

City of Fort Lauderdale  
Budget Advisory Board  
Date: February 17, 2005

<u>Attendance:</u>	<u>Absent/ Present</u>	<u>Cumulative from 10/11/04</u>		<u>Mandatory Meetings Missed</u>
		(P)	(A)	
Curtiss Berry	P	5	0	0
Mark Dozier	A	1	4	4
Shane Gunderson, Vice Chairperson	A	4	1	1
Elizabeth Hernandez	A	3	2	2
Garry Johnson	P	4	1	1
Michael McFarland	P	4	1	1
Delores McKinley	A	2	3	2
Michael Moskowitz	P	4	0	0
William Nielsen, Chairperson	P	5	0	0
Don Winsett	P	2	3	2

Ex-officio Members

George Gretsas, City Manager - Absent  
Raymond Mannion, Interim Finance Director  
Deputy Director, OMB-Position Vacant

Others

Allyson C. Love, Director, OMB  
Pat Rupprecht, Assistant Budget Director  
Phil Thornburg, Director, Parks and Recreation Department

Chairperson Nielsen called the meeting to order at 6:30 p.m. A roll call confirmed that a quorum was not present. Therefore, the approval of minutes was postponed.

Phil Thornburg provided an update on the Tree Inventory Grant program saying that \$10,000 had been received last year. The City Commission just approved the purchase of a computerized, GIS based tree inventory software and hardware program, plus training, for approximately \$70,000, funded by tree fine dollars.

Mr. Moscovitz arrived at 6:35 p.m.

Mr. Thornburg went on to say that they would be applying for a \$50,000 grant to hire part time workers to gather the raw data for the tree inventory. The grant will be awarded this spring and he promised to let the Board know the status of the application. Mr. Winsett wanted to know if this program would track landscape violations. Mr. Thornburg said since violations involve private property, it probably would not be used for that purpose. Mr. Winsett asked when the project would start and Mr. Thornburg replied that they would be starting next month with the Riverwalk.

Mr. McFarland arrived at 6:40 p.m.

Mr. Thornburg distributed a handout on FP&L electrical charges throughout the City. He said that if anyone sees a problem with meters, they could call the Public Works phone number to report it. They will turn the meter off and inform Parks and Recreation the next day of any problems. He stated that the City spends about \$600,000 a year for all electric meter costs. Mr. Winsett asked if FP&L gives a break on the rates and Mr. Thornburg replied that they do get a bulk rate. In addition, users of lighted fields pay for the costs of those lights at a charge of \$30/hour. Mr. Berry asked why the lights used to be on all the time at Floyd Hull

Stadium and why they can't be put on timers. Mr. Thornburg replied that they use to keep the lights on all the time because of problems with vandalism, but no longer do so. All lights are on timers except for the field lights as there is no way to know for sure when a game will end.

Mr. Thornburg proceeded with the next topic of Park Rangers and handed out a description of that operation. He explained that there are two shifts working 7 days a week, 6:30 a.m.-midnight. Each shift has the ability to be in radio contact with the Police.

Mr. Johnson arrived at 6:50 p.m.

Since a quorum was now present, the minutes from the January 20, 2005 were approved.

Chairperson Nielsen introduced the next agenda item, the December 2004 Financial Report. It was noted that there was a problem with distributing the report as part of the PDF files transmitting the agenda packet and so the item was deferred until next month.

Ms. Love explained that the Office of Management and Budget has initiated steps to begin monitoring the budgets of each department and described the three-year Monthly Departmental Trend Analysis that is being done on each department. She went over the agenda from the budget coordinators meeting and the new expectations of the budget coordinators roles.

Mr. McFarland asked if the Board would be receiving the results of the three-year analysis. Ms. Love responded that she would take that up with the City Manager.

Ms. Rupprecht gave an overview of the budget assumptions that could impact salary savings. Budget Coordinators were told that they need to be cognizant of these areas and monitor them carefully.

Ms. Love summarized by saying that all departments are expected to stay within their budgets. Mr. Moskowitz asked about overtime. Ms. Love replied that departments say they can absorb these costs within their budgets. Departments are being asked to provide her with their system for approving/monitoring overtime.

Ms. Love described the major undertaking that is being done to develop a Citywide revenue manual which will be put on the website when it is completed.

Mr. McFarland said that he also would like to receive copies of the monthly monitoring sheets eventually. Ms. Love stated that she would talk to the City Manager about this.

Ms. Love concluded by giving a status report on the recruitment for the vacant positions within her department.

Mr. Moskowitz asked Mr. Mannion about the status of the insurance deficit. Mr. Mannion replied that he believes the health plan is now in the black and that the deficit for Workers' Compensation is budgeted to be decreased by about \$4 million by year-end. He also stated that the City is being more aggressive in closing out cases.

Mr. Berry asked what was being done with the facility at Port Everglades that was used to store our garbage trucks now that we have given up our trucks. Ms. Love said she would obtain an answer from Ed Udvardy.

Mr. Moskowitz stated that he wants the financial report to have a more corporate look to it. Mr. Mannion replied that there are too many funds to be able to consolidate them. He distributed a memo that further explains this.

Mr. Johnson felt that it would be helpful if Mr. Mannion could go through the report and explain 1 or 2 items. Mr. McFarland also stated that he would like Mr. Mannion to explain how he reviews the report.

Mr. Mannion said that he could provide the Board with the Comprehensive Annual Financial Report at their next meeting.

The meeting adjourned at 7:35 p.m.

#### **New Action Items**

Phil Thornburg is to notify the Board when Parks and Recreation receives word on the status of its grant to hire part time workers for the tree inventory.

The December 2004 Financial Report is to be placed on the March agenda, along with the Comprehensive Annual Financial Report.

Ms. Love is to follow up with the City Manager regarding the request to distribute the three-year Monthly Departmental Trend Analysis forms to the Board.

The revenue manual is to be placed on the City's website when it is completed.

Ms. Love will follow up with Ed Udvardy regarding the question of the status of the Port Everglades facility that was used to store the City's garage trucks.

Mr. Mannion is to explain to the Board how he reviews the monthly financial reports.

#### **Outstanding Items**

Police Department Presentation in March to include:  
Staffing issues  
Booking operation

Prepared By:

Pat Rupprecht, Assistant Budget Director– Office of Management and Budget  
PGR:m