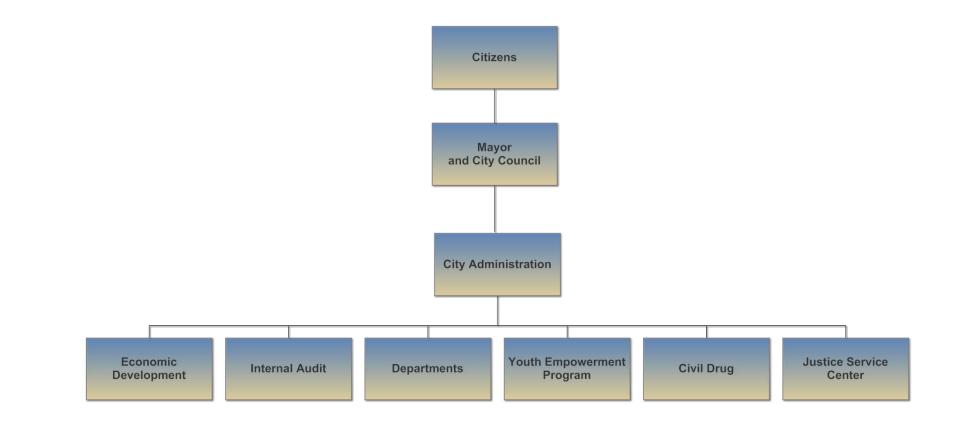
For FY 2018, there are no capital projects.



# **City Administration**

Jonathan Evans

#### **City Administration - Organizational Chart**



#### City Administration – Departmental Overview

#### **Budget Modifications**

- Rebrand department's name to "City Administration"
- Create "Economic Development" and " Communications and Marketing" Divisions
- Realign departmental structure

<b>Operating Budget</b>	t			
		FY 2016/2017	FY 2017/2018	% Change
	Total		\$1,726,848	7.83%
Personnel		1,394,422	1,491,230	6.49%
Operating		187,244	220,118	14.93%
Capital		10,000	15,500	35.48%
Staffing Levels (FTE's)		17	20	3



#### **Capital Projects**

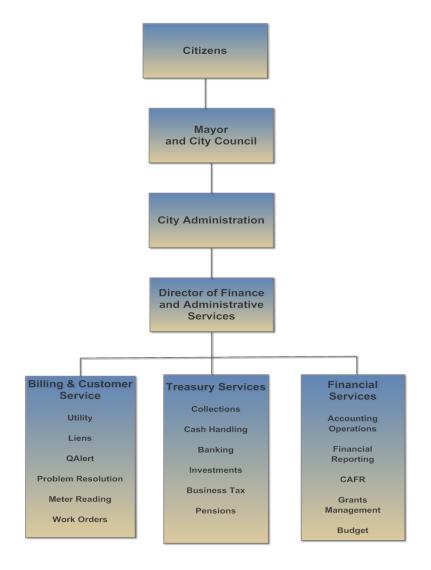
CODE	FY 2017/2018	5-Year Total
2	\$209,142	\$506,941
2	2,025,000	2,025,000
2	128,500	128,500
Total	\$2,362,642	\$2,660,441
	2 2 2	CODE         2017/2018           2         \$209,142           2         2,025,000           2         128,500



## **Finance and Administrative Services**

Randy Sherman

#### Finance & Administrative Services - Organizational Chart



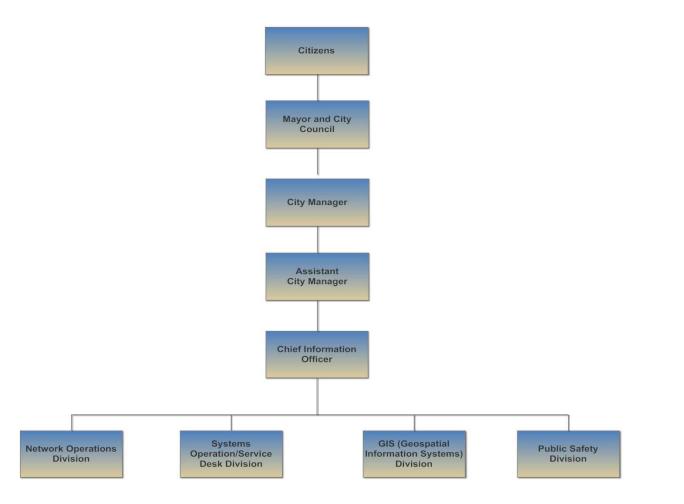
#### Finance and Administrative Services - Departmental Overview

<ul> <li>Budget Modifications</li> <li>Establish Information Technology and Library as independent departments</li> </ul>	Operating Budget	FY 2016/2017	FY 2017/2018	% Change
<ul> <li>Add Fiscal Services Manager, Senior</li> </ul>	Total	\$2,595,016	\$2,888,562	10.16%
Accountant, Executive Assistant	Personnel	1,995,378	2,266,420	11.96%
	Operating	582,138	607,142	4.12%
	Capital	17,500	15,000	-16.67%
	Staff Level (FTE's)	28	31	(3)
FY 18 Goals	Capital Projects			
<ul> <li>Enhance transparency of operations</li> </ul>	For FY 2018, there ar	e no capital	projects.	
<ul> <li>Begin implementation of ERP</li> </ul>				
<ul> <li>Restructure Fiscal Services Division to enhance reporting capabilities and assume CRA financial operations</li> </ul>				



## Information Technology

#### Information Technology - Organizational Chart



## Information Technology- Departmental Overview

Budget Modifications	Operating Budget			
<ul> <li>Realign staffing requirements to meet needs of newly formed department</li> </ul>		FY 2016/2017	FY 2017/2018	% Change
<ul> <li>Establish internal service fund for information</li> </ul>	Total	\$1,520,608	\$1,848,962	17.76%
technology functions	Personnel	851,184	1,086,445	21.65%
<ul> <li>Add Chief Information Officer</li> </ul>	Operating	669,424	662,517	(1.04%)
	Capital	-	100,000	100.00%
	Staffing Level (FTE's)	10	12.5	2.5
FY 18 Goals	Capital Projects			
<ul> <li>Continued implementation of the IT Strategic Master Plan</li> <li>Develop GIS Master Plan</li> </ul>	<b>PROJECT</b> IT Master Plan IT Trailer/Buildings	<b>1</b> \$1,	175,000	<b>5-Year</b> <b>Total</b> 4,500,000 175,000 <b>4,675,000</b>

## Information Technology – Contract v Hire

#### Contracting

- On-call services
- Maximum 400 hours annually
- \$40-50/hour
- Maximum \$20K

#### Add Additional Technician

- Full-Time Employee
- Estimated 1,900
- Technician all-in cost averages \$75K



# City Clerk

#### Claudene Anthony

## **City Clerk - Organizational Chart**



## City Clerk – Departmental Overview

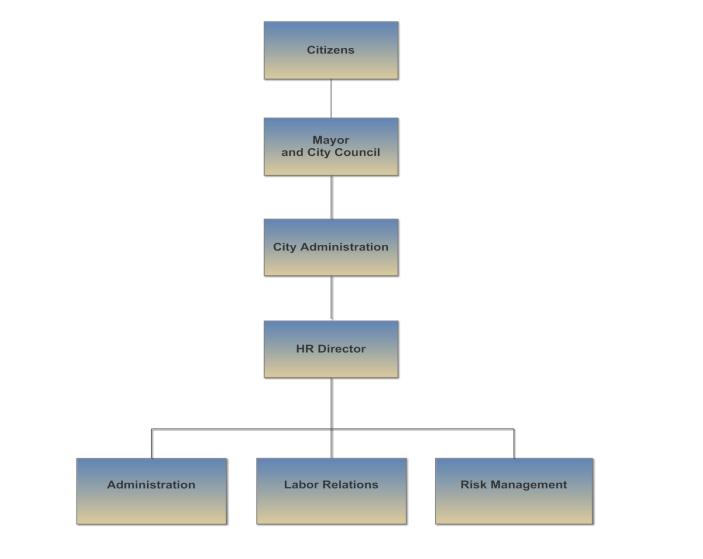
Budget Modifications	Operating Budget
<ul> <li>Provide mail delivery service</li> </ul>	FY FY % 2016/2017 2017/2018 Change
	Total \$531,108 \$630,485 15.76%
	Personnel 391,037 438,573 10.84%
	Operating 263,477 349,167 24.54%
	Staffing Level (FTE's) 5 6 1
FY 18 Goals	Capital Projects
<ul> <li>Assist and train departments with proper records disposition in compliance with guidelines set by Florida Dept of Library and Information Services</li> <li>Increase efficiencies through technology</li> </ul>	For FY 2018, there are no capital projects.



## Human Resources

Bruce Davis

#### Human Resources - Organizational Chart



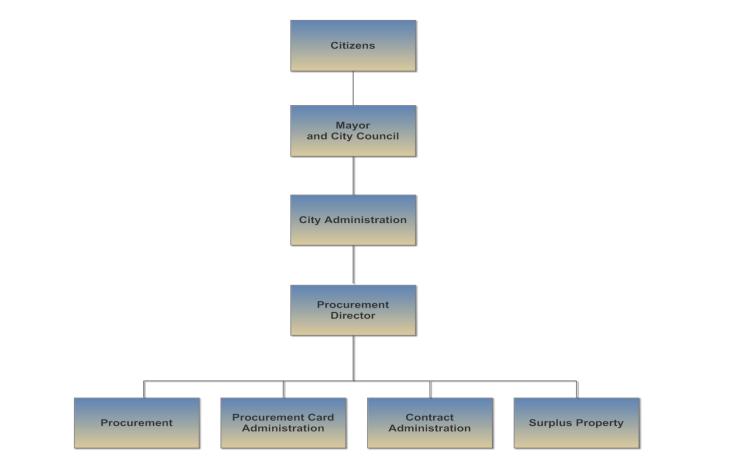
#### Human Resources – Departmental Overview

Budget Modifications	Operating Budget
<ul> <li>Create position for <i>Assistant Director of Human</i> Resources who would also serve as Employment Attorney for the department to lead the union</li> </ul>	FY         FY         %           2016/2017         2017/2018         Change           Total         \$1,438,066         \$1,346,698         (6.78%)
<ul><li>negotiations</li><li>Beduce funding for outside attorney</li></ul>	Personnel 812,786 903,537 10.04%
<ul> <li>Reduce funding for outside attorney</li> </ul>	Operating 625,280 443,161 (41.10%)
	Staffing Level (FTE's) 10 -
FY 18 Goals	Capital Projects
<ul> <li>Implement Compensation Study</li> </ul>	For FY 2018, there are no capital projects.
<ul> <li>Create, revise and implement a comprehensive city-wide Safety Manual</li> </ul>	
<ul> <li>Review and revise the City's Policy &amp; Procedure Manual</li> </ul>	
<ul> <li>Create and revise the City's Employee Handbook</li> </ul>	



## Procurement

#### **Procurement - Organizational Chart**



#### Procurement – Departmental Overview

#### **Budget Modifications**

- Rebrand Department's name to "Procurement"
- Realign organizational structure

<b>Operating Budg</b>	et			
		FY	FY	%
	_	2016/2017	2017/2018	Change
	Total	\$854,516	\$720,728	(18.56%)
Personnel	=	669,978	579,548	(15.60%)
Operating		184,538	141,180	(30.71%)
Staffing Level (FTE's)		9	7	(2)

#### **Goals and Objectives**

- Engage procurement staff to obtain NIGP recognized certifications with goal of an educated and professional staff with national accreditation
- Develop and maintain procurement contracts in relation to budgetary obligations
- Tighten up on procurement procedures to ensure compliance with all phases of process

#### **Capital Projects**

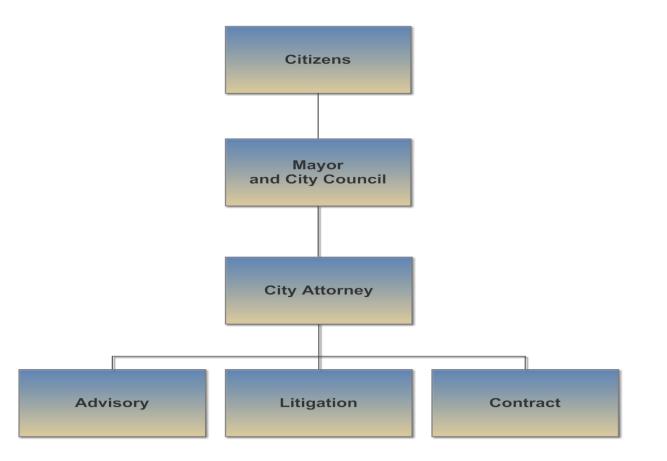
For FY 2018, there are no capital projects.



# Legal

#### Andrew DeGraffenreidt

## Legal - Organizational Chart



## Legal – Departmental Overview

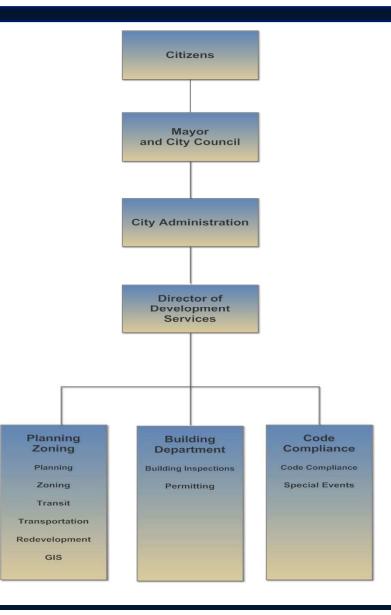
Budget Modifications	Operating Budget			
<ul> <li>Centralization and management of all legal matters</li> </ul>		FY 2016/2017	FY 2017/2018	% Change
	Total	\$573,463	\$713,671	19.65%
	Personnel	493,678	526,049	6.15%
	Operating	79,785	187,622	57.48%
	Staffing Level (FTE's)	4	4	-
FY 18 Goals	Capital Projects			
<ul> <li>Scrutinize City contracts when they are presented to ensure the City's liability is reduced and profitability enhanced.</li> </ul>	For FY 2018, there are no capital projects.			
<ul> <li>Work closely with Risk Management to limit the amount paid on claims and settlements</li> </ul>				
<ul> <li>Consult with outside counsel in formulation of strategies to limit costs and risk by way of settlement.</li> </ul>				



# **Development Services**

Terrence Bailey

#### **Development Services - Organizational Chart**



### **Development Services – Departmental Overview**

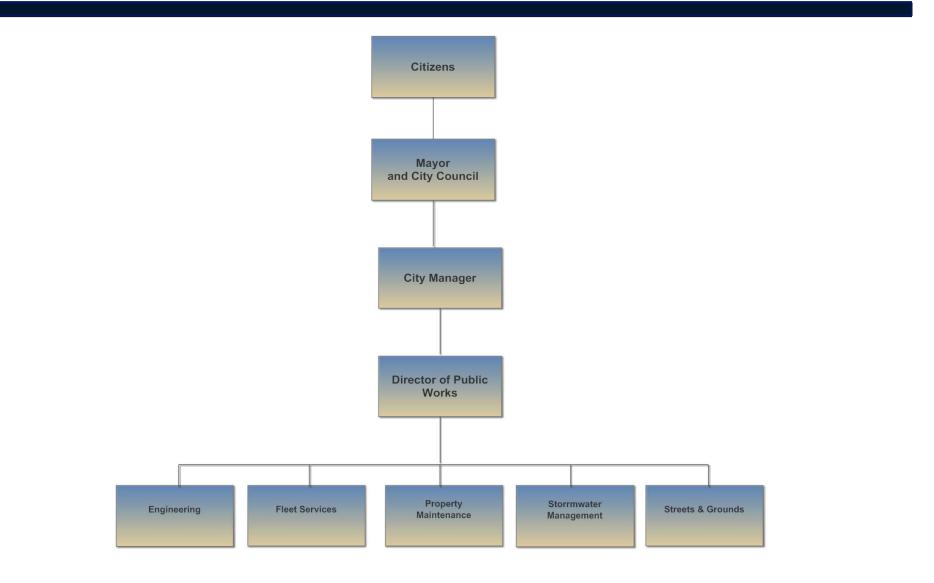
Budget Modifications	Operating Budget			
<ul> <li>Rebrand department's name to "Development Services"</li> </ul>		FY 2016/2017	FY 2017/2018	% Change
<ul> <li>Outsource a portion of building inspection services and code enforcement functions</li> </ul>	Total	\$2,588,731	\$2,562,252	(1.03%)
Realign departmental structure	Personnel	2,112,704	1,974,200	(7.02%)
	Operating	476,027	588,052	19.05%
	Staffing Level (FTE's)	27	26	(1)
FY 18 Goals	Capital Projects			
<ul> <li>Update the City's Comprehensive Plan and Land Development Regulations.</li> <li>Integrate the functions of planning, building and code</li> </ul>	PROJECT	CODE	FY 2017/2018	5-Year Total
compliance into a seamless unit.	Unsafe Structures (Demolition & Acquisition	) 2	<b>\$250,000</b>	\$1,250,000
	Singer Island Dune Restoration	1	500,000	2,500,000
		Total =	\$750,000	\$3,750,000



## **Public Works**

#### Brynt Johnson

### **Public Works - Organizational Chart**



#### Public Works – Departmental Overview

<b>Budget Modifications</b>	5
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- Establish internal service fund for fleet management services
- Consolidate management of all vehicles into fleet management division

Operating	Budget
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	FY	FY	%
	2016/2017	2017/2018	Change
Tota	\$5,188,384	\$5,587,161	7.14%
Personnel	2,693,101	2,773,220	2.89%
Operating	1,995,283	2,312,007	13.70%
Capital	500,000	501,934	0.39%
Staffing Level (FTE's)	40.5	40.5	-

#### FY 18 Goals

- Maintain a safe and efficient transportation network for our citizens
- Complete the APWA Self-Assessment Process to prepare for accreditation

#### **Capital Projects**

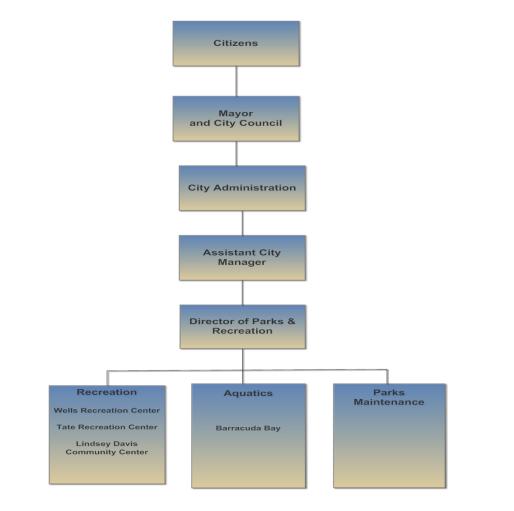
PROJECT	CODE	FY 5-Ye 2017/2018 Tot	
Street Projects (Bond Issuance)	1	\$6,000,000	\$10,674,334
Public Works Building/Construction	1	4,000,000	5,325,000
PB Isles Bridge-Culvert Replace/Construct	1	1,000,000	2,000,000
Singer Island Beach Access Path Creation	1	92,900	92,900
Southside Comm Ctr (\$400K add'l needed)	1	1,155,000	1,155,000
Milling & Resurfacing	2	365,000	365,000
Access Control	2	150,000	150,000
Aerial Platform/Equipment	2	-	600,000
Blue Heron Bridge Underdeck Lighting	3	577,996	577,996
Sidewalk Repair & Replacement	3	50,000	250,000
Traffic Calming Construct/Renovation	3	50,000	250,000
	Total	\$13,440,896	\$21,440,230



## **Parks and Recreation**

Richard Blankenship

#### Parks & Recreation - Organizational Chart



#### Parks and Recreation – Departmental Overview

<b>Budget Modifications</b>
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- Transfer Beach Lifeguard activities to Fire Department
- Realign organizational structure

**Operating Budget** 

.t		-	FY 2017/2018	0
	Total	\$3,910,257	\$4,270,106	8.43%
	Personnel	2,395,825	2,548,158	5.98%
	Operating	1,514,432	1,721,948	12.05%
	Staffing Level (FTE's)	53	47	(6)

#### FY 18 Goals

- Update and repair parks infrastructure
- Complete Parks and Recreation Master Plan

#### Capital Projects

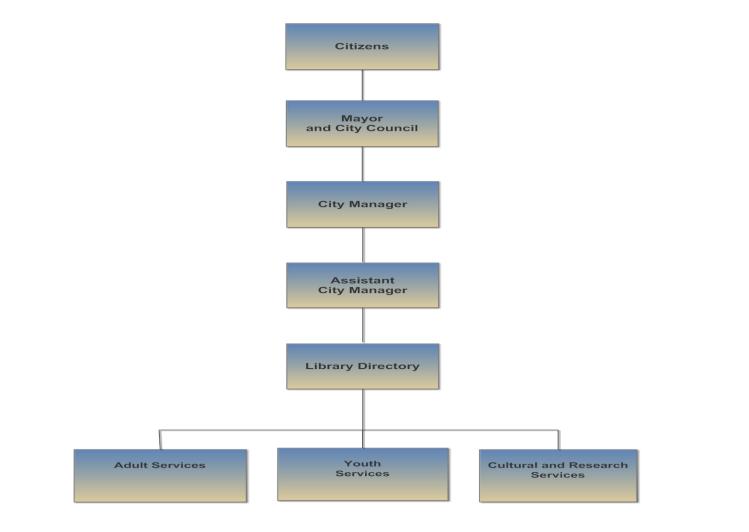
PROJECT	CODE	FY 2017/2018	5-Year Total
Cunningham Park	1	1,570,000	1,570,000
	Total	\$1,570,000	\$1,570,000



# Library

#### Cynthia Cobb

### Library - Organizational Chart



## Library – Departmental Overview

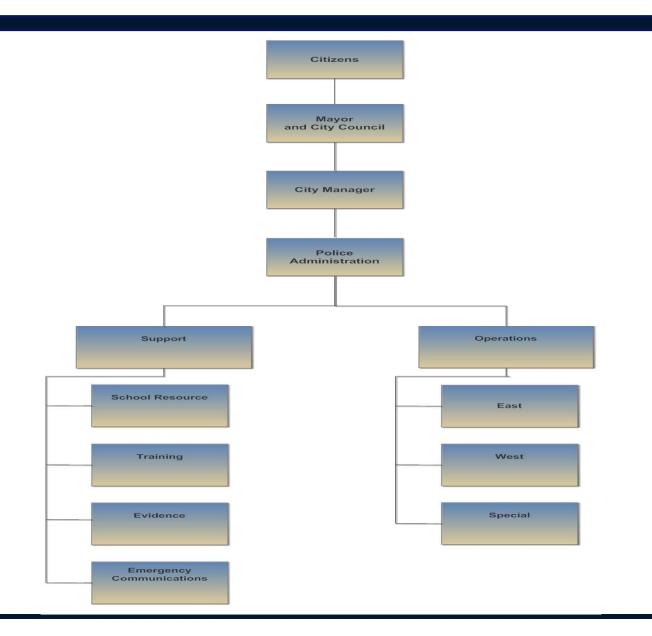
Budget Modifications	Operating Budget			
<ul> <li>Establish Library as an independent department</li> <li>Realign organizational structure</li> <li>Outsource information technology functions to third party vendor</li> <li>Add Assistant Library Director</li> </ul>	<b>Total</b> Personnel Operating	FY 2016/2017 \$869,834 608,707 261,127	<b>FY</b> 2017/2018 <b>\$1,020,489</b> 723,682 296,807	% Change 14.76% 15.89% 12.02%
	Staffing Level (FTE's)	9.5	11	1.5
FY 18 Goals	Capital Projects			
<ul> <li>Construct a new main library</li> <li>Create and maintain a culture that embraces cutting edge technology</li> <li>Increase the accessibility and availability of library services</li> <li>Expand resource-sharing opportunities</li> <li>Design and implement a marketing strategy</li> </ul>	PROJECT C Public Library/Buildings	1 50	<b>/2018</b> 00,000 ()	ear Total 3,500,000 <b>3,500,000</b>



## Police

#### Chief Williams

## **Police - Organizational Chart**



#### **Police – Departmental Overview**

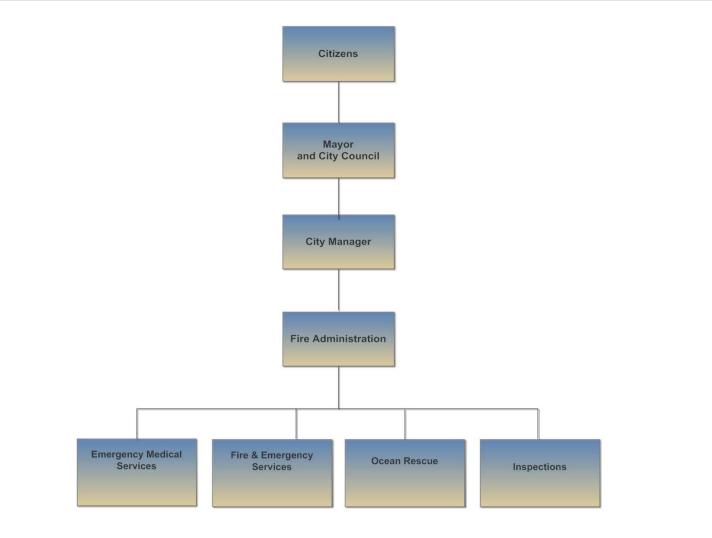
Budget Modifications	Operating Budget			
<ul> <li>Realign the departmental structure</li> </ul>	- 	FY 2016/2017	FY 2017/2018	
	10tai =	\$16,182,231	\$17,210,085	6.70%
	Personnel	13,042,454	14,035,407	7.61%
	Operating	3,139,777	3,174,678	1.10%
	Staffing Level (FTE's)	165.5	173	7.5
FY 18 Goals	Capital Projects			
<ul> <li>Re-establish the accreditation process through the Commission for Florida Law Enforcement Accreditation</li> </ul>	PROJECT	CODE	FY 2017/2018	5-Year Total
<ul> <li>Reduce personal injury crime by 7% and overall crime by 5% by attacking and exposing the infrastructure that</li> </ul>	Technology Enhancements Equipment	/ 2	\$80,000	\$400,000
supports criminal activity	Body Worn Cameras	1	234,589	234,589
<ul> <li>Engage and educate the community, building strong partnerships and relationships</li> </ul>		Total	\$314,589	\$634,589



## Fire

#### Chief Duren

### Fire - Organizational Chart



## Fire – Departmental Overview

Budget Modifications	Operating Budget			
<ul> <li>Increase the staff complement of firefighters</li> </ul>		FY		
<ul> <li>Acquire the Beach Lifeguard activities</li> </ul>		2016/2017	7 2017/2018	Change
	Total	\$11,805,645	5 \$12,280,596	3.87%
	Personnel	10,022,831	1 10,336,713	3.04%
	Operating	1,682,814	4 1,843,883	8.74%
	Capital	100,000	0 100,000	0.00%
	Staffing Level (FTE's)	70	6 83.5	7.5
FY 18 Goals	Capital Projects			
<ul> <li>Provide Officer Development training to enhance performance both operationally and administratively</li> </ul>	PROJECT	CODE 2	FY 017/2018	5-Year Total
<ul> <li>Enhance current revenue sources and seek additional sources</li> </ul>	Fire Station 2 Rebuild	1	\$100,000 \$4	,300,000
sources	Fire Station 3 Rebuild	2	- 3	5,800,000
	Repair FS 1 Driveways			70,000
		Total	\$100,000 \$8	3,170,000



# 8. Budget Calendar

## FY 2018 Budget Calendar

2017	Activity		
A mil 10	Distribution of Budget Guidance memorandum to department heads		
April 10	on the FY 2018 budget guidelines		
April 21	Submission of organizational structure, goals, objectives, key		
April 21	initiatives, and operating and capital requests to Finance		
May 12	Budget reviews by City Manager and Finance staff		
May 15 to June 1	Formal department presentations to the City Manager and Finance		
	staff		
June 5 to 6	City Council budget discussion		
June 24	City Council organizational policy retreat		
June 28 and June 30	City Council budget review		
July 2 to 16	Final internal budget review		
July 19	Adoption of maximum millage rate		
August 1	Submission of proposed budget		
August 23	City Council final budget review		
September 7	First reading of FY 2018 budget		
September 20	Second and final reading of FY 2018 budget		

## Discussion

- Staff to pursue formulating P3 initiatives for Municipal Facilities
- CRA Consolidate operations and take appropriate steps to dissolve existing agreements
- Desire alternative revenue options for FY19
  - Fire Fee (2019)
  - Special Districts (2019)
  - Business Tax Receipts
  - Emergency Medical Services
- Implementation of Personnel and Operating recommendations
- Consensus of Millage at 8.4520
- Establishment of two Internal Service Funds; Fleet Services and IT
- Development of a Business Plan for Barracuda Bay
- Development of a Business Plan for Development Services Inspections
- Consensus to move ahead with 3% COLA