



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 23, 2023

Considerations Regarding City Hall Renovation Program

Given various challenges associated with ancillary land availability, as well as a continued interest, merit, and feasibility to maintain City of Delray Beach office operations at its current location, please be advised that considerations are now being offered to develop a full-scale renovation of the existing city hall facility.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to this effect will likewise involve initiation of a space needs analysis that will help staff to determine total additional square footage requirements to meet respective operational needs and objectives.

This exercise will likewise involve the City of Delray Beach commissioning the services of an architectural consultant that will evaluate both existing and future personnel requirements, yielding specific recommendations relative to size and scope of what will ultimately become a fully redeveloped city hall facility.

With the Fiscal Year 2023-2024 Proposed Budget recommendations to include capital improvement programming considerations (to be presented during the July 11th session), an opportunity for the City Commission to endorse considerations as outlined will be made available publicly at that time.

Collaborative Workshop to Guide Future Trajectory for Delray Beach Municipal Golf Course

In response to recent considerations offered relative to a historic site designation for portions of Delray Beach Municipal Golf Course (and potential funding opportunities for related enhancements), please be advised that direction is currently imminent to commission a study to support documenting applicable historical significance to help achieve preservation activities accordingly.

As it is currently anticipated that the Office of the City Manager will be able to approve a financial transaction process necessary to proceed with consultancy services as outlined during the next few weeks, all involved are planning to host a follow-up workshop meeting to present the results of the study in September, to include an updated summary relative to external funding opportunities, as well as specific guidance for community engagement and participation accordingly.

Current Guidance and Direction to Achieve Water Utility Backflow Testing Compliance

As one of the many requirements of the Florida Administrative Code involves municipal water utilities to both develop and administer comprehensive cross connection control programs to help support drinking water quality and safety measures, please be advised that the Department of Utilities is currently working to enforce the installation and annual testing of backflow prevention devices.

As referenced in the attached electronic mail message from Director of Utilities Hassan Hadjimiry, guidance to this effect specifically involves such for commercial accounts, notably, apartment complexes. Administration of this process will likewise involve courtesy warning notification practices to help achieve compliance as noted. Customers that do not comply after receiving proper notification will be subject to water service disconnection within 7 days.

Direction to proceed as outlined is therefore effective immediately. Meanwhile, please know that advance notification and outreach efforts to this effect have been initiated via direct mail and the City's website and social media outlets.

Downtown Development Authority Report Presentation Concerning Old School Square Campus Activities and Programs

Given reporting requirements associated with the Interlocal Agreement involving both the City of Delray Beach and the Downtown Development Authority (DDA) relative to the current collaboration for reactivating the Old School Square campus, please be advised that DDA Executive Director Laura Simon will offer a public presentation relative to progress to date during the August 8th regular meeting.

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As referenced in the attached electronic mail message as initially shared by Ms. Simon earlier this week, commentary to this effect will likewise include specific activities and events for the current summer season, as well as an overview of marketing efforts presently being executed accordingly. This discussion will also provide an opportunity for the City Commission to offer additional thoughts, expectations, goals, and objectives concerning this partnership (considering the current Fiscal Year 2023-2024 Proposed Budget process as well).

Meanwhile, pursuant to the aforementioned agreement, the Office of the City Manager is currently authorizing payment for the second installment of the \$500,000 management fee to the DDA, as authorized earlier this year when this pact was first approved (\$250,000 in April, with the remaining \$250,000 transaction to be paid by July 1st).

Calendar of Meetings, Activities, and Functions

This week's biweekly discussion with leadership of the Department of Neighborhood and Community Services included a focus relative to downtown area cleanliness, and the productive impact that a recent placement of new additional trash cans has contributed to what many are now considering to be an improved environment as a result.

All staff involved, to include applicable collaboration, coordination, and administration activities with Waste Management, Inc., continue to enthusiastically look forward to sustainable progress in this regard, as well as expanded support for residents and stakeholders that gather accordingly.

Enclosures:

Electronic Mail Message from Missie Barletto – City Hall Renovations
Electronic Mail Message from Hassan Hadjimiry – Backflow Preventer Devices
Electronic Mail Message from Laura Simon – Old School Square Operation Update
Calendar for Business Week of June 19, 2023

CM/Documents/City Commission Information Letter 73

Terrence R. Moore

From: Barletto, Missie
Sent: Thursday, June 22, 2023 5:18 PM
To: Terrence R. Moore
Cc: Gianniotis, Anthea; Walthour, Sammie
Subject: City Hall Renovations

Good evening Terrence,

As you know, there is a need to reorganize and renovate the existing office areas at City Hall to accommodate new and existing employees. The existing building has adequate space to accommodate the staffing needs, but will require renovation to take advantage of currently underutilized space.

Public Works will be beginning that process in the near term by securing an architectural firm to perform space needs analyses focused on providing adequate workspaces and a safe lobby environment beginning on the north end of City Hall, where the need is the greatest. To that end, we will be obtaining quotes and making preparation for the placement of a temporary office unit on the city-owned lot located at 126 NW 2nd Avenue to temporarily house staff while their work area is under construction / renovation. We are currently performing a cost / benefit analysis on lease vs. purchase of this temporary building.

Please let me know if you have any questions or concerns about this project. Thanks!

Missie

Missie Barletto | Public Works Director

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CITY OF DELRAY BEACH

PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: [Hadjimiry, Hassan](#)
To: [Terrence R. Moore](#)
Cc: [Gelin, Lynn](#); [Warren, Lawonda](#); [Walthour, Sammie](#)
Subject: Backflow Preventer Devices - Annual Testing
Date: Tuesday, June 20, 2023 12:33:00 PM

Mr. Moore,

As you are aware, the Utilities Department is aggressively pursuing the implementation of Consent Order number 2021- 0253 requirements. From the beginning of the Consent Order, the Utilities Department has caused the installation of over 2,000 backflow prevention assemblies.

I am pleased to report that the progress on most of the remaining tasks is ahead of schedule, reflecting the exceptional dedication and hard work of our City Attorney, Code Enforcement and Utilities team. We have surpassed expectations in many areas, demonstrating our commitment to the prompt and efficient completion of tasks.

However, I regret to inform you that, the same success rate is not being experienced in the annual testing compliance of backflow preventor devices. Of the approximate 5,700 testable backflow preventers in the City, approximately 1,000 remain non-compliant with City codes and Florida rules month to month. Per Florida Rule FAC 62.555.360, the Utilities Department cannot serve water to a customer who does not have a backflow preventer which is tested and maintained annually (on applicable services).

Most municipalities shut off the water service if customers fail to comply with their backflow programs. Per Delray Beach Municipal Code Chapter 52.83 (A), we must sever any water service where a backflow preventer is not tested and maintained where required.

The City's cross connection program is at a point now where it must begin the severance of water services if customers fail to comply with the City's cross connection control policy. Each customer receives a 1st notice on the month the backflow test is due. A 2nd notice is mailed on the first of the following month. If the customer still does not comply after 60 days given, their water will be shut off within 7 days.

In conclusion, I would like to express my gratitude to the City Attorney's Office, Neighborhood & Community Service Department / Code Enforcement and Utilities Department for their tireless efforts in ensuring compliance with the Consent Order. Our teams' achievements are a testament to their professionalism, expertise, and unwavering commitment to serving the City of Delray Beach.

Sincerely,

Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444

' 561.243.7303

✉ hadjimiryh@mydelraybeach.com

Terrence R. Moore

From: Laura Simon <lsimon@downtowndelraybeach.com>
Sent: Tuesday, June 20, 2023 7:41 AM
To: Simon, Laura
Cc: Marusca Gatto
Subject: Old School Square Operation update by the DDA
Attachments: 4B - DDA Summer at the Square 6.12.23.pdf; OSS Marketing Plan FY 2022-2023.pdf

****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.

Greetings Mayor and City Commissioners,

Following our meeting with the City Manager last week, on behalf of the DDA board and team, I would like to share with you Summer at the Square plan which is currently underway. Attached you will find the list of activities planned thus far for June through September. Also you will find the marketing plan the team has put together sharing the marketing initiative being implemented as well. A temporary [website](#) has been created just this week, which will house all events taking place at Old School Square.

This week we will unveil the interactive art activation Laps – a Journey through time. This interactive art piece will be arriving from Toronto Canada for the first time in Florida and will be installed on the Old School Square lawn for six weeks. Here is the link for you to see more about the art work. <https://www.creos.io/en/portfolio/laps/> This exhibition will welcome people from all ages to play with time. We hope you will join us on Friday, June 23 at 5pm to officially launch the exhibition on the NE 2nd Ave side of the Old School Square park.

The summer dip in traffic to downtown has been significantly higher than expected. Over a 50% drop or more as compared to last summer and even 2019. It is our goal to help offset with these activities taking place at Old School Square along with our local resident program we are running now - #LoveDelray.

Please take time to review the programing and please do not hesitate to contact me if you have any questions or concerns.

Thank you for your time and your service.

Be Well,

Laura L. Simon

Exec. Director, Downtown Development Authority

350 SE 1st Street

Delray Beach, FL 33483

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LSimon@downtowndelraybeach.com

#ClemsonTigers

Visit <http://www.downtowndelraybeach.com>

Follow the DDA on [Facebook](#) and [Instagram](#)

#LoveDelray

Proud Board Member, [International Downtown Association](#)



June 19, 2023 - June 25, 2023

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

Monday, June 19

- S. Mettot - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 12:00pm - 1:30pm Various (Various)
- 2:00pm - 2:30pm Various (Various) ↻
- 3:00pm - 4:00pm Follow-Up Direction and Analysis to Conclude Fiscal Year 2023-2024 Proposed Budget Considerations (CM Office)

Tuesday, June 20

- 9:00am - 10:00am DELRAY BEACH > Tourism Master Plan Implementation - Chamber of Commerce Tourism Roundtable Meeting (HOLD THE DATE) (Chamber of Commerce - Delray Beach) - Don Kolodz
- 9:00am - 10:00am Various (Various) - Terrence R. Moore
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 10:30am - 11:00am JLAC (Department of Finance) - Terrence R. Moore
- 11:30am - 12:30pm Compile Information Letter Report - Considerations Regarding City Hall Renovation Program (CM Office) - Terrence R. Moore
- 2:00pm - 6:00pm Various (Various)
- 2:00pm - 2:30pm Various (Various) ↻

Wednesday, June 21

- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 10:00am Compile Information Letter Report - Collaborative Workshop to Guide Future Trajectory for Delray
- 11:00am - 12:00pm Compile Information Letter Report - Current Guidance to Achieve Water Utility Backflow Testing Compliance
- 2:00pm - 3:00pm Connect Citywide: Bridging Paths - City of Delray Beach Networking Event (Cornell Museum of Art & American Culture)
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager Office) - Vilain, Amanda ↻
- 2:00pm - 2:30pm Various (Various) ↻
- 2:30pm - 5:00pm Various (Various)
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's

Thursday, June 22

- 9:00am - 10:00am Lake Ida Crew/Rowing Club Meeting (City Hall) - Wieland, Lynda
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 2:00pm - 2:30pm Various (Various) ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm Compile Information Letter Report - DDA Presentation Concerning OSS Projects and Programs (Per Current Agreement Provision as Noted) (CM Office)
- 5:00pm - 6:00pm Compile and Deliver (CM Office)

Friday, June 23

- S. Mettot - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 9:00am - 10:00am First Day of School to Honor Mrs. Yvonne Odom
- 10:30am - 12:00pm Various (Various)
- 11:00am - 1:30pm PBCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 11:00am - 1:30pm PBCMA Lunch (1920 W. Blue Heron Blvd, Riviera Beach)
- 2:00pm - 2:30pm Various (Various) ↻
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻

Saturday, June 24

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 11:30am - 1:00pm Finish Gina Carter Annual Performance Evaluation (CM Office)
- 1:30pm - 2:30pm EJS Community Event (EJS 700 West Atlantic Avenue)

Sunday, June 25