



"The Best Waterfront City in Which to Live, Work and Play."

CITY OF RIVIERA BEACH – MEMORANDUM

TO: HON. MAYOR, CHAIRPERSON AND CITY COUNCIL

THROUGH: JONATHAN EVANS, CITY MANAGER, MPA, MBA, ICMA-CM

FROM: NATHAN OSGOOD, CHIEF OF POLICE

SUBJECT: **EXTRA DUTY SOLUTIONS AGREEMENT FOR POLICE DEPARTMENT EXTRA DUTY DETAILS**

DATE: JUNE 23, 2021

CC: GENERAL PUBLIC

Background:

The City seeks to engage the services of a third-party administrator for services related to Extra Duty Details. The Riviera Beach Police Department allows its employees to engage in off-duty/extra duty employment activity with the approval of the Department. These different duty assignments place additional police officers throughout the community and provide greater visibility without impacting the Department's budget.

Annually, the Department schedules approximately 5,400 detail shifts for about 131 different customers.

The current process involves the City collecting an Administrative Fee in advance and requires the customer to pay the Police Officers directly. The Police Department currently tracks details in a Detail Management Software application. Due to the 131 customers, payments are made to the Police Officers in various methods and payment schedules. Many times, payments to officers are delayed, and certain customers desire to pay the officers with cash. Furthermore, the tax reporting is cumbersome for customers, who must provide tax reporting forms to each officer working the detail, which in some cases could be 40-50 different officers.



The Police Department has been working with Finance to revise and streamline its Extra Duty Detail Program since early 2020.

During the City's recent Comprehensive Annual Financial Audit, the Auditor recommended that the City implement processes that would eliminate cash payments.

The City explored various methods utilized by other Law Enforcement Agencies. It determined that using a third party to administrate the Extra Duty Details would streamline the process and provide greater accountability. In addition, using a third party would provide a single point of contact for customer interaction and officer payments. The third-party administrator will handle all scheduling, invoicing, prompt payments to officers, collections, and IRS-required tax forms.

Extra Duty Solutions provides administrative services for over 100 Law Enforcement Agencies in 17 states. Local customers include the West Palm Beach Police Department, Delray Beach Police Department, and Jupiter Police Department.

There is no conflict with any existing City Policy in this Agenda Item.

Citywide Goal:

Accelerate Operational Excellence.

Budget/Fiscal Impact:

The City received a proposal from Extra Duty Solutions (EDS) that provides a turnkey solution for the administration of Extra Duty Details. Extra Duty Solutions charges the detail customer a 9.75% Administrative Fee, making this a no-cost solution for the City. The EDS Administrative Fee will be applied to officer hourly rates and City Administrative Fees. Upon approval and implementation of the proposed Agreement, the following pay structure will be utilized. The term of the Agreement is month-to-month until cancelled by either party with 30 days' prior written notice.

Officer Hourly Rate:	\$40
Sergeant Hourly Rate:	\$45
Captain/Major Hourly Rate:	\$50
City Administrative Fee:	\$10
EDS Administrative Fee:	9.75%

Recommendation(s):

Staff recommends the approval and execution of the proposed agreement with Extra Duty Solutions.

Attachments:

Resolution
Extra Duty Solutions Agreement

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