



# CITY OF DELRAY BEACH

## CITY MANAGER'S OFFICE

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



## City Commission Information Letter

February 4, 2022

### **Considerations Regarding Solid Waste Collection and Disposal Services**

With the current franchise agreement between the City of Delray Beach and Waste Management, Inc. scheduled to expire Friday, September 30, 2022, various members of city administration are presently working to develop review and consideration processes necessary to help evaluate options for the continuation of respective customer focused services for our community.

As referenced in the attached memorandum from Director of Neighborhood and Community Services Sammie Walthour, the present contract involves a provision for five, one-year options for renewal, past the expiration date. However, considering that Waste Management officials have formally issued a notice of non-renewal to the City of Delray Beach, our organization is at liberty to consider other opportunities for both residential and commercial solid waste collection and disposal services. Opportunities to this effect could include a discussion with Waste Management, Inc. regarding the prospect of a new franchise agreement to feature revised terms beneficial to both parties.

Arrangements are likewise being offered to host a workshop meeting on the subject during the March 8<sup>th</sup> session. Meanwhile, the Department of Purchasing is collaborating with the Department of Neighborhood and Community Services to administer a Request for Information process to help us determine the current marketplace relative to other service opportunities that may be available.

### **Comprehensive Capital Improvement Projects, Operational, and Recreational Facilities Financing Option Considerations**

As both the Office of the City Manager and various departments have been working collaboratively during the past several weeks to outline a course of action for outlining financing strategies for various large scale capital projects

and recreational facilities, please be advised that direction to this effect includes a summary of specific bond transaction options.

Given the complexity of said transactions, this exercise will also involve the assistance of the City's external financial advisor, Mr. Jay Glover of Public Financial Management Group, who will join us for a dialogue on the subject during the April workshop session.

An opportunity to offer consensus relative to specific tasks and guidance, including for previously contemplated projects such as a new city hall, police headquarters, and a variety of recreational facility enhancements and additions, will therefore be made available. We will also offer an analysis relative to general obligation bond and revenue bond capacities, enabling sound business and community engagement related decisions accordingly.

### **Educational Plan Consultancy Engagement**

Consistent with goals and objectives of both city administration and the City of Delray Beach Education Board, please be advised that professional consultancy services necessary to compile a Sharing for Excellence in Schools plan specifically targeted to public schools located in Delray Beach is currently being commissioned.

As referenced in the attached scope of services memorandum, the Office of the City Manager has approved an agreement with Florida-based educational consulting firm, Ohana Solutions, to produce both data analytics and other reviews necessary to achieve specific recommendations accordingly. Anticipated outcomes include support considerations relative to post-secondary plans for students via workforce development and college readiness.

Once this exercise has been completed, a resulting planning document will be presented to both the Education Board and City Commission for respective update and direction.

## **Publication of Biannual Electronic City of Delray Beach Magazine**

As part of the City's continued expansion of outreach and communications relative to municipal projects, services, initiatives, and activities, the City's Communications department will now also produce a biannual digital City of Delray Beach magazine.

As discussed during this past Wednesday's Executive Leadership Team meeting, this new publication format will allow the City to connect with residents, stakeholders, and other interested parties in a sophisticated and technologically current manner. This venture is also much more cost-effective and environmentally friendly than a traditional magazine print format.

The first edition, for Spring/Summer 2022, will be available for distribution in March.

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

To reiterate my comments during the review discussion that took place this past Tuesday evening, I continue to remain extremely grateful for the privilege and opportunity to serve as Delray Beach City Manager. My enthusiasm and passion for the role remains extremely high, yielding an unwavering dedication and commitment to represent both our organization and community productively, professionally, graciously, and magnanimously.

As I've also mentioned during Tuesday evening's session, a six-month service report (following the same format as the 90 days of service update compiled back in November), is to be issued next Friday, February 11th. The weekly information letter will therefore resume on Friday, February 18<sup>th</sup>.

Enclosures:

Memorandum from Sammie L. Walthour – Waste Management Discussions  
Memorandum from Janet Meeks – Educational Consultancy Services  
Calendar for Business Week of January 31, 2022

CM/Documents/City Commission Information Letter 19



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



## MEMORANDUM

**TO:** Terrence R. Moore, ICMA-CM, City Manager

**FROM:** Sammie L. Walthour, Director, Neighborhood and Community Services *SLW*

**DATE:** February 1, 2022

**SUBJECT:** Waste Management Discussions

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### **Relevant Contract Items to Consider:**

1. Review Terms
2. Assess Rate Structure
3. WST vs CPI Index
4. Garbage Carts
  - a. Annual City Cart Limit
5. Optional Benefits/Community Benefits
6. Bad Debt Collection Process
7. Additional Big Belly Solar Compactors
8. Bulk Collection
9. Sunday Service
10. Use of City Small Truck
11. More Clean Fuel Trucks
12. Sustainability Comments

### **Current Level of Service:**

Garbage Service – twice a week

Vegetation Service – once a week

Bulk Service – once a week

Recycling Service – once per week

Public Services

City Facilities

Clam Shell Truck – City has unlimited use of truck

Optional Benefits

### **Payee**

Delray Beach Public Library - \$2,500 - Exhibit 13, item 2.

Keep Palm Beach County Beautiful- \$1,000 – Exhibit 13, item 3  
Delray Beach Chamber of Commerce- \$10,000 - Exhibit 13, item 10  
Pine Grove Safety Patrol - \$2,500 - Exhibit 13, item 12  
Carver Middle School robotics or equivalent program - \$5,000 – Exhibit 13, item 12  
Orchard View Elementary - \$5,000 – Exhibit 13, item 13  
For Knowledge is Power - \$5,000 - Exhibit 13, item 14

Payable to The City of Delray

Recycle Delray - \$2,000 – Exhibit 13, item 1  
Annual Shredder Day - \$3,500- Exhibit 13, item 4  
Portable Restrooms City Events (1) - \$10,000- Exhibit 13, item 6  
City's First Night, Annual Christmas Tree Lighting, Fourth of July Celebration  
Chris Evert Tennis Tournament  
City Events - \$10,000 - Exhibit 13, item 7  
Portable Restrooms (2) - \$10,000 – Exhibit 13, item 9  
You Recycle We Replant- \$5,000 – Exhibit 13, item 11

**CLEAN Program**

This CLEAN City Initiative attacks the problem overfilled dumpsters, the resulting litter, groundwater pollution, unsightly appearance and operational inefficiencies of overloaded dumpsters. The program targets habitual offenders and makes allowances where physical constraints do not allow for additional space to collect waste. For purposes of this Section 26.5, overfilling is defined as the container being overloaded so that the lid does not close securely and is displaced by at least 10 (ten) inches. For each event of overfilling, the CONTRACTOR shall charge the customer \$200, not to exceed \$600 per month. The overfilling charge shall be subject to Franchise Fees which shall be added to the overfilling charge. The CONTRACTOR shall take reasonable steps to seek to increase the customer's service level by providing a larger container or increasing the frequency of service.

Garbage Carts – WM offers garbage carts that are approximately 32 gallons, 64 gallons and 96 gallon in size to residents.



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### MEMORANDUM

**TO:** Terrance R. Moore, City Manager

**FROM:** Janet Meeks, Education Coordinator *gm*

**DATE:** January 21, 2022

**SUBJECT:** Approval to hire a Consultant/Professional Services pursuant to Purchasing Polices and Procedures Manual under Exemption B.x.

**Request:** Consideration to hire a consultant to provide professional services to assist the Education Coordinator in preparing the "2022 Sharing for Excellence in Schools Plan" ("Plan") not to exceed \$10,000.

**Background:** At the July 2021 City Commission Goal Setting Session, the Commission directed the Education Coordinator to conduct an educational needs assessment, provide a service plan, and associated funding. At the City Commission Workshop meeting on November 9<sup>th</sup>, the Education Coordinator presented the needs assessment and provided an analysis of how the education budget would be spent in FY 2021/22 and \$10,000 was allocated for professional services.

The Education Coordinator is in the process of developing the Plan for City Commission consideration. As the Plan is being developed, it was found the School District and City were not in compliance with the Interlocal Agreement for Coordinated Planning. This has resulted in the request for a "pause" of any and all current or future planning or construction at its educational sites and or facilities in the City until relevant parties can have a joint meeting, and a new Interlocal Agreement or "Plan" can be drafted which outlines properly scoped and managed projects.

The Plan needs to be formulated quickly as construction has already commenced at Delray Full Service Center and site plans are being developed for Pine Grove Elementary School. While the Education Coordinator along with the Education Board members can develop recommendations for K-8 schools, professional services are needed to assist in the recommendations for the technical high school and adult career and technical college components for Village Academy and Delray Full Service Center. The professional services will also include assistance in writing the final Plan, and presentations at public meetings.

**Approval:** The cost for the consultant should not exceed \$12,000 and is budgeted in Education account number: 001.12.015.512. 48-15.

Approve:

Disapprove:

Signature: \_\_\_\_\_  
Terrance R. Moore, City Manager

Date: 1/26/2022

# January 31, 2022 - February 6, 2022

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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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 2022

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## Monday, January 31

- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 9:00am Interim Event Planning and Management Agreement Considerations (Office of the City Attorney) - Terrence R.
- 9:00am - 10:00am Continuous Training Program Considerations Relative to Health Observation Concerns (CM Office) - Terrence R.
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (Commission Chambers) - Rangel, Delores ↻
- 10:00am - 11:00am Mayor/CM Agenda Review for the 2/8 Commission Meeting (Commission Chambers) - Conference Room -
- 1:30pm - 2:00pm Department of Finance (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Ebenezer Methodist Church - Roundabout Concerns (201 SW 6th Ave) - Vega, Brenda
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda &
- 5:00pm - 5:30pm Email Distribution (CM Office) - Terrence R.

## Tuesday, February 1

- 8:00am - 9:00am Compile February 2nd ELT Meeting Agenda (CM Office) - Terrence R. Moore
- 9:30am - 10:30am Compile Information Letter Report - Comprehensive Capital Improvement Projects and Operational and Recreational Facilities Financing Option Considerations (CM Office)
- 11:00am - 11:45am Terrence R. Moore, ICMA-CM and Rita Lynn (MS TEAMS) - Vilain, Amanda
- 2:00pm - 3:00pm Compile Information Letter Report - Considerations Regarding Waste Management (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm
- 4:00pm - 8:00pm February 1st Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

## Wednesday, February 2

- 12:00am Sam ooo →
- 8:30am - 9:00am Swift (Swift)
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - Commission Chambers) - Vega, Brenda ↻
- 11:00am - 11:30am Atlantic Dunes Park Seawall Discussion Funding Discussion (Conference Room - City Manager) - Vega, Brenda
- 11:30am - 12:15pm Call with Bud Siddall and Cathy Appleton re: Construction Traffic Rerouting Considerations, Ancillary Utility
- 2:00pm - 3:00pm Compile Information Letter Report - Educational Plan Consultancy Engagement (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Meeting with Captain Moschette, Captain Rasor and Captain Crane-Baker (Conference Room - City Manager) - Vega,
- 4:00pm - 5:00pm Copy: Terrence Moore & Kenneth Beck (<https://us02web.zoom.us/j/86568276941?pwd=ZWNWZGpKUm51Tjlya>)
- 6:00pm - 7:30pm HD (Various) - Terrence R. Moore

## Thursday, February 3

- ← 12:00am Sam ooo
- 12:00am John ooo →
- 8:00am - 9:00am Boardwalk Walkthrough (Meeting at City Hall) - Vega, Brenda
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Meeting with John Archambo, Director Customer Information at Solid Waste Authority Benchmark Recent
- 11:00am - 11:30am Travel Time
- 11:30am - 12:30pm Compile Information Letter Report - Publication of Biannual Electronic Community Magazine (CM
- 2:00pm - 3:30pm Various (Various) ↻
- 4:00pm - 5:00pm Meeting with Residents Pat Ziv and Susan Lubin re: Old School Square and Development of the City of Delray
- 5:30pm - 6:45pm Kiwanis Club of Delray Beach (Tim Finnegans Irish Pub (2885 South Federal Highway, Delray Beach, FL 33483)) - Ezra

## Friday, February 4

- ← John ooo →
- 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 ↻
- 9:00am - 10:00am TOURISM MASTER PLAN > Delray Beach - Task Force Meeting
- 10:30am - 11:30am Quarterly Service Awards (Commission Chambers) - King, LeShay
- 12:00pm - 2:00pm Various (Various)
- 3:00pm - 4:00pm Meeting with Resident Brandon Caldwell (City Manager's Office) - Vega, Brenda
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,
- 4:00pm - 4:30pm Considerations Regarding Per Waste
- 5:30pm - 6:30pm Reservations (CM Office)
- 6:30pm - 7:00pm ICMA CoachConnect Session with Desmond

## Saturday, February 5

- ← John ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 12:00pm - 1:30pm Begin Janet Meeks Annual Performance Evaluation (CM Office)

## Sunday, February 6

- ← John ooo →