

City of Delray Beach

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Minutes - Draft

Tuesday, May 8, 2018

6:00 PM

Workshop Meeting at 6:00 PM

Delray Beach City Hall

City Commission

Mayor Shelly Petrolia
Vice Mayor Adam Frankel
Deputy Vice Mayor Shirley Ervin Johnson
Commissioner Bill Bathurst
Commissioner Ryan Boylston

Pursuant to Section 3.12 of the Charter of the City of Delray Beach the Mayor has instructed me to announce a Workshop Meeting of the City Commission to be held for the following purposes:

The Workshop Commission meeting was called to order at 6:00 p.m.

The following were in attendance:

Mayor Shelly Petrolia
Vice Mayor Adam Frankel
Deputy Vice Mayor Shirley Ervin Johnson
Commissioner Bill Bathurst
Commissioner Ryan Boylston

Others present were:

Mark R. Lauzier, City Manager
R. Max Lohman, City Attorney
Katerri Johnson, City Clerk

WS.1. [18-300](#)

Sponsors: City Manager Department

Attachments: [Workshop 5-8-18 Item 1 Memo-Affordable Housing](#)
[Attachment 1-WS Item #1 5-8-17 UDAG Memo fr Finance 4-24-18](#)
[Attachment 2-WS Item #1 5-8-17 Affordable Housing Funding Presentation](#)
[Housing Presentation CC Workshop 5 8 18](#)

Mr. Lauzier, City Manager, gave a presentation on an Affordable Housing Funding opportunity. The Auburn Trace development was selected for funding to help facilitate new housing opportunities and housing related activities as identified within the City's HUD Urban Development Action Grant, "Pocket of Poverty".

Tim Stillings, Planning Director, gave a presentation that was given in 2016 by Metro Study to look at future housing needs. The Workforce Housing Task Force was created to make policy direction or recommendations on spending the monies. They have a number of redevelopment plans, whereas "The Set" is the most recent development plan.

Mr. Lauzier recommended that the Housing Authority and CRA should consider partnering on affordable housing partnership initiatives utilizing these UDAG loan proceeds once confirmed.

Many leveraging options may be present, including public-private partnerships with City, private developers, DBHA and the CRA to develop creative solutions to our affordable housing crunch.

These resources may help toward enhancing our capability for larger, mixed use projects on West Atlantic Avenue as well. Finally, this could include leveraging off-site affordable housing projects with CRA land, etc. The City, CRA and DBHA should work closely on all major, affordable housing project initiatives and opportunities.

The City's Affordable Housing Advisory Committee should be re-established and can help advise both the City Commission and provide input and support on DBHA Commission policy setting and program execution.

The department currently suited to best support Affordable Housing Programs is within our Community Improvement Department, Neighborhood Services Division where we currently employ a Housing Property Coordinator who oversees a workforce housing monitoring program. The program is currently funded from the Affordable Housing Trust Fund.

City staff stands ready to assist in helping establish and implement programs and policies with the City Commission that address affordable housing strategies in conjunction with our community partners.

WS.2. [18-301](#)

Sponsors: City Manager Department

Attachments: [Workshop 5-8-18 Item 2 Memo-Internal Auditor](#)

[Internal Auditor 5-7-18](#)

[Attachment 2-WS Item #2 5-8-17 Pomp Beach Internal Auditor Job Description](#)

[Attachment 3-WS Item #2 5-8-17 Internal Audit 2018 Salary - Pomp Beach](#)

[Attachment 4-WS Item #2 5-8-17 Internal Audit Program 20 Questions](#)

[Attachment 5-WS Item #2 5-8-17 Level 2 Infrastructure Audit Plan](#)

[Attachment 6-WS Item #2 5-8-17 Level 3 Integrated Risk based Audit Plans](#)

[Attachment 7-WS Item #2 5-8-17 Public Sector Internal Audit Program](#)

[Attachment 8-WS Item #2 5-8-17 Internal Audit Association Doc](#)

[Internal Auditor Recruitment Schedule Rev.](#)

Mr. Lauzier stated that at the goal setting meeting of April 20th, he was directed to initiate implementation of the City Commission's budget policy

for 2018 that provided for the funding of the position of Internal Auditor. The position classification for an Internal Auditor was previously developed by the Human Resources Department based upon research on the position. Highlights of the research and implementation considerations are as follows:

- The position classification is set at a Pay Grade 124 which is comparable to the salary of a department head (direct report to the City Manager) with a salary range of \$95,184 - \$152,295.
- The comparable position description for the Internal Auditor in Pompano Beach is attached and provides a salary range of \$100,618 - \$141,580.
- This position would be one of three direct reports to the City Commission and, as such, the entire City Commission will need to participate in the process. Executive sessions may be authorized but the City Attorney will need to be consulted on the best review process.
- The City has budgeted a salary of \$97,697 for the position but it is up to the City Commission to determine the salary based on applicant pool, qualifications and experience.
- It will be up to the City Commission to develop an offer letter or employment agreement outlining the terms and conditions of employment with the assistance of the Sharon Liebowitz, the Human Resource Director and City Attorney unless you desire assistance from the City Manager. It was the City Manager's belief that the City Commission would not want the City Manager involved or influencing a direct Commission report.

Implementation considerations/recommendations:

1. The Human Resources Director will act as the recruitment coordinator on behalf of the City Commission. Should the Commission desire to have any input from the City Manager, that is a matter for the Commission to determine and request via the HR Director.
2. An informative brochure containing a profile of the community, the position profile and any baseline expectations should be developed. Included in the brochure should be ideas on anticipated topics and focus since there is a distinct variation between the roles and duties of a financial compliance auditor versus a management/performance auditor. Key roles are found in the attached position description.
3. Professional organizations the City Commission should consider publishing the opening with include the Government Finance Officers Association (GFOA), the Florida GFOA, the Association of Internal Auditors, the Association of Inspector Generals, the Florida League of Cities, and the Florida Association of Counties. We have also established a corporate LinkedIn account and will be using this platform as a targeted, talent acquisition tool.
4. The Commission might also consider involvement of subject matter

experts on the interview panel, such as the City Manager, a current Internal Auditor and/or a senior executive of the Office of Inspector General who perform audit work.

5. In assisting with the recruitment, Human Resources can compile draft interview questions for the Commission's consideration and perform basic background and records checks. Mr. Lauzier had asked Human Resources to develop a detailed timeline and bring it to the workshop for the discussion. Lead times for advertisements and allowing time for responses, not to mention summer vacations, will push this start date to late fiscal year 2018 or early 2019 depending on City Commission availability.

City staff stands ready to assist and help implement an internal audit program that can help us achieve Performance Excellence.

Faith Henry of the Finance Department spoke about her past experience as an internal auditor.

WS.3. COMMISSION COMMENTS

Vice Mayor Frankel made a comment regarding the policy between staff and elected officials.

Commissioner Boylston had a concern about additional members to the CRA Board and would like to discuss the subject at a Workshop meeting.

Mayor Petrolia mentioned that it is Municipal Clerk's Week and thanked Katerri Johnson for all she does.

She reported that Office Depot donated their time volunteering at the Pine Grove School. They painted and planted and mulched the outside areas. There were five to six hundred people that volunteered.

She reported that the Quiet Zones were available now for Brightline.

There being no further business to discuss, Mayor Petrolia adjourned the meeting at 7:08 p.m.