



# 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

**April 7, 2023**

**Happy Passover!**

**Have a Blessed Good Friday!**

**Happy Easter!**

### **Next Steps Regarding General Obligation Bond Transactions and Related Project Implementation**

With last month's affirmative vote outcomes relative to the \$100 million Public Safety and the \$20 million Parks General Obligation Bond referendums, please be advised that direction has been given to begin initial transaction processes.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, guidance to this effect involves a recommendation to issue a reimbursement resolution that will allow the City of Delray Beach to advance funds (for initial administrative and other transactional related expenses), and to be reimbursed later from bond proceeds. This task will coincide with the presentation of a bond project implementation plan, which will enable the City to direct a specific implementation schedule (based on those that were highlighted in the authorizing bond resolution approved by City Commission last September).

The Office of the City Manager will convene leadership from all involved departments during the next several weeks to engage logistics relative to design functions, procurement, and other activities necessary to advance project implementation. Resulting recommendations and updates for City Commission review and considerations are anticipated in the next few months.

**Annual Operations Budget Format and City Charter Compliance**

As briefly mentioned during Tuesday evening's regular City Commission meeting, the Office of the City Manager was recently notified by leadership of the Palm Beach County Office of the Inspector General (OIG) that their review of the Delray Beach City Charter requirement that annual proposed budget documents reflect explained changes in both revenue and expenditure line items, has been determined to be compliant. No further involvement from OIG is warranted.

The City of Delray Beach is productive in this regard because of the requirement that all departments detail each expenditure type by department/office, resulting in highlighting applicable expenditure changes, and the reason for the change from prior fiscal years via proposed budget documents.

Updated formats were introduced last year as a function of the Fiscal Year 2022-2023 Proposed Budget process. Given the aforementioned confirmation from the OIG, guidance to continue and refine this reporting structure is being offered, yielding both aggregate budget and financial reporting and transparency that has not been a prior experience.

**Current Functionality of Law Enforcement Based Technology**

As a follow-up to last week's report relative to current direction to advance license plate recognition (LPR) and other technology to help augment law enforcement security operations in our community, please be advised that current functionality involves LPR presence limited to the vicinity of Atlantic Avenue and Interstate 95.

Capabilities as outlined enable the Delray Beach Police Department to identify vehicles that may have been associated with criminal activity that travel via this specific location. Additionally, this practice enables effective investigation opportunities that would otherwise not become possible, including events involving missing and/or endangered persons, medical issues, and more effective collaborative responses involving external partner agencies.

## **Office of the City Manager Organizational Structure to Support Education and Workforce Coordination Operations**

With the recent selection of Ms. Janai Bowens to serve as the City's Education and Workforce Coordinator, the Office of the City Manager is working with both she and other staff to align various team-oriented goals and objectives accordingly.

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, guidance to this effect includes his direct involvement as a lead support contact for Ms. Bowen. Resulting collaborative tasks will therefore involve an assessment of existing School District of Palm Beach County objectives for Delray Beach schools, as well as a review of the City's current strategies to help ultimately offer recommendations for updated goals for both the Delray Beach Education Board and City Commission's review and consideration.

A workshop meeting to outline respective outcomes, considerations, and prospective direction will be scheduled soon.

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

Although the two-day Billie Jean King Cup qualifying round event at the Delray Beach Tennis Center will not commence until one week from today, much site preparation was necessary to plan and organize accordingly. This included temporary realignment and reuse of City Hall employee rear parking, as well as numerous enhancements and adjustments at the Delray Beach Tennis Center necessary to facilitate optimal management of physical space and infrastructure.

Additionally, in response to concerns and observations regarding the concurrent scheduling of this year's Delray Affair, various traffic rerouting and

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**April 7, 2023**

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**collaborative arrangements for parking involving the Delray Beach Community Redevelopment Agency were achieved.**

**Less adverse impacts to both the immediate vicinity and the community at large are anticipated.**

Enclosures:

Electronic Mail Message from Hugh Dunkley - GOB Next Steps

Electronic Mail Message from Evangeline Rentz/OIG - (Response to) Management Inquiry Letter

Electronic Mail Message from Jeff Oris - Education and Workforce Development Coordinator

Calendar for Business Week of April 3, 2023

CM/Documents/City Commission Information Letter 65

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Tuesday, April 4, 2023 2:49 PM  
**To:** Terrence R. Moore  
**Subject:** GOB Next Steps

Terrence-

Our next steps in regards to the City's recently approved referendum for issuance of its general obligation bonds are as follows:

1. Prior to incurring any expense in connection with the bond projects, staff will bring before the City Commission a reimbursement resolution which will allow the City to advance funds and be reimbursed later from the bond proceeds.
2. City staff will meet to come up with a Bond Implementation Plan, which will enable us to, among other things, prioritize the projects that were identified in the authorizing bond resolution, plan and prepare for community engagement, discuss grant and other funding opportunities.
3. The Purchasing Division in conjunction with the key operating departments will work together to engage consultants to assist staff with such things as determining the ideal construction delivery method (i.e., design-bid-build, design-build, construction manager at-risk, etc) as well as preparation of design criteria package(s) and related solicitation documents. These consultants will also assist staff with evaluation of the responses or bids submitted by firms prior to selection by the City Commission.
4. The timing of the actual debt issuance will take into consideration the project schedule in the Bond Implementation Plan. IRS guidelines typically assume that the bond proceeds will be spent within 3 years of bond issuance.
5. Tax roll considerations will also impact the timing of the bond issue: any debt issued on or after January 1<sup>st</sup> of the year will be placed on the tax roll for the following fiscal year.
6. Finance staff will be working with the City's financial advisor, our Bond Counsel, as well as the Office of the City Attorney to develop post-issuance compliance policies and procedures.

Please let me know if you have any questions.



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

**Chief Financial Officer**

**City of Delray Beach**

100 N.W. 1<sup>st</sup> Avenue

Delray Beach, FL 33444

(561) 243-6204

[DunkleyH@mydelraybeach.com](mailto:DunkleyH@mydelraybeach.com)

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PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

## Terrence R. Moore

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**From:** Inspector <Inspector@pbcgov.org>  
**Sent:** Thursday, March 30, 2023 1:36 PM  
**To:** Terrence R. Moore  
**Cc:** Thezine, Laura  
**Subject:** RE: OIG# 2022-08-0015 Management Inquiry Letter encrypt-this

### **-Please be cautious-**

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Mr. Moore:

We are in receipt of your management inquiry response concerning Palm Beach County Office of Inspector General Correspondence number 2022-08-0015. In your response, the City detailed each expenditure type by department/office, the change from prior years, and the reason for the change. Therefore, it appears that the City is meeting the Charter requirement. As a result of this review, it has been determined that no further OIG involvement is warranted at this time. Consequently, this matter has been closed. According to our policy, we will notify the complainant of such.

Thank you for your response and assistance in addressing these concerns.

Sincerely,

### **Evangeline Rentz, CIGI**

Intake Manager | Records Custodian  
Office of Inspector General  
Palm Beach County  
P.O. Box 16568  
West Palm Beach, FL 33416  
Hotline: 877-283-7068  
Office: 561-233-2350  
Fax: 561-233-2370

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*'tEnnancing Pu6fic Trust in govement''*

To report waste, fraud or abuse, please send to: [inspector@pbcgo.org](mailto:inspector@pbcgo.org)

Please visit our website at: <http://www.pbcgov.com/OIG>

We value your opinion. Please take a few minutes to share your comments on the service(s) you received from our office by sending an email to: [fGcomments@pbcgov.om](mailto:fGcomments@pbcgov.om).

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## Terrence R. Moore

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**From:** Oris, Jeff  
**Sent:** Thursday, April 6, 2023 6:27 PM  
**To:** Terrence R. Moore  
**Subject:** Education and Workforce Development Coordinator

Mr. Moore,

Ms. Janai Bowens began serving as the Education and Workforce Development Coordinator on March 6, 2023, and she "hit the ground running". Having already met with a significant number of key education stakeholders and taking over as staff liaison to the City's Education Board, She is accumulating a great knowledge of the City's education and workforce development needs. Additionally, Janai and I have been working closely to ensure that she has access to information on the City's current and past education and workforce initiatives, as well continued access to key individuals in the community. Ms. Bowens and I have discussed important projects and programs, the role of the Education Board, and together, we have reviewed data from the School Board and completed the 2022 Status of Public Schools and Student Enrollment and Performance Data Report. She has conferred with Economic Development Director Sara Maxfield as to the workforce development needs of the community, including types of training and educational programs that would best prepare our community's youth and under-employed for careers in fields that pay well and for which employees will be in demand moving into the future. Together, we have also explored information and reports on past City efforts, discussed her initial meetings with local school administrators, and reviewed the last two regular meetings of the City's Education Board to further her knowledge.

Having this solid base to work with, Ms. Bowens has now been charged with assessing the data and the information now available to her to prepare a strategic plan for her position showing how she intends to operate in a manner that will promote the City's stated the education and workforce development needs. Janai will also be engaged during the next few analyzing the current state of the City's efforts and their impact on the community. This analysis will be the basis for thoughts and recommendations regarding options and additional projects or programs that may be available to the City to further our education and workforce development goals and more impactfully influence opportunities for our residents of all ages.

Ms. Bowens and I will continue to work together on these items and to prepare for an upcoming Commission workshop meeting to present information to the Commission that will allow them to determine if there are any new or expanded educational and workforce outcomes they wish to explore.

**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**



# April 3, 2023 - April 9, 2023

April 2023							May 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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23	24	25	26	27	28	29	28	29	30	31				
30														

## Monday, April 3

- 7:30am - 8:30am Begin CIL (CM Office) 0
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot O
- 9:00am - 9:30am Missie Barletta Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda O
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores O
- 11:00am - 12:00pm Guidance and Expectations to Advance Fire Rescue Efficiencies in Operations (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Keith Tomey Annual Performance Evaluation ((CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) 0
- 3:00pm - 4:00pm Commissioner Bums mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores0

## Tuesday, April 4

- 8:00am - 9:00am Compile April 5, 2023 Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 1:00pm Settlement Conference Ferrigan v City of DB (CM to attend via Zoom) (Meeting ID: 160 540 3826 and Passcode: 2246129.)
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda O
- 3:30pm - 4:00pm Workshop Mtg Sponsorship of a LDR Text Amendment (Commission Chambers) - Rangel, Delores
- 03:30pm - 8:00pm April 4th Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 4:00pm - 7:00pm Regular Commission Meeting (Commission Chambers) - Rangel, Delores

## Wednesday, April 5

- 8:30am - 9:00am Mission Square Board Considerations (CM Office)
- 9:00am - 11:00am FW: Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda0
- 9:00am - 10:00am Agenda Review Meeting (April 18 CC Meeting) (Conference Room - City Hall 1st Floor)
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda O
- 11:30am - 12:00pm Court recap of Settlement Agreement. Ferrigan (Zoom: Meeting ID: 160 540 3826 and Passcode: 246129) -
- 1:30pm - 2:00pm Facilitator Interview Goal Setting Session (Microsoft Teams Meeting) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Next Steps
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 4:00pm - 5:00pm Compile Information Letter Report - Updated

## Thursday, April 6

- 9:00am - 10:00am Compile Information Letter Report - Current Functionality and Security Environment (In Lieu of Current Lack of LPR, etc.) (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Compile Information Letter Report - Annual Operations Budget Format and City Charter Compliancy (CM Office) - Terrence R. Moore
- 12:00pm - 1:30pm A. Frankel (Various) - Terrence R. Moore
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re: Updates & Agenda (City Manager's Office) - Rangel, Delores0
- 3:00pm - 4:30pm Various (Various) 0
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) -Terrence R. MooreO
- 5:30pm - 6:30pm Kiwanis Club of Delray (Finnegans Irish Pub - 2885 South Federal Highway)0

## Friday, April 7

- 7:30am - 9:00am Finalize CIL (CM Office)0
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda0
- 10:00am - 11:00am IAFF Local 1842 Agreement Negotiation Considerations (CM Office) - Terrence R. Moore
- 11:30am - 1:00pm Various (Various)
- 5:00pm - 5:30pm ICMA CoachConnect Conversation with Felicia Powell (<https://icma.instaviser.com/events/d8bfc610-54cc-4650-9900-73be2ebb6359/live?at=xizYMI30oCBtQf2TfbGh>) - Felicia Powell via ICMA CoachConnect

## Saturday, April 8

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1)0
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office)0
- 12:00pm - 1:00pm Process EA Order (CM Office)

## Sunday, April 9