

FINANCIAL REVIEW BOARD – MEETING MINUTES

DECEMBER 13, 2011

434 S. SWINTON AVENUE, DELRAY BEACH, FL. 33444

Item 1. Call to Order

The Chairman of the Board, Ms. Christina Morrison called the meeting to order at 8:40 A.M.

Item 2. Roll call

MEMBERS PRESENT:

Christina Morrison, Chairman
Anthony Cottone
David Stein
John (Jack) Hallahan
Luise Piane

MEMBERS ABSENT:

Jeff Ritter
Sharon Roth, Alternate (Resigned)
Rosalie Blood, Vice Chairman
(Resigned)

STAFF & GUESTS PRESENT:

Barbara J. Flynn, Exec. /Tech. Asst.

Item 3. Approval of Agenda-

Ms. Morrison asked for approval of December 13, 2011 agenda. Mr. Cottone motioned to approve the agenda, seconded by Ms. Piane. Said motion passed unanimously.

Item 4. Approval of Minutes -

Approval of Minutes of Meeting of November 8, 2011 – The minutes were revised with editing by Mr. Barcinski, Asst. City Manager. Ms. Morrison stated there was no statement in the revised minutes that the stadium was only built for tennis; there are no accommodations for concerts, etc. Mr. Cottone moved to table the minutes for further review, seconded by Ms. Piane. Said motion passed unanimously. Minutes will be approved on January 17, 2012.

Item 5. Public Comment – None.

Item 6. Handouts –

- Ms. Morrison and Mr. Hallahan – Final Recommendations: City Cemetery
- Ms. Morrison – Letter to Mr. Harden, City Manager: Scope of future projects
- Ms. Morrison – Resolution # 05-11: Duties of the Financial Review Board
- Mr. Cottone – Summary of recommendations for Tennis Program

Item 7. Open Issues-

A.) REVIEW RECENT CITY POLICY CHANGES AND HOW THE MAY AFFECT THE FRB. –

The new resolution stated the duties of the Financial Review Board shall be carried out under the direction of the City Manager. The undertakings of reviews are to be approved by the City Manager or the City Commission. Ms. Morrison responded to the City Manager via email listing the projects the Board would like to undertake or continue to review for the upcoming year. The Board has requested a liaison from the City be assigned to work with the Board to set up a workable path for their recommendations to follow so that they get full consideration and proper, timely feedback and implementation. Work they are requesting to review are the Tennis Centers, Parks and Recreation, Cemetery operations, consultant studies, major contracts, marketing and “branding” of the entire City and its image, City-owned and CRA-owned property holdings for possible repositioning or disposition, and streamlining the City’s purchasing and procurement operations.

Mr. Hallahan stated we should leave an option open to review unexpected findings as they arise, and to review the overall maintenance operations. Mr. Stein stated the City wants some discretion in guiding the Board on what is reviewed. So to make clear these are our suggestions but we are open to any from the City Manager where he feels our efforts are needed. Another item Mr. Stein would like to include is the possibility of creating an internal audit department which the Board could assist in reviewing departmental activities. Also he feels a review of Public Works’ staffing and operation is something he would like to work on.

B.) REVIEW AND APPROVAL /AMENDMENT OF THE TENNIS BACKGROUND / RECOMMENDATION REPORT –

Mr. Cottone recommended 1.) Create an RFP for a local advertiser for sponsorship 2.) Youth program created to promote tennis for the inner city children; sponsorship dollars can be used for the youth program. 3.) Lower after-school program costs 4.) Create additional after school programs 5.) Audit Parks and Recreation’s current programs to allocate dollars for these new programs.

Mr. Cottone stated the after-school program alone is now \$50.00 per child and has become unaffordable. It was previously \$8.00 a month per child. The membership has gone down over 50% since they raised the rate because families can no longer afford it; especially affecting families with several children. He feels that when children are not in organized, supervised activities they will tend to either be idle watching TV or out getting into trouble. The Director of Parks and Recreation felt if there were subsidies for the field trips the fee could be reduced to be made more affordable. Another of Mr. Cottone's ideas was to have organized programs held at various parks that may be closer to where the children live. In visiting the "505 Teen Center" he found there were only eight members and in his opinion it is underutilized. Mr. Cottone will continue research and funding options for Parks and Recreation Programs and Police Athletic Programs for youths.

Mr. Stein recommended analyzing how the Parks employee's time is used, to determine if they may have extra time to reallocate to more productive activities for the children. Mr. Hallahan mentioned there are several budget items for "maintenance" much of which is for Parks and Recreation that should be reviewed.

Ms. Morrison read a report that was issued from the FRB in May (2011) to the City about Parks and Recreation's budget. It showed the City was spending over \$14 million on parks, but receives only ~~\$10 million~~ \$1 million in income from the parks. The Board recommended at that time to review all of the charges for each program and adjust them, reviewing fees for non-city residents vs. city-resident fees.

Mr. Hallahan provided newspaper advertisements on our tennis tournaments and made a comment concerning the lack of mention of the City of Delray Beach as contributors. Mr. Cottone agreed and stated in the advertisement in the Sun-Sentinel for the Delray Beach International Tennis Championship the City of Delray Beach is not listed as a sponsor of the event but it mentions other sponsors. Additionally, a Chris Evert Charity article does not discuss how the City of Delray Beach is heavily sponsoring the event but does mention the Boca Raton Resort.

*The Board has discussed each item and will amend Mr. Cottone's recommendations accordingly prior to submission.

C.) REVIEW OF THE FIRE ASSESSMENT CONSULTANT REPORT -

Ms. Morrison stated the City hired a Fire Assessment Consultant that is recommending a sliding scale for a City Fire Assessment on residential and commercial properties. She has prepared recommendations for review which will be discussed at the next meeting.

D.) REVIEW AND DISCUSSION OF THE FRB RESOLUTION - Discussed under item A.

E.) CEMETERY ANALYSIS UPDATE -

The FRB proposed recommendations were discussed at the last meeting and amended, based on the new Cemetery Policy items released from the City Manager's Office. The recommendations include having one department responsible for the Cemetery operations to centralize and improve organization, determine status of all plots; for usage and payments on sold plots, update of inventory of available plots, and adjust staff to the maximum effective levels.

Item 8. New Business and Open Discussion-

A.) DISCUSSION AND AGREEMENT ON FUTURE MEETING DAYS AND TIMES -

MS. Morrison asked if the Board is in agreement on the dates and times for future meetings. After some discussion the same format will be continued with the exception of: Cancellation of the meeting on December 27, 2011 and change January 10, 2012 meeting to January 17, 2012.

B.) PENSION INVESTMENTS -

Mr. Cottone would like to review the Pension Plan and how that money is invested. Ms. Morrison stated currently there is no 401K plan; there are pension companies hired by the City investing the funds and report how the money is invested. The Board may approach the City Manager for approval to review.

Item 9. Adjournment -

Ms. Piane motioned to adjourn the meeting seconded by Mr. Hallahan. Said motion passed unanimously. The meeting adjourned at approximately 9:55 a.m. The undersigned is the Chairman of the Financial Review Board. The information provided herein - Minutes of City of Delray Beach Financial Review Board - Meeting of December 13, 2011. The Financial Review Board will formally approve these minutes on January 17, 2012. *As amended*

Ms. Christina Morrison, Board Chairman

