



**CITY OF RIVIERA BEACH, FLORIDA
CITY COUNCIL BUDGET WORKSHOP
MARINA EVENT CENTER 190 E 13TH STREET
August 30, 2017 at 6:00 PM**

NOTICE

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE PROCEEDINGS SHALL CONTACT THE OFFICE OF THE CITY MANAGER AT 561-845-4010 NO LATER THAN 96 HOURS PRIOR TO THE PROCEEDINGS; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICES 1-800-955-8771 (TDD) OR 1-800-955-8770 (VOICE) FOR ASSISTANCE.

MAYOR

THOMAS A. MASTERS

CHAIRPERSON

KASHAMBA L. MILLER-ANDERSON - DISTRICT 2

CHAIR PRO-TEM

TONYA DAVIS JOHNSON - DISTRICT 3

COUNCILPERSONS

LYNNE L. HUBBARD - DISTRICT 1

DAWN S. PARDO - DISTRICT 4

TERENCE "TD" DAVIS - DISTRICT 5

ADMINISTRATION

JONATHAN E. EVANS, CITY MANAGER

CLAUDENE L. ANTHONY, CMC, CITY CLERK

ANDREW DeGRAFFENREIDT, III, CITY ATTORNEY

- I. CITY CLERK CALLS TO ORDER**
- II. ROLL CALL**
- III. INVOCATION AND PLEDGE OF ALLEGIANCE**
- IV. INTRODUCTION/PURPOSE OF WORKSHOP**
- V. FISCAL YEAR BUDGET WORKSHOP DISCUSSION**
 - A. FY 2018 Tentative Operating Budget Presentation
- VI. CITY COUNCIL'S COMMENTS / DISCUSSION**

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 8/30/2017

Agenda Category:

Subject: FY 2018 Tentative Operating Budget Presentation

Recommendation/Motion:

Originating Dept	Finance and Administrative Services	Costs
User Dept.	All	Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
FY_2018_TENTATIVE_OPERATING_BUDGET_WORKSHOP_2017_08_30.pdf	FY 2018 Tentative Budget Presentation	8/23/2017	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Mitchell, Dorothy	Approved	8/23/2017 - 5:36 PM



FY 2017/2018 TENTATIVE BUDGET

August 30, 2017

Agenda

1. Long-Range Financial Plan
2. Per Capita Personal Income
3. Fund Structure
4. Significant Budget Modifications for FY 2018
5. General Fund Revenue Summary
6. General Fund Expenditure Summary
7. Marina Revenue and Expense Summary
8. Stormwater Revenue and Expense Summary
9. Solid Waste Collection Revenue and Expense Summary
10. Budget Calendar
11. Discussions with Department Heads



1. Long - Range Financial Plan

Pages 59 to 60

Long – Range Financial Plan

Major Revenue Projections Assumptions

- Ad Valorem taxes are projected to remain relatively flat and are based on projections from the Palm Beach County Property Appraiser's Office
- State revenues are projected to remain relatively stable and based on projections received from the State of Florida
- Utility taxes are projected to increase by 3% per annum
- Franchise fees are projected to increase by 3% per annum
- Emergency medical services (EMS) fees are projected to increase by 2% per annum
- Administrative fees are based on the projected increases in departmental expenditures and calculated based on the full cost allocation plan prepared annually
- Other revenue sources are projected based on historical trends

Long – Range Financial Plan

Major Expenditure Projections Assumptions

- Salaries are projected to increase by 3% per annum for the Cost of Living Adjustment (COLA) and contractual agreements
- Retirement costs are projected to remain relatively stable and are based on the actuarial valuations
- Health and dental costs are projected to increase by 5% per annum
- General insurance costs are projected to increase by 2% per annum
- Other expenses are projected to remain relatively stable and are based on historical trends, proposals, and cost estimates

General Fund Five-year Preliminary Forecast

	FY 2018 Proposed	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Revenues						
Taxes	\$49,469,889	\$50,319,469	\$51,492,974	\$53,203,669	\$53,952,336	\$54,719,784
Licenses, fees, and permits	4,665,289	4,629,093	4,722,647	4,819,008	4,918,259	5,020,488
Intergovernmental	4,399,771	4,497,148	4,619,943	4,793,936	5,064,545	5,518,298
Charges for services	10,975,231	10,354,489	10,559,903	10,778,641	11,009,865	11,254,859
Fines and forfeitures	474,647	412,112	412,125	412,138	412,152	412,166
Interest	435,000	414,267	414,267	414,267	414,267	417,267
Miscellaneous	473,931	478,735	483,577	488,552	493,666	498,921
Grants and contributions	176,037	118,037	118,037	118,037	118,037	118,037
Interfund transfers in	754,281	802,053	850,246	917,921	970,607	1,040,627
Total revenues	71,824,076	72,025,403	73,673,719	75,946,169	77,353,734	79,000,447
Expenditures						
Personnel services	38,400,074	40,006,534	41,516,765	42,956,537	44,701,424	46,375,403
Operating	17,028,190	15,735,237	15,618,895	16,034,315	16,466,507	16,891,699
Capital outlay	258,250	532,145	533,578	535,039	536,529	538,050
CRA TIF payment	5,406,145	5,514,268	5,624,553	5,737,044	5,851,785	5,968,821
Transfer to YEP	310,000	316,200	322,524	328,974	335,553	342,264
Transfer to debt service	5,692,409	5,977,029	6,275,880	6,589,674	6,919,158	7,265,116
Transfer to capital	4,115,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Transfer to major disaster	614,008	626,288	640,914	663,482	671,502	679,682
Total Expenditures	\$71,824,076	\$72,707,701	\$74,533,109	\$76,845,065	\$79,482,458	\$82,061,035
Excess (Deficiency) of Revenues over Expenditures	\$-	\$(682,298)	\$(859,390)	\$(898,896)	\$(2,128,724)	\$(3,060,588)



2. Per Capita Personal Income

Page 24

Per Capita Personal Income

	2012	2013	2014	2015	2016	Average
United States	\$44,263	\$44,457	\$46,442	\$48,131	\$48,435	\$46,346
Florida	\$41,000	\$40,797	\$42,905	\$44,487	\$46,297	\$43,002
Palm Beach	\$63,220	\$62,290	\$66,578	\$68,743	N/A	\$65,208
Riviera Beach	\$22,399	\$22,399	\$23,159	\$23,652	\$23,685	\$23,059
Riviera Beach as % of Florida	54.63%	54.90%	53.98%	53.17%	51.69%	53.62%
Riviera Beach as % of USA	50.60%	50.38%	49.87%	49.14%	48.90%	49.75%

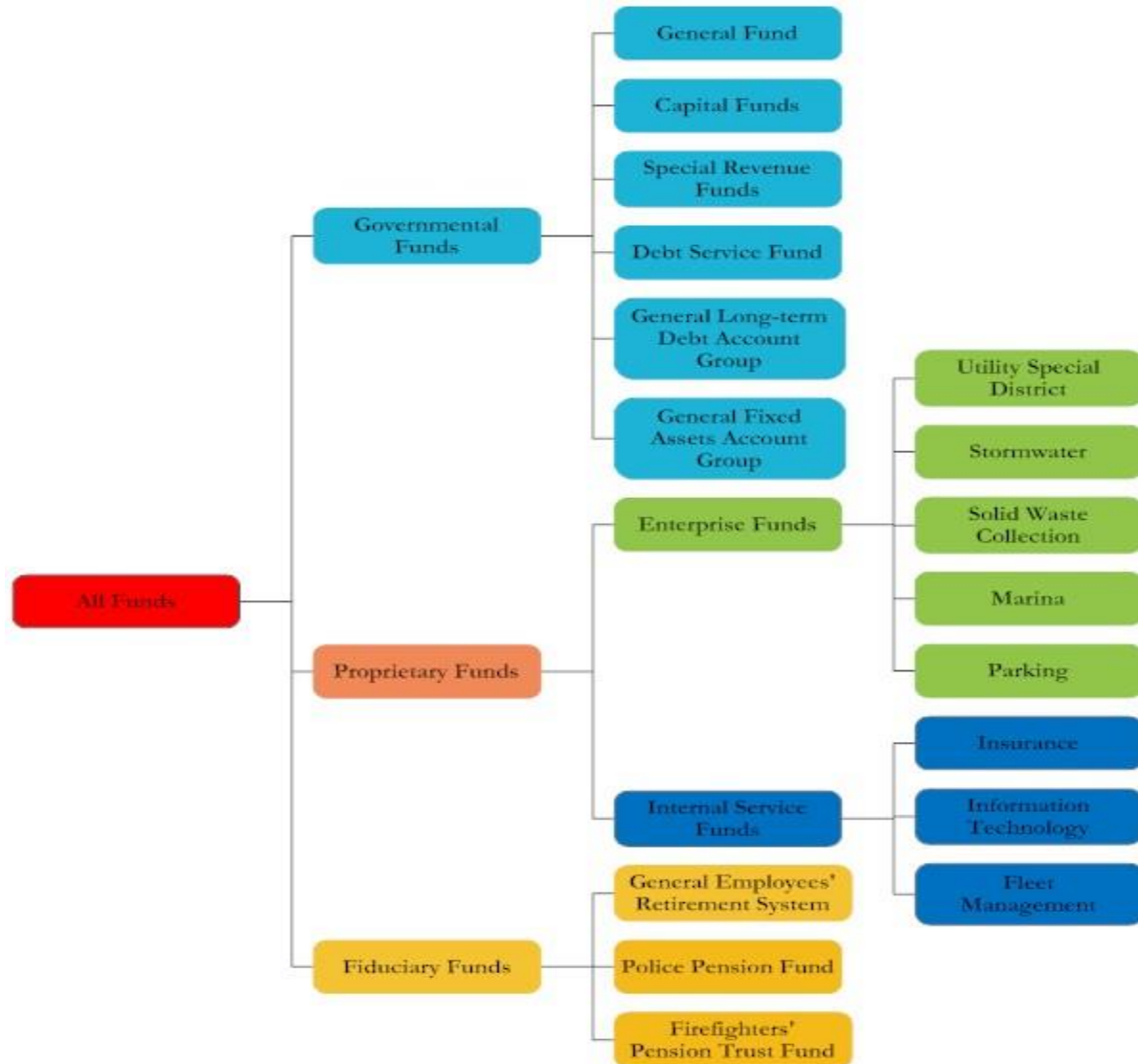
Source: U.S. Department of Commerce, Bureau of Economic Analysis and Bureau of Labor Statistics



3. Fund Structure

Page 45

Fund Structure





4. Significant Budget Modifications for FY 2018

Page 16

Significant Budget Modifications for FY 2018

General Fund

Description	Cost
Purchase computer equipment according to the City's I.T. replacement program	\$100,000
Professional services for the development of the City's Comprehensive Plan	175,000
Funding for third party to provide building inspection services	150,000
Repairs and maintenance for beach facilities and lifeguard station	76,250
Professional services for the development of the Parks and Recreation Master Plan	50,000
Expansion of football program to purchase operating supplies	92,400
Cost of living adjustment (COLA) of 3% for open labor union contract agreements	575,000
Funding for the anticipated results of the City's Compensation Study	750,000
Total Significant Budget Modifications for FY 2018	\$1,968,650



5. General Fund Revenue Summary

Page 69

General Fund Revenue Summary

Revenue Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget	% of FY 2018 Budget
Taxes	\$45,089,743	\$47,936,802	\$49,469,889	68.88%
Licenses, fees, and permits	4,252,502	4,383,136	4,665,289	6.50%
Intergovernmental	4,235,815	4,377,025	4,399,771	6.13%
Charges for services	8,981,202	9,767,406	10,975,231	15.28%
Fines and forfeitures	542,393	381,127	474,647	0.66%
Interest earnings	106,150	139,407	435,000	0.61%
Grants and contributions	506,355	210,945	176,037	0.25%
Miscellaneous	2,528,592	3,291,417	473,931	0.66%
Transfers in	499,031	709,403	754,821	1.05%
Total revenues	\$66,741,783	\$71,196,668	\$71,824,076	100.00%



6. General Fund Expenditure Summary

Page 69

General Fund Expenditure Summary

Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Legislative	\$680,800	\$752,283	\$820,428
General Administration	18,313,882	20,794,860	18,870,549
City Administration	1,559,631	1,591,666	1,810,968
Finance and Administrative Services	3,029,154	2,595,016	3,032,220
Information Technology	1,247,156	1,520,608	-
Library	663,674	869,834	1,013,945
City Clerk	590,427	531,108	683,027
Procurement	662,464	854,516	755,060
Human Resources	876,901	1,438,066	1,395,379
City Attorney	611,157	573,463	731,397
Development Services	2,180,084	2,588,731	2,618,591
Police	15,588,875	16,182,231	18,228,975
Fire	10,767,074	11,374,760	12,585,703
Public Works	4,081,399	4,643,598	4,673,351
Fleet Services	387,105	544,786	-
Parks and Recreation	3,239,011	4,341,142	4,604,483
Total	\$64,478,794	\$71,196,668	\$71,824,076



7. Marina Revenue and Expense Summary

Pages 94 and 133

Marina Revenue and Expense Summary

Revenue Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Dockages fees	\$1,208,000	\$1,230,000	\$1,545,200
Fuel sales	400,000	388,339	410,798
Miscellaneous charges	87,110	226,700	326,160
Interest	9,108	8,630	10,000
Total Revenues	\$1,704,218	\$1,853,669	\$2,292,158

Expense Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Personnel	\$478,556	\$487,459	\$497,146
Operating	1,120,419	1,366,210	1,795,012
Total Expenses	\$1,598,975	\$1,853,669	\$2,292,158

Full-Time Budgeted Employees	8	N/A	N/A
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8. Stormwater Revenue and Expense Summary

Pages 94 and 135

Stormwater Revenue and Expense Summary

Revenue Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Stormwater management fees	\$3,222,983	\$3,330,000	\$3,180,000
Service charges - Mangonia Park	6,223	6,223	6,300
Interest	5,927	6,515	8,700
Total Revenues	\$3,235,133	\$3,342,738	\$3,195,000

Expense Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Personnel	\$593,451	\$586,340	\$618,212
Operating	625,384	1,251,713	1,222,356
Capital	1,995,000	950,000	665,000
Transfer out - Debt Service	-	554,685	689,432
Total Expenses	\$3,213,835	\$3,342,738	\$3,195,000

Full-Time Budgeted Employees	10	11	10
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9. Solid Waste Revenue and Expense Summary

Pages 94 and 134

Solid Waste Collection Revenue and Expense Summary

Revenue Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Solid waste container service	\$2,303,000	\$2,363,386	\$2,410,654
Waste Management admin fees	1,628,600	1,661,172	1,694,395
Sale of recycled material	60,000	56,074	56,074
Interest	37,000	28,540	31,877
Total Revenues	\$4,028,600	\$4,109,172	\$4,193,000

Expense Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Operating	\$4,058,238	\$4,109,172	\$4,193,000
Total Expenses	\$4,058,238	\$4,109,172	\$4,193,000



10. Budget Calendar

Page 41

FY 2018 Budget Calendar

Year 2017	Budget Activity
April 10	Distribution of FY 2018 Budget Guidance to department heads
April 21	Submission of organizational structure, goals, objectives, key initiatives, and operating and capital requests by Department
May 12	Review departmental requests and formulate recommendations
May 15 to June 1	Meet with departments and employees to justify budget requests
June 5 to 6	Discuss budget with Council
June 24	Conduct organizational policy retreat with Council
June 28 and June 30	Review budget with Council
July 1	Confirm Palm Beach County School Board and Palm Beach County meeting dates and times
July 2 to 16	Final review of budget with departments
July 19	Set maximum millage rate and set first public hearing date and time at Council meeting
July 20	Notify Property Appraiser of millage rate and public hearing date
August 1	Submit tentative operating budget and capital plan to Council
August 21	Conduct budget workshop with Council
August 30	Conduct final budget workshop with Council
September 7	Hold first public hearing to adopt proposed millage rate and tentative budget
September 8	Advise Palm Beach Post to publish/advertise the intent to adopt a final millage rate and budget
September 17	Publish/advertise in the Palm Beach Post the intent to adopt a final millage rate and budget
September 20	Hold second and final reading to adopt final millage rate and budget
September 21	Submit certified resolution or ordinance adopting final millage rate and budget to the State
October 1	Implement adopted budget for FY 2018
October 4	Submit Truth in Millage (TRIM) compliance package to the Florida Department of Revenue



11. Discussions with Department Heads