

City of Delray Beach

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Minutes - Draft

Tuesday, August 14, 2018

6:00 PM

Workshop Meeting at 6:00 PM

Delray Beach City Hall Commission Chambers

City Commission

Mayor Shelly Petrolia
Vice Mayor Adam Frankel
Deputy Vice Mayor Shirley Ervin Johnson
Commissioner Bill Bathurst
Commissioner Ryan Boylston

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Workshop Meeting of the City Commission to be held for the following purposes:

Mayor Petrolia called the City Commission Workshop Meeting to order at 6:00 p.m.

The following were in attendance:

Mayor Shelly Petrolia
Vice Mayor Adam Frankel
Deputy Vice Mayor Shirley Ervin Johnson
Commissioner Bill Bathurst
Commissioner Ryan Boylston

Others present were:

Mark R. Lauzier, City Manager
Lynn Gelin, Deputy City Attorney
Katerri Johnson, City Clerk

WS.1. Public Comments

Mayor Petrolia opened the public comments section of the meeting.

Ted Hoskinson, 513 Seasage Drive, Delray Beach, gave a few brief comments about his charity "Roots and Wings" and stated the charity is focused on education and children; the two programs are the "Above and Beyond" awards and "Project Uplift". Mr. Hoskinson stated their goal is to help students pass the third grade reading test and he urged the community to support these programs. He announced the awards celebration is scheduled for August 26, 2018 at the Arts Garage between 6:00-8:00 p.m. to honor those teachers who have won awards.

Morris Carstarphen, 619 S.W. 7th Avenue, Delray Beach, expressed concern over the money that is being put into the Delray Beach Golf Club and the current conditions of the golf course.

There being no one else from the public who wished to address the Commission, the public comment was closed.

WS.2. [18-504](#) Team of Teams Quarterly Report

Sponsors: City Manager Department

Attachments: [Team of Teams Quarterly Report 20180814](#)
[Attachment 1 - Team of Teams Master Work Plan](#)
[Attachment 2 - Team of Teams Quarterly Update Project Issue Forms- ROI](#)
[Attachment 3 - Teams of Teams Quarterly Update Project Issue Forms-CET](#)
[Attachment 4 -Team of Teams Quarterly Update Project Issue Forms-L&P](#)
[Teams of Teams Presentation Template 201808141](#)

Mark R. Lauzier, City Manager gave a brief presentation on the Team of Teams Quarterly Report.

Mayor Petrolia inquired about the management company for the maintenance of the golf course.

Suzanne Fisher, Parks & Recreation Director, stated JCD Sports Group manages the golf course and the daily operations. Mayor Petrolia stated she has received numerous complaints within the last year over the poor conditions of the golf course.

WS.3. [18-505](#) Fiscal Year 2018 - 2019 Recommended Budget

Sponsors: City Manager Department

Attachments: [FY 2018-2019 Recommended Budget-City Manager's Transmittal Letter](#)
[Attachment 1 - Fiscal Year 2018-2019 Recommended Budget](#)
[City Commission Budget](#)
[Workshop_FINALCITYCOMMISSION_20180814](#)

Mark R. Lauzier, City Manager, gave a brief overview of the fiscal year 2018-2019 annual budget, the Capital Improvement Plan (CIP), and reviewed the data collected at the Town Hall Meetings. Mr. Lauzier explained that the budget for fiscal year 2018-2019 is balanced with the operating millage rate of 6.7611.

A brief discussion between the Commission and Mr. Costello followed regarding the CIP projects and the cost of signs throughout the city.

Jeff Costello, Executive Director of the Community Redevelopment Agency (CRA), stated the CRA is looking at professional services through a Request for Proposal (RFP) for a public engagement process to get the project moving forward and what comes out of that will determine the overall cost of the signage throughout the city. Mr. Costello stated most of the signage is within the CRA district, however, some signage is outside

the CRA district and it may be a phased approach.

Laura Simon, Executive Director of the Downtown Development Authority (DDA), briefly spoke about the signage.

A brief discussion between Suzanne Fisher, Parks and Recreation Director and the Commission followed on the Barwick Park Resurfacing Project and about the requirement of all parks having to be ADA (Americans with Disabilities Act) compliant.

Jeff Goldman, Acting Assistant City Manager, introduced Acting Police Chief Mary Olsen who gave an overview of the Police Department budget.

Chief Neal deJesus, Fire Chief, gave an overview of the Fire-Rescue Department budget highlighting variances and funding requests.

A brief discussion between the Commission Acting Police Chief Olsen followed.

Suzanne Fisher, Director of Parks and Recreation, gave an overview of the Parks and Recreation budget highlighting variances and funding requests.

Michael Coleman, Director of Community Improvement, presented the Community Improvement Department budget and noted as of October 1, 2018 the department name will be changed to the Neighborhood Community Service Department.

Susan Goebel-Canning, Director of Public Works, gave an overview of the Public Works Department budget.

Sharon Liebowitz, Human Resources Director, gave an overview of the Human Resources Department budget highlighting variances and budget requests.

Caryn Gardner-Young, Assistant City Manager, gave an overview of the IT Department and the Office of Economic Development budgets.

Kimberly Ferrell, Finance Director, gave a brief overview of the Finance Department budget highlighting variances and funding requests.

Jennifer Alvarez, Purchasing Director, gave an overview of the Purchasing Department budget highlighting variances and budget requests.

Tim Stillings, Planning and Zoning Director, gave an overview of the Planning and Zoning Department budget highlighting variances and funding

requests.

Marjorie Craig, Utilities Director, gave an overview of the Utilities Department budget highlighting the variances and budget requests.

Katerri Johnson, City Clerk, gave an overview of the City Clerk Department budget and highlighted its variances. There were no budget requests.

Lynn Gelin, Deputy City Attorney, gave an overview of the City Attorney's office budget. There were no budget requests.

The City Manager briefly reviewed the non-profit organization grant funding and the summary adjustments for the budget.

WS.4. Commission Comments

Deputy Vice Mayor Johnson supports holding another budget workshop meeting for further discussion regarding increased personnel.

Chief deJesus clarified that all the City's lifeguards are not part-time employees; they have full-time staff and they supplement that staff with part-time employees. He stated there are 16 full-time employees and they supplement with part-time employees and there is a pool of 20 plus part-time positions to fill those seats. Chief deJesus stated he is requesting the 3 full-time employees to eliminate the part-time employees and to have more consistent coverage on the beach.

Commissioner Bathurst asked if the City is moving forward with digitizing the plan submissions and the permitting.

Caryn Gardner-Young, Assistant City Manager, stated there is a scanning program/contracts (laserfiche), electronic filing of paperwork, and electronic plans review and the intent is to get a program in place. Ms. Gardner-Young stated staff is still evaluating the program options.

Vice Mayor Frankel thanked staff for their presentations.

Mayor Petrolia thanked staff for their department budget presentations.

Mayor Petrolia expressed concern over the timing of the budget document this year and stated the Commission just received their Capital Improvement Plan (CIP). She stated the Commission approves the millage rate and Exhibit "A" which is a one page document with a list of all the

major line items in the budget. As of this date, the Commission does not have Exhibit "A". In the future, Mayor Petrolia requested that Exhibit "A" from previous years be placed in the budget book and also have the line items on that Exhibit "A" corresponding to where these are in the book. Also, Mayor Petrolia stated the Commission has to be able to see why certain line items are going up or down and look at what the city is spending.

Mayor Petrolia briefly commented about the deficiencies in the Comprehensive Annual Financial Report (CAFR).

Commissioner Boylston briefly commented about the parks throughout the city that are falling apart and stated there are thousands of dollars going into the parks and the majority of the parks have no water features. With respect to the lifeguards, Commissioner Boylston stated he would like to know the difference between part-time and full-time. He suggested that the focus be on economic development for Congress Avenue so that the big companies who pay the taxes will help the city in the down years. Commissioner Boylston suggested that the city piggyback with Old School Square because they bring in a series of motivational speakers.

Mayor Petrolia stated she would like to see a current figure for the unassigned reserve account for this year and that 20% is plenty to carry in this account. Mayor Petrolia stated the city has not yet received the \$8 million reimbursement from FEMA.

A brief discussion followed between the City Manager and the Commission.

A brief discussion followed between Mayor Petrolia and the Finance Director with respect to the \$10 million expense out of the reserves and what fund the FEMA reimbursement from Hurricane Irma will go into. Mayor Petrolia requested that the Finance Director provide the numbers and what fund the money will be going into. In addition, Mayor Petrolia asked for the figures that the city pulled out of their unrestricted reserves because she was informed that \$10 million came out of reserves for clean-up.

A brief discussion followed by Deputy Vice Mayor Johnson and the City Manager about the Urban Development Action Grant (UDAG) funds and whether these funds will be spent by the end of this fiscal year. The City Manager suggested that funds be rolled forward until the Commission decides what to do with it.

The City Manager stated staff will upload budget worksheets to the internet

and another Workshop Meeting can be scheduled to continue discussions on the budget. Secondly, the City Manager stated because the City Commission agenda for August 21, 2018 is very lengthy, he anticipates the meeting will be late.

There being no further business to discuss, Mayor Petrolia adjourned the Workshop Meeting at 9:34 p.m.