



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

March 11, 2022

Fiscal Year 2022-2023 Proposed Budget Calendar

With direction currently being offered to prepare for Fiscal Year 2022-2023 Proposed Budget considerations, the attached budget and capital improvement program (CIP) calendar was recently finalized so that all departmental leadership can begin preparations accordingly.

As referenced, this exercise likewise includes various revenue and expenditure forecasting guidance, as well as specific instructions for staff relative to infrastructure programming and related enterprise fund transactions. Direction as outlined will therefore enable the Office of the City Manager to make definitive total fund balance budget recommendations by the time an initial submission is offered to the City Commission circa early summer.

Meanwhile, an initial item concerning the upcoming budget process involves an annual goal setting session, to take place during the course of one day, Friday, May 13th. Arrangements are therefore currently being made to secure the services of a professional facilitator for this purpose.

Request for Qualification Process to Support Water Treatment Plant Design and Construction Activities

Now that direction has been formally offered relative to an updated water utility rate structure profile necessary to support development and construction of a new water treatment plant facility (to likewise include accompanying infrastructure), please also be advised that direction is currently underway to engage in a selection process necessary for respective progressive design/build services.

A progressive design/build opportunity as noted would likewise include all phases of project implementation to ensure available economies of scale,

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featuring final cost estimates to ultimately yield guaranteed maximum price considerations, and no change orders to be experienced as a result.

The initial basis of this solicitation involves the attached project timeline matrix report, with the goal of the new facility becoming fully operational in four years. Meanwhile, more information regarding the project implementation scope will be offered during the next few months as recommendations for respective contractual services are made available publicly.

Direction to Administer Classification and Compensation Study

As mentioned publicly during the current fiscal year proposed budget process, a principle task for the Department of Human Resources involves working with all divisions and sections of municipal operations to administer a classification and compensation study.

The purpose of this initiative involves the evaluation of wage and salary profiles for all City of Delray Beach positions and job descriptions to determine market values, as well as to prepare for any compensation adjustments that might be warranted after respective analysis is completed.

The Office of the City Manager and that of Director of Human Resources Duane D'Andrea are therefore currently finalizing contractual service negotiations necessary to proceed as outlined. With the timeframe to conduct the study anticipated at four to six months, resulting financial considerations will become an integral function of the Fiscal Year 2022-2023 Proposed Budget process.

Participation in Florida League of Cities Race to Zero Initiative

In an effort to continue to expand both our organization's and community's efforts relative to sustainability best practices, please be advised that direction is being offered to submit an application for the City of Delray Beach to secure assistance from the Florida League of Cities (FLC) to pursue involvement with the United Nations Race to Zero initiative.

As referenced in the attached program description, participation as noted will offer planning and other assistance necessary to enable the City of Delray

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Beach to identify potential greenhouse gas reduction strategies that may otherwise not be possible. A greenhouse gas inventory was performed by the Department of Public Works a few years ago. Guidance to this effect should likewise yield a favorable consideration from FLC in the coming months.

Calendar of Meetings, Activities, and Functions

In the aftermath of this past Monday's Delray Beach Education Board meeting that included attendance and participation of various area school and district administrators, direction regarding upcoming ancillary discussions has since been offered. This included the dialogue offered by Education Coordinator Janet Meeks during Tuesday's regular City Commission meeting relative to follow-up engagement with the School District of Palm Beach County School Board; regarding existing concerns, as well as concurrent preparation for the April 4th meeting to address outstanding issues surrounding the Delray Beach Full-Service Center and its future trajectory.

Otherwise, I thought that Monday's Education Board meeting was a positive experience for all who attended, as I likewise remain hopeful for continued collaborative professional outcomes that will ultimately benefit the cause of education in our community.

Enclosures:

Matrix Summary – Fiscal Year 2022-2023 Proposed Budget Calendar
Matrix Summary – Projected Timeline for Development and Construction of New Water Treatment Plant
Program Description – Florida Race to Zero Cohort
Calendar for Business Week of March 7, 2022

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**City of Delray Beach
Budget and CIP Calendar
FY 2022-23**

Date	Activity	Responsibility
Tuesday, Feb 1, 2022 to Monday, March 7, 2022	Salary projections entered into Tyler	Finance Department
Wednesday, March 2, 2022	Budget Kick-Off	City Manager, Assistant City Manager, Department Heads
Thursday, March 3, 2022	Budget Training (Virtual Session)	Finance Department
Monday, March 7, 2022 to Friday, April 1, 2022	Budget entry in Tyler & Submit CIP forms to Public Works Director	All City Departments
Monday, April 4, 2022 to Friday, April 15, 2022	Compile CIP Sheets per Fund	Public Works
Monday, April 4, 2022 to Friday, April 29, 2022	Prepare departmental Budgets for Review	Finance Department
Monday, April 18, 2022 to Friday, April 29, 2022	Departmental CIP Project meetings on Submittals/Rank	Public Works, Department Heads, Finance
May 13, 2022	City Commission Goal Setting Session	City Commission, City Manager, Assistant City Manager, Department Heads, Consultants
Monday, May 2, 2022 to Friday, May 20, 2022	Review of CIP	City Manager, Assistant City Manager, Department Heads, Public Works Director, Finance
Monday, May 2, 2022 to Friday, May 20, 2022	Departmental Budget Review Meetings	City Manager, Assistant City Manager, Department Heads, Finance
Tuesday, June 21, 2022	Budget information distributed to City Commission for Workshop	Finance
Tuesday, June 21, 2022	Draft CIP Budget Book complete	Public Works
Tuesday, June 28, 2022	Budget Workshop	City Commission, City Manager, Assistant City Manager, Department Heads, Finance
Tuesday, July 12, 2022 or Tuesday, July 19, 2022	Set Tentative Millage Rate	City Commission
Tuesday, August 23, 2022	Follow up Budget Workshop (if necessary)	City Commission
Tuesday, August 23, 2022	CIP presented to Planning & Zoning Board	Public Works, Development Services
Tuesday, September 6, 2022	First Public Budget Hearing	City Commission
Monday, September 19, 2022	Second Public Budget Hearing	City Commission

Note: All dates are tentative and subject to change

Palm Beach County:

First Public Hearing: Sep 13, 2022
Second Public Hearing: Sep 20, 2022

School Board:

Tentative Budget Adoption; Aug 3, 2022
Final Budget Adoption: Sep 7, 2022

City of Delray Beach Water Utilities Department
Water Treatment Plant

ID	Task Name	Duration	Start	Finish	2021		2022		2023		2024		2025		2026
					H1	H2	H1	H2	H1	H2	H1	H2	H1	H2	H1
1	New Water Treatment Plant	1869 days	Thu 4/1/21	Tue 3/10/26											
2	Utilities Rate Study	270 days	Thu 4/1/21	Fri 12/17/21											
3	Update Feasibility Study	180 days	Sun 7/18/21	Fri 1/7/22											
4	Rate Study Presentation- Workshop	0 days	Tue 1/11/22	Tue 1/11/22											
5	Rate Study - Presentation to City Commission	0 days	Tue 3/8/22	Tue 3/8/22											
6	Adoption of Rate Study	45 days	Tue 3/8/22	Wed 4/20/22											
7	Advertise RFQ for WTP Design / Design Build	0 days	Sun 4/3/22	Sun 4/3/22											
8	Advertise period	60 days	Mon 4/4/22	Tue 5/31/22											
9	Initiate Cone of Silence	129 days	Mon 4/4/22	Sat 8/6/22											
10	None-Mandatory Pre-proposal Conference	0 days	Fri 4/29/22	Fri 4/29/22											
11	Deadline for Delivery of Questions	0 days	Thu 5/19/22	Thu 5/19/22											
12	Due Date and Time	0 days	Tue 5/31/22	Tue 5/31/22											
13	RFQ Review, Evaluation and selection	60 days	Wed 6/1/22	Thu 7/28/22											
14	Commission Approval	0 days	Tue 8/23/22	Tue 8/23/22											
15	Issue NTP	21 days	Wed 8/24/22	Tue 9/13/22											
16	Conceptual Design & Permitting	500 days	Tue 9/13/22	Mon 1/8/24											
17	Construction	700 days	Tue 1/9/24	Fri 11/14/25											
18	Operational Testing	120 days	Sat 11/15/25	Tue 3/10/26											
19	New Water Treatment Plant online	0 days	Tue 3/10/26	Tue 3/10/26											

Project: Water Treatment Plant
Date: Tue 3/8/22

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

FLORIDA RACE TO ZERO COHORT

Florida League of Cities



The Florida League of Cities is offering 20 municipal scholarships for the inaugural Florida Race to Zero Cohort. This program will help cities on their path to sustainability.

Florida is on the front line of climate impacts. The League recognizes that many municipalities want to plan and act on measures to combat this challenge but may lack sufficient resources and support. To help cities that are just starting out on the path to sustainability, the Florida League of Cities is underwriting the costs for 20 municipalities to join the Race to Zero, a friendly competition between municipalities to showcase how they are leading the way to carbon neutrality. The Florida Race to Zero is part of a global Race to Zero campaign to rally leadership and support from businesses, governments, and investors for a healthy, resilient and decarbonized economy. [Learn More](#)

The 20 cities chosen will join a Florida Race to Zero “cohort” – a structured, technical assistance training program that will guide participants toward

-
- Conducting greenhouse gas inventories and developing science-based targets
 - Developing an action plan (including a stakeholder engagement component)
 - Implementing the plan
 - Reporting results.

The 20 municipalities will:

- Develop a baseline inventory of local greenhouse gas emissions
- Set a 2030 science-based target and identify high-impact actions that align with the global Race to Zero
- Create capacity to act among city staff and elected officials
- Prepare to expand climate action to include adaptation and resilience.

Municipal Requirements

- Letter of support from Mayor or City Manager
- Designate a municipal employee as point of contact and local lead
- Commit 15 hours per month of staff time over the course of the 6-9 month cohort.

[Apply for Inaugural Cohort](#)

Please Note: In order to ensure a diverse and representative sample of cities in the cohort, the League will evaluate submissions based on factors including but not limited to population size, geographic and economic diversity, previous or current resiliency initiatives, etc.

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March 7, 2022 - March 13, 2022

March 2022							April 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4	5					1	2	
6	7	8	9	10	11	12		3	4	5	6	7	8	9
13	14	15	16	17	18	19		10	11	12	13	14	15	16
20	21	22	23	24	25	26		17	18	19	20	21	22	23
27	28	29	30	31				24	25	26	27	28	29	30

Monday, March 7

- 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 Request for Qualification Process Necessary for Water Treatment Plant Design and Construction (CM Office) -
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (Commission Chambers) - Rangel, Delores ☺
- 11:30am - 12:30pm Compile Information Letter Report - Participation in Florida League of Cities Race to Zero Initiative (CM
- 2:00pm - 2:30pm Various Follow-Up (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda & Updates (Commission Conference Room) - Rangel, Delores ☺
- 4:45pm - 5:15pm LD (CM Office/Conference)
- 5:30pm - 7:30pm Education Board Meeting (City Commission

Tuesday, March 8

- 8:30am - 9:30am Compile Information Letter Report - Direction to Administer Classification and Compensation Study (CM Office) - Terrence R. Moore
- 10:00am - 11:00am New Water Treatment Plant Design/Construction Approach (Conference Room - SOC Lobby
- 11:30am - 12:30pm Janet Meeks Annual Performance Evaluation (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Education Policy Considerations (CM Office) - Terrence R. Moore
- 2:30pm - 3:30pm Executive Session - City of Delray Beach and Police Benevolent Association Collective Bargaining (Conference
- 3:30pm - 8:30pm March 8th Workshop & Regular Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) -
- 4:00pm - 6:30pm Regular City Commission Meeting (City Commission Chambers)

Wednesday, March 9

- Amanda Vilain Annual Performance Evaluation Due on 3/16
- Jay ooo
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ☺
- 7:30am - 8:30am Terrence Moore speaking to Kiwanis (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra
- 9:00am - 10:00am Follow-Up Meeting Regarding Ebenezer Methodist Church Roundabout Concerns (Conference Room - City
- 10:00am - 10:30am V. Appelman (CM Office)
- 11:00am - 12:30pm Organization and Direction Regarding Cornell Museum (Conference Room - City Manager) - Vega, Brenda
- 2:00pm - 3:00pm Compile Information Letter Report - Fiscal Year
- 3:00pm - 4:00pm Introductions, Delray Beach Public Private
- 4:00pm - 4:30pm CM Moore/Chief Tomey 1:1 (City Manager's
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

Thursday, March 10

- Katerri ooo
- 8:30am - 9:00am VA (CM Office)
- 9:00am - 10:00am Elder's Table Presentation (Community Primitive Baptist Church, 33 NW 11th Avenue, Delray Beach, Florida)
- 10:30am - 11:00am Compile Information Letter Report - Request for Qualification Process to Support Water Treatment Plant
- 11:00am - 12:00pm Follow-Up Meeting re: New Delray Beach Golf Course, New City Hall and New Police Headquarters - P3
- 2:00pm - 3:30pm Various (Various) ☺
- 3:30pm - 4:30pm Biweekly Meeting with Renee Jadusingh (CRA Office) - Vega, Brenda ☺
- 4:30pm - 6:00pm Finish Chief Tomey Annual Performance Evaluation (CM Office)
- 5:00pm - 5:30pm ICMA CoachConnect Session with Mohideen Faisal Buharie

Friday, March 11

- Amanda- Out of the Office
- 7:30am - 9:00am Finalize CIL (CM Office) ☺
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Delray Beach City Manager Kaufman Lynn Tour (Kaufman Lynn Construction (3185 S Congress Ave, Delray Beach, FL 33445, United States)) - Ryan Reiter
- 11:00am - 11:30am Travel Time
- 11:30am - 12:30pm Meeting with Craig Moore re: 1019 and 1030 Beach Drive (City Manager's Office) - Vega, Brenda
- 1:00pm - 2:00pm Sue Radig's Retirement Celebration (1st Floor Conf. Room)
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ☺
- 3:30pm - 5:00pm MB (Various)

Saturday, March 12

- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ☺
- 11:00am - 12:30pm Various, CIL Notes, etc. (CM Office)
- 12:00pm - 2:00pm Begin Chief Sims Annual Performance Evaluation (CM Office)
- 12:00pm - 2:00pm St. Patrick's Day Parade
- 5:30pm - 6:30pm Parker and Grant (PBI)

Sunday, March 13