



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



City Commission Information Letter

January 27, 2023

Administration of Federal Funding Allocation to Help Support Utility Infrastructure Improvements

With last week's announcement that the City of Delray Beach is being awarded a \$3.5 million federal allocation to help financially support various utility infrastructure improvement initiatives for our community, please be advised that staff is now working to incorporate specific expenditure line-item considerations into pending capital improvement programs.

As referenced in the attached electronic mail message from Director of Utilities Hassan Hadjimiry, guidance to this effect involves capital enhancements necessary to improve the operation's water distribution system, including such related to water storage tanks, as well as associated mechanical and electronic upgrades. Additionally, with the initiation of such projects, the City of Delray Beach will continue to work with all involved to pursue additional federal funding opportunities beyond this outcome.

Meanwhile, much appreciation to both the Office of Congresswoman Lois Frankel, and the City's federal lobbyist, The Color Nine Group, for their involvement, support, and guidance in helping our organization to realize this much appreciated achievement.

Draft Revised Administrative Policy for Budget Adjustments and Applicable Charter Provision Consistency

As recently committed publicly, the Office of the City Manager, via collaborative dialogue and engagement with the Department of Finance, the Office of the City Attorney, and that of Internal Auditor Dr. Julia Davidyan, was able to compile a revised, draft administrative policy concerning budget adjustments, consistent with applicable provisions of the Delray Beach City Charter.

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As noted, guidance to this effect includes policy revisions regarding transfers of appropriations involving departments (the legal level of budgetary control), as well as adjustments between major expenses related to personnel, operating, and capital costs. Specific to this effect is the requirement that transfers of \$65,000 or more as outlined, will be presented to City Commission for consideration and approval.

Additionally, provisions regarding contingencies have been made to more specifically allow for expenditures for unexpected maintenance and/or other unanticipated expenses that may be experienced throughout any given fiscal year. Via annual proposed budget processes, reasonable contingency account considerations will therefore be presented to the City Commission as a function of respective review exercises.

As we prepare for the Fiscal Year 2023-2024 Proposed Budget process in the coming weeks, I am very much looking forward to incorporating this revised policy as a function of operational and transactional effectiveness. Meanwhile, any thoughts and/or observations regarding the revised policy prior to final approval by the Office of the City Manager will be more than welcomed.

Mature Tree Trimming and Respective Certified Arborist Involvement

As committed during the January 10th regular City Commission meeting, the Department of Parks and Recreation has initiated engagement with external arborist professionals relative to helping the City of Delray Beach to review and offer recommendations related to recent tree trimming activity. Involvement to this effect likewise included consultation from two Palm Beach County based arborists: King Tree Service and Zimmerman Tree Service.

As referenced in the attached letter from Zimmerman, in review of the mature trimming exercise recently performed at the Old School Square Campus, both arborists noted that an improper cutting technique was applied, resulting in a cut that should have been more round and flat, as opposed to oval and raised. However, neither arborist took issue with the removal of the basal limb itself. Additionally, a previous City of Delray Beach Tree Canopy Study noted minor

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limb damage to the tree in question, as well as a recommendation for crown trimming accordingly.

With ancillary recommendations provided by both arborists such as systemic insecticide treatment; fertilization to be performed four times annually; and restoration pruning once a year after initial pruning, maintenance teams are now prepared to implement these guidelines for both this location, as well as for other future mature tree trimming exercises.

Ancillary Directives to Advance Cyber Security Staff Training

In addition to recent efforts to direct the importance of mandatory KnowBe4 cyber security training for all officials and employees of the City of Delray Beach, please be advised that additional supplemental exercises necessary to advance security awareness throughout the organization is also being administered by the Department of Information Technology.

As noted in the attached electronic mail message from Assistant Director of Information Technology Don Marese, involvement to this effect includes initial onboard training for new employees via a video educational seminar that will outline current examples of attacks, and to how to therefore achieve vigilance and recognition accordingly. This approach, to now become a function of new employee orientation, will therefore yield an easier transition relative to the current KnowBe4 requirement, and other directives to be executed as the City of Delray Beach continues to foster a safe and sound environment from an information technology operations standpoint.

Calendar of Meetings, Activities, and Functions

The Department of Human Resources hosted the City's Quarterly Service and Employee of the Year celebration yesterday morning here at City Commission Chambers. As usual, the event was well attended, with me continuing to enjoy my involvement relative to engaging with staff from various echelons of the

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organization, as well as enthusiastically offering my personal appreciation for achievements and contributions made by individuals being recognized.

An additional feature of yesterday's festivities included the rare occasion of recognizing a 40-year employee. Mr. Ray Colgin of the Department of Utilities has likewise served in multiple positions since 1982. Given the significance of this achievement, Mayor Petrolia was also able to join us, enabling her expression of gratitude and appreciation as well.

Enclosures:

Electronic Mail Message from Hassan Hadjimiry - \$3.5 Million Federal Grant
Updated Draft Administrative Policy - Budget Adjustments and Applicable Charter Provision Consistency
Letter from Zimmerman Tree Service – Shaving Brush Tree Conditions and Ancillary Recommendations
Electronic Mail Message from Don Marese – Cyber Security Training
Calendar for Business Week of January 23, 2023

CM/Documents/City Commission Information Letter 57

Terrence R. Moore

From: Hadjimiry, Hassan
Sent: Tuesday, January 24, 2023 12:36 PM
To: Terrence R. Moore
Cc: Oris, Jeff; Guevarez, Juan
Subject: \$3.5M federal grant

Mr. Moore,

It was great to hear that City of Delray Beach was successful in securing the \$3.5M Federal Grant.

We are currently working with Color Nine Group, LLC, obtaining logistics for soliciting professional and actual construction services as required by federal grants.

Funds received from this grant will be utilized to improve the City's the finished water storage system and associated electrical and mechanical appurtenances, providing more reliable / efficient water distribution capabilities.

We are very thankful that due to receiving this grant we will be positioned to continue to improve our water distribution system while minimizing the monetary impact on our customers / ratepayers.

Respectfully,



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444

 **561.243.7303**

 hadjimiryh@mydelraybeach.com



CITY OF DELRAY BEACH

ADMINISTRATIVE POLICIES AND PROCEDURES

DEPARTMENT:	Finance	POLICY NUMBER:	BF-7
SUBJECT:	Budget Transfer and Amendment Policy	SUPERSEDES:	BF-7, Rev 6 (10-1-2021)
REVISION:	7	EFFECTIVE DATE:	January 26, 2023
APPROVED BY:	Terrence R. Moore, ICMA-CM, City Manager		

PURPOSE

The purpose of this policy is to define, standardize, and set forth procedures and responsibilities for amending or adjusting the adopted budget. It is understood that from time to time the originally adopted budget needs to be amended or adjusted because of unplanned or unforeseen circumstances. The City of Delray Beach formally authorizes, appropriates, and adopts the budget by department and by fund. Expenditures cannot exceed individual departmental and fund appropriations without formal action of the City Commission. Department Heads are responsible for monitoring their respective budgets. The following information sets forth the authority and process by which the originally adopted budget may be amended or adjusted.

POLICY

BF-7.1 Definition:

The process for amending the budget is based upon Section 166.241, Florida Statutes as well as Section 4.05(F) of the City Charter. This administrative policy establishes the process for making amendments or adjustments to the adopted budget. In the context of this administrative policy, the term department is defined as the following:

00-Administration	25-Disaster Services	59-Economic Awards
10-Administrative Services	26-Development Services	61-Miscellaneous
11-City Commission	34-Sanitation	72-Parks & Recreation
12-City Manager	36-Water & Sewer	73-Cultural Services
13-Finance	37-Geographic Information Systems	74-Special Events
14-City Attorney	38-Stormwater	75-Recreational Facilities
15-City Clerk	39-Cemetery	79-Other Recreational Facilities
16-Information Technology	40-Environmental Services	85-Debt Service
17-Human Resources	41-Public Works	90-Miscellaneous
18-Pensions	42-Engineering	91-Transfers
21-Police	43-City Garage	95-Contingency
22-Fire	45-Parking Facility	
24-Neighborhood & Community Services	54-Neighborhood Services	

If a department is not specifically listed above, or is not combined with one of the above, it will be considered a separate department based upon the individual department number established in the ERP (Enterprise Resource Planning) financial accounting software.

BF-7.2 Appropriation of Expenditures – City Commission Approval Required:

A. New Appropriations - Budget appropriation requests that increase the budgeted level of expenditures for a given fund must be approved by resolution, requiring formal action of the City Commission. Pursuant to Florida Statutes, budget amendments must be adopted in the same manner as the original budget.

A receipt of revenue from a source not anticipated in the budget and received for a particular purpose including, but not limited to, grants, donations, gifts, or reimbursement for damages, may, by resolution of the City Commission, be appropriated and expenditures provided for in the budget.

B. Transfers Between Funds – Transfers of appropriations between funds must be approved by the City Commission.

C. Transfers Between Departments – Transfers of appropriations between departments must be approved by the City Commission.

D. Transfers Between Major Object Code Groups – Transfers of \$65,000 or more between major expense object code groups (i.e., Personnel, Operating and Capital), including those within the same fund and department, must be approved by the City Commission. Transfers between major object code groups of less than \$65,000 within the same fund and department are approved by the City Manager.

E. Transfers of Appropriations Between Capital Improvement Projects - Capital improvement projects are controlled by project total. Transfers of appropriations of \$65,000 or more between capital improvement projects require the approval of the City Commission.

BF-7.3 Appropriations of Expenditures – Administrative Budget Adjustments

A. General Information

1. Department personnel will be prevented from processing a transaction in the ERP system against an object code that does not have a sufficient budget balance. A Departmental Budget Transfer Request will be required to move budgeted funds between allowable object codes within the Fund/Department before the transaction can be completed.
2. Department directors or their designees, are authorized to transfer budgeted funds, with a net change effect of zero, between allowable object codes within their departments to prevent deficit balances and to allow for continuity in the processing of transactions. All object codes with an approved operating budget are allowable for transfer by the department in accordance with the criteria outlined below.
3. The number of transfers completed by departments is not limited; however, adequate budgeting and planning will prevent or reduce the number of transfers requested.
4. Failure of a department director to adequately monitor their budget, thereby exceeding the departmental appropriated budget, can lead to disciplinary action up to and including termination.

B. City Manager Approval Required

1. Transfers Within the Same Fund and Department, Same Major Object Code Group – Transfers of \$10,000 or greater between activities within the same department, in the same major object code group, require approval by the City Manager. Transfers of less than \$10,000 in the same fund and department, same major object code, may be approved by the Chief Financial Officer.

2. Transfers of Existing Appropriations Between Major Object Code Group – Transfers of less than \$65,000 between major object code groups (i.e., personnel, operating and capital) within the same fund and department must be approved by the City Manager. Transfers of \$65,000 or greater must be approved by the City Commission.
3. Transfers of Appropriations Between Capital Improvement Projects - Capital improvement projects are controlled by project total. Transfers of appropriations up to \$64,999.99 between capital improvement projects shall be approved by the City Manager.

C. Chief Financial Officer Approval Required

Transfers Within the Same Fund and Department, Same Major Object Code Group – Transfers of less than \$10,000 between activities within the same fund and department, in the same object code group, may be approved by the Chief Financial Officer. Transfers of \$10,000 or more in the same fund and department, same major object code group, must be approved by the City Manager.

D. Contingency Appropriations

Provision shall be made in the annual budget for a reasonable contingency appropriation to be expended for use in the administration of the City's affairs for unexpected maintenance or other unanticipated expenses that might occur during the year. This contingency will be available for use by the Mayor and City Commission via the budget amendment process or during the year for initiatives identified by the City Manager and approved by the City Commission. Transfers of appropriation from the Contingency Account to another department must be approved by the City Commission.

E. Year-end Appropriations

At the start of each fiscal year, encumbrances outstanding at the end of the previous year will be automatically reappropriated (rolled over), provided that the goods/services have been ordered before October 1. The encumbrances are budget amounts for goods or services for which a contract or purchase order has been issued, but has not been paid prior to the fiscal year end. These encumbered budget amounts must be brought forward.

Appropriations that are not expended, encumbered, or specifically designated to be carried forward lapse at the end of the fiscal year (September 30th). Exceptions include:

1. Certain unpaid purchase orders, outstanding contracts and other commitments
2. Unencumbered appropriations for grants and capital projects.



Palm Beach County's Tree Health ProfessionalsSM

I am writing this letter, based on your request, to observe the Shaving brush tree and its current condition.

It was a pleasure to visit the Old School Square property on 1/06/23, the following are my findings:

The Shaving brush tree, *Pseudobombax ellipticum*, was recently pruned. The reasons for tree pruning may include, but are not limited to, reducing risk, maintaining, improving tree health and structure or improving aesthetics.

A pruning cut that removes a branch at its point of origin shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar. **I observed multiple cuts. They were made improperly because they were cut into the branch bark ridge/collar. A final cut should be round and flat, most of these cuts are oval and raised (Figures 1-6).**

Branches shall be precut using the 3 cut method to avoid splitting of the wood or tearing of the bark. **The wood and bark were torn/cut.**

The final cut shall result in a flat surface with adjacent bark firmly attached. Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. **The tree was damaged and ripped, creating an open wound that is now susceptible to insect infestation, rot and decay (Figure 1,2,3,6,7,8). This can cause future decline of the health of the tree.**

Equipment and work practices that damage living tissue and bark beyond the scope of the work were not avoided.

Recommendations for future health and vigor:

- Systemic Insecticide treatment
- Fertilization to be performed 4 times per year
- Restoration pruning 1 year after the initial pruning

When a tree is in decline, the culprit is often assumed to be either disease, insect or nutrition related. However poor pruning often allows these other problems to occur.

Forever greener spaces.

Michael Zimmerman



ISA- Certified Arborist, SO-0112A

American Society of Consulting Arborists

ASCA #310



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8

Delray All Trees: Pseudobombax ellipticum

TREE_SPECI	Shaving Brush Tree
DBH	39
MULTI_TRUN	No
HEIGHT_CLA	40'
SPREAD_CLA	70'
CONDITION	Fair (41% to 60%)
OBSERVATIO	Basal Co-Dominant
OBSERVATI2	Limb Damage - Minor
OBSERVATI3	Sprouting
OVERHEAD_U	
SIDWALK_DA	No
RECOMMENDA	Crown Cleaning
RECOMMEND2	
GROWING_SP	20+ feet
SOIL_COMPA	No
NOTES	
NORTHING	774,765.64
EASTING	959,485.77
POINT_ID	5,698
SCI_NAME	Pseudobombax ellipticum
SITE_ADDR_	51 N SWINTON AVE
CATEGORY	FACILITY
MAP_ID	OLD SCHOOL SQUARE
RESPAUTHOR	PARKS
EST_AGE	50+
LIFESPAN	30 to 50 years
EST_VALUE	44,698.86
SHEET	

Terrence R. Moore

From: Marese, Don
Sent: Wednesday, January 25, 2023 9:24 AM
To: Terrence R. Moore
Subject: Cyber Security training

Mr. Moore,

The IT Team has diligently been working on Cyber Security training and we have created a video recording of this training seminar.

The recommendation is to add this to Delray Forward / Target Solutions as mandatory training for all employees to view and acknowledge.

This YouTube video can also be played at new-hire orientations or added to the scheduled training modules for all new employees.

We continue the bi-annual KnowBe4 training modules and have added 2 additional courses for all new hires on Security Awareness and Links and Attachments. KnowBe4 training has reached a 99% completion rate. Training is to be completed in the first 30 days of hire, or as the bi-annual training is started in March and October. Users that have not completed their training in 30 days will have network and email access revoked until the training has been completed.

Through KnowBe4, we also have monthly phishing campaigns which send an email out to each user to test their cyber-security proficiency. Users who click or fail multiple phishing attempts are required to attend additional in person training sessions.

Regards,

Don Marese

Assistant IT Director

City of Delray Beach

150 NW 1st Avenue

Delray Beach, FL 33444

561-243-7146

January 23, 2023 - January 29, 2023

January 2023

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					

February 2023

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			

Monday, January 23

- Anthea ooo
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 10:30am - 11:00am Final Direction Concerning the Proposed Black History Parade (Conference Room - City Manager) - Vega, Brenda
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 2:30pm - 4:30pm Various (Various)
- 6:00pm - 7:00pm South Central Regional Wastewater Treatment and Disposal Board Quarterly Annual Meeting (1801 N Congress Ave, Delray Beach, FL 33445) - dlevine@scrwtp.org

Tuesday, January 24

- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 9:30am - 10:30am State Farm Insurance (State Farm Insurance)
- 10:30am - 11:30am Interlocal Service Agreement Between the City of Delray Beach and the Town of Highland Beach (Conference Room)
- 1:30pm - 2:30pm Compile Information Letter Report - Administration of \$3.5 Million Federal Funding Allocation for
- 2:00pm - 4:00pm Delray Beach CRA: Workshop (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander, Tracy
- 3:00pm - 4:00pm Compile Information Letter Report - Confirmation of Health for Mature Trees and Respective Certified
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,
- 4:30pm - 5:30pm Update Professional Biography for BE Recognition (CM Office)

Wednesday, January 25

- Gina ooo
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Compile Information Letter Report - Ancillary Directives to Advance Cyber Security Staff Training (CM Office) -
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 12:30pm Various (Various) - Terrence R. Moore
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 2:00pm - 3:00pm Agenda Review Meeting (February 7 CC
- 3:00pm - 4:00pm Municipal Lease-Purchase Financing (Microsoft
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 4:30pm - 5:30pm Sun Pass (CM Office)

Thursday, January 26

- 8:30am - 9:30am Compile Information Letter Report - Authorized Policy for Budget Adjustments and Applicable Charter Provision Consistency (CM Office) - Terrence R. Moore
- 10:00am - 12:30pm Quarterly Service and Employee of the Year Celebration (Commission Chambers) - King, LeShay
- 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, January 27

- 12:00am Sara ooo →
- Sam ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 10:00am - 12:00pm Pame' Williams Retirement Gathering (SOC Training Room)
- 11:00am - 12:00pm Travel Time (399 Seabrook Rd.; Village of Tequesta, FL 33469)
- 12:00pm - 1:00pm PBCCMA Meeting - Save the Date (Village of Tequesta Recreation Center - 399 Seabrook Rd.) - Jeremy Allen
- 2:00pm - 4:00pm FIRST NEGOTIATION MEETING - RFP 2022-046 SOLID WASTE & RECYCLING COLLECTION SERVICES (WASTE
- 4:00pm - 5:00pm Delores Rangel Annual Performance Evaluation (CM Office) - Terrence R. Moore

Saturday, January 28

- ← Sara ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

Sunday, January 29

- ← Sara ooo →