



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

February 2, 2024

Finalization of Consent Order Commitments Involving the Florida Department of Health

With the City of Delray Beach and its Department of Utilities currently finalizing various tasks and administrative operational commitments directed via a consent order ratified by the Florida Department of Health (FDOH) in November 2021, both the Office of the City Manager and that of Director of Utilities Hassan Hadjimiry are pleased to report that all items committed to via this directive have been successfully implemented. Likewise, direction is now imminent to formally close the consent order.

Guidance to this effect involves a formal written request to leadership of FDOH to advise that all matters have been resolved. This included installation of over 1,800 backflow preventer devices throughout the City, as well as administration of annual testing of functionality of all related infrastructure.

As the City of Delray Beach had a total of three years to complete all obligations outlined in the consent order, all involved are extremely proud that such was accomplished in just over two years. The Department of Utilities is to therefore to be commended for its dedication and excellence accordingly.

Fiscal Year 2024-2025 Proposed Budget Calendar

With the month of February marking the initiation of various interdepartmental tasks that will ultimately yield recommendations for the Fiscal Year 2024-2025 Proposed Budget, both the Office of the City Manager and that of Chief Financial Officer Hugh Dunkley were able to develop the attached calendar that summarizes the City's path forward accordingly.

As noted in the attached matrix summary, specific guidance to this effect currently involves preparation of departmental line-item budget requests, as well as applicable performance measures and indicators that will assist in

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determining appropriate levels of services for respective funding considerations. Additionally, projected revenue forecasts for all funds are anticipated in the coming weeks, integral for an overall balanced budget recommendation for City Commission consideration.

Finally, this exercise will also include updates to the City's capital improvement program, which will detail major project commitments and applicable funding requirements.

With this year's goal setting session involving both the City Commission and the Executive Leadership Team anticipated to take place during the usual spring timeframe, outcomes from this engagement should likewise be strategically incorporated into overall budget priorities. Otherwise, all involved look forward to a preliminary workshop to this effect via the June 4th session.

Site Visit Involving United States Department of Housing and Urban Development Comprehensive Plan Director

Earlier this week, both the Office of the City Manager and leadership of the Department of Neighborhood and Community Services hosted a site visit dialogue with representatives of the United States Department of Housing and Urban Development (HUD) to review and discuss Delray Beach community metrics and dynamics, and how such translates into continuous support for annual Community Development Block Grant (CDBG) allocations.

As noted in the attached meeting agenda, outcomes to this effect specially involved an introduction to recently appointed area region comprehensive plan team members that are involved in the review and administration of entitlement community CDBG programs, as well as to outline direction, guidance, and expectations relative to efficiency and effectiveness accordingly. Dialogue to this effect likewise included opportunities for related best practices, as well as leveraging opportunities for partnerships that otherwise would not become available.

This exercise also set the stage for our organization's upcoming HUD monitoring site visit, enabling further confirmation that the City of Delray Beach is working responsibly relative to all aspects of program administration, as well as providing

an opportunity to continue to offer solutions to challenges experienced by eligible residents and/or households.

Selection of New Budget Administrator

Chief Financial Officer Hugh Dunkley is pleased to report that a formal selection process necessary to appoint a new budget administrator recently concluded with the selection of Ms. Sohela Sabereen.

Ms. Sabereen brings to the City eight years of public and private sector accounting and financial management experience. Notably positions with the municipal governments of Boca Raton and Boynton Beach. Her professional background will enhance our organization's ability to augment the City's budgetary control processes, as well as detailed leadership and guidance necessary for monthly reporting and performance measurement activities.

While hailing from Georgia, Ms. Sabereen's educational background includes a Bachelor of Business Administration in Accounting from Florida Atlantic University, as well as training to support her pending designation as a Certified Public Accountant.

As Ms. Sabereen's appointment to this position became effective after the new year, City Commissioners will have an opportunity to interact with her via various public meetings and other engagements as a function of the Fiscal Year 2024-2025 Proposed Budget process to be initiated in the coming months.

Calendar of Meetings, Activities and Functions

With the principle focus of this coming Tuesday's workshop meeting involving location logistics to support development and construction of the future police headquarters facility, tasks that are necessary to begin bond transaction processes was also initiated during the past few days. This specifically included staff interaction with bond counsel representatives to prepare preliminary official

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statements that will ultimately define and govern future financings for both the \$100 million Public Safety General Obligation Bond and the \$20 million Parks General Obligation Bond.

Recommendations as noted, as well as other applicable progress updates, are therefore anticipated during the March 5th regular City Commission meeting.

Enclosures:

Letter to Florida Department of Health – Consent Order WP 038-20 – Compliance Assistance Offer 4500351
Matrix Summary – FY 2024-25 Budget and Capital Improvement Program (CIP) Proposed Calendar
January 30, 2024 HUD Site Visit Meeting Agenda
Calendar for Business Week of January 29, 2024

CM/Documents/City Commission Information Letter 95



CITY OF DELRAY BEACH

UTILITIES DEPARTMENT

434 N. SWINTON • DELRAY BEACH • FLORIDA 33444 • (561) 243-7295



February 1, 2024

Mr. Rafael Reyes
Environmental Public Health Director
Florida Department of Health – Palm Beach County
800 Clematis Street – Suite 5-539
West Palm Beach, FL 33401

Subject: Consent Order WP 038-20 - Compliance Assistance Offer 4500351

Dear Mr. Reyes,

After our productive meeting on November 7, 2023, I am pleased to inform you that the City of Delray Beach (City) has successfully completed all required actions and commitments outlined in the Consent Order WP 038-20 (Consent Order) issued on November 12, 2021.

Through the dedicated efforts of our team, along with the cooperation and guidance from the Department of Health, the City has resolved all outstanding matters specified in the Consent Order.

As of the date of this letter, the City has worked diligently to ensure all items in the Consent Order have been completed. The City's accomplishments include:

- The installation of 1,300 pressure vacuum breakers, reduced pressure principle assemblies and double check valve assemblies that properly protect the water distribution system (Section 5(d) of the Order).
- The City replaced or caused the installation of 580 residential dual check devices, or locked inactive and noncompliant locations to prevent tampering (Section 5(c) of the Order)
- The City has conducted cross-connection site inspections on all reclaim water sites that are due for inspection and provided the Department with inspection results every quarter. **Results show that there are no cross-connections.** (Section 5(e) of the Order).
- The City Installed over 40 residential dual-check devices in the master irrigation association community of High Point Section 3 and ensured the proper testing of previously installed RP assemblies (as requested in the *Compliance Assistance Offer*).
- The City has actively and continuously monitored the City's meter interface software, Beacon, for any backflow-related occurrences. The City can report that no backflow occurrences have been found. The City has kept the Department apprised every quarter (as requested in the *Compliance Assistance Offer*).

- o The City created a new division in the Utilities Department dedicated to Cross-connection Control. These employees maintain and monitor all backflow inventory, reclaim water sites, and required backflow-related building inspections.
- o The City amended the City Code of Ordinances, Chapter 52, "Water", to establish an enforcement procedure for noncompliance related to backflow prevention assemblies.
- o The City has achieved compliance from property owners through the enforcement of the City Code of Ordinances relating to the testing, maintenance, and installation of required backflow preventers.

Since providing the initial inventory, City-wide compliance with backflow preventer installation and testing has increased. Attached please find **Exhibit A**, the initial 180-day report submitted to the Department on May 3, 2022, with all updates supporting the City's request.

Considering the fulfillment of all obligations outlined in the Consent Order, we kindly request the closure of the Consent Order.

Once again, thank you for your time and expertise. Your guidance has been instrumental in helping the City make well-informed decisions for the benefit of our community.

Respectfully,

Hassan Hadjimiry

Hassan Hadjimiry, P.E.
Utilities Director

cc:

Jyothi Gunta, MD, MPH – Director, Florida Department of Health – Palm Beach County

Terrence R. Moore, ICMA-CM., City Manager

Lynn Gelin, Esq., City Attorney

Attachments

City of Delray Beach
Budget and Capital Improvement Program (CIP) Proposed Calendar
FY 2024-25

Date	Activity	Responsibility
Wednesday February 28, 2024	Budget Kick-off	Executive Leadership Meeting
Monday, March 4, 2024 to Friday, March 29, 2024	Budget entry in Tyler, submit CIP forms to Public Works Director, and submit CRA funding requests	All City Departments
Monday, April 1, 2024 to Friday, April 12, 2024	Compilation of CIP requests/forms per Fund	Public Works Department
Monday, April 1, 2024 to Friday, April 26, 2024	Departmental Budget requests and preliminary revenue estimates review	Finance Department
Monday, April 15, 2024 to Friday, May 3, 2024	Departmental CIP Project meetings on Submittals/Rank	Department Heads, Finance Department, Public Works Department
Friday, April 19, 2024	Revenue and Fund Balance Estimates Provided to Public Works	Finance Department
Monday, April 22, 2024 to Friday, April 26, 2024	Finance departmental Budget Review Meetings	Department Heads and staff, and Finance Department
Monday, April 29, 2024 to Friday, May 17, 2024	City Manager Departmental Budget Review Meetings	City Manager, Assistant City Manager, Department Heads, Finance Department
Monday, April 29, 2024 to Friday, May 17, 2024	Public Works CIP Review meetings	City Manager, Assistant City Manager, Department Heads, Finance Department, Public Works Department
Friday, May 3, 2024	City Commission Goal Setting Session	City Commission, City Manager, Assistant City Manager, Department Heads, Consultants
Tuesday, June 4, 2024	Budget Workshop	City Commission, City Manager, Assistant City Manager, Department Heads, Finance Department
Monday, July 2, 2024	Budget information distributed to City Commission for Workshop & Draft CIP Budget Book Complete	Finance Department & Public Works Department
Tuesday, July 9, 2024	Budget Workshop	City Commission, City Manager, Assistant City Manager, Department Heads, Finance Department
Tuesday, July 9, 2024	Set Tentative Millage Rate (City & DDA)	City Commission
Thursday, July 25, 2024	Budget 101 Town Hall (Quarterly Town Hall)	City Manager, Chief Financial Officer, CRA
Tuesday, August 20, 2024	CIP presented to Planning & Zoning Board	Public Works Department, Development Services Department
Tuesday, September 3, 2024	First Public Budget Hearing (City & DDA)	City Commission
Monday, September 16, 2024	Final Public Budget Hearing (City & DDA)	City Commission
Tuesday, October 1, 2024	Fiscal Year 2024-25 Begins	All City Departments

Note: All dates are tentative and subject to change



CITY OF DELRAY BEACH
NEIGHBORHOOD & COMMUNITY SERVICES
100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7364



DATE: January 30, 2024
TIME: 9am to 12:30pm
LOCATION: City of Delray Beach Neighborhood Services Division
100 N.W. 1ST Avenue, Delray Beach 33444
Point of Contact: Ms. Ferline F. Mesidort

AGENDA

1. Introductions: 9am to 9:30am
 - a. Welcome/Introduction with the City Manager/Assistant City Manager and the director of the department.
 - b. HUD Team
2. Organizational Structure: 9:30am to 10:30am
(Need org chart for city and adopted budget for city <https://www.delraybeachfl.gov/government/city-manager/budget>)
 - a. Management of HUD funds.
 - b. Neighborhood Services Review
 - Strategy
 - Challenges
 - Resolution

BREAK: 10 minutes break

3. HUD Grants (Status update) 10:40am to 11:10am
 - a. Progress to date.
 - b. Areas of concern.
4. Best Practices for: 11:10am to 11:40am
 - a. CDBG Funds
 - What creative approaches are other PJ using to spenddown?
 - HUD TA (Technical Assistance to be requested)
 - b. IDIS Best Practices
5. Partnerships: 11:40am to 12:00pm
 - a. Internal (Those that use the city funds)
 - b. External (Consultants, other cities and organizations.)
6. Wrap up: 12:00pm to 12:30p

January 29, 2024 - February 4, 2024

January 2024

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			

February 2024

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		

Monday, January 29

- 12:00am D. D'Andrea - Out →
- 12:00am H. Dunkley - Out →
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 11:30am Direction, Guidance, and Input for Noise Enforcement and Eradication Efforts. As Discussed at the Regular City Commission Meeting on January 16, 2024. (CM Conference) - Terrence R. Moore
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 3:30pm Discussion Regarding LDR Clarification (CM Office) - Terrence R. Moore

Tuesday, January 30

- ← D. D'Andrea - Out →
- ← H. Dunkley - Out →
- 12:00am J. Stacy - Out →
- 9:00am - 9:30am Introductory Meeting with Housing and Urban Development Director (CM conference) - Terrence R. Moore
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Compile Information Letter Report - Conclusion of Consent Order Commitments Involving the Florida (or County) Department of Health (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Selection of New Budget Administrator (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Follow-Up Discussion Regarding Match Point (CM Conference) - Terrence R. Moore
- 4:00pm - 5:00pm NMCS D (CM Office)

Wednesday, January 31

- ← D. D'Andrea - Out →
- ← 12:00am H. Dunkley - Out →
- ← J. Stacy - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 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 ↻
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Compile Information Letter Report -
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's
- 4:30pm - 5:30pm Compile and Deliver (CM Office) - Terrence R.

Thursday, February 1

- ← 12:00am D. D'Andrea - Out →
- ← 12:00am J. Stacy - Out →
- 8:00am - 8:30am Parker Zelle (CM Office)
- 9:00am - 10:00am Compile Information Letter Report - Fiscal Year 2024-2025 Proposed Budget Calendar (CM Office) - Terrence R.
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 10:30am - 11:30am Update and Direction Concerning Location of Public Safety Facilities on West Atlantic Avenue (CM Conference) -
- 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) ↻
- 5:30pm - 7:30pm TRX Training Company Ribbon Cutting and VIP

Friday, February 2

- D. D'Andrea - 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 ↻
- 10:00am - 11:00am Next Steps Regarding Matters of the Town of Highland Beach (CM Office) - Terrence R. Moore
- 11:30am - 1:00pm Various (Various)
- 3:00pm - 4:00pm Compile FP/SWMC/HEL

Saturday, February 3

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Black History Month Parade (Community Center - Start Location)
- 2:00pm - 3:00pm Black History Month Celebration Pompey Park
- 6:00pm - 8:30pm Annual KOP Award Program (TBD)

Sunday, February 4