



# 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

**September 23, 2022**

### **Implementation Strategies to Support Parking and Curbside Management Plan**

In response to direction and commitments offered during the September 6<sup>th</sup> regular City Commission meeting to structure implementation strategies to support the recently presented Delray Beach Parking and Curbside Management Plan, please be advised that the Department of Public Works, the Department of Development Services, the Delray Beach Police Department, and the Delray Beach Fire Rescue Department are all being asked to work collaboratively to provide recommendations relative to the valet parking pilot project for the 100 block of East Atlantic Avenue.

Guidance is also being provided to consider an employee parking permit program to support staff operating and functioning in Downtown Delray Beach businesses and establishments.

Additionally, considerations regarding the parking rate structure, including applicable engagement with both the Parking Management Advisory Board and the Downtown Development Authority, are to be facilitated via respective meetings with each of these organizations. Dialogue to this effect is anticipated to take place during upcoming regular board meetings.

Given the aforementioned series of discussions and considerations that are to be executed in the coming months, staff looks forward to a workshop meeting to provide an opportunity for the City Commission to offer direction in 2023.

### **Response to Support the Office of the Inspector General Accounts Payable Expenditures and Cash Disbursement Audit**

As first committed to last year after the City of Delray Beach was audited by the Palm Beach County Office of Inspector General regarding internal control processes associated with accounts payable expenditures and cash

## City Commission Information Letter

September 23, 2022

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disbursements, please be advised that the Department of Finance was able to formally (and productively) respond to remaining issues and questions resulting from this exercise.

As referenced in the attached letter from Director of Finance Hugh Dunkley, outcomes to this effect (concerning the period between Fiscal Year 2017 through 2020), include applicable revisions to the City's Purchasing Policies and Procedures Manual; to clarify processes for purchasing items for resale in various municipal operations. This includes activities at Delray Beach Municipal Golf Course and the Delray Beach Tennis Center.

Revisions to the City's petty cash and purchasing card policies were amended to include additional internal controls to prevent cardholders from exceeding established transaction limits.

Finally, city administration has also updated its Charitable and Benevolent Contributions and Special Event Funding Policy to require organizations who request donations from the Law Enforcement Trust Fund to disclose any business or employment relationship with the City of Delray Beach. This specific guidance will alleviate concerns relative to conflicts of interests, or any propensity for noncompliance.

Given the progress and record of responsiveness outlined, the Office of Inspector General is being notified in writing in advance of next week's September 30<sup>th</sup> deadline. I wish to offer my appreciation to leadership in Finance, Parks and Recreation, Police, and the Office of the City Attorney for their work and contributions.

### **Process to Support Conveyance of Property for Affordable Housing Development Proposals on Southwest 12<sup>th</sup> Avenue**

In response to direction offered by the City Commission to collaborate with the Delray Beach Community Redevelopment Agency (CRA) to convey City owned parcels located on Southwest 12<sup>th</sup> Avenue (as well as one located on Southwest 11<sup>th</sup> Avenue) for future affordable housing development proposal considerations, please be advised that a specific structure to do so was recently coordinated.

## City Commission Information Letter

September 23, 2022

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As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, guidance to this effect involves the CRA being empowered to engage in a formal selection process while the City of Delray Beach continues to allow existing non-profit tenants to remain present until the end of their respective revocable license agreements (September 30, 2023).

Given limitations on the CRA's ability to support existing non-profit partners as noted, as well as current formal notification efforts in advance of license agreement expirations to tenants to enable their ability to execute timely transitions for their continued operations, all involved, including CRA Executive Director Renee Jadusingh, agree and support arrangements as outlined. Likewise, a memorandum of understanding between the City and the CRA is being developed for consideration to formally govern this process.

### **Solid Waste Authority of Palm Beach County Blighted and Distressed Property Clean-Up Grant Program**

As it was determined earlier this year that the building owned by the City of Delray Beach previously occupied by the Community Land Trust located at 145 SW 12<sup>th</sup> Avenue is structurally uninhabitable and therefore, requires demolition, staff became aware of an external funding opportunity to assist with expenses last week via the Solid Waste Authority of Palm Beach County.

The program, known as "Blighted and Distressed Property Cleanup", is intended to assist in the cleanup and demolition of distressed, blighted, or otherwise negatively impacted properties within both unincorporated and incorporated areas of Palm Beach County. As demolition activities are a specific criterion to secure financial support as outlined, direction was offered to apply immediately. As the submission deadline was this past Tuesday, September 20<sup>th</sup>, authorization to apply retroactively will be requested via the October 11<sup>th</sup> regular City Commission meeting.

Meanwhile, I wish to offer my appreciation to leadership of both the Department of Neighborhood and Community Services and the Delray Beach Community Redevelopment Agency for making the Office of the City Manager aware of this opportunity. Additionally, my appreciation to Neighborhood Services

**City Commission Information Letter**  
**September 23, 2022**  
**Page 4**

Administrator Feline Mesidort for her work is helping the City achieve a timely submission on such limited notice.

**Calendar of Meetings, Activities, and Functions**

As various members of the Executive Leadership Team and other staff members hosts periodic orientation and training sessions for new advisory board and committee members, two opportunities have been scheduled this month. The first event took place this past Wednesday evening, with a second scheduled for later next week.

I'm offering this update because I've recently committed to making myself available to participate in these engagements; for purposes of offering a welcome from the Office of the City Manager, as well as to express appreciation on behalf of the City for their interest in serving our community.

Enclosures:

Response Letter to Palm Beach County Office of the Inspector General – OIG# 2022-A-0003  
Memorandum from Hilary Bojan, Palm Beach County Office of the Inspector General – Audit Recommendation Follow-Up  
Memorandum from Jeff Oris – Transfer of SW 12<sup>th</sup> Avenue Area Properties to the CRA  
Grant Submission Description – Solid Waste Authority of Palm Beach County Blighted and Distressed Property Clean-Up  
Calendar for Business Week of September 19, 2022

CM/Documents/City Commission Information Letter 45



# CITY OF DELRAY BEACH

## OFFICE OF THE CITY MANAGER

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



VIA e-mail: [inspector@pbcgov.org](mailto:inspector@pbcgov.org)

September 22, 2022

Palm Beach County • Office of the Inspector General  
Attn: Hillary Bojan, CPA, CJA, CFE. CIGA Director of Audit  
Post Office Box. 16568  
West Palm Beach, FL 33416

**Subject:** OIG# 2022-A-0003 City of Delray Beach Accounts Payable Expenditures and Cash Disbursements

Dear Director Bojan:

Please see below the City of Delray Beach (City) status update on the OIG# Investigative Report 2022-A-0003:

**Finding (1):** The City did not always comply with its Purchasing Policy approval requirements

**Recommendation (1):** The City implement a review and oversight process to ensure that the City Commission or City Manager approves anticipated food for resale purchases for the Delray Beach Golf Club, as required by the Purchasing Ordinance

**Corrective Action (1):**

The City has reviewed and updated the golf course's cash disbursement/accounts payable process to ensure that the proper approvals are in place for the purchase of food for resale purposes.

**See attached Exhibit A:**

- Cash Disbursements/Accounts Payable Narrative
- Screen shots of Purchase Orders and examples of food purchases illustrating proper approval of purchases of food for resale

**Recommendation (2):** The City consider updating the Purchasing Policies and Procedures Manual's (PPM) purchasing authorization levels to clarify that all acquisitions greater than or equal to \$65,000, including acquisitions exempt from competitive procurement, shall be approved by the City Commission.

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

**Corrective Action (2):**

The City has drafted proposed changes that will update the PPM to clarify the purchasing authorization levels for acquisitions exempt from competitive procurement and specify that that all acquisitions greater than or equal to \$65,000 must be approved by the City Commission.

**See attached Exhibits B:**

- Copy of Draft Purchasing Policies and Procedures Manual (page 5)

**Recommendation (4):** The City ensure staff responsible for Petty Cash accounts are aware of the most current reimbursement limit.

**Corrective Action (4):**

Copies of the Petty Cash Policy were emailed to all Petty Cash custodians with a request that they confirm received and reviewed the policy to maintain familiarity with its requirements. Additionally, applicable forms have been revised and included in that email to reflect the \$100 threshold as a reminder for when additional approvals are necessary.

**See attached Exhibit C:**

- Sample copies of emails sent to Petty Cash custodians acknowledging receipt and familiarity with the policy requirements.
- Revised Petty Cash forms incorporating the \$100 threshold – if needed.

**Finding (2):** The City did not always comply with its Purchasing Card Policy requirements.

**Recommendation (5):** The City implement the Purchasing Card (P-Card) Policy dollar limitations with the purchasing card provider and ensure that increases are documented and, if temporary, promptly reversed after the pre-approved purchases in excess of the dollar limitations are completed.

**Corrective Action (5):**

The dollar limits for all Cardholders are reviewed quarterly to confirm they are within the established requirements per the P-Card policy. The City documents all purchasing card increase requests and adjustments based upon exception and/or business needs. Furthermore, all temporary increases are reversed to the pre-approved purchase dollar limitation.

**See attached Exhibit D:**

- A copy of the current P-Card dollar limits from the P-Card system for the City Manager and Chief Financial Officer / Finance Director.

**Recommendation (6):** The City implement a review and oversight process to ensure cardholders obtain purchase requisitions, orders, and required approvals for purchasing card purchases, as required by the Purchasing Card and Purchasing Manual Policies.

**Corrective Action (6):**

The revised draft PPM will require a purchase order (PO) for P-Card purchases over \$5,000. The City is contemplating a new financial software that will process P-Card purchases due to exceptions and business needs with purchase requisitions and POs. The Purchasing Card Policy will also be revised to reflect the PPM.

See attached Exhibit B:

- A copy of the Draft Revised PPM (see page 11)

The City will distribute a refresher training document annually to reinforce knowledge of the P-Card program policy and responsibilities.

**Current Status:**

The City will train the P-Card holders upon revision of the P-Card policy. Currently, the City is training its staff on the PPP draft revisions to ensure that they are familiar with the new requirements.

Corrective Action expected implementation (4): January 2023

**Finding (3):** The City did not comply with Florida Statutes and City requirements for the expenditure of Law Enforcement Trust Fund (LEFT) monies.

**Recommendation (7):** The City comply with section 932.7055, Florida Statutes, and follow the City's Charitable and Benevolent Contributions and Special Event Funding Policy when donating City LETF monies until the new policy for donations is implemented.

**Corrective Action (7):**

The Police Department revised Administrative Policy and Procedure GA-23, Charitable and Benevolent Contributions and Special Event Funding to indicate the guidelines for requests for funding from the City of Delray LEFT, which are also outlined in the LETF request for funding form. This revision will enable the applicants to continue using the formal LETF application the City developed in 2021 and ensure compliance with the GA-23. The City has not made donations from LETF during the Administrative Policy and Procedure GA-23, Charitable and Benevolent Contributions and Special Event Funding policy review.

See attached Exhibit E:

- A copy of revised Administrative Policy and Procedure GA-23, Charitable and Benevolent Contributions and Special Event Funding.

**Recommendation (8):** The City ensure that personnel are aware of the statutory and policy requirements for making donations with City LETF monies.

**Corrective Action (8)**

The City will provide formal training to its staff to ensure personnel are aware of the statutory and policy requirements for making donations with City Law Enforcement Trust Fund monies.

Corrective Action expected implementation (8): December 2022.

**Recommendation (9):** The City require agencies requesting charitable contributions to disclose any business or employment relationships with the City; and research agency disclosures and corporate information prior to approving the agency's application for payment to prevent potential of interest.

**Corrective Action (9).**

The City has not made donations from LETF during the Administrative Policy and Procedure GA-23, Charitable and Benevolent Contributions and Special Event Funding policy review.

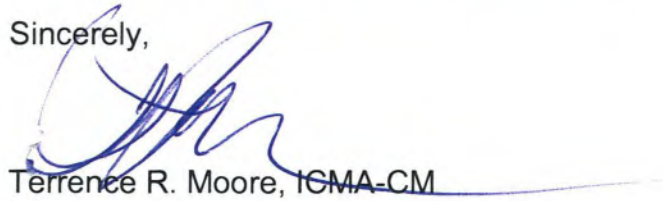
**See attached Exhibit F:**

- Updated LETF application indicating requirement to disclose the business or employment relationship during application process is attached.

Current Status: Pending

As always, we appreciate the opportunity to strengthen procedures and controls. Should you have any additional questions, please call me at (561) 243-7015.

Sincerely,



Terrence R. Moore, ICMA-CM  
City Manager





John A. Carey  
Inspector General

OFFICE OF INSPECTOR GENERAL  
PALM BEACH COUNTY




Inspector General  
Accredited

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**Date:** September 6, 2022

**To:** Terrence Moore, City Manager  
City of Delray Beach

**From:** Hillary Bojan, Director of Audit   
Office of Inspector General

**CC:** John Carey, Inspector General

**Subject:** Audit Recommendation Follow-up - Audit Report 2022-A-0003,  
City of Delray Beach Accounts Payable Expenditures and Cash  
Disbursements Audit

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As part of our audit follow-up process, we request that you provide us with an update on the status of corrective actions for recommendations 1, 2, 4 - 9 that we made in OIG Audit Report 2022-A-0003, dated March 21, 2022. We have included an Attachment with a summary of those recommendations and management's responses.

If specific action has been taken, please provide a brief description of actions taken, the dates completed, and documentation to support the actions taken, if applicable. If corrective action is still pending, please provide an estimated completion date. We request that you respond no later than September 30, 2022.

If you have any questions regarding this request, please contact me at 561-233-2350. Thank you.

Attachment

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*"Enhancing Public Trust in Government"*

PO Box 16568, West Palm Beach, FL 33416-6568  
Email: [inspector@pbcgov.org](mailto:inspector@pbcgov.org) Website: <http://www.pbcgov.com/oig/>  
Office: (561) 233-2350 Hotline: (877) 283-7068 Fax: (561) 233-2370

**Attachment  
Audit Report 2022-A-0003**

**City of Delray Beach Accounts Payable Expenditures and Cash Disbursements Audit**

**Finding (1): The City did not always comply with its Purchasing Policy approval requirements.**

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**Recommendations:**

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- (1) The City implement a review and oversight process to ensure that the City Commission or City Manager approves anticipated food for resale purchases for the Delray Beach Golf Club, as required by the Purchasing Ordinance.**
  
- (2) The City consider updating the Purchasing Policies and Procedures Manual's purchasing authorization levels to clarify that all acquisitions greater than or equal to \$65,000, including acquisitions exempt from competitive procurement, shall be approved by the City Commission.**
  
- (4) The City ensure staff responsible for Petty Cash accounts are aware of the most current reimbursement limit.**

**Management Response:**

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- (1) The City concurs with the finding and recommendation. As noted in the report finding, the City will ensure that food for resale purchases comply with the Purchasing Ordinance and Purchasing Policies Manual (PPM) purchasing authorization and approval levels. Payment of invoices for food for resale will follow the process in place as such to be properly approved by the appropriate Department Head or designee.**

**Amended Management's Response (1):**

**The City partially concurs with the finding and recommendation. As noted in the report finding, the City will ensure that food for resale purchases comply with the Purchasing Ordinance and Purchasing Policies Manual (PPM) purchasing authorization and approval levels. Payment of invoices for food for resale will follow the process in place as such to be properly approved by the appropriate Department Head or designee.**

**After further review of the items in question, it was discovered that some of the purchases that occurred during Fiscal Year 2017 (\$89,551.75 – Exhibit B) were initiated prior to a change in the City's Purchasing ordinance. Section 36.02 of the Code of Ordinances (Exhibit C) originally did not require utilization of a Sealed Competitive Method or the Written Quotations Method, nor was City Commission approval required for resale items (e.g., food, beverages and merchandise purchased for resale, which would include but not be limited to the City's golf courses and tennis center facilities). Section 36.02 was revised on June 6, 2017 via Ordinance No. 21-17 (Exhibit D).**

**An additional purchase of items intended for resale totaling \$34,448.30 was made on July 21, 2017 via Purchase Order No. 2017-664 (Exhibit E). This purchase was made in accordance with the revised policies, which only required City Manager**

approval.

Furthermore, the item in question for Fiscal Year 2019, totaling \$26,527.09, only required the approval of the City Manager. In 2019, physical signatures for requisitions were no longer needed. An electronic approval within the new accounting system was initiated by the then City Manager on October 12, 2018. A screenshot of the workflow approvals and related documents are attached as "Exhibit F." As such, it is Management's view that these purchases were made pursuant to City policies.

**Corrective Action expected implementation (1): April 2022**

- (2) The City concurs with the recommendation. The City will update the PPM to clarify the purchasing authorization levels for acquisitions exempt from competitive procurement. Additionally, the revised PPM will specify that that all acquisitions greater than or equal to \$65,000 must be approved by the City Commission.

**Corrective Action expected implementation (2): August 2022**

- (4) The City concurs with the recommendation. The City will redistribute the Petty Cash policy to all Petty cash custodians to ensure that they comply with the policy for all reimbursements and payments made from the petty cash fund. Additionally, the City will update the Petty Cash Payment Approval Form as an additional control to require prior approval of the Finance Director for all petty cash disbursements greater than \$100.

**Corrective Action expected implementation (4): May 2022**

**Notes – Examples of Documentation Needed to Resolve:**

1. Recommendation 1 – Documentation, procedure, explanation, or narrative, etc. to explain the review and oversight process implemented for the food for resale purchases for the Delray Beach Golf Club.
2. Recommendation 1 – Documentation showing FY 2022 food for resale purchases for the Delray Beach Golf Club were properly approved.
3. Recommendation 2 – A copy of the updated Purchasing Policies and Procedures Manual.
4. Recommendation 4 – A copy of the communication (Example, email with Petty Cash Policy attached) showing staff were made aware of the most current reimbursement limit.

**Current Status:** Pending

**Finding (2): The City did not always comply with its Purchasing Card Policy requirements.**

**Recommendations:**

- (5) The City implement the Purchasing Card Policy dollar limitations with the purchasing card provider and ensure that increases are documented and, if temporary, promptly reversed after the pre-approved purchases in excess of the dollar limitations are completed.
  
- (6) The City implement a review and oversight process to ensure cardholders obtain purchase requisitions, orders, and required approvals for purchasing card purchases, as required by the Purchasing Card and Purchasing Manual policies.

**Management Response:**

- (5) The City concurs with the recommendation. The City will update the P-Card Policy dollar limitations with the Purchasing card provider. The P-Card Administrator will review the dollar limits for all Cardholders quarterly to confirm they are within the established requirements per the P-Card policy.

Furthermore, the Administrator will document all approved purchasing card increase requests and adjustments based upon exception and/or business needs and will reverse temporary increases to the pre-approved purchases more than the dollar limitations.

**Corrective Action expected implementation (4): May 2022**

- (6) The City concurs with the recommendation. The City will ensure that Cardholders comply with the PPM and P-Card policies by obtaining the required approvals prior to making purchasing card purchases. The City will create a process to address P-Card purchases due to exceptions and business needs when purchase requisitions and orders are not feasible. Furthermore, the City will distribute a refresher training document annually to reinforce knowledge of the P-Card program policy and responsibilities.

**Corrective Action expected implementation (4): August 2022**

**Notes – Examples of Documentation Needed to Resolve:**

1. Recommendation 5 – A copy of the current P-Card dollar limits from the P-Card system for the Chief Financial Officer, the Chief Purchasing Officer, and the City Manager.
2. Recommendation 6 – An explanation, narrative, or procedure explaining the review and oversight process to ensure cardholders obtain purchase requisitions, orders, and required approvals for purchasing card purchases.
3. Recommendation 6 – P-Card transactions and support for 2 purchasing card transactions over \$10,000 for the Chief Financial Officer, Chief Purchasing Officer, or the City Manager.

**Current Status:** Pending

**Finding (3): The City did not comply with Florida Statutes and City requirements for the expenditure of Law Enforcement Trust Fund monies.**

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**Recommendations:**

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- (7) The City comply with section 932.7055, Florida Statutes, and follow the City's Charitable and Benevolent Contributions and Special Event Funding Policy when donating City Law Enforcement Trust Fund monies until the new policy for donations is implemented.**
- (8) The City ensure that personnel are aware of the statutory and policy requirements for making donations with City Law Enforcement Trust Fund monies.**
- (9) The City require agencies requesting charitable contributions to disclose any business or employment relationships with the City, and research agency disclosures and corporate information prior to approving the agency's application for payment to prevent potential conflicts of interest.**

**Management Response:**

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- (7) The City concurs with the finding and recommendation. As noted in the draft report, in 2021, after a period when donations were suspended, the City developed a formal application with the collaboration with the City's Legal Department and started putting Law Enforcement Trust Fund donation requests on the agenda for the City Commission's approval, in accordance with the Section 932.7055, Florida Statutes. The City will review the Administrative Policy and Procedure GA-23, Charitable and Benevolent Contributions and Special Event Funding, with City's Legal Department, to ensure current Law Enforcement Trust Fund donation application and application contained in GA-23 are not in conflict or constitute a duplication of efforts. If needed, policy GA-23 will be revised to include information regarding the process and application when requesting donations from the Law Enforcement Trust Fund.**

**Corrective Action expected implementation (7): October 2022**

- (8) The City concurs with the recommendation. The City will provide training to its staff to ensure personnel are aware of the statutory and policy requirements for making donations with City Law Enforcement Trust Fund monies.**

**Corrective Action expected implementation (8): June 2022.**

- (9) While City's vendor application already has disclosure requirement for vendors to disclose any business or employment relationships with the City, the City's Police Department will develop and include an additional page in the formal application requiring organizations requesting donations from the Law Enforcement Trust Fund to disclose any business or employment relationship with the City. The Police Department will review disclosures and research corporate information of the**

requesting organization utilizing State of Florida Division of Corporation website and will compare registered agent and officer/director details against a list of City employees.

**Corrective Action expected implementation (9): July 2022**

**Notes – Examples of Documentation Needed to Resolve:**

1. Recommendation 7 – Documentation (copy of check or remittance advice, application, and Commissioner approval, etc.) for 2 LETF donations that complied with section 932.7055, Florida Statutes, and followed the City's Charitable and Benevolent Contributions and Special Event Funding Policy.
2. Recommendation 7 - A copy of the City's updated Charitable and Benevolent Contributions and Special Event Funding Policy and LETF Policy and/or Procedure, if applicable.
3. Recommendation 8 – Provide documentation (email/memo and email list, training sign-in log) showing that personnel were made aware of the statutory and updated policy requirements.
4. Recommendation 9 - A copy of the business or employment relationship disclosures for the 2 LETF donations provided for recommendation 7 above.

**Current Status:** Pending

## Terrence R. Moore

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**From:** Oris, Jeff  
**Sent:** Thursday, September 22, 2022 4:57 PM  
**To:** Terrence R. Moore  
**Subject:** Transfer of SW 12th Avenue Area Properties to the CRA

Mr. Moore,

As the City Commission has asked for the properties that the City owns in the SW 12<sup>th</sup> Avenue area (133, 141 and 145 SW 12<sup>th</sup> Avenue and 142 SW 11<sup>th</sup> Avenue) to be transferred to the Delray Beach Community Redevelopment Agency (CRA) for use as affordable housing, I initiated meetings with Renee Jadusingh, the Executive Director of the CRA to discuss this transfer. Ms. Jadusingh indicated concerns that the initial discussion was to transfer these properties, as is, as soon as possible. Specifically, she took pause regarding the four non-profit tenants at the City's Neighborhood Resource Center at 141 SW 12<sup>th</sup> Avenue (Delray Beach Community Land Trust, Legal Aid Society of Palm Beach County, Urban League of Palm Beach County, and Christians Reaching out to Society) who are occupying space at this site under revocable license agreements with the City at no cost to the organizations. An immediate transfer of the property would require the City to terminate the revocable license agreements before the expiration of their initial term on September 30, 2023 (which is allowable with 30-day notice from the City) or would necessitate the CRA assuming the license agreements as the new property owner. Each of these scenarios present a challenge to either the City or the CRA.

The City has expressed concern related to its credibility and the ability of some of the non-profits to find suitable locations from which to serve their Delray Beach clients should the 30 day termination be utilized. If the agreements are not terminated, Ms. Jadusingh has indicated the CRA's redevelopment plan (which guides what the CRA is permitted to do) does not allow for the CRA to support non-profits that do not promote the goals and objectives of the CRA. Of the four non-profit tenants, the CRA could only continue to support the Delray Beach Community Land Trust (CLT) as its housing mission meets the provisions of the redevelopment plan. Even though the CRA can support the CLT, once transferred the City would have difficulty justifying the continued provision of services which the CLT currently enjoys. These services currently include the furnishing of computers, internet access, email, telephones, telephone services, and related technical support.

In an effort to avoid the aforementioned issues and to expedite the transfer of the land, it would be appropriate for the City and CRA to craft an agreement or memorandum of understanding (MOU) which can give certain permissions to the CRA while establishing a timeline for the transfer of these properties without immediately terminating the revocable license agreement. The agreement or MOU could establish that the transfer of property would take place in a certain timeframe, no earlier than September 30, 2023, which would allow for initial term of all of the revocable license agreements to expire, while granting certain permissions to the CRA such as allowing for any investigations regarding the land that may be necessary or for the preparation and initiation of a competitive process to secure a non-profit housing provider to whom they would ultimately transfer the land. As the CRA's process to secure the non-profit will take several months and the selected housing provider will still need time to plan for any development before needing to take possession of the land, such an agreement would allow for the City to give the existing non-profit tenants at the Neighborhood Resource Center almost a year to find alternative space and will not require the City to terminate leases, yet it will allow for the CRA to immediately prepare and initiate the process to find a non-profit housing provider for the property. This is a positive for all those who are or will be involved in this effort.

Ms. Jadusingh and I intend to continue our discussions and to work together along with both the City and CRA attorneys to draft a document that is appropriate to bring before the City Commission and the CRA Board for their approvals as soon as possible.

I will keep you advised of our progress and remain available at any time should you require any additional information.

**Jeff Oris, CEcD**  
**Assistant City Manager**  
**City of Delray Beach**  
**100 NW 1<sup>st</sup> Avenue**  
**Delray Beach, Florida 33444**  
**561-243-7144 – office**  
**561-696-4114 - mobile**  
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# City of Delray Beach



## **Solid Waste Authority Of Palm Beach County Blighted and Distressed Property Clean-Up Grant Application**

This grant is intended to assist in the cleanup and demolition of distressed, blighted or otherwise negatively impacted properties within both the unincorporated and incorporated areas of Palm Beach County. This grant is offered as an incentive to improve the quality of the life and provide a safer, healthier and more aesthetically pleasing environment for the residents. The project must include demolition of, and the hauling, recycling and disposal of debris from derelict, distressed or abandoned structures. Eligible demolition projects can also include improvements to property subject to trespass or illegal entry, or chronic illegal dumping or littering, which improvements may include land clearing, landscaping, hardscaping and other similar improvements.

### **Prepared by:**

Ferline F. Mesidort, Neighborhood Services Administrator  
Neighborhood and Community Services  
Neighborhood Services Division  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-7282  
[mesidort@mydelraybeach.com](mailto:mesidort@mydelraybeach.com)

# September 19, 2022 - September 25, 2022

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	

October 2022

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23	24	25	26	27	28	29
30	31					

## Monday, September 19

- ← Virtual 2022 ICMA Annual Conference - International City/County Management Association →
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:00am - 5:00pm 2022 ICMA Annual Conference - International City/County Management Association
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ☺
- 9:30am - 10:30am Meeting with Andrea Bruton re: The Incredible Pink Wall Event (Conference Room - City Manager) - Vega, Brenda
- 11:00am - 12:00pm Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ☺
- 3:00pm - 9:00pm September 19th Commission Meetings - Viewing
- 3:00pm - 4:00pm HOLD - CC Workshop - Strategies and Options
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 4:00pm - 6:00pm 2nd Budget Public Hearing/Regular Meeting

## Tuesday, September 20

- ← Virtual 2022 ICMA Annual Conference - International City/County Management Association →
- 8:00am - 5:00pm 2022 ICMA Annual Conference - International City/County Management Association
- 9:00am - 10:00am Compile Information Letter Report - Semi-Annual Follow-Up Response to Palm Beach County Office of the Inspector General (Accounts Payable Expenditures and Cash
- 10:00am - 11:00am Compile Information Letter Report - Transaction Process to Support Conveyance of Properties
- 11:00am - 12:00pm Meeting with Todd Moser re: ELEV8 Baseball Academy (Miller Park) - Vega, Brenda
- 2:00pm - 4:00pm Non-Mandatory Pre-Proposal Meeting: RFP No. 2022-046 Solid Waste and Recycling Collection Services
- 4:00pm - 4:30pm CM Moore/Chief Tomey 1:1 (City Manager's Office) - Vega, Brenda ☺

## Wednesday, September 21

- ← 12:00am Virtual 2022 ICMA Annual Conference - International City/County Management Association
- 12:00am Tyler Munis - demonstration - Updated Agenda (Conference Room - Commission Chambers) - Marese, Don →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ☺
- 8:00am - 5:00pm 2022 ICMA Annual Conference - International City/County Management Association
- 9:00am - 10:00am Compile Information Letter Report - SWA Grant Submission Considerations (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Hugh Dunkley Six Month Performance Review (CM Office) - Terrence R. Moore
- 5:00pm - 5:30pm Board Training for the Advisory Board Members

## Thursday, September 22

- ← 12:00am Tyler Munis - demonstration - Updated Agenda (Conference Room - Commission Chambers) - Marese, Don
- 9:00am - 10:00am Compile Information Letter Report - Implementation Strategies to Support Parking and Curbside Management Plan (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Considerations Involving Eat Better Live Better
- 10:00am - 10:30am OSS Center for the Arts v. City of Delray Beach (City's Motion to Strike Allegations in Second Amended Complaint) (205 N. Dixie Hwy, West Palm Beach, Courtroom 9C (Judge Kastrenakes)) - Gelin, Lynn
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ☺
- 3:00pm - 4:30pm Various (Various) ☺
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ☺

## Friday, September 23

- Janet's last day :(
- 7:30am - 9:00am Finalize CIL (CM Office) ☺
- 10:00am - 10:30am Reservation (Delray Beach Tennis Center)
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (Town of Palm Beach - Mandel Recreation Center 340 Seaview Avenue, Palm Beach, Florida 33480) - Vega, Brenda ☺
- 11:00am - 12:00pm HOLD- Special Meeting
- 11:00am - 2:00pm Rafael to Update your PC and Laptop - Vega, Brenda
- 2:00pm - 3:30pm Janet Meek's Retirement Farewell (Conference Room - Commission Chambers) - Vega, Brenda
- 2:00pm - 3:30pm VTT002 - Virtual Think Tank (<https://us02web.zoom.us/j/84767239455?pwd=d09sZEtMakgyTmtBdDlteDZXMHJudz09>) - Rob Duncan ☺
- 4:00pm - 4:30pm Various (Various)

## Saturday, September 24

- 8:00am - 10:00am Delray Beach Senior Games Track and Field (Atlantic High School)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ☺
- 10:30am - 12:00pm Various, CIL Notes, etc. (CM Office)
- 10:30am - 11:30am Habitat for Humanity/Wells Fargo Welcome
- 2:00pm - 11:00pm Various (Various)

## Sunday, September 25