



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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

Delray Beach  
Florida



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## City Commission Information Letter

June 7, 2024

### **Pompey Park Pool Repair and Reopening**

As reported, during the May 21<sup>st</sup> regular City Commission meeting, both the Office of the City Manager and the Department of Parks and Recreation recently initiated processes necessary to authorize purchase orders and other transactions to perform repairs to the Pompey Park pool facility, enabling timely resumption of operations as our community embarks on the summer season.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, direction to this effect involves the replacement of the pool pump filtration system. Equipment and infrastructure to this effect is necessary to not only maintain clean water, but to also increase chlorine efficiency in killing bacteria on a continuous basis.

With work to remove old nonfunctional equipment to begin next week, both reopening of the facility and resumption of normal operations are anticipated early next month.

Meanwhile, while noted maintenance and repair activities are completed at Pompey Park, the Aquatics Division of the Department of Parks and Recreation will facilitate youth-oriented field trips to the Palm Beach County Aqua Crest pool, located on Seacrest Boulevard.

### **Agreement Extension Considerations for Fire Rescue Services for the Town of Gulf Stream**

As the Delray Beach Fire Rescue Department has provided fee for service-based support for emergency services to the Town of Gulf Stream as noted for 15 years, leadership from that community recently expressed an interest in continuing the respective interlocal agreement.

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Review and consideration to this effect currently involves financial impact analysis to help confirm that all costs associated with emergency services to Gulf Stream as outlined will in no way adversely affect the City of Delray Beach economically, with all associated expenses to be fully realized by the Town of Gulf Stream. Fortunately, unlike the recently concluded service agreement involving the Town Highland Beach, the Gulf Stream environment does not include facilities, shared transactional agreements for vehicles and/or equipment, nor staffing directly assigned to that municipality.

Recommendations for City Commission review and consideration respectively are therefore anticipated in the coming weeks.

### **Final Account Closure Relative to COVID Provider Relief Funds**

With the federal government currently working to close out remaining account balances from COVID related allocations to municipalities throughout the nation, please be advised of final direction to this effect involving the City of Delray Beach.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, conclusion to this effect pertains to a \$84,253 Coronavirus Aid, Relief, and Economic Security (CARES) Act allocation specifically awarded in 2020 for ancillary public safety and ambulance related care services. However, due to various miscommunication events in early 2021 involving both internal staff and agents from the City's third-party ambulance billing company, Digitech, direction has since been offered to follow-up with the United States Department of Health and Human Services (HHS) to retroactively submit related financial activity reports.

With the aggregate amount of resulting offsets totaling nearly \$95,000 (the aforementioned \$84,253, as well as associated interests and charges), the Department of Finance will continue to pursue engagement with HHS to provide necessary information to satisfy all remaining reporting requirements.

### **Adopt-A-Street Program**

As the Office of the City Manager has recently been informed relative to interests

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on part of external parties to participate in existing adopt-a-street type programs and initiatives, it was concurrently determined that opportunities that have existed in Delray Beach to this effect operated on a rather informal basis.

Direction is likewise being offered to consider establishing an official Delray Beach opportunity as outlined. As noted in the attached electronic mail message from Director of Neighborhood and Community Services Sam Walthour, guidance to this effect involves creating an official policy to govern associated sponsorship details, as well as related application requirements.

Recommendations for City Commission review and consideration will likewise be offered in the coming weeks. Meanwhile, the Department of Public Works current sign shop organizational structure has the capacity to produce signs for external partners that may become involved accordingly.

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

Although an initially unexpected amount of time and energy was experienced during past few days relative to external partnership response considerations regarding the Crest Theater building, both the Office of the City Manager and other involved staff members greatly appreciate the opportunity to continue leadership and guidance necessary to achieve desired organizational structure and programming outcomes. This will hopefully include yesterday afternoon's City Commission expressed support for the Downtown Development Authority Board of Directors to collaborate with the City of Delray Beach as outlined, as well as continued vetting and evaluation of 27 Productions for future alignment and synergy that they may be able to offer and contribute.

Enclosures:

Electronic Mail Message from Sam Metott- Pompey Park Pool Update  
Electronic Mail Message from Hugh Dunkley – CARES Act Provider Relief Fund Program Repayment  
Electronic Mail Message from Sam Walthour -Adopt-A-Street Program  
Calendar for Business Week of June 3, 2024

CM/Documents/City Commission Information Letter 109

## Terrence R. Moore

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**From:** Metott, Samuel  
**Sent:** Thursday, June 6, 2024 6:30 PM  
**To:** Terrence R. Moore  
**Cc:** Hanson, Amy  
**Subject:** Pompey Park Pool Update

Hello Mr. Moore,

Thank you again for helping us process the Emergency Purchase Order for the pool pump filtration system. The retroactive approval will appear on the next city commission agenda.

The aquatic repair specialist have ordered the replacement filters and their expected to arrive the first week of July. In the meantime, they will start removing the old nonfunctional equipment beginning next week.

Our team is working with the vendor to expedite the shipping of the replacement filters. If successful, we may even be able to install them earlier than expected.

We will provide additional updates if and when more specific details become available.

Sincerely,

Samuel Metott

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Tuesday, June 4, 2024 4:54 PM  
**To:** Terrence R. Moore  
**Subject:** CARES Act Provider Relief Fund Program Repayment

Mr. Moore -

On April 10, 2020, the City received Provider Relief Funds (PRF) totaling \$84,252.98 from the U.S. Department of Health and Human Services in connection with the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

On January 25, 2021, the City received e-mail communication from the City's third-party ambulance billing company, Digitech, the Registered Point of Contact in the PRF Reporting Portal, regarding reporting responsibilities under the PRF which the City failed to take timely action, resulting in the City missing the published deadline for reporting how the aforementioned funds were used.

City staff received subsequent emails from the U.S. Department of Health and Human Services (HHS) regarding the City's appeal rights to which City staff again failed to respond in a timely manner resulting in HHS recouping the PRF funds via reduction of amounts owed to the City. Ambulance transport fees as well as amounts that should have been received by the City for reimbursement of police overtime from the federal government were offset by amounts that the received in PRF funds, including interest. The total amount of offset amounted to \$94,694.72. All of these amounts were accounted for in the City's General Fund.

We will continue our efforts to see if HHS will allow the City to cure this reporting deficiency and will keep you advised accordingly.



**Hugh B. Dunkley, CPA, CPFO, CGFO**  
Chief Financial Officer  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-6204  
[DunkleyH@mydelraybeach.com](mailto:DunkleyH@mydelraybeach.com)

" 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

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**From:** Walthour, Sammie  
**Sent:** Thursday, June 6, 2024 2:03 PM  
**To:** Terrence R. Moore  
**Subject:** Adopt-A-Street Program

Mr. Manager,

Considering the increased interest from organizations to participate in the Adopt-A-Street Program, we are currently engaged in developing an official program. It is anticipated that an overarching program policy, along with administrative guidance documentation, a sample application and program agreement, will be prepared and transmitted within the next few weeks for review and codification as appropriate.

The program will be in keeping with ongoing efforts of the Neighborhood and Community Services Department to positively impact the quality of life in the city through litter prevention, education, and the promotion of volunteerism and civil responsibility.

Your support, as always, is appreciated.

Thanks,

**Sammie L. Walthour, MSM, Director**  
Neighborhood and Community Services Department  
100 NW First Avenue  
Delray Beach, FL 33444  
Work: (561) 243-7240  
Mobile: (561) 400-4511  
[www.delraybeachfl.gov](http://www.delraybeachfl.gov)



NEIGHBORHOOD and  
COMMUNITY SERVICES

TRUST: Transparency – Respect – Unconditional support – Shared vision - Teamwork

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# June 3, 2024 - June 9, 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

## Monday, June 3

- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 10:00am Process UKG (CM Office)
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 10:00am - 10:30am Future Swale Parking Policy Considerations
- 10:30am - 11:00am Preliminary Fiscal Year 2024-2025 Proposed
- 11:00am - 12:00pm Summarize DDA OSS Financial
- 1:45pm - 2:30pm Commissioner Markert Meeting with CM Moore
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 4:00pm - 5:00pm Hassan Hadjimiry Annual Performance Review
- 5:00pm - 6:30pm Various (Various)
- 6:00pm - 8:00pm Town Hall - Open House Historic Carver - Delray

## Tuesday, June 4

- 9:00am - 10:00am Compile Information Letter Report - Final Account Closure Relative to COVID Provider Relief Funds (CM)
- 10:00am - 10:30am USPS (USPS)
- 10:30am - 11:00am Issue Concerning City Employee (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm NMCSO (CM Office)
- 2:00pm - 3:00pm Compile Information Letter Report - Pompey Park Pool Repair and Reopening (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm Gina Carter Bi-weekly Meeting (CM Office) - Terrence R. Moore ↻
- 4:00pm - 4:30pm Direction and Guidance Concerning Contractual Relationship with Delray Beach (CM Conference) - Terrence R. Moore
- 5:00pm - 6:00pm Shade Meeting: American Legion Post 188 v. City
- 6:00pm - 10:00pm June 4th Commission Meeting - Viewing of
- 6:00pm - 9:00pm Regular Commission Meeting (Commission)

## Wednesday, June 5

- H. Dunkley - Out
- J. Stacy - Conference
- L. Gelin - Out
- 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)
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 10:00am - 11:00am Agenda Review Meeting (June 18th CC
- 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager
- 2:30pm - 3:30pm Compile Information Letter Report -
- 3:30pm - 4:30pm Various (Various) - Terrence R. Moore
- 4:00pm - 4:30pm Interim Fire Chief Green (CM Office) - Terrence R.
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

## Thursday, June 6

- 12:00am J. Stacy - Out →
- 9:00am - 10:00am Compile Information Letter Report - Agreement Extension Considerations for Fire Rescue Services for the Town of Gulf Stream (CM Office) - Terrence R. Moore
- 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 OFFICE) - Oris, Jeff ↻
- 12:15pm - 1:15pm Special Meeting - External Partnership Select Consideration for the Classrooms at the Crest Theatre Building
- 2:00pm - 2:30pm Follow-Up Discussion Regarding Old Plumosa School and Historic Carver (Microsoft Teams Meeting) - Terrence R.
- 2:00pm - 2:30pm Katteri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻

## Friday, June 7

- ← 12:00am J. Stacy - Out
- D. D'Andrea - Out
- L. Gelin - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 8:30am - 9:30am Process FPL/HEL/SWMC (CM Office)
- 9:00am - 10:00am Various (Various)
- 11:00am - 1:30pm PBCCMA Monthly Membership Meeting (Palm Beach Gardens)
- 12:00pm - 2:00pm PBCCMA May (June 7th) Meeting Invitation (City of Palm Beach Gardens) - Brian Moree
- 2:30pm - 3:30pm Follow-Up Meeting Regarding Haitian Cultural
- 3:30pm - 4:30pm Wells Fargo (Wells Fargo)
- 4:30pm - 5:30pm Desmond Jeffries/ICMA Coach Connect (CM
- 6:00pm - 11:00pm Delray Beach Police Department Nineteenth

## Saturday, June 8

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻
- 4:00pm - 10:30pm Pride Festival and Concert

## Sunday, June 9