



# 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

**November 3, 2023**

### **Exit Conference Outcomes Via State Operational Audit of the City of Delray Beach Concerning Town of Highland Beach Agreement**

Both the Office of the City Manager and that of Chief Financial Officer Hugh Dunkley wish to report that a productive exit conference with leadership of the State of Florida Office of the Auditor General was concluded this past Monday, yielding the finalization of its review of City of Delray Beach operations and transactions related to the Interlocal Service Agreement between the City of Delray Beach and the Town of Highland Beach for fire rescue services.

As referenced in the attached summary excerpt from Florida Auditor General Sherrill F. Norman, invoices to the Town of Highland Beach were determined to have been calculated based on actual expenditures.

Direction is likewise now being offered to commission external forensic auditing services necessary to determine a precise calculation of balances due to the City of Delray Beach. Final data analysis from this exercise will be reported to the City Commission, enabling considerations relative to mediation and/or other opportunities available to both parties to resolve accordingly.

Meanwhile, much appreciation to the Joint Legislative Audit Committee and allocated staff and resources that worked very closely with members of our team, enabling an objective confirmation of our previous reviews, observations, and analysis as noted.

### **Delray Beach, Florida Recognition as a Top Ten Digital City**

In recognition of various interdepartmental achievements relative to implementing technologies to better serve both residents and stakeholders of our community, the City of Delray Beach is now ranked #4 in the up to 75,000 population category of the “Top Ten Digital Cities” in America.

## **City Commission Information Letter**

**November 3, 2023**

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As noted in the attached electronic mail message from the publishers of Government Technology Magazine and Vice President of the Center for Digital Government Todd Sander, this accomplishment recognizes Delray Beach as among a distinguished group of cities that have worked hard to improve its digital, citizen, and government experience via technology and leadership. For our organization, this specifically includes the recent implementation of the online permitting system, enhancements to technical infrastructure to improve both cybersecurity and disaster recovery capabilities, as well as enhancements to the City's citizen engagement and digital outreach.

A formal presentation of this award will be made during the November 14th regular City Commission meeting. Additionally, our efforts as outlined will be recognized during the 2023 Digital Cities Survey Awards Event to be held during the National League of Cities 2023 Annual City Summit two days later in Atlanta, Georgia.

Meanwhile, much appreciation to Chief Technology Officer Jay Stacy, Director of Communications Gina Carter, and other members of our team involved in efforts to make the City of Delray Beach worthy of such an honor.

### **Contractor Selection Process to Implement Marine Way Seawall Improvement Program and Stormwater Pump Station Project**

As committed to publicly during the October 10<sup>th</sup> regular City Commission meeting, direction is imminent to execute a contractor selection process to initiate the Marine Way Seawall Improvement Program.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to this effect involves the selection of a construction engineering and inspection firm, to ultimately be responsible for reviewing construction bids once received by the City of Delray Beach, as well as to perform daily oversight of project construction activities.

With applicable external invitations to be offered during the next couple weeks, award of contractual services is anticipated in early 2024. Concurrently, direction is being offered to advertise an invitation to bid construction for the project, to include creation of a new seawall along North Marine Way, as well as roadway

improvements, and the first stormwater pumping station west of the Intracoastal Waterway in our community.

### **Public Input Efforts to Help Initiate Parks General Obligation Bond Projects**

As staff prepares for the initiation of financial transactions and the contractor selection process to implement projects relating to the \$20 million Parks Recreation Bond, direction will be offered to include opportunities for communitywide engagement and public input.

As referenced in the attached electronic mail message from Director of Parks and Recreation Samuel Metott, guidance to this effect will involve public presentations of initial project scope for major projects. These specifically include the Catherine Strong Park Renovation Program, and the Miller Park Pickleball Enhancement Program.

With schematic presentations for both projects anticipated after the beginning of the new year, applicable public outreach meetings will be scheduled soon thereafter.

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

The level of excitement and enthusiasm relative to the implementation of pending large scale capital projects and enhancements continues to expand and resonate amongst staff at all levels of the organization. This Tuesday morning the City took part in the groundbreaking ceremony for the future Fire Rescue Station 113 on Linton Boulevard. Notable comments offered during the event related to the pending new police headquarters, as well as upcoming enhancements to other Fire Rescue facilities. Of course, I share in the sentiments, with continuous leadership and guidance being directed to all involved to maintain respective tasks, activities, and trajectory accordingly.

## City Commission Information Letter

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Given that next business week will be abbreviated due to the Veterans Day holiday weekend, followed by my being away on annual leave during the week of November 13th, as well as the upcoming Thanksgiving Day break, information letters will not be issued during this period. Weekly reporting as noted will therefore resume Friday, December 1<sup>st</sup>.

### Enclosures:

Letter from State of Florida Auditor General Sherrill F. Norman – Preliminary and Tentative Audit Findings  
Summary Excerpt from Preliminary and Tentative Audit Findings  
Electronic Mail Message Exchange Between Jay Stacy and Todd Sander – 2023 Digital Cities Survey Top Ten Winner  
Electronic Mail Message from Missie Barletto – Marine Way Seawall and Stormwater Pump Station Project  
Electronic Mail Message from Samuel Metott – Parks & Recreation Bond Project Public Outreach  
Calendar for Business Week of October 30, 2023

CM/Documents/City Commission Information Letter 88



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
Fax: (850) 488-6975

October 31, 2023

Honorable Shelly Petrolia  
Mayor, City of Delray Beach  
100 NW First Avenue  
Delray Beach, Florida 33444

Dear Mayor Petrolia:

Enclosed is a list of 5 preliminary and tentative audit findings and recommendations that may be included in a report to be prepared on our operational audit of the City of Delray Beach.

Pursuant to Section 11.45(4)(d), Florida Statutes, you are required to submit within 30 days after receipt of this list a written statement of explanation concerning all of the findings, including therein your actual or proposed corrective actions. If within the 30-day period you have questions or desire further discussion on any of the preliminary and tentative audit findings and recommendations, please contact this Office.

Your written explanation should be submitted electronically in source format (e.g., Word) and should be accompanied by a cover letter with your digitized signature. For quality reproduction purposes, if you are not submitting your response in source format, please convert your response to PDF and not scan to PDF. If technical issues make an electronic response not possible, a hard copy (paper) response will be acceptable.

Please e-mail this Office at [flaudgen\\_audrpt\\_lg@aud.state.fl.us](mailto:flaudgen_audrpt_lg@aud.state.fl.us) to indicate receipt of the list of preliminary and tentative audit findings and recommendations. Absent such receipt, delivery of the enclosed list is presumed, by law, to be made when it is delivered to your office.

Sincerely,

A handwritten signature in blue ink that reads "Sherrill F. Norman".

Sherrill F. Norman

SFN/bk

Enclosure

c: City Commission  
Terrance Moore, City Manager  
Lynn Gelin, City Attorney  
Hugh Dunkley, Chief Financial Officer

**PRELIMINARY AND TENTATIVE AUDIT FINDINGS  
NOT AN AUDIT REPORT**

## **SUMMARY**

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This audit of the City of Delray Beach (City) focused on City compliance with the interlocal service agreement (ISA) with the Town of Highland Beach (Town) for comprehensive fire and emergency medical services and selected City administrative activities and operations. Our audit disclosed the following:

**Finding 1:** The City's true-up did not adequately represent the actual expenditures incurred as anticipated in the ISA with the Town resulting in underreporting of actual expenditures totaling \$2.2 million for the 2016-17 through 2020-21 fiscal years.

**Finding 2:** Firefighter salary and benefits amounts recorded in the City's accounting records and billed to the Town did not agree with employee timekeeping records.

**Finding 3:** City purchasing policies and procedures did not ensure that goods and services ordered, received, and distributed to the Town's fire station were accurately billed to the Town.

**Finding 4:** For the Town's nonpayment of billed services totaling \$517,654, the City did not timely perform collection efforts nor initiate the ISA provided non-binding mediation process.

**Finding 5:** During the period October 2019 through December 2022, the City experienced significant turnover in certain key management positions, which may have contributed to the control deficiencies and instances of noncompliance disclosed in this report.

## **BACKGROUND**

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In 1911, an area in Palm Beach County west of the Intracoastal Waterway was incorporated as the Town of Delray. In 1923, the area east of the Intracoastal Waterway was incorporated as the Town of Delray Beach. On May 11, 1927, the Town of Delray and the Town of Delray Beach united to form the City of Delray Beach (City).<sup>1</sup> The City has an estimated population of 67,073,<sup>2</sup> and is governed by the City Commission composed of four elected Commissioners and an elected Mayor. The City Commission is responsible for enacting ordinances, resolutions, and policies governing the City, as well as appointing the City Manager. The City Manager serves as the Chief Administrative and Executive Officer and is responsible for the administration of all City affairs.

The City provides a full range of community services including general government administration, police, fire and emergency medical services, sanitation, water and sewer service, recreational and cultural

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<sup>1</sup> Chapter 12675, Laws of Florida.

<sup>2</sup> *Florida Estimates of Population 2022*, Bureau of Economic and Business Research, College of Liberal Arts and Sciences, University of Florida.

## Terrence R. Moore

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**From:** Stacy, Jay  
**Sent:** Thursday, November 2, 2023 10:35 AM  
**To:** Terrence R. Moore  
**Subject:** Fw: Congratulations 2023 Digital Cities Survey Top Ten Winners! - Delray Beach, FL

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**From:** Stacy, Jay  
**Sent:** Wednesday, October 4, 2023 4:54 PM  
**To:** Janet Grenslitt <JGrenslitt@erepublic.com>  
**Subject:** RE: Congratulations 2023 Digital Cities Survey Top Ten Winners! - Delray Beach, FL

We are thrilled to see this!!

**From:** Janet Grenslitt <JGrenslitt@erepublic.com>  
**Sent:** Wednesday, October 4, 2023 3:49 PM  
**To:** Stacy, Jay <stacy@mydelraybeach.com>  
**Cc:** Carter, Gina <carterg@mydelraybeach.com>  
**Subject:** Congratulations 2023 Digital Cities Survey Top Ten Winners! - Delray Beach, FL  
**Importance:** High

**\*\*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.

Dear Jay:

**Congratulations!** We are excited to let you know that following a comprehensive judging of the Center for Digital Government's 2023 Digital Cities Survey, the **City of Delray Beach, FL** has been ranked **# 4 in the Up to 75,000 population category** of the Top-Ten Digital Cities!!

Delray Beach is among a distinguished group of cities that have worked hard to improve its digital, citizen, and government experience through technology and leadership. Your elected leadership along with your IT organization, should be proud and celebrate this achievement. **The 2023 top-ten rankings for cities with a population of Up to 75,000 include:**

1st - City of Tamarac, FL; 2nd - City of Punta Gorda, FL; 3rd - Village of Tinley Park, IL; 4th - City of Delray Beach, FL; 5th - City of Kalamazoo, MI;  
6th - City of Williamsburg, VA; 7th - City of Newark, CA; 8th - City of Gainesville, GA; 9th - City of Dunwoody, GA; 10th - City of Hillsdale, MI

We ask that between now and after our press release planned for **November 9<sup>th</sup>**, **you keep these results embargoed**. The final press release along with the winner's media kit including graphics that you can use on your website and social media channels will be provided to you shortly after the release.

We will be presenting this year's awards and celebrating at a dinner on November 16<sup>th</sup> in Atlanta, Ga. We hope you, your staff, and the city's leadership will join us for this exciting event! Details are included below.

Congratulations again on your awesome achievement and thank you for participating in the 2023 Digital Cities Survey!

Best Regards,  
Todd

Todd Sander  
Vice President  
Center for Digital Government



### **2023 Digital Cities Survey Awards Event**

to be held during the National League of Cities (NLC) 2023 Annual City Summit

**November 16, 2023**

**5:30 pm – 7:30pm ET**

Omni Atlanta Hotel at CNN Center  
100 CNN Center  
Atlanta, GA 30303  
404.659.0000

[CLICK HERE](#) for the agenda and more information on award presentations

[PLEASE RSVP WITH US ONLINE by October 27](#)

For questions, please contact Brittany Roberts at [broberts@centerdigitalgov.com](mailto:broberts@centerdigitalgov.com) or by phone at (800) 940-6039 ext. 1388.

There is no room block set up specifically for the awards dinner. If you are registered for the NLC Summit (which is separate from registration for the awards dinner linked above), please visit the NLC website at <https://citysummit.nlc.org/> for any information regarding the Summit – room blocks, shuttles, discounts, etc.

Again, Congratulations!  
Best,  
Janet



**Janet Grenslitt**

Surveys and Awards Director  
Center for Digital Government

A division of **e.Republic**

o. 916-932-1300

[jgrenslitt@erepublic.com](mailto:jgrenslitt@erepublic.com)

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Thursday, November 2, 2023 5:45 PM  
**To:** Terrence R. Moore  
**Subject:** Marine Way Seawall and Stormwater Pump Station Project

Good afternoon Terrence,

I am happy to report that activity to move forward with advertising the Marine Way project is moving forward. Within the next couple of weeks, the solicitation for a Construction Engineering and Inspection (CEI) firm will be advertised. Following selection and successful contract negotiation, the Invitation to Bid Construction (ITBC) will be advertised. We are hopeful that both vendors will be on board by the first of the calendar year and that this project will be under construction soon after. The completion of this project will bring the largest section of City-owned seawall into compliance with current ordinance, joining the seawall projects from Veterans Park all the way to the City Marina and completing the City's riverfront walkway along the Intracoastal. Additionally, this project will construct the first Stormwater Pumping Station west of the Intracoastal Waterway within the City's corporate limits. This \$20 million project is funded 50% through a Resilient Florida Grant administered by the Florida Department of Environmental Protection. Below is a rendering of how the final project will look with a brick paver roadway that continues the look of the brick paver walkway in Veterans Park, increased street lighting, and landscaping that pays homage to the streetscape that was present in this area in the 1920s and 30s.



Investigations to complete the seawall from Veterans Park to the City Marina began in 2008 and Staff is very excited to be beginning construction and completing this project in the next couple of years. Please let me know if you have any additional questions or concerns.

Thanks,

Missie

**Missie Barletto** | Public Works Director

☎ 561-243-7000 ext. 4104 | ☎ 239-707-2371 | ✉ [barlettom@mydelraybeach.com](mailto:barlettom@mydelraybeach.com) | 434 South Swinton Avenue, Delray Beach, Florida 33444



## 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.

## Terrence R. Moore

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**From:** Metott, Samuel  
**Sent:** Thursday, November 2, 2023 1:40 PM  
**To:** Terrence R. Moore  
**Cc:** Hanson, Amy  
**Subject:** Parks & Recreation Bond Project Public Outreach

Hello,

Per our discussion, we will look to host some public outreach meetings in the new year regarding some of the large park renovation projects associated with the bond referendum. The larger projects are slated to begin 2024-25 and beyond.

Please let me know if we can be of further assistance.

Sincerely,

Samuel Metott



**Samuel R. Metott, C.P.R.E.**  
**Director of Parks & Recreation**  
City of Delray Beach  
Parks & Recreation Department  
50 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
P: [561-243-7251](tel:561-243-7251)  
[MetottS@MyDelrayBeach.com](mailto:MetottS@MyDelrayBeach.com)



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# October 30, 2023 - November 5, 2023

October 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					

November 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, October 30

- 12:00am H. Hadjimiry - Out →
- 12:00am S. Walthour - Out →
- 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 Exit Conference for Operational Audit of Delray Beach (Conference Room - City Hall 1st Floor) - Terrence R.
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:30am - 12:30pm ICMA Online Conference Participation (CM Office)
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 3:30pm Considerations Regarding Price Risk
- 5:00pm - 5:30pm Parker Zelle (CM Office)

## Wednesday, November 1

- ← 12:00am H. Hadjimiry - Out
- 9:00am - 11:00am Cancelled: Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 9:00am - 10:00am Agenda Review Meeting (November 14th CC Meeting) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 12:30pm ICMA Online Conference Participation (CM Office)
- 2:30pm - 3:30pm Compile Information Letter Report - Conclusion and Exit Conference for State of Florida Operational Audit of
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 3:30pm - 4:30pm Follow-Up Expectations Regarding Board
- 4:00pm - 5:00pm Meet and Greet with Kirk Buffington (Conference

## Friday, November 3

- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Giannotes Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 11:00am - 12:00pm Direction and Scope Regarding Historic Society Parking Lot Improvement Program (CM Office) - Terrence R. Moore
- 3:00pm - 5:00pm ICMA Online Conference Participation (CM Office)

## Tuesday, October 31

- ← H. Hadjimiry - Out →
- ← 12:00am S. Walthour - Out
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Fire Station 113 Groundbreaking Ceremony (651 Linton Blvd. Delray Beach, FL) - Kovner, Isaac
- 2:00pm - 3:30pm ICMA Online Conference Participation (CM Office)
- 3:30pm - 4:30pm Compile Information Letter Report - Contractor Selection Process to Implement Marine Way Seawall Improvement Program (CM Office) - Terrence R. Moore

## Thursday, November 2

- 9:00am - 10:00am Compile Information Letter Report - Public Input Efforts to Help Support Parks and Recreation General Obligation Bond Projects (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Compile Information Letter Report - Top Ten Digital City Award Recognition (CM Office) - Terrence R. Moore
- 1:00pm - 5:00pm 2023 FCCMA Fall Symposium (CM Office)
- 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) ↻
- 5:00pm - 6:00pm Kiwanis Club of Delray ↻

## Saturday, November 4

- 10:00am - 12:00pm 11th Annual Delray Citizens for Delray Police Softball Challenge (Miller Field #3)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻

## Sunday, November 5