

FINANCIAL REVIEW BOARD – MEETING MINUTES

NOVEMBER 16, 2010

ENVIRONMENTAL SERVICES

434 SOUTH SWINTON AVENUE, DELRAY BEACH, FL.

Item 1. Call to Order

The Vice Chairman of the Board, Mr. Todd L’Herrou called the meeting to order at 8:30 A.M.

Item 2. Roll call

MEMBERS PRESENT:

Todd L’Herrou, Vice Chairman
Christina Morrison Pearce
Rosalie Blood
Luise Piane
Barbara Trevino Chester
Cheryl Shaffner (Alternate)

MEMBERS ABSENT:

Howard Ellingsworth, Chairman
Yvonne Walker
Harvey Starin (Resigned)

STAFF & GUESTS PRESENT:

Barbara J. Flynn, Finance Dept.
Acting Chief Danielle Connor, Fire Dept.
Dr. Victor Kirsen
Randal Krejcarek, City Engineer

Item 3. Approval of Agenda-

Mr. L’Herrou asked for approval of November 16, 2010 agenda. Ms. Trevino moved for approval. Seconded by Ms. Blood. Said motion passed unanimously.

Item 4. Approval of Minutes -

Approval of Minutes of Meeting of October 19, 2010 –Motioned to approve by, seconded by Ms. Trevino. Seconded by Ms. Blood. Said motion passed unanimously.

Item 5. Public Comment – No public comment.

Item 6. Handouts – No new handouts.

Item 7. Open Issues-

a.) Departmental Function Analyses:

Mr. L’Herrou went over current member’s departmental assignments (listed in minutes of October 19, 2010). The Board will be looking to identify functional changes that will affect next year’s budget. This process starts in March, so a deadline has been set for February for completion.

Ms. Blood discussed a denial of funds requested by the Chamber of Commerce to Commission. Mr. L’Herrou noted the Chamber does not go through the normal grant process, and the Board may recommend the Chamber must follow grant guidelines when requesting funds. Ms. Blood will contact Mr. Barcinski, Asst. City Manager to discuss this.

Ms. Pearce’s analysis of Parks and Recreation found that there are no “core” functions in this department. To analyze departments on a core function basis - when there is not a set core function is difficult. Mr. L’Herrou also has a department with no mandated core function (Information Technology). To go forward it was decided to look into those departments to see if they support other departments which *are* considered core functions of the City. Look at functions, especially ones not mandated, to see why they are still in place, the costs, if goals are reached and alternative ways to accomplish these goals.

b.) Status Update on Open Finance Director Position:

Ms. Flynn stated they are accepting applications through November 30, 2010. Mr. Ellingsworth may have information on the current applicants, as he is a member of the application review committee.

c.) Status of the Cemetery Policy & Procedures: This item tabled.

d.) “Not for Profit” Revised Application & Policy Discussion:

Mr. L’Herrou is working on this and will present it at the next meeting.

Item 8. New Business and Open Discussion-

a.) Review Current Capital Improvement Program Process (CIP):

Mr. Krejcarek provided an overview of CIP stating the process begins shortly after the general fund budget process. Departments list viable projects. It is a five (5) year program; the first year funded and four (4) years of projections. Projects may move forward to the following year if not funded when requested. There are review meetings in April (Department Heads and City Manager) and again in June – final proposals submitted to Commission in August with Commission approvals in September.

Further discussion noted that Finance has revised the CIP request form to address the operational and on-going maintenance costs. A capital project typically is one that incurs a cost of \$25,000 or greater. A link to the current CIP book will be supplied to the Board. Projects approved in September 2010 included computer replacements, street lights, building maintenance, etc.

Ms. Pearce stated in reference to the project this year at \$1.2 million on a new CAD system and Firehouse software for our computer systems, asking if this resulted in any position eliminations, a viable consideration with this huge expenditure. Mr. Krejcarek stated any detailed information questions should be directed to Information Technology since this was their divisions' project. The software may have reached the end of its useful life and it either had to be replaced. For instance with the Engineering AutoCAD software they do not keep up with the maintenance on an annual basis, they will have a large cost in the future when they can no longer run this software.

Mr. Krejcarek explained once the overall CIP is approved each department must go back to Commission on an individual project basis. A project manager in Environmental Services handles a large percentage of the projects, even if they originate from another department. If the actual job costs more than \$15,000 over the original request it has to go back to Commission in the form of a "Change Order". Change Orders are also used to close each project.

Ms. Pearce stated projects such as changing to high efficiency lighting can pay for themselves in three (3) years and actually save money over a five (5) year period; by saving on manpower and energy costs. Does this go into the equation when CIP items are considered? Mr. Krejcarek explained there is a limited amount of money for capital projects, some save money over time but the objective is to find savings now. They do need to justify the spending i.e. savings on future maintenance costs. Mr. L'Herrou stated the long term savings is not a large part of the decision making process. There is room for improvement in the process.

Ms. Pearce discussed the new Firehouse software that reduces redundancy when filing reports. Chief Connor stated the training records and EMS reporting process is obsolete. The new software provides for data entry from the field on wireless laptops, inventory records, personnel records, training records, and enhances Police and Fire communications. One of the CIP items for Fire Department is to replace the laptops in the trucks because they are obsolete and are necessary for use with the new software. Ms. Pearce asked since they are saving time not having to re-input the data can a position be eliminated. Chief Connor stated firefighters were entering the data both in the field (on paper) and in the office (on computer); there was not an extra clerical position for this function. With the new software, time will be saved by having the report completed at the time of patient care or fire emergency instead of the redundancy of reentering the information upon return to the station; therefore allowing fire personnel to be available for rescue or training and also reduce the number of times they need to call for assistance from neighboring cities.

b.) The Board decided to change the next meeting date from December 21st to December 14th due to the holidays.

Item 9. Adjournment -

Ms. Pearce motioned to adjourn the meeting seconded by Ms. Blood. Said motion passed unanimously. The meeting adjourned at approximately 9:25a.m.

The undersigned is the Chairman of the Financial Review Board. The information provided herein are minutes: City of Delray Beach Financial Review Board Meeting of November 16, 2010. The Financial Review Board formally approved these minutes on December 14, 2010.


Howard Ellingsworth, Board Chairman