



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



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City Commission Information Letter

September 1, 2023

Have an Enjoyable and Safe Labor Day Holiday Weekend!

Update Regarding Florida Auditor General Review Involving Town of Highland Beach Interlocal Agreement for Fire Rescue Services and Other Matters

In response to a request from state legislators to review previous years practices of administering the fire rescue service agreement involving the Town of Highland Beach, staff from the State of Florida Office of the Auditor General (OAG) have been engaged with the City of Delray Beach team since March to evaluate related data and respective transaction processes.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, the scope of OAG's current involvement as noted extends well beyond what was initially authorized during the March 13, 2023, Florida Joint Legislative Audit Committee meeting. These include reviews of matters satisfactorily examined by the Palm Beach County Office of the Inspector General just last year, including accounts payable functions, and purchasing card policy administration.

Given recent efforts and outcomes to achieve organizational stability, as well as resulting implementation of various process improvements as a function of daily municipal operations, the City of Delray Beach has been able to demonstrate openness to OAG as a result of the myriad of reviews, inquiries, and analysis that they've executed for nearly the past six months.

Staff likewise looks forward to continuing to provide tremendous professionalism while working with OAG to finalize this audit review, as both the Office of the City Manager and the Department of Finance surmise that a draft report should be completed sometime in the near future.

Productive Outcomes Relative to Department of Utilities Cross - Connection Control Program

As committed earlier this summer, the Department of Utilities initiated various additional efforts to achieve compliance on part of property owners in Delray Beach relative to cross-connection control device installation requirements, and applicable compliance activities for both multi-family residential and commercial accounts.

As referenced in the attached electronic mail message from Director of Utilities Hassan Hadjimiry, guidance to this effect has resulted in the City of Delray Beach now being ahead of its scheduled commitment with the Florida Department of Health (FDOH) to achieve required device installation activities as noted. This specifically involves installation of over 1,800 backflow preventer devices citywide during the past couple years. Likewise, we currently enjoy an approximate 88% compliance rate to this effect, compared to a mere 14% compliance outcome just three years ago.

Direction therefore remains imminent for staff assertiveness to achieve full compliance for all affected properties in our community. We look forward to continuing to share progress as noted with FDOH and other interested parties of the City's respective achievements.

Position Reorganizations in the Department of Communications

In an effort to improve the City's ability to engage external outreach communication practices and functions, please be advised that the Office of the City Manager recently approved two existing position reorganizations in the Department of Communications.

As referenced in the attached electronic mail message from Director of Communications Gina Carter, guidance to this effect involves restructuring the two public information officer positions currently assigned to support the Delray Beach Police Department and the Delray Beach Fire Rescue Department into a public affairs and outreach officer and a public safety information officer.

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The public affairs and outreach officer will be responsible for proactive engagement with the community, including face-to-face interactions with stakeholders, as well as representing the organization in various events, activities, and functions. The public safety information officer will represent both Police and Fire Rescue, involving responses to public safety incidents, as well as applicable engagement with external media interests.

As this reorganization involves no additional personnel and/or operational expenses for implementation as outlined, the City of Delray Beach can connect with our community more effectively and efficiently, direction to proceed as noted is to take effect immediately.

Initiation of Delray Beach Fire Rescue Department Reaccreditation Process

As the Delray Beach Fire Rescue Department has enjoyed recognition as an accredited agency by the Center for Public Safety Excellence since 2020, please be advised that the process to secure a renewal as noted was formally initiated last week.

As referenced in the attached electronic mail message from Fire Rescue Chief L. Keith Tomey III, accreditation as outlined involves a five-year privilege, necessitating both external and internal stakeholder engagement activities at this time, necessary to ultimately produce strategic plan goals and objectives to outline Delray Beach's future expectations for responsiveness and service provision accordingly. Additional rationale for engaging accreditation includes community risk assessments to help the City of Delray Beach prioritize responsiveness to issues and challenges that may likely continue to impact our community.

With the City's commitment to continue all associated exercises into later next year, direction to this effect will remain a supported priority for the City of Delray Beach. Once reaccreditation is formally announced (anticipated circa early

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2025), applicable community engagement and information sharing will be facilitated accordingly.

Calendar of Meetings, Activities, and Functions

With the Delray Beach Education Board having hosted a workshop meeting this past Wednesday afternoon relative to various matters consistent with updates offered by Janai Bowens during the August 15th City Commission session, involved staff members have since concluded that ancillary individual orientation for new board members is both appropriate and productive.

Guidance to this effect will likewise include an emphasized clarity that the primary role and function of boards and commissions appointed by the City Commission is to offer policy recommendations for review and consideration, consistent with provisions and tenets of the Delray Beach City Charter.

With next business week being abbreviated due to the Labor Day extended holiday weekend, no information letter will be issued next week. Reporting as noted will likewise resume Friday, September 15, 2023.

Enclosures:

Electronic Mail Message from Hugh Dunkley – Update Regarding State of Florida Auditor General Operational Audit

Electronic Mail Message from Hassan Hadjimiry – Cross Connection Control Update

Bar Graph Excerpts – Cross Connection Device Installation Statistical Overview

Electronic Mail Message from Gina Carter – Clarity Regarding Job Description and Responsibilities

Electronic Mail Message from L. Keith Tomey III – Fire Rescue Department Reaccreditation Process

Calendar for Business Week of August 28, 2023

CM/Documents/City Commission Information Letter 81

Terrence R. Moore

From: Dunkley, Hugh
Sent: Thursday, August 31, 2023 12:54 PM
To: Terrence R. Moore
Cc: Thezine, Laura
Subject: Update of State of Florida Auditor General Operational Audit

Terrence –

Auditors from the State’s Office of the Auditor General have essentially completed their on-site review of our records in connection with the operational audit of the City that was requested by the State’s Joint Legislative Auditing Committee (“JLAC”) via their March 13, 2023 meeting. As was discussed at the JLAC meeting, the scope of the audit was to, at a minimum, address concerns pertaining to the City’s interlocal agreement with the Town of Highland Beach to provide fire rescue and emergency medical services to the Town’s residents.

The scope of the current audit goes well beyond the Highland Beach matter: the Auditor General’s staff has reviewed our processes regarding accounts payable; purchasing card transactions; Information Technology disaster recovery procedures; review of our compliance with the Department of Health’s Consent Order pertaining to our water treatment plant; inquiries regarding the P-3 Golf Course solicitation; and compliance with other Florida statutes, i.e., Conflicts of Interest/Ethics, etc. Some of these matters were recently reviewed by Palm Beach County’s Office of Inspector General, which reports were also made available to the Auditor General’s staff.

Currently, we are still fulfilling some ancillary requests in connection with this audit; however, we surmise that a draft audit report should be completed sometime in the very near future. Please advise if you need any additional information regarding this matter.



Hugh Dunkley, CPA, CPFO
Chief Financial Officer
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" 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.

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: Hadjimiry, Hassan
Sent: Monday, August 28, 2023 2:13 PM
To: Terrence R. Moore
Cc: Gelin, Lynn; Warren, Lawonda; Catalano, Marie; Williams, Anthony
Subject: Cross Connection Control update



CCC update -
September 2023....

Mr. Moore,

Attached, please find the Cross Connection Control update pdf presentation.

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 1,800 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.

As outlined in the attached presentation, as of August 29, 2023, device installation requirements is down from over 1,800 to just under 63 remaining with 88% overall compliance compared to 14% compliance in mid-2020.

Sincerely,



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

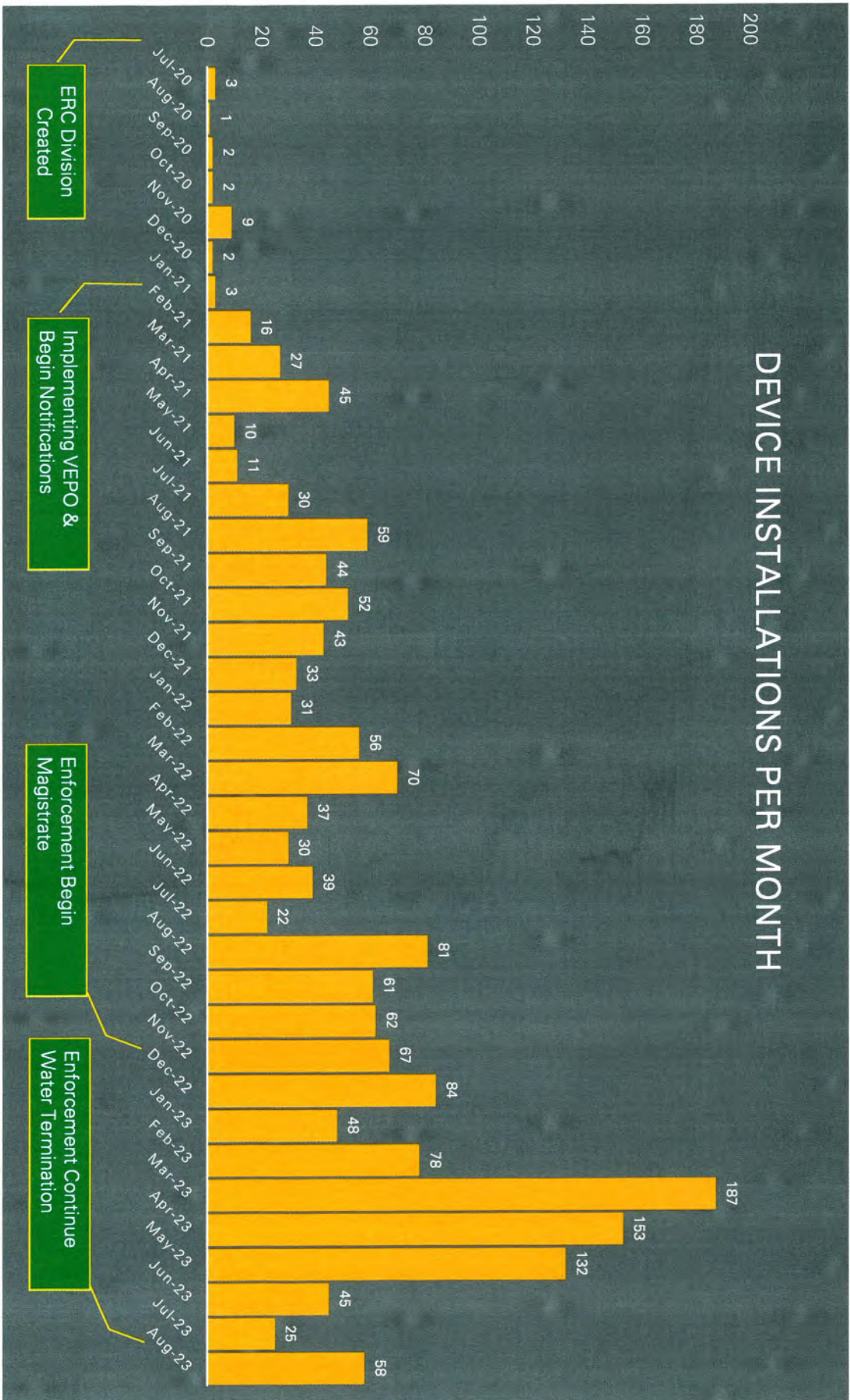
434 S. Swinton Avenue

Delray Beach, FL 33444

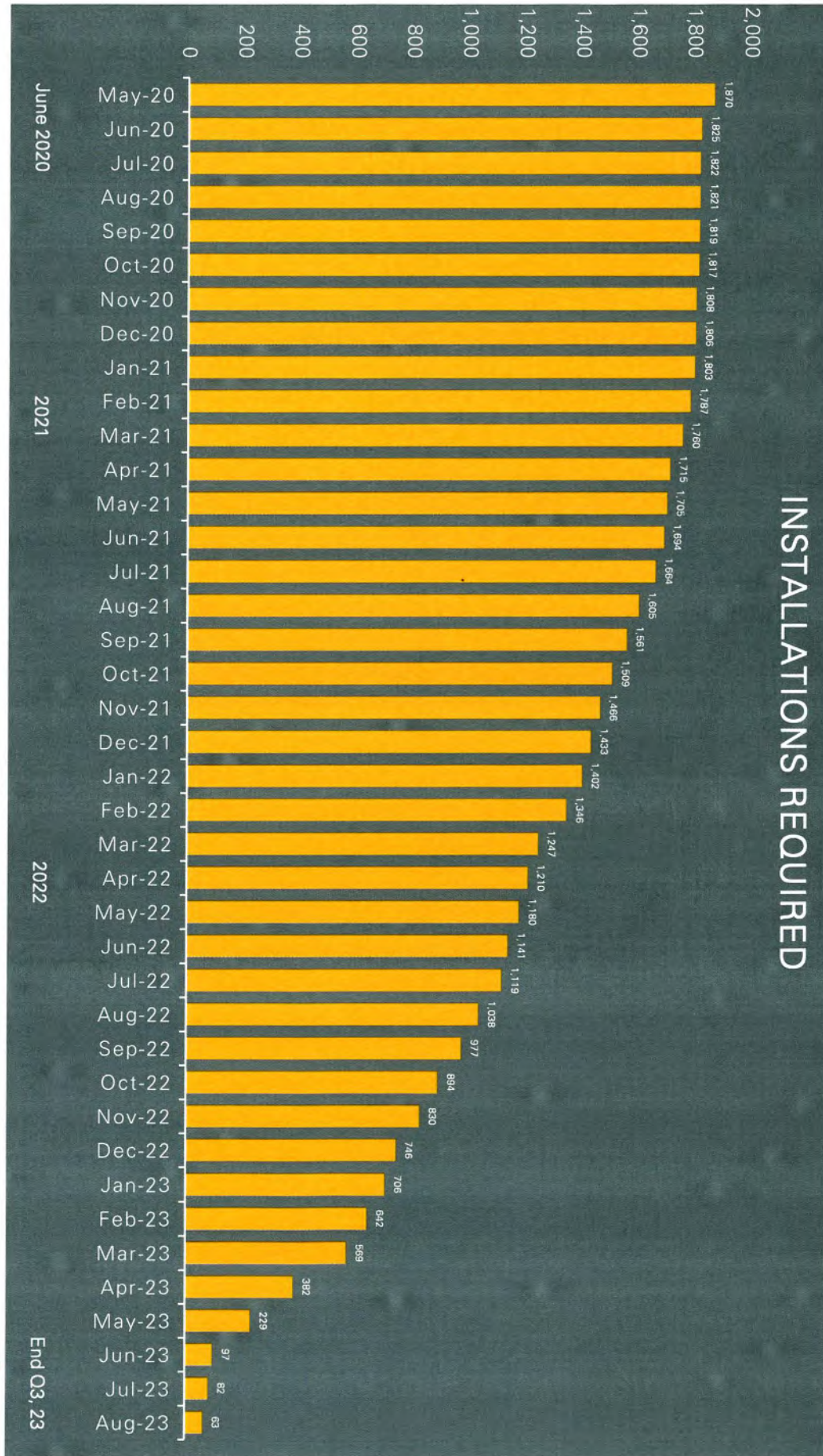
 **561.243.7303**

 hadjimiryh@mydelraybeach.com

Installation Tracker



Installation Tracker



Terrence R. Moore

From: Carter, Gina
Sent: Wednesday, August 16, 2023 3:34 PM
To: Terrence R. Moore
Cc: D'Andrea, Duane; Bast, Dot
Subject: Clarity on Job Description and Responsibilities
Attachments: Public Information Officer.docx; Public Affairs Outreach Officer.docx

Good afternoon, City Manager Moore,

First, thank you for your guidance and support throughout the realization of the Communications Department.

Over the last nine months I have closely assessed the work performed by all the Communications staff, most specifically the city's public information manager and public affair manager, and I have arrived at a plan to effectively serve the city's communication needs.

Both positions were created by the Police and Fire departments prior to their being moved to Communications. And while there are differences in both titles and job descriptions, there seems to be a great deal of overlap in their daily responsibilities which is duplicative and wasteful.

Over the last year, most commissioners have expressed a desire for more face-to-face outreach on a variety of topics in the city. Indeed, there is no "outreach professional" within the city that can attend community meetings and devote most of their time to face-to-face outreach and engagement strategies. To serve this need, I believe the current public affair manager should become a **public affairs and outreach officer**.

This person would actively go out into the community to educate, proactively bringing the city's message to both the public and the media. Their hours would be adjusted to enable them to attend community meetings/events and they would be based within city hall serving all city departments. I've attached the job description which outlines the responsibilities for this position.

To activate this outreach position, the public information manager position would be shifted to a **public safety information officer** serving both Police and Fire. In my discussions with Chief Tomey, he assured me that there is no specialized training needed to work in police vs fire. This means the transition from serving one department to two should be smooth.

PIOs are predominately reactive, this means that when all is quite a PIO is less productive. For example, our public safety departments post 1/4 of the social media content when compared to the city for the same period of time.

Logistics for the PIO will be straight forward since the buildings are right across the street from each other. Dividing the PIOs time between the two departments can be accomplished with the chiefs' input and the most beneficial schedule can be put in place. I attached the PIO job description as well for your review.

This plan will give us the ability to be both proactive and reactive in our messaging and outreach and also fulfill a need that commissioners have identified as a priority. I've had initial discussions with

Duane and Dot in HR and they feel it is a sound and effective approach. I look forward to your guidance on this matter.

Thank you,



Gina Carter
Director of Communications

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Terrence R. Moore

From: Tomey, Keith
Sent: Thursday, August 31, 2023 3:54 PM
To: Terrence R. Moore
Subject: Fire Department Re-accreditation Process
Attachments: Fire Chief's email.docx

Terrence,

As you are aware we have started the two yearlong re-accreditation process. Last week we began holding our external and internal stakeholders meeting. These meetings establish our goals and objectives for the Community Driven Strategic Plan. We hope to have the Community Driven Strategic Plan finalized by October 27th.

Next in the process is developing the Community Risk Assessment and Standard of Cover. Basically, we identify risks to our community and devise a plan on how we will mitigate those risks. Publication of the Community Risk Assessment and Standard of Cover will be completed in May of 2024.

January -March of 2024 we will begin the Self-Assessment process. During this process we compare our department against 258 different core competencies and make suggestion for each one to improve our department. As you can imagine this is a herculean task and takes to longest to accomplish. We must be completed by October-November 2024 with our Self-Assessment to be able to present our re-accreditation request to the Board of Commissioners and confirmation of the validity of work.

In March of 2025 we will sit before the board and answer their questions and concerns and will find out if we are considered to be re-accredited. Also, during this entire process we will have three different site visits to make sure we are on track and to provide us with guidance and encouragement.

We cannot thank you enough for your support and guidance in this incredible journey. Attached is a timeline of events.

Thanks,

Keith

"Be the reason people love and respect our fire department."

Be safe,

L. Keith Tomey III
Fire Chief
Delray Beach Fire Rescue

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Excellence in all we do!

August 28, 2023 - September 3, 2023

August 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		

September 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, August 28

- 12:00am A. Gianniotis - Out →
- Chief Mager - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:50am - 9:20am Phone Call - Mayor mtg w/CM Moore Re: Agenda & Updates (Conference Call) - Rangel, Delores ↻
- 11:00am - 11:30am Renewal of Contract for Boy Scout Hut Building (CM CONFERENCE ROOM) - Terrence R. Moore
- 3:00pm - 4:00pm Collaboration to Address Citywide Littering Due to Transfer Station Deliverance (CM CONFERENCE ROOM) - Terrence R. Moore

Tuesday, August 29

- ← A. Gianniotis - Out →
- Chief Tomey - Out
- 9:15am - 10:00am Consideration for Town of Gulf Stream Water Sewer Agreement (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Compile Information Letter Report - FDOH Response (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 12:00pm - 1:30pm Various (Various)
- 2:30pm - 4:00pm Finalize Chief Mager Performance Evaluation (CM Office)

Wednesday, August 30

- ← A. Gianniotis - Out →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (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 ↻
- 10:00am - 11:00am Compile Information Letter Report - Finalization of Florida Auditor General Review... (CM Office) -
- 11:00am - 12:00pm Follow-Up Visit 1:1 (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager Office) - Vilain, Amanda ↻
- 3:00pm - 4:00pm Compile Information Letter Report - Initiation of Fire Rescue Reaccreditation Process (CM Office) - Terrence R. Moore
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻

Thursday, August 31

- ← A. Gianniotis - Out →
- 7:30am - 8:30am Various (Various)
- 9:00am - 10:00am Compile Information Letter Report - Position Reorganization Reorganizations in the Department of
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 10:30am - 11:00am Visit Darcy Tyson Retirement Party (City Commission Chambers)
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 5:00pm - 5:30pm Parker Zelle (CM Office)
- 5:30pm - 6:30pm Finalize and Deliver ICMA Credentialed Manager

Friday, September 1

- ← 12:00am A. Gianniotis - Out
- G. Carter - Out
- H. Hadjimiry - 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 ↻
- 9:15am - 9:45am All County Paving Code Violations (CM Office) - Terrence R. Moore
- 10:30am - 12:00pm Various (Various)
- 12:00pm - 1:30pm Various (Various)
- 3:00pm - 4:00pm Russ Mager Annual Performance Evaluation (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Process OP (Various)

Saturday, September 2

- 9:45am - 10:15am Climate & Art (Cornell Museum) - Edwards, Kent
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

Sunday, September 3