



# CITY OF DELRAY BEACH

## OFFICE OF THE CITY MANAGER

100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7015



## City Commission Information Letter

March 4, 2022

### Selection of New Director of Finance

After concluding a nationwide recruitment effort that was initiated in late January, the Office of the City Manager is pleased to report that the selection process necessary to appoint a new Director of Finance to replace John Lege successfully concluded earlier this week.

Mr. Hugh B. Dunkley brings to the City of Delray Beach over 24 years of local government accounting and financial management experience. Since 2019, he has served as Director of Finance for the Village of Tequesta, Florida. Prior to his current role, Mr. Dunkley served the City of Deerfield Beach, Florida in various financial and accounting leadership roles and functions for nearly 22 years. Most notable to this effect has been service as that municipality's chief financial officer for nine years, between 2010 and 2019.

A resident of Delray Beach for nearly 26 years, Mr. Dunkley earned a Bachelor of Business Administration in Accounting from Howard University, as well as a Master of Science from the University of Miami. He is also a certified public accountant, as well as a certified government finance officer.

Mr. Dunkley will begin his new role with the City of Delray Beach Monday, March 21<sup>st</sup>, to likewise include a welcome event for him that morning here at City Hall.

Meanwhile, I wish to offer my appreciation to Assistant City Manager Jeff Oris, Director of Human Resources Duane D'Andrea, Director of Public Works Missie Barletto, and Director of Neighborhood and Community Services Sammie Walthour for their involvement as interview panelists to assist with this evaluation and consideration process.

**Town of Gulf Stream Dialogue Concerning Interlocal Agreement for Building Permitting and Inspection Services**

In response to direction and commitments offered during the December 7, 2021 regular City Commission meeting presentation regarding the plan review and building permitting workload (and related technological advancements to be implemented to help improve efficiencies respectively), the Office of the City Manager and leadership of the Department of Development Services was finally able to host a discussion with representatives of the Town of Gulf Stream relative to its interlocal agreement with the City of Delray Beach for both building permitting and inspection services.

This dialogue, having taken place a couple weeks ago at Gulf Stream Town Hall, resulted in a mutual understanding that the respective interlocal agreement will need to be amended to include provisions to support administration of online building permitting systems (as such related to projects and construction activities in the Gulf Stream Corporate Limits). Additionally, clarification regarding specific roles and responsibilities for each municipality was offered, to likewise include a more equitable fee structure that more fairly addresses concerns relative to full cost recovery for the City of Delray Beach's resources.

As all aforementioned revised systems and protocols in the Department of Development Services are to become fully effective commensurate with the new fiscal year (October 1, 2022), recommendations for an updated interlocal agreement as outlined will be offered for City Commission review and consideration in the coming months.

**Considerations and Direction to Support Outdoor Concerts at the Old School Square Complex**

Now that momentum is currently being initiated to formalize a partnership with the Boca Raton Museum of Art to reestablish cultural and artistic activities, events, exhibits, and programs at the Cornell Arts Museum, please also be advised of the current direction and guidance being offered to infuse concerts and musical elements at the Old School Square Complex (OSS).

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As referenced in the attached electronic mail message from Director of Parks and Recreation Samuel Metott, trajectory to this effect involves one to two outdoor concerts at the OSS Pavilion throughout April, May, and June. Arrangements to this effect are made possible as the City is fortunate enough to have staff with professional background and experience in respective event organizing activities.

Additionally, the Department of Purchasing (in collaboration with the Department of Parks and Recreation) will begin to initialize a formal selection process necessary to consider external concert and performance opportunities. Resulting recommendations will likewise be offered soon after the conclusion of this procurement process.

### **Collaboration Involving Beach Keepers, Inc.**

With the proclamation recognizing the efforts of Beach Keepers, Inc. to offer environmental contributions via trash removal and other related activities having been presented publicly in January, please be advised that direction is currently being offered to utilize their services on a more formal basis.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, the City of Delray Beach (as is the case with numerous other municipalities throughout Florida), is obligated to submit annual reports to the federal government documenting efforts to improve water quality. One specific category to this effect involves collection of trash and litter from right-of-way areas to prevent such from entering our community's stormwater collection system. Beach Keepers, Inc. will likewise assist the City's requirements in these regards by way of quantifying the amount of trash and litter that is collected.

The City's collaboration with Beach Keepers, Inc. will likewise begin next month. Meanwhile, the Stormwater Division of the Department of Public Works will make all necessary preparations to facilitate these arrangements in the coming days.

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### Calendar of Meetings, Activities, and Functions

As various members of city administration are working to engage the School District of Palm Beach County (SDPBC) relative to a myriad of concerns regarding the state of education in Delray Beach, as well as the future of Village Academy, several meetings and discussions took place this week to prepare accordingly. This included necessary dialogue to support this coming Monday's Delray Beach Education Board meeting update to share findings and observations after recent tours of local schools and meeting individually with principals and other educators. Additionally, a path forward for an April 4<sup>th</sup> joint coordinated planning meeting with SDPBC leadership to primarily address thoughts and potential course of direction for Village Academy (and its buildings and future use considerations) was achieved.

#### Enclosures:

Resume for Hugh B. Dunkley, CPA, CGFO, CGMA  
Electronic Mail Message from Samuel Metott – OSS Pavilion Concerts  
Electronic Mail Message from Missie Barletto – Beach Keepers  
Calendar for Business Week of February 28, 2002

CM/Documents/City Commission Information Letter 21

**S**ERVICE · **P**ERFORMANCE · **I**NTEGRITY · **R**ESPONSIBLE · **I**NNOVATIVE · **T**EAMWORK

**Hugh B. Dunkley, CPA, CGFO, CGMA**

**PROFESSIONAL EXPERIENCE**

**Finance Director** *(September 2019 – Present)*

*Village of Tequesta; Tequesta, FL*

Responsible for managing all aspects of the Village's financial activities, including budgeting, treasury management/investments, debt administration, cash management, payroll, purchasing, financial reporting and long-range financial planning/five-year capital improvement plan; participate in labor union negotiations.

**Chief Financial Officer** *(May 2010 – August 2019)*

*City of Deerfield Beach; Deerfield Beach, FL*

Responsible for all accounting functions, including financial reporting, long-range financial planning/five-year capital improvement plan, budgeting, utility billing, payroll, parking, investments, debt management; participated in labor union negotiations.

**Assistant Director of Finance** *(March 2003 – April 2010)*

*City of Deerfield Beach; Deerfield Beach, FL*

Responsible for preparation of the City's comprehensive annual financial report ("CAFR") and for production of the annual operating budget and five-year capital improvement plan; supervise the daily operations of the Finance Division to ensure compliance with internal control procedures; assist in the development of long-range plans for the Finance Department; assist in negotiating labor union agreements; performed duties of Finance Director in her absence.

**Finance Division Chief** *(Apr. 2001 – March 2003)*

*(Promoted to Assistant Director of Finance)*

*City of Deerfield Beach*

Responsible for the recording of all accounting transactions; assisted with the preparation of the city's CAFR and annual budget; responsible for the administration of the city's bonds and notes, including the investment of bond proceeds and related compliance with loan provisions/ bond covenants.

**Accountant II** *(December 1997 – March 2001)*

*(Promoted to Finance Division Chief)*

*City of Deerfield Beach*

Responsible for recording daily accounting transactions; performed monthly bank reconciliations; assisted in the preparation of the city's annual operating budget; assisted with the preparation of grant applications and the filing of monthly grant reimbursement requests.

**Director of Finance** *(May 1997 – December 1997)*

*Hope House of the Palm Beaches, Inc.; West Palm Beach, FL*

Responsible for all accounting functions.

## **Dunkley (Page 2)**

### **Accountant II** (*August 1995 – April 1997*)

City of Fort Lauderdale; Fort Lauderdale, FL

Responsible for the accounting of investments, debt service, grant revenues and expenditures, and special assessment projects; responsible for the preparation of combining financial statements for special revenue, capital projects and enterprise funds for import into the city's comprehensive annual financial report.

### **Staff Auditor** (*March 1994 – August 1995*)

*(Promoted to Accountant II)*

City of Fort Lauderdale; Fort Lauderdale, FL

Responsible for performing operational audits of the city's various departments.

### **Staff Accountant** (*December 1991 – March 1994*)

William Washington, CPA, PA

Riviera Beach, FL

Performed audits, compilations, and reviews; prepared tax returns for various entities.

*Audit clients served: Palm Beach County Board of County Commissioners; Palm Beach County Constitutional Officers (i.e., Clerk of Courts, Tax Collector, and Property Appraiser); Cities of West Palm Beach, Riviera Beach and South Bay; West Palm Beach Housing Authority; West Palm Beach Downtown Development Authority and the Riviera Beach Community Redevelopment Agency.*

### **Audit Intern** (*January 1991- April 1991*)

Ernst & Young; West Palm Beach, FL

Audited financial statements of various entities, including those in the hospitality, manufacturing and construction industries; assisted in preparing monthly compliance reports for entity under Chapter 11 bankruptcy.

*Audit clients served: Sonesta Beach Hotel - Key Biscayne; Royce Hotel; World Source Coil Coating; Divosta & Co., and Lifecare Retirement Communities, Inc.*

## **EDUCATION**

M.S. - Taxation, University of Miami; Coral Gables, FL; December, 1991;

B.B.A. - Accounting (*Magna Cum Laude*), Howard University, Washington, D.C., May, 1990

## **PROFESSIONAL AFFILIATION**

American Institute of Certified Public Accountants, Florida Institute of Certified Public Accountants, Government Finance Officers Association of U.S. & Canada, Florida Government Finance Officers Association.



**Terrence R. Moore**

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**From:** Metott, Samuel  
**Sent:** Thursday, March 3, 2022 3:50 PM  
**To:** Terrence R. Moore; Hanson, Amy  
**Subject:** OSS Pavilion Concerts

Mr. Moore,

As we discussed, the Parks & Recreation Department looks forward to the opportunity to put together a series of concerts (1-2 per month) during April, May, & June.

We believe we have the internal professional background & capabilities to bring these events forward for the community.

With conservative budgetary considerations, we believe the events would be an exciting chance to showcase the OSS complex in a fun way.

Please let me know if we can be of further assistance.

Sincerely,

Samuel Metott



**Samuel R. Metott, C.P.R.E.**  
**Director of Parks & Recreation**  
**City of Delray Beach**  
**Parks & Recreation Department**  
50 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
P: [561-243-7251](tel:561-243-7251)  
[MetottS@MyDelrayBeach.com](mailto:MetottS@MyDelrayBeach.com)

**PUBLIC RECORDS NOTE:** Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Friday, March 4, 2022 8:30 AM  
**To:** Terrence R. Moore  
**Cc:** Buisson, Cynthia; Metott, Samuel  
**Subject:** Beach Keepers

Terrence,

We are in communication with the Beach Keepers nonprofit group to formalize our relationship. The City will be providing this group with a dedicated dumpster and scale to allow the measurement of the amount of trash and litter that is picked up from our neighborhoods and public areas. The gathering of this data fills a gap in the City's required reporting as part of our National Pollution Discharge Elimination System (NPDES) MS4 permit. The City is a partner with Palm Beach County and more than 30 other municipalities on this permit. The purpose of the permit is to improve water quality by preventing pollution from entering our stormwater collection systems. Another visible Best Management Practice is ensuring that silt screens and turbidity barriers are in place on all public and private construction projects. We are pleased to be able to establish this relationship with the Beach Keepers to allow us to report these efforts and expect to have the formal project up and running by next month.

Please let me know if you have any additional questions.

Thanks,  
Missie

Sent from my iPhone



# February 28, 2022 - March 6, 2022

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## Monday, February 28

- Brenda 1/2 day
- 7:30am - 8:00am PSM Zelle (CM Office)
- 8:00am - 9:00am Begin CIL (CM Office)
- 8:30am - 9:00am Follow-Up Conference Call Involving Jay Glover (Conference Call/Office of the City Manager) - Terrence R. Moore
- 9:00am - 9:30am Follow-Up Direction and License Agreement Considerations for Scheduled Car Show Event (Delray Beach Office)
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (Commission Chambers) - Rangel, Delores ☺
- 11:00am - 12:00pm Discuss Community Land Trust Building Inspection Report (Conference Room - City Hall 1st Floor) - Vega,
- 2:00pm - 2:30pm Delray Beach - Follow-up call (Microsoft Teams Meeting) - Michael Quirk
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda &
- 4:30pm - 5:00pm Technology Applications to Help Enhance Citizen

## Tuesday, March 1

- Gina ooo
- 8:00am - 9:30am Kiwanis National Pancake Day Fundraiser (IHOP - 1560 South Federal Highway)
- 9:00am - 10:00am Compile March 2, 2022 ELT Meeting Agenda (CM Office) - Terrence R. Moore
- 10:00am - 12:00pm Meeting to discuss potential programs at Delray Full Service Adult Education Center (City Manager, 100 NW 1st Ave, Delray Beach, FL 33444, USA) - fred.barch@palmbeachschools.org
- 2:00pm - 3:00pm Compile Information Letter Report - Selection of New Director of Finance (CM Office) - Terrence R. Moore
- 2:30pm - 3:30pm Duane D'Andrea Annual Performance Evaluation
- 4:00pm - 9:00pm March 1st Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

## Wednesday, March 2

- 8:30am - 9:00am PBA CBA Discussion (Conference Room - City Manager) - Vega, Brenda
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - Commission Chambers) - Vega, Brenda ☺
- 2:30pm - 3:30pm Compile Information Letter Report - Town of Gulf Stream Dialogue Concerning Interlocal Agreement for Building Permitting and Inspection Services (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Compile Information Letter Report - Request for Proposal Process for Concerts (Events/Promotions, etc.) at Old School Square (CM Office) - Terrence R. Moore

## Thursday, March 3

- 8:00am - 9:00am Compile Information Letter Report - Collaboration Involving Beach Keepers, Inc. (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Follow-Up Consideration Regarding Offer of Village Academy Buildings 1, 2, 12 (Microsoft Teams Meeting) -
- 10:00am - 12:00pm Purchasing Director interviews (City Manager's Office) - Bast, Dot
- 12:00pm - 12:30pm Call Crest Management (CM Office)
- 2:00pm - 3:30pm Various (Various) ☺
- 3:30pm - 4:00pm Seth Mitchell, New York Life Company (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 4:00pm - 4:30pm Various Follow-Up (CM Office) - Terrence R. Moore
- 5:30pm - 6:45pm Kiwanis Club of Delray Beach (Tim Finnegan's Irish Pub (2885 South Federal Highway, Delray Beach, FL 33483)) - Ezra

## Friday, March 4

- Brenda 1/2 day
- Gina ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ☺
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ☺
- 9:00am - 10:00am DELRAY BEACH TOURISM MASTER PLAN > Task
- 9:30am - 10:00am Various Follow-Up (CM Office) - Terrence R.
- 10:30am - 12:00pm Various (Various)
- 2:00pm - 3:00pm Ocean Rescue Recruitment & Retention
- 3:00pm - 4:00pm Various, CIL Notes, etc. (CM Office)
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,
- 4:00pm - 4:30pm Proposed & Approved Annual Document
- 5:00pm - 8:00pm Various (Various)
- 6:00pm - 7:30pm DBFR Promotional Ceremony 3.4.2022 @

## Saturday, March 5

- 8:30am - 1:00pm Charlotte County Fit for Life Senior Games Track & Field Meet (Lemon Bay High School, 2201 Placid Road, Englewood, Florida 34224)
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ☺

## Sunday, March 6