



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

June 16, 2023

Happy Father's Day!

Protocols to Administer Tenets and Focus for Congress Avenue Planning Study

With last month's City Commission meeting presentation and discussion relative to the Congress Avenue Planning Study, direction is now imminent to incorporate related goals, objectives, and tenets into applicable zoning district regulations.

As noted in the attached electronic mail message from Director of Development Services Anthea Gianniotis, guidance to this effect will specifically involve introducing a series of ordinances that will enable a more direct focus on the uses and standards to achieve a unified aesthetic along the Congress Avenue corridor, to likewise include applicable commercial and housing growth related considerations.

Given associated complexities and necessary staff commitments to complete current efforts relative to growth management policies and functions, recommendations to proceed as outlined are anticipated to be offered publicly sometime in 2024.

Centralization of Public Safety Payroll Functions and Operations

Please be advised that a reorganization to consolidate Delray Beach Police Department payroll operational functions into those that are currently administered by the Department of Finance was recently directed and approved by the Office of the City Manager.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, guidance to this effect specifically involves existing police payroll personnel that administer respective time and attendance processing

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functions now reporting to the Department of Finance's centralized payroll management team.

Restructuring to this effect will likewise achieve additional internal controls for applicable time and attendance reporting, as well as to more efficiently administer daily staffing activities accordingly.

Role and Function Considerations for Proposed Cultural Advisory Group

In response to direction offered during the June 6th City Commission meeting relative to considerations to support the presence of a cultural advisory group, please be advised that arrangements to host a formal workshop meeting discussion as noted, via a special called session to take place later in August (separate and distinct from the regular meeting schedule of August 8th and August 15th) will soon be facilitated.

Dialogue to this effect will not only afford an opportunity for City Commission to authorize formation accordingly. A summary of responsibility expectations for both related internal operations and external partnership opportunities will likewise also become available.

The Office of the City Manager is currently therefore working to schedule a time and date convenient for all concerned, to include public attendance for interested parties that may assist City Commission's direction and guidance for applicable organizational structure.

Progress Regarding Citywide Tree Planting and Related Programming Activities

As the Office of Sustainability and Resiliency prepares for its annual update relative to tree planting and applicable programming activities, please be advised that subjects to this effect includes an actual number of trees that have both been planted and distributed via community activities and events since the beginning of the current program year.

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As referenced in the attached electronic mail message from the Sustainability and Resiliency Officer Kent Edwards, an overview of tree species and specific planting locations will become features of annual reports as noted. Additionally, dialogue relative to external partnerships and other collaborations will be offered, enabling potential project implementation considerations for the coming program year.

The Office of Sustainability and Resiliency therefore looks forward to engaging with the City Commission as outlined via the July 11th regular meeting.

Calendar of Meetings, Activities, and Functions

Since the conclusion of Tuesday evening's City Commission meeting, both the Office of the City Manager and the Department of Finance have initiated follow-up analysis necessary to advance directives as offered during the preliminary proposed budget workshop meeting and discussion.

Guidance to this effect includes revenue forecasting adjustments to help support a final operating millage rate consideration that will be slightly less than the initially contemplated 6.4611, as well as all other additional consensus-based expenditure additions.

We likewise look forward to the July 11th exercise, as a relatively smooth process is anticipated to be the result of all related collective efforts offered to date.

Enclosures:

Electronic Mail Message from Anthea Gianniotis – Congress Avenue Planning Study

Electronic Mail Message from Hugh Dunkley – Maintaining Effective Control Over Employee Time and Attendance...

Electronic Mail Message from Kent Edwards – Tree Update

Calendar for Business Week of June 12, 2023

CM/Documents/City Commission Information Letter 72

Terrence R. Moore

From: Gianniotis, Anthea
Sent: Thursday, June 15, 2023 10:19 AM
To: Terrence R. Moore; Oris, Jeff
Subject: Congress Avenue Planning Study

The Congress Avenue Planning Study is being finalized following the recent City Commission Workshop and the final version is anticipated this month. The City will use the study immediately to help guide development decisions along the corridor – and in the longer term to adjust zoning regulations to help foster economic growth on the corridor. Staff anticipates bringing implementing ordinances forward in the next fiscal year. These changes will focus on the uses and standards to achieve a unified aesthetic along Congress Avenue.

Anthea Gianniotis, AICP
Development Services Director



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Terrence R. Moore

From: Dunkley, Hugh
Sent: Thursday, June 15, 2023 12:08 PM
To: Terrence R. Moore
Cc: Thezine, Laura; Mager, Russ; D'Andrea, Duane
Subject: Maintaining Effective Control Over Employee Time and Attendance Reporting

Terrence –

As a follow up to our recent meeting regarding the Police Department payroll functions, it is my belief that the internal controls over time and attendance reporting can be strengthened through the Finance Department providing guidance and additional support to the individuals who are currently processing the bi-weekly hours entry as well as those employees who are responsible for processing employee change notices. The accurate and timely reporting of employee hours as well as employee pay rate and status changes serve as the pillar to an accurate bi-weekly payroll. Finance Department staff will provide the necessary checks and balances to increase efficiency and improve internal controls over the payroll functions referenced previously. Please let me know if you have any questions.



Hugh B. Dunkley, CPA, CGFO

Chief Financial Officer

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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

From: Edwards, Kent
Sent: Thursday, June 15, 2023 1:06 PM
To: Terrence R. Moore
Subject: CC Tree Update

Mr. Moore, following up on our discussion, and as I am preparing a presentation for the July 11 City Commission meeting, please see below information related to the City Tree Planting program.

In 2020, the City adopted a goal to plant 10,000 trees by Year 2025. A Canopy Assessment performed for the City in 2019, had determined an overall canopy coverage of 23% for the City, and the planting of additional trees was intended to raise canopy coverage to 28%.

Year 2 of the planting program was just completed on June 13, 2023, within budget, while planting 1004 x 15–25 gallon trees and providing 1000 x 3 gallon trees to City residents. The renewal for Yr 3 of the program was executed on May 23, 2023, as an Amendment allowed under the previous Agreement. Years 4 and 5 of the program may be handled in a similar manner.

During Year 2, the process used for identifying and vetting planting sites was successful, and this will continue in Year 3. Multiple sites are already under consideration or partially approved. We anticipate successfully planting and providing 2000 trees during Year 3 of the program.

Another point of interest is monitoring of trees planted during Year 1 of the program. Using an intern for the field work, we have assessed approximately 75% of the 996 trees that were planted. This gives us valuable information not only regarding the status of past plantings, but for analysis to improve future efforts.

Other related topics are being considered as the July 11 presentation is being written, such as the diversity of tree species, the distribution of planting sites, etc. The intention is to provide a concise but comprehensive overview of the planting program to date.

Please let me know if you have any questions, or if you would like to discuss further.

Sincerely,
Kent



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June 12, 2023 - June 18, 2023

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

Monday, June 12

- 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 - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ☺
- 11:00am - 11:30am Duane D'Andrea Bi-Weekly Meeting (CM Office) - Terrence R. Moore
- 12:00pm - 12:30pm Wells Fargo (Wells Fargo)
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ☺
- 2:00pm - 2:30pm Various (Various) ☺
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ☺
- 3:30pm - 4:00pm Grievance Meeting (CM Conference Room) -
- 4:00pm - 5:00pm Uniform Application And Practices For Code

Wednesday, June 14

- K. Tomey - Out
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ☺
- 9:00am - 10:00am Compile Information Letter Report -Centralization of Public Safety Payroll Functions and Operations
- 10:00am - 11:00am Don Kolodz Quarterly Meeting Re: Tourism
- 10:00am - 11:00am DELRAY BEACH > Tourism Master Plan
- 11:00am - 12:00pm Compile Information Letter Report - Progress
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office)
- 11:30am - 12:00pm Underground Water Storage (CM Conference) -
- 2:00pm - 2:30pm Various (Various) ☺
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 3:30pm - 4:00pm Abbey Delray Living Overview Of Project (Abbey
- 4:15pm - 4:30pm Constituent Meeting - Code Enforcement

Friday, June 16

- S. Mettot - Out
- 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 - 10:30am Garlic Fest Discussion (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm New Report: Best Complete Streets Policies 2023 (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Various (Various) ☺
- 3:00pm - 3:30pm DDA - Old School Square Programming (CM Office) - Terrence R. Moore
- 6:00pm - 11:00pm Delray Beach Police Department Eighteenth Annual Employee Awards Banquet (Opal Grand Oceanfront Resort & Spa)

Tuesday, June 13

- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ☺
- 10:00am - 11:00am Compile Information Letter Report -Focus Considerations for Cultural Advisory Role and Function (CM Office)
- 11:00am - 11:30am Liability Insurance (Microsoft Teams Meeting) - Wolfe, Paula
- 1:00pm - 1:30pm Various (Various) ☺
- 1:30pm - 11:00pm June 13, 2023 Budget Workshop/Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Givings, Alexis
- 2:00pm - 4:00pm Budget Workshop
- 4:00pm - 7:00pm Regular Commission Meeting (Commission Chambers)

Thursday, June 15

- 8:30am - 9:00am Various (Various)
- 9:00am - 10:00am Compile Information Letter Report - Protocols to Administer Tenets and Focus of Congress Avenue Planning Study (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Various (Various)
- 1:00pm - 1:30pm Various (Various) ☺
- 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 ☺

Saturday, June 17

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ☺
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ☺
- 12:00pm - 1:30pm Finish Gina Carter Annual Performance Evaluation (CM Office)

Sunday, June 18