

# City of Delray Beach

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## Minutes - Draft

Tuesday, April 12, 2016

5:00 PM

Workshop Meeting/ Joint Session with the CRA

Delray Beach City Hall

## City Commission

*Mayor Cary Glickstein*  
*Commissioner Shelly Petrolia*  
*Vice Mayor Al Jacquet*  
*Deputy Vice Mayor Jordana Jarjura*  
*Commissioner Mitchell Katz*

1      [16-389](#)

A Joint Session/Workshop Meeting of the City Commission of the City of Delray Beach, Florida, was called to order by Mayor Cary Glickstein in the First Floor Conference Room at City Hall at 5:00 p.m., on Tuesday, April 12, 2016.

Roll call showed:

Present -                      Commissioner Shelly Petrolia  
                                        Vice-Mayor Alson Jacquet  
                                        Commissioner Mitch Katz  
                                        Deputy Vice Mayor Jordana Jarjura  
                                        Mayor Cary Glickstein

Absent -                        None

Also present were -        Donald B. Cooper, City Manager  
                                        Noel Pfeffer, City Attorney  
                                        Chevelle D. Nubin, City Clerk

Mayor Glickstein called the Joint Session/Workshop meeting to order and announced that it had been called for the purpose of considering the following Items:

1. Joint Session with the Community Redevelopment Agency (CRA):

The topics of discussion for the Joint Session were:

- Draft List of Potential FY 16/17 Projects and Budget /Amendment
- Potential Additional CRA Funding items in FY 2016-17 for City Projects/Programs
- Status funding discussions

Mr. Jeff Costello, Executive Director of the Community Redevelopment Agency (CRA), Thuy Shutt, Assistant Director of the CRA and board members: Mr. Reginald Cox (CRA Chair), Ms. Cathy Balestriere (CRA Vice-Chair), Mr. Bill Branning, Mr. Daniel Rose, Mr. Joseph Bernadel and Mr. Herman Stevens were present.

Mayor Glickstein provided opening remarks concerning fungability and neighborhood plans and congratulated the CRA on its Annual Report.

Mr. Donald B. Cooper, City Manager, highlighted some of the items listed in the "Status of Discussions with the CRA" memo. He discussed the

current focus and commented that there may be some transitional issues.

Mr. Costello stated the items as presented in the memo is a beginning point.

Discussion ensued between the City Commission and Community Redevelopment Agency regarding implementation of neighborhood plans, priority lists, timing of projects listed in the Capital Improvement Program (CIP), the Clean and Safe area and associated costs. There was also discussion and questions regarding financing for the completion of neighborhoods in terms of the alleys and sidewalks. There was direction provided to both CRA and City Staff to continue to streamline the projects and move them forward.

Mayor Glickstein adjourned the Joint Session portion of the Meeting at 6:25 p.m.

## **2. PRESENTATIONS:**

Fire Rescue Chief Danielle Connor introduced the new Fire Rescue Chief, Neal De Jesus, who gave brief comments.

Mayor Glickstein provided comments.

Mr. Cooper stated Ms. Theresa Webb, the city's new Chief Purchasing Officer, started today.

### **2.A     [16-366](#)**

#### **POLICE DEPARTMENT LEVEL OF SERVICE PRESENTATION**

Police Chief Jeffrey Goldman presented the Level of Service Plan for the Police Department and conducted a Power highlighting statistics, services and functions.

Mayor Glickstein thanked Chief Goldman for the presentation.

Vice Mayor Jacquet thanked Chief Goldman for his presentation and commented regarding the body cameras. He also spoke regarding the operations of the Police Department and community policing. He spoke regarding hiring persons who reflect the community; and stated he would love to see more of this in city departments. Vice Mayor Jacquet commended Chief Goldman on the Criminal Justice Academy held at Atlantic Community High School (ACHS). Further discussion continued regarding the front desk.

Commissioner Katz asked about the position for the city's special population and commented regarding providing assistance to help people. He referenced expanding the Clean and Safe area. He thanked Chief

Goldman and stated the Police Department does a great job.

Mayor Glickstein asked about 911 calls and data. He asked how many incident reports are completed in a year. He stated he finds the Chief's budgetary request fair and reasonable. Mayor Glickstein also commented regarding diversity and getting a message out regarding community policing.

Deputy Vice Mayor Jarjura stated one of the essential functions of local government is public safety. She stated she supports the Police Department request for the police having a stronger presence to deal with the city's unique issues. She also commented regarding diversity, the Criminal Justice Institute at ACHS and recommended the institution of an internship program to operate the front desk at the Police Department.

**2.B**     [16-394](#)

**EMERGENCY MANAGEMENT LEVEL OF SERVICE**

At this point, Commissioner Petrolia left the dais.

Mr. Steve Hynes, Director of Emergency Management, discussed the Level of Service Plan for emergency management and conducted a presentation. He stated the focus is on emergency preparedness and the utilization of free resources to get the community and staff trained and prepared. He commented regarding city disaster response plans. Mr. Hynes discussed a five year strategic plan and the beginning stages of a plan regarding a multi-use facility to serve the city's needs.

Vice Mayor Jacquet commented regarding west of Congress and a safe place to go to in the event of disaster.

Deputy Vice Mayor Jarjura stated Mr. Hynes has done a great job of creating what the city did not previously have. She asked about the CERT and employee training programs.

Mr. Cooper stated ultimately Emergency Management will be a division under the City Manager's office.

Commissioner Katz asked about the cameras downtown.

Mayor Glickstein commended Mr. Hynes on the accomplishments that he has made for FY 1516.

Mr. Cooper stated emergency management will be an ongoing every year effort. He commented regarding a dual use facility out west.

Mayor Glickstein commented regarding the CERT program and stated it is

a great way to leverage knowledge and ability to increase outreach.

**2.C**      [16-367](#)

**FIRE DEPARTMENT LEVEL OF SERVICE PRESENTATION**

Fire-Rescue Chief Danielle Connor presented the Level of Service plan for the Fire-Rescue Department. She stated the Fire Department's role has changed across the years. She spoke regarding changing demographics of the department. She discussed three LOS goals regarding staffing, adding Rescue Supervisors to Rescue Apparatus and adding a second Training Captain to the Training Division.

Deputy Vice Mayor Jarjura asked about an Emergency Operations Center in the west area of the city and stated she concurs with Mayor Glickstein and Vice Mayor Jacquet regarding a multi-use facility. She thanked Chief Connor for the presentation.

Commissioner Katz asked for an update regarding the site. He commented regarding the SWOT analysis and the cost listed.

Chief Connor explained transporting and response times.

Deputy Vice Mayor Jarjura commented about perception and statistics.

Mayor Glickstein asked about staff hours and overtime expenditures related to special events.

Discussion continued regarding cost savings.

Mayor Glickstein stated he appreciates how Chief Connor has presented the LOS plan in terms of what is upcoming. He commented regarding the new Chief and what Chief Connor has gone through over the last three years. He thanked Chief Connor for how she has managed the department over the years. He stated he supports the LOS plan for the Fire rescue department and the City Commission is fully aligned with the importance of public safety and all of the departments that impacts.

**2.D**      [16-376](#)

**FINANCE DEPARTMENT LEVEL OF SERVICE PRESENTATION**

Jack Warner, Chief Financial Officer, introduced Mr. Jeff Snyder, Assistant Chief Financial Officer, who discussed the Level of Service plan for the Finance Department. Mr. Snyder highlighted the goals of the department and stated they are modernizing processes.

Mayor Glickstein asked about the departmental weaknesses in terms of manual processes, etc. as represented in the plan.

Ms. Gwendolyn Spencer, Chief Information Technology Officer, spoke regarding automated system changes and IT projects. She stated the timeline is 15-18 months regarding the ERP implementation, integration and training.

Commissioner Katz asked if this is a hardware and software upgrade. Ms. Spencer stated the entire system will be new.

Mayor Glickstein stated he appreciates the work that has been accomplished in the Finance department.

Commissioner Katz thanked Mr. Snyder for the report.

**2.E**     [16-383](#)

**CITY CLERK DEPARTMENT LEVEL OF SERVICE**

Chevelle D. Nubin, City Clerk, presented the Level of Service plan for the City Clerk Department. Ms. Nubin highlighted four pertinent goals for the department regarding minutes transcription, records management, public records and readily available information pertaining to the City Commission meetings and public records being placed on the city's website.

Discussion ensued regarding public records requests and records management as well as the cemetery administration.

The City Commission thanked Ms. Nubin for the presentation.

**3 City Commission Comments**

Deputy Vice Mayor Jarjura stated what was edifying tonight was knowing what Mr. Cooper has taken on regarding the departments since he has been here and thanked him. She spoke regarding the departments and the needs. She commended the departments who presented tonight. She stated we need to reward and encourage the departments that are performing.

Commissioner Katz spoke regarding the morale increasing since he has been elected. He stated he had the honor of presenting an award to Mrs. Kris Buzen, who is a city employee, for the cub scouts and commented on employees who participated in the Dunk Tank for the Delray Affair. He commended employees who give alot back to the community and participate in events outside of their positions. He thanked the employees.

Vice Mayor Jacquet stated the Joint Session with the CRA was a great. He stated he is very proud of our Police Department and the Chief is doing a great job. He thanked Deputy Vice Mayor Jarjura for the suggestion to

implement a program regarding the utilization of students for the Police Department's front desk. He stated he would like to see our internship program to continue to grow. He congratulated and welcomed the new Fire Chief to the City of Delray Beach.

Mayor Glickstein spoke regarding the Joint Session with the CRA and stated he feels they have turned the corner and the City and the CRA are working together and can accomplish great things. He stated both boards are fully aligned with that. He commended Mr. Cooper for addressing how to help with the city's fiscal needs. He stated it was impressive to see the department heads who presented tonight who were so articulate, knowledgeable and succinct and their passion was palpable. Mayor Glickstein stated this is how we move things forward. He asked if the City Commission will see other departmental presentations.

Mr. Cooper stated other departments will present and stated the focus is on Level of Service per the City Commission's direction.

Mayor Glickstein adjourned the meeting at 9:29 p.m.