



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

September 27, 2024

Initiation of Golf Course Renovation Project Public Engagement Effort

With leadership from both Parks and Recreation and Public Works having recently initiated internal meetings with representatives of Sanford Ferris regarding pending design services that will ultimately define the Delray Beach Municipal Golf Course Renovation Program, please be advised that staff will now engage public input activities to help encourage ancillary ideas and suggestions for applicable review and consideration.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, arrangements to this effect specifically involves a public meeting at the Delray Beach Golf Course clubhouse to take place Tuesday, October 22nd. This session will therefore enable review and discussion regarding the current project plan, as well as opportunities for feedback based on anticipated trajectory for project implementation.

As previously reported, resulting outcomes are anticipated to yield specific recommendations for actual project implementation, including considerations for financing, as well as applicable contractor selection processes. Such will therefore be offered publicly once 100% project plans have been finalized.

Timeline to Install Pay Meters at Boat Ramp Facilities

As the City of Delray Beach works to advance ancillary revenue enhancement goals beginning in Fiscal Year 2024-2025, initial opportunities to achieve in this regard involve the installation of pay meters at boat ramp facilities located at both Mangrove Park and Knowles Park.

As referenced in the attached electronic mail message (and accompanying PowerPoint presentation excerpts) from Director of Public Works Missie

Barletto, direction to this effect involves installation of pay stations at each park beginning in November.

Considerations for enforcement, and other administrative functions in advance of project implementation will likewise be discussed briefly during the October 15th regular City Commission meeting. This dialogue will also afford an opportunity for formal approval of a rate structure accordingly.

Office of the Inspector General Finalization of City of Delray Beach Recommendations Concerning Accounts Payable and Cash Disbursement Audit

Both the Office of the City Manager and staff from the Department of Finance are pleased to advise the Palm Beach County Office of the Inspector General (OIG) of the City's implementation of their recommendations concerning accounts payable and cash disbursement practices and functions.

The attached notification letter formally summarizes various administrative policies and practices that will likewise now become a function of daily operations accordingly. This includes a recently revised purchasing card policy to ensure that respective transaction approvals align with requirements outlined in the City's purchasing and procedures manual.

Given the continuous efforts on part of the City's financial management and administrative teams to support various guidance and clarity offered by OIG during the past few years, we continue to remain both pleased and proud of our respective track record.

Status and Pending Considerations Regarding Disparity Study

While the City of Delray Beach continues to work with national market research consulting firm, Keen Independent Research, to finalize considerations associated with the current disparity study effort, please be advised that the Delray Beach Community Redevelopment Agency (CRA) will now collaborate to participate as well.

City Commission Information Letter

September 27, 2024

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As noted in the attached electronic mail message from Assistant City Manager Jeff Oris, CRA procurement data will likewise be incorporated into City of Delray Beach analysis concerning external purchasing and contractual arrangements. Aggregation to this effect will therefore result in a final draft report that will indicate if any disparities exist relative to women and/or minority participation in either City of Delray Beach or CRA external contractual goods and services acquisition.

A workshop meeting presentation to this effect is likewise being planned for the January 14th session. Representatives from Keen Independent Research will therefore be asked to join us to help facilitate this discussion.

Calendar of Meetings, Activities and Functions

Despite residual inconveniences resulting from the impacts of Hurricane Helene during the past couple days, the City of Delray Beach was able to continue normal operations for both essential and non-essential municipal services all day yesterday. I am happy to highlight this observation considering that several local governments (including several municipalities) throughout South Florida ceased operations for the entire day.

Although I am quite sure that the basis on part of other entities for deciding to close operations as noted was a function of both caution and responsiveness to employees that were adversely impacted via other extenuating circumstances (e.g., school closures, commute challenges, etc.), I remain proud of the approaches we took to maintain normal operations accordingly.

Enclosures:

Electronic Mail Message from Samuel Metott – Public Engagement (Golf Course Renovations)
Electronic Mail Message and PowerPoint Excerpts from Missie Barletto – Paid Parking at Mangrove and Knowles Parks
Letter to OIG – City of Delray Beach Accounts Payable Expenditures and Cash Disbursements
Electronic Mail Message from Jeff Oris – Disparity Study Update
Calendar for Business Week of September 23, 2024

CM/Documents/City Commission Information Letter 121

Terrence R. Moore

From: Metott, Samuel
Sent: Friday, September 27, 2024 5:53 AM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Public Engagement (Golf Course Renovations)

Hello Mr. Moore,

As we discussed, we are planning to host a public engagement meeting at the Delray Beach Golf Course to discuss updates and plans for the Golf Course renovations and designs with the community.

We are working to finalize October 22nd evening for the meeting to be held.

We look forward to this opportunity.

Sincerely,

Samuel Metott

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

Terrence R. Moore

From: Barletto, Missie
Sent: Tuesday, September 24, 2024 5:40 PM
To: Terrence R. Moore
Cc: Metott, Samuel
Subject: Implementation of paid parking at Mangrove & Knowles parks
Attachments: Mangrove Park and Knowles Park (1).pptx

Terrence,

Please find attached the presentation you requested for the October 15 Commission meeting concerning implementation of a paid parking program at Mangrove and Knowles parks. Included in the presentation is information from neighboring municipalities showing the rates being charged in Lake Worth, Boynton Beach and Boca Raton. Staff is recommending rates similar to the ones charged in Boynton Beach, including both hourly and per day parking rates, as well as providing for both resident and non-resident annual parking permits. Once the parking in this area becomes regulated and monitored by enforcement, we will be able to provide you and Commission with more accurate revenue projections. The cost of implementing this program is minimal as we already are in possession of the required pay stations, will produce the required signage in house, and will complete permit sales with existing personnel. Additionally, marketing for this effort will be accomplished utilizing the City's Department of Communications staff.

Should Commission approved the recommended rate structure on October 15, advertisement of the plan will begin immediately thereafter. Parking permits will go on sale beginning November 1, pay stations and signage will be installed and covered on November 8. The system will go live on November 15, with a two-week grace period extending until December 1 during which only warnings will be issued.

Please let me know if you have any questions or concerns.

Thank you,
Missie

Missie Barletto | Public Works Director

☎ 561-243-7398 | ☎ 239-707-2371 | ✉ 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.

Mangrove Park Recommendations

Address	1211 S. Federal Hwy, Delray Beach, FL 33483
Number of Spaces	25
Number of Meters	2
Enforcement	Daily
Rates	\$2.50 hour / \$25 flat rate full day
Resident Permits (Annual)	\$200+ tax
Non - Resident Permits (Annual)	\$350+ tax

MANGROVE PARK



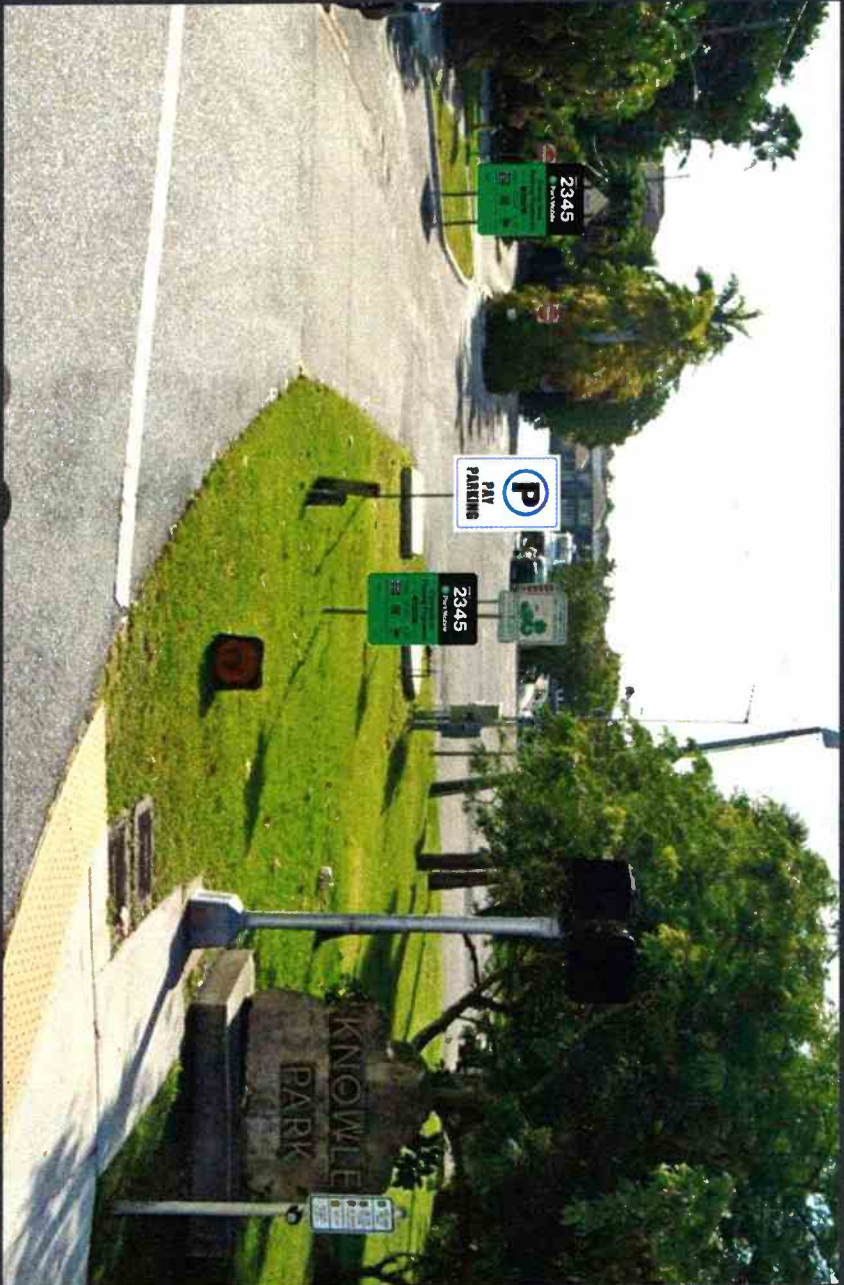
MANGROVE PARK



Knowles Park Recommendations

Address	1001 S Federal Hwy, Delray Beach, FL 33483
Number of Spaces	16
Number of Meters	1
Enforcement	Daily
Rates	\$2.50 hour / \$25 flat rate full day
Resident Permits (Annual)	\$200+ tax
Non-Resident Permits (Annual)	\$350+ tax

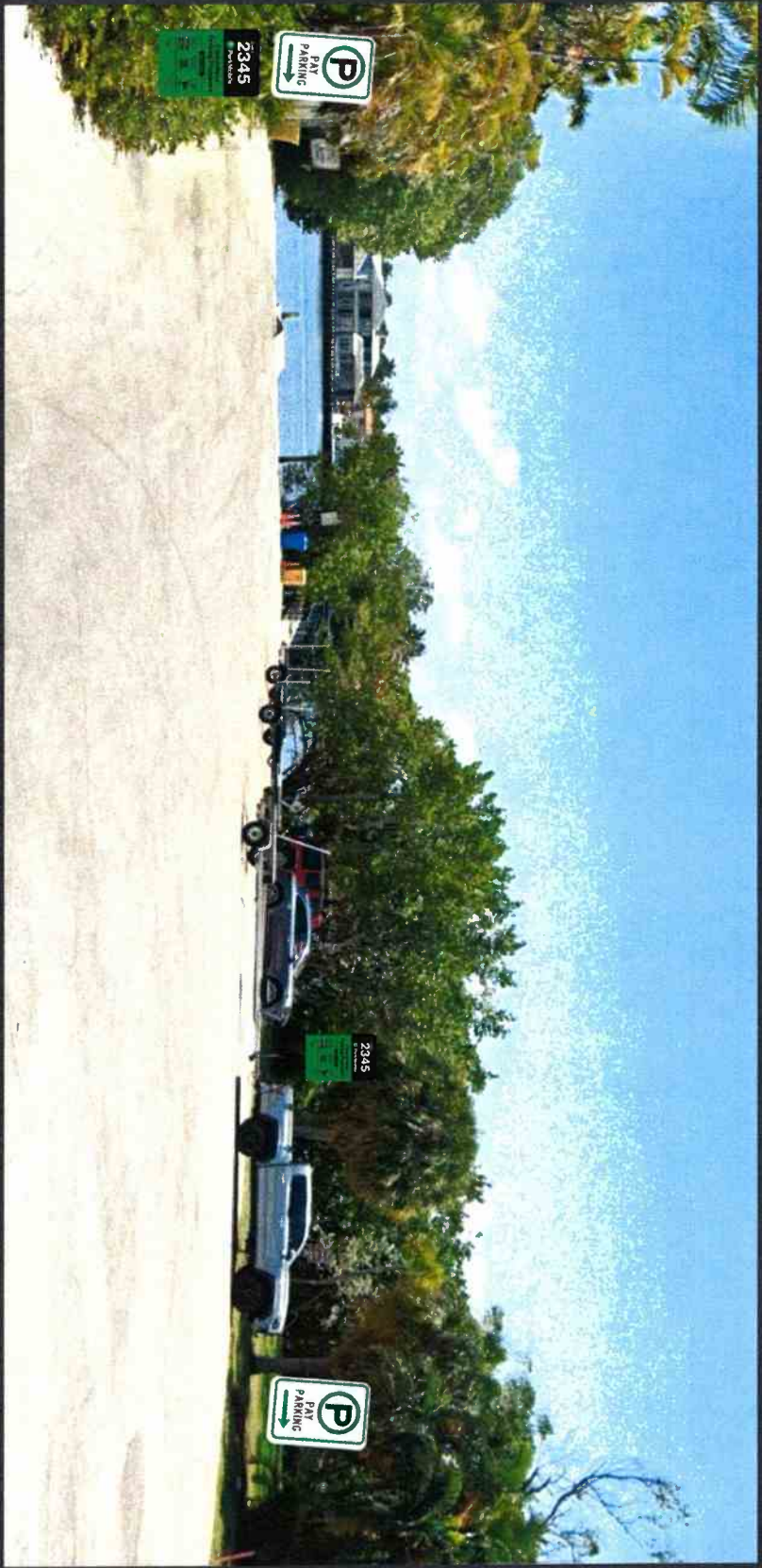
KNOWLES PARK



KNOWLES PARK



KNOWLES PARK



Implementation plan

October 15th

Commission approval to move forward

October 16th

Advertise plan and inform the public

November 1st

Begin parking pass sales

November 8th

Install parking meters & signage (covered)

November 15th

Go live, activate meters; warnings only until December 1st



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



VIA e-mail: inspector@pbcgov.org

September 26, 2024

Palm Beach County • Office of the Inspector General
Attn: Hillary Bojan, CPA, CJA, CFE. CIGA Director of Audit
Post Office Box. 16568
West Palm Beach, FL 33416

Re: OIG# 2022-A-0003 City of Delray Beach Accounts Payable Expenditures and Cash Disbursements

Dear Director Bojan:

Please see below the City of Delray Beach (City) status update on the OIG# Investigative Report 2022-A-0003.

Finding (2): The City did not always comply with its Purchasing Card Policy requirements.

Recommendation (6): The City implement a review and oversight process to ensure cardholders obtain purchase requisitions, orders, and required approvals for purchasing card purchases, as required by the Purchasing Card and Purchasing Manual Policies.

Corrective Action (6):

The revised draft PPM will require a purchase order (PO) for P-Card purchases over \$5,000. The City is contemplating a new financial software that will process P-Card purchases due to exceptions and business needs with purchase requisitions and POs. The Purchasing Card Policy will also be revised to reflect the PPM. The City will distribute a refresher training document annually to reinforce knowledge of the P-Card program policy and responsibilities.

Current Status:

The City will train the P-Card holders upon revision of the P-Card policy. Currently, the City is training its staff on the PPM draft revisions to ensure that they are familiar with the new requirements.

September 26, 2024 Response (6)

Corrective Action (6) -

The revised draft PPM does not require a purchase order (PO) for P-Card purchases over \$5,000 because users are limited to that amount when making single purchases.

Corrective Action -

As noted previously, the PPM was updated. The P-Card policy has been updated effective September 24, 2024. A copy of the revised policy is attached. Single purchase limits are set not to exceed \$5,000.

There have been no P-Card transactions over \$10,000 by the Chief Financial Officer, Chief Purchasing Officer or the City Manager.

As always, we continue to appreciate the opportunity to strengthen procedures and controls. Should you have any additional questions, please call me at (561) 243-6204.

Sincerely,

A handwritten signature in black ink that reads "Laura Thezine". The signature is written in a cursive, flowing style.

Laura Thezine, CPA
Interim Chief Financial Officer

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

Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, September 26, 2024 5:14 PM
To: Terrence R. Moore
Subject: Disparity Study Update

Mr. Moore,

As you are aware, the City engaged the services of Keen Independent Research to prepare a Disparity Study to determine if there were any significant disparity(ies) between the use of minority/women owned businesses as opposed to majority-owned businesses. If any such disparity(ies) are found, the Study would also include recommendations as to how the disparity(ies) could be reduced or otherwise mitigated. During a public input meeting for the Study, it was asked if the CRA would be following any disparity reducing recommendations of the Study if any were included. This led to additional discussion between the CRA, City, and Keen Independent Research after the meeting as Sec. 163.370 (5) of the Florida Statutes states "A community redevelopment agency shall procure all commodities and services under the same purchasing processes and requirements that apply to the county or municipality that created the agency". Thus, if the City ultimately adopts any disparity-reducing measures, the CRA would be subject to these measures as well. It was determined the best way to cover the CRA with the Study that was underway was to collect information on the CRA's procurements over the same time period as that being studied for the City and to incorporate any findings into the data that collected for the City and produced a Joint Disparity Study.

Keen has provided the City with a proposal for a Phase III of the Study under which Keen will collect and parse relevant procurement data from the CRA and then update data derived from information provided by the City to provide a final analysis as to the existence of any disparity(ies). This past Tuesday, September 24th, the CRA approved an Interlocal Agreement with the City for their inclusion in the Disparity Study as well as fair compensation to the City for their portion of the Disparity Study costs. The City will still need to approve this Interlocal Agreement as well as an amendment to the agreement with Keen for the additional work related to the afore mentioned Phase III (any necessary approvals are anticipated to be on the City Commission's October 15, 2024 regular meeting agenda for consideration).

Once all approvals are secured, it should take Keen approximately six weeks to complete and deliver to staff an updated draft report for review. Based on input provided on the draft report, Keen will then present to the City a final Disparity Study Report in December for presentation at the January 14, 2025 City Commission Workshop.

Please let me know should you have further informational needs regarding this matter.

Jeff Oris, CEcD
Assistant City Manager
City of Delray Beach
100 NW 1st Avenue
Delray Beach, Florida 33444
561-243-7144 – office
561-696-4114 - mobile
orisj@mydelraybeach.com



September 23, 2024 - September 29, 2024

September 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				

October 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		

Monday, September 23

- Chief Mager - Out
- J. Oris - Out 1/2 Day
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 10:00am Review Executive Administrative Assistant Candidate Profiles (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻

Tuesday, September 24

- 9:00am - 10:00am Compile Information Letter Report - Timeline to Install Meters at Boat Ramp Facilities (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Creative Arts School Preparation Appreciation
- 2:00pm - 3:00pm Compile Information Letter Report - Status and Pending Considerations Involving Disparity Study (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Various (Various)
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (City Hall, 100 NW 1st Ave, Delray Beach, FL 33444) - Community Redevelopment Agency

Wednesday, September 25

- 12:00am M. Barletto - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club)
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club)
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club)
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager)
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 11:45am - 12:45pm Commissioner Casale Meeting w/CM Moore
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
- 3:00pm - 4:00pm Compile Information Letter Report -Office of the City Manager
- 4:00pm - 4:30pm Interim Fire Chief Green (CM Office) - Terrence R.
- 4:00pm - 4:30pm Planning for Welcome Event for Incoming Fire Chief
- 5:30pm - 6:30pm Compile and Deliver (CM Office)

Thursday, September 26

- ← M. Barletto - Out
- 8:00am - 8:30am Mayor Carney MTG w/ CM Moore- Agenda Review for Oct 1 Regular Comm Mtg. (phone) - Pandolfo, Michele
- 9:00am - 10:00am Compile Information Letter Report - Initiation of Golf Course Renovation Project Public Engagement Effort (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 ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 6:00pm - 7:00pm Swinton and Atlantic Infrastructure Improvement Project Public Input Session (Fieldhouse at OSS)

Friday, September 27

- ← 12:00am M. Barletto - Out
- H. Hadjimiry - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 8:00am - 8:30am Process Various (CM Office)
- 10:30am - 12:00pm Various (Various)
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (Town of Palm Beach) - Vega, Brenda ↻
- 12:00pm - 1:30pm PBCCMA Monthly Meeting - Town of Palm Beach (Morton and Barbara Mandel Recreation Center (340 Seaview Ave)) - Terrence R. Moore
- 2:00pm - 2:30pm TEDx Delray (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Nan Krushinski's - Farewell Send-off (Delray Beach Community Center) - Pearson, Danielle
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻
- 3:30pm - 4:30pm Process Various (Various)

Saturday, September 28

- 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 Miracle League Opening Day (1905 SW 4th Ave - Miller Park) - Pandolfo, Michele

Sunday, September 29

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