



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

May 5, 2023

Hazen and Sawyer Involvement to Support New Water Treatment Plant Contractor Selection Process

As the Department of Utilities continues to engage with engineering consulting firm Hazen and Sawyer for owner representation necessary to advance initiation of a new water treatment plant design-build contract selection process, please be advised that an industry forum event will take place next Wednesday, May 10th at the Swinton Operations Complex.

As noted in the attached flyer, this event will enable the City of Delray Beach to help publicly outline product details for companies and industry professionals interested in working with our organization. Respective discussions and presentations will include the project's background, procurement approach, project schedule, preliminary budget, and a tour of the existing facility.

Once this exercise concludes, tasks will be initiated to engage the Request for Qualifications processes. With preliminary technical documents and project data to be compiled by Hazen and Sawyer, said information will be updated into the City's procurement template for invitation outreach purposes.

Favorable Outcomes Involving Palm Beach County Office of the Inspector General Review of Accounts Payable Functions

Both the Office of the City Manager and that of Chief Financial Officer Hugh Dunkley are pleased to report that the City of Delray Beach recently received a declaration of implementation from the Palm Beach County Office of the Inspector General (OIG) relative to current accounts payable procedures, as well as applicable internal controls.

As referenced in attached electronic mail message from OIG Director of Audit Hilary Bojan, outcomes to this effect include implementation of specific processes for food and beverage purchases for resale at the Delray Beach Golf

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Club; clarification regarding purchasing authorization levels for expenditures greater than \$65,000; adherence to updated petty cash policies; and implementation of updated purchasing card policies to enable periodic review for individual users.

Additionally, the City's charitable and benevolent contributions and special events funding policy was deemed to follow the recommendations of the OIG.

Operational leadership will continue to direct and advance the City of Delray Beach's established system of internal controls concerning these and all other pertinent matters.

Resilient Florida Grant Program Considerations to Help Support Public Safety Facility Improvements

As staff prepares to initiate project implementation strategies relative to large scale capital improvements associated with the recent voter referendum general obligation bond approvals, we've been able to determine that the City of Delray Beach is able to leverage bond proceeds with project funding that is currently available via the Resilient Florida Grant Program.

As the City of Delray Beach has recently achieved success in securing funds via this program, direction is being offered to pursue said opportunities to help more fully implement the Delray Beach Fire Rescue Facilities Master Plan. This will likewise include Fire Station 112 (to replace the building at the current site, involving no permanent relocation activity whatsoever), as well as other ancillary public safety enhancements.

Recommendations for City Commission approval for grant proposal submission as outlined will be offered via the June 6th regular meeting.

Demolition of Temporary Classroom Units at Catherine Strong Park

With the recent conversion of tennis courts into six permanent pickleball courts at Catherine Strong Park, the City of Delray Beach is currently experiencing a

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sense of enthusiasm at this location.

Direction is currently underway to proceed with demolition of the adjoining temporary classroom units that were previously donated to the City of Delray Beach by the School District of Palm Beach County. The Department of Public Works has advised the Office of the City Manager that this task is anticipated to be completed during the next couple weeks.

The Department of Parks and Recreation will likewise begin planning activities necessary to install two additional pickleball courts at this site.

Calendar of Meetings, Activities, and Functions

An integral function of this past Wednesday's Executive Leadership Team meeting included a preparation dialogue relative to next week's annual goal setting session. This involved guidance and preparation to connect outcomes and expectations to the Fiscal Year 2023-2024 Proposed Budget process, as well as assurances that leaders of involved departments were able to have productive preliminary discussions with Facilitator Consultant Michelle Ferguson accordingly.

Given the May 12th annual goal setting event and the associated focus and preparation that will continue in the coming days, no information letter will be issued next week. Reporting as noted will therefore resume Friday, May 19th.

Meanwhile, best wishes in advance for an enjoyable and cherished Mother's Day weekend to all mothers and mother figures.

Enclosures:

Flyer Distribution – Membrane Water Treatment Plant Design-Build Industry Forum

Electronic Mail Message from Hilary Bojan/OIG – Follow-Up: Re: OIG# 2022-A4-0003 City of Delray Beach

Payable Expenditures and Cash

Calendar for Business Week of April 17, 2023

CM/Documents/City Commission Information Letter 68



MEMBRANE WATER TREATMENT PLANT

DESIGN-BUILD INDUSTRY FORUM



MAY 10, 2023 | 9:30 AM–11:30 AM

434 S. Swinton Avenue, Delray Beach, FL 33444
First Floor Training Room

RSVP by May 5, 2023

Robert Hunt - City of Delray Beach (huntr@mydelraybeach.com)

MEETING AGENDA:

- Introductions
- Project Background
- Project Drivers
- Procurement Approach
- Project Schedule and Budget
- Q&A
- Plant Tour

Terrence R. Moore

From: Hillary Bojan M. <HBojan@pbcgov.org>
Sent: Monday, April 24, 2023 3:15 PM
To: Dunkley, Hugh
Cc: Terrence R. Moore; Gelin, Lynn; Davidyan, Julia; Thezine, Laura; Aleman, Carmen; Mainville, John; Cadeaux, Peggy
Subject: RE: Follow-Up: Re: OIG# 2022-A4-0003 City of Delray Beach Accounts Payable Expenditures and Cash

****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. Dunkley,

We have reviewed the documentation provided, and recommendations 1, 2, 4, 5, 7, and 9 are considered implemented.

Regarding recommendations 6 & 8, we will follow-up again in September 2023 to get an updated status on the City's corrective actions.

Thank you for your efforts in implementing the recommendations!

Hillary

From: Dunkley, Hugh [mailto:DunkleyH@mydelraybeach.com]
Sent: Friday, March 31, 2023 4:07 PM
To: Hillary Bojan M. <HBojan@pbcgov.org>; Inspector <Inspector@pbcgov.org>
Cc: Terrence R. Moore <moore@mydelraybeach.com>; Gelin, Lynn <GelinL@mydelraybeach.com>; Davidyan, Julia <davidyanj@mydelraybeach.com>; Thezine, Laura <ThezineL@mydelraybeach.com>; Aleman, Carmen <AlemanC@mydelraybeach.com>; Mainville, John <MainvilleJ@mydelraybeach.com>; Cadeaux, Peggy <cadeauxp@mydelraybeach.com>
Subject: Follow-Up: Re: OIG# 2022-A4-0003 City of Delray Beach Accounts Payable Expenditures and Cash

This Message Is From an External Sender

This message came from outside your organization.

Ms. Bojan –

Please find attached a follow-up of the status for the corrective action items for the above-referenced audit. Please feel free to contact me if you have any questions.

Regards,



Hugh B. Dunkley, CPA, CGFO

Chief Financial Officer

City of Delray Beach

100 N.W. 1st Avenue

Delray Beach, FL 33444

(561) 243-6204

DunkleyH@mydelraybeach.com

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May 1, 2023 - May 7, 2023

May 2023							June 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		

Monday, May 1

- 12:00am Chief Tomey
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores
- 11:00am - 12:00pm Final Review and Critique of Monthly Progress Update Regarding Purchasing & Procurement Activities (May 2nd)
- 1:30pm - 2:00pm Elders Meeting (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office)
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 4:00pm - 4:30pm Fire Station Concept - Anchor Park (CM Office)

Wednesday, May 3

- Chief Tomey
- 9:00am - 11:00am Executive Leadership Team Meeting - Agenda Attached (Conference Room - City Hall 1st Floor) - Vega, Brenda
- 9:00am - 10:00am Agenda Review Meeting (May 16 CC Meeting) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda
- 11:30am - 12:00pm Delray CDC R&R (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Budget Meeting w/Finance (1st Floor Conference) - Terrence R. Moore
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda
- 3:30pm - 4:30pm Compile Information Letter Report - Ancillary
- 4:30pm - 5:00pm Clarity Regarding OG (CM Office) - Terrence R.

Friday, May 5

- Chief Tomey
- CM Brief Annual Leave
- H. Hadjimiry Out
- 7:30am - 9:00am Finalize CIL (CM Office)
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda

Tuesday, May 2

- Chief Tomey
- 8:00am - 9:00am Compile 5/3/2023 ELT Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda
- 9:00am - 9:30am Procurement Guidance to Support Development and Construction of New Water Treatment Plant Facility (CM)
- 9:30am - 10:30am Compile Information Letter Report - Hazen and Sawyer Involvement to Support New Water Treatment Plant
- 10:00am - 11:00am Budget Meeting w/City Attorney (1st Floor)
- 11:30am - 12:30pm Truist (Truist Atlantic Avenue)
- 2:00pm - 3:00pm Compile Information Letter Report - Favorable
- 3:30pm - 8:00pm May 2nd Commission Meetings - Viewing of
- 3:30pm - 4:00pm City Commission Workshop (Commission)
- 4:00pm - 7:00pm Regular Commission Meeting (Commission)

Thursday, May 4

- Chief Tomey
- 9:00am - 10:00am Compile Information Letter Report - ETA for Demolition of Structures at Catherine Strong Park (CM Office)
- 10:00am - 10:30am Constituent (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Finalize CIL (CM Office)
- 1:00pm - 1:45pm Homeless at Library (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re: Updates & Agenda (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
- 5:00pm - 6:00pm Kiwanis Club of Delray
- 5:30pm - 6:30pm Annual Leave Email Distribution (CM Office)
- 6:00pm - 6:30pm Tennis Center (Delray Beach Tennis Center)

Saturday, May 6

- Chief Tomey
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1)
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office)

Sunday, May 7

- Chief Tomey