



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

July 15, 2022

Updated Revenue Bond Transaction Considerations to Support Development and Construction of New Water Treatment Plant

With the recent implementation of the new water utility rate adjustment, please be advised that direction is currently underway to initiate transactions and authorization processes necessary to ultimately support the issuance of revenue bonds to finance development and construction of the City's long awaited new water treatment plant facility.

As referenced in the attached electronic mail message from Director of Finance Hugh Dunkley, this specifically includes a resolution necessary to reimburse the City of Delray Beach for various professional services expenses (i.e., owners representative services, preliminary design activities, Guaranteed Maximum Price development, etc.) incurred prior to the issuance of the respective revenue bonds.

Recommendations for City Commission review and consideration are therefore anticipated via a regular meeting in September.

Administration of General Employees Classification and Compensation Study

With the recent finalization and issuance of the 2022 City of Delray Beach General Employees Classification and Compensation Study, an integral discussion during this past Wednesday's Executive Leadership Team meeting involved anticipated details for administering resulting outcomes throughout all departments.

As referenced in the attached electronic mail message from Assistant Director of Human Resources Dot Bast, guidance to this effect includes direct written communication to individual general employees that outlines applicable new pay grade ranges, as well as any wage and/or salary adjustments that might be

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implemented because of market conditions. Tasks to this effect will likewise be executed immediately upon City Commission's approval of resulting recommendations in the coming weeks.

The study revealed that a number of positions are consistent with, and in some cases, above South Florida municipality market conditions. Likewise, positions that have been identified to have been below the marketplace, will be adjusted via recommendations outlined in the study's analysis.

New Adult Education Facility Programming and Pine Grove Elementary School Modernization

As leadership of the School District of Palm Beach County (SDPBC) recently shared with city administration details relative to programming at the soon to be completed adult education facility located at the Delray Full-Service Center, we are pleased to share that a multi-year program plan was provided. Outcomes to this effect include first classes being offered beginning in January 2023.

With respect to the Pine Grove Elementary School Modernization Project, school district staff shared plans with Education Coordinator Janet Meeks. Highlights to this effect include building construction activity to commence circa Spring 2023, with the opening of the resulting new facility projected for Fall 2024. The school will likewise feature 540 student stations, serving children from pre-kindergarten to fifth grade.

Meanwhile, the attached memorandum from Mrs. Meeks offers additional specifics regarding SDPBC's program details, including applicable progression of respective educational opportunities.

Retirement of Education Coordinator Janet Meeks

After over 32 years of service to the City of Delray Beach, Education Coordinator Janet Meeks has recently announced that her retirement from our organization will become effective Friday, September 23rd.

With Mrs. Meeks' numerous contributions to help advance the cause of education in Delray Beach during her tenure, including ancillary support to help

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relocate Atlantic High School, administering various literacy initiatives such as “Principal for a Day” and “Delray Reads Day”, as well as being instrumental in Delray Beach achieving its most recent “All America City” designation for our community’s “Campaign for Grade Level Reading”, direction is also currently imminent to engage a selection process to hire a new professional to help Delray Beach continue to realize its goals, objectives, and priorities relative to excellence in education for Delray Beach youth.

Meanwhile, as Mrs. Meeks will offer a brief, yet substantive presentation that will outline and summarize related policies for City Commission review and update regarding education and its alignment with workforce development priorities during the September 19th regular meeting, an opportunity for recognition and appreciation will publicly become available at that time.

Calendar of Meetings, Activities and Functions

An integral function of this week’s Executive Leadership Team meeting involved a discussion that clarified organizational structure and operations of the Purchasing Section, via leadership currently being offered by the Department of Finance. Guidance to this effect included outlining specific tasks and responsibilities for all involved, notably those that now pertain to the Purchasing and Finance teams.

Meanwhile, both the Office of the City Manager and that of Director of Finance Hugh Dunkley look forward to soon concluding selection processes necessary to appoint and assign manager and contract administration roles to fully and effectively enable the City of Delray Beach to achieve accordingly.

Enclosures:

Electronic Mail Message from Hugh Dunkley – Financing of Expenditures for New Water Treatment Plant
Electronic Mail Message from Dot Bast – General Employee Compensation Study
Memorandum from Janet Meeks – SDPBC Plan for Adult Education Center @ Delray Full-Service Center
Calendar for Business Week of July 11, 2022

CM/Documents/City Commission Information Letter 37

Terrence R. Moore

From: Dunkley, Hugh
Sent: Friday, July 15, 2022 8:47 AM
To: Terrence R. Moore
Cc: Hadjimiry, Hassan
Subject: Financing of Expenditures for New Water Treatment Plant

Mr. Moore –

The City is currently in the process of selecting an Owner's Representative for construction of the new water treatment plant. The Owner's Representative will, among other things, assist the City in drafting the Request for proposals for the design-build team that will be ultimately constructing the plant. The actual development of the Guaranteed Maximum Price of construction of the Plant will not be done until after selection of the design-build firm. Prior to that, the City will have incurred professional fees in connection with the project. It is our intent to track all of the expenses pertaining to this very important project and allocate the expenses to the yet-to-be-issued revenue bonds.

IRS guidelines permit us to pay for these "pre-issuance" expenses from the proceeds of the future bond issue, provided the City Commission makes an official declaration of intent that they plan to reimburse the City from the bond proceeds. As such, staff will be requesting Bond Counsel to draft a "reimbursement resolution," so that all project-related costs incurred prior to issuance of the bonds will be attributed to the planned revenue bond issue.

Please let me know if you have any questions regarding this matter.



Hugh B. Dunkley, CPA, CGFO

Finance Director

City of Delray Beach

100 N.W. 1st Avenue

Delray Beach, FL 33444

(561) 243-6204

DunkleyH@mydelraybeach.com

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PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

Terrence R. Moore

From: Bast, Dot
Sent: Friday, July 15, 2022 8:23 AM
To: Terrence R. Moore
Subject: General employee compensation study

Good morning, Mr. Moore

Once the City Commission has approved the new pay plan and salaries, Human Resources will prepare to implement the recommendations of the compensation study. Our staff will provide a memo to each general employee, which will outline the changes that will affect them. The new pay range for their position will be listed, along with any salary changes that may apply to them. A copy of the memo will be added to their personnel files to document the changes.

Dot Bast, PHR
Assistant HR Director
City of Delray Beach
561-243-7127

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CITY OF DELRAY BEACH
CITY MANAGER OFFICE
100 N.W. 1ST AVENUE, DELRAY BEACH, FLORIDA 33444



MEMORANDUM

TO: Terrence R. Moore, City Manager, ICM-CM
FROM: Janet Meeks, Education Coordinator
DATE: July 14, 2022
SUBJECT: SDPBC Plan for Adult Education Center @ Delray Full Service Center Site

Chief Operating Officer Joe Sanches of the School District of Palm Beach County (SDPBC) shared the information herein below (verbatim) via email dated June 6, 2022, in response to City Manager Terrance Moore's March 3, 2022 request regarding SDPBC's production of a detailed a plan for the proposed programming at the Adult Education Center site:

Funding is based on our State and Federal funding from year to year and supplements from grant funding. Funding from these sources have variables such as student enrollment and specific program enrollment. Other factors include new programs and new initiatives. Delray Full Service has been successful and fully funded for the last 17 years and will continue to be funded based on enrollment and new programming.

The District can provide a general plan for the next 2-3 years, but we are under no obligation to provide a 3-5 business plan with financials. Many of Adult Education's contracts will be going to the School Board for approval in the months of June, July and August so more details will be available in the months ahead.

Background

There are over 1.8 million Floridians of working age who do not have a high school diploma. In order to strengthen the state and local economy and provide opportunity for economic mobility, it is critical for us to provide more opportunities for this population to grow their skills through our adult education system.

The vision of our adult education system is to hold learners at the center and deliver outcomes that promote full participation in the workforce, result in credentials of value and to close equity and achievement gaps. The work of transforming Florida's adult education system is now guided by the following strategic priorities:

Priority 1: Promote regional partnerships to ensure comprehensive approaches that result in improved learner outcomes;

Priority 2: Expand the state's talent pipeline through attainment of credentials of value and acquisition of postsecondary certifications, industry-recognized credentials and degrees;

Priority 3: Ensure all learners receive high quality instruction that prioritizes measurable labor market needs and outcomes while working to eliminate equity and achievement gaps in the community; and

Priority 4: Incent, measure, and support enhanced program effectiveness.

Community Meetings

Over the last several years, we have conducted several community meetings with city commissioners in attendance, as well as the Education Coordinator of Delray Beach. We have reviewed data trends on future jobs and cross referenced these data trends with Career Source PBC, Career Source Florida and the City of Delray Beach Economic Development Coordinator. After meetings with the Economic Development coordinator of Delray Beach, we agreed that our data sources and trends were on target and the proposed programs were in need.

The following courses that are listed below have been discussed in detail over the last several years. Our programming has not changed and have been presented at multiple community meetings since 2018.

We have been consistent with our message about Adult Education programming, but are open to discussions about adding additional programming to meet the needs of the business community.

The table below shows the projected job vacancies in PBC, the mean hourly wage and the percent growth per year and the opportunity for entrepreneurship for some of the programs that are proposed for Delray Full Service Center.

Occupational Title	Percent Growth/Year	Job openings this year	Hourly wage (mean)	Opportunity for Entrepreneurship
HVAC Mechanics & Installers	1.01	245	21.04	Y
Electricians	1.31	587	23.15	Y
Plumbers	1.18	349	24.36	Y
Related – General Maintenance & Repair	1.67	11,523	18.01	Y
HHA/CNA (ELL and GED) Stepping Stone	1.49	763	12.16	
Phlebotomy	3.90	92	16.71	
EKG Tech	2.33	87	26.36	
Medical Assisting	2.96	717	17.55	
*Barbering, Cosmetology, Hair, Nails	-	-	-	Y
Telecommunications Low Voltage Installers	.58	2,258	28.37	

**These programs do not have data because much of the income is from tips.*

Detailed descriptions of each adult education curriculum offered

Each program has a hot link that will take you to the Department of Education standards for the program listed below. Each program has a significant amount of detailed information about the course including the credentials provided.

All programs are proposed and will be offered based on student demand.

Adult Basic Education (ABE)

- [Language](#)
- [Mathematics](#)
- [Reading](#)

ABE programs are designed for adults who are reading below the ninth-grade level. In addition to basic skills like reading and writing, these programs generally help students gain vocational skills; some will offer courses leading to a trade certificate in fields such as plumbing or auto mechanics. In some places, ABE students have the option to obtain a high school diploma by completing a certain number of credits. More commonly, ABE programs are set up to prepare students to move into a more advanced program, such as GED preparation.

GED Preparation Program (GED®)

- [Reasoning Through Language Arts](#)
- [Science](#)
- [Social Studies](#)
- [Mathematical Reasoning](#)

The General Education Development (GED) test is also referred to as the High School equivalency test. Students take the GED test to demonstrate mastery of Math, Science, Social Studies, and Reasoning Through Language Arts. Upon successful completion of the GED test, a candidate is awarded a State of Florida high school diploma and is considered a high school graduate. Our program is customized based on your needs with experienced instructors and tutors ready to assist you throughout the program.

English for Speakers of Other Languages (ESOL)

- [Literacy](#)
- [ESOL](#)
- [ESOL CCR](#)

The Adult ESOL Curriculum Framework has six levels which correlate to the Educational Functioning Levels (EFLs) of the National Reporting System (NRS).

The purpose of the program is to provide English language instruction to adult English language learners (ELLs) who are able to read and write in at least one language other than English.

ESOL is a program of instruction designed to help individuals who are ELL achieve competence in reading, writing, speaking, and comprehension of the English language and that leads to attainment of a secondary school diploma or its recognized equivalent, to transition to postsecondary education and training or employment and to participate fully in the civic life in the United States.

Proposed Career Certificate Programs

Human Services

- [Advanced Esthetics \(D500200\) \(RTF\)](#)
- [Barbering \(I120403\) \(RFT\)](#)
- [Cosmetology \(D500100\) \(RTF\)](#)
- [Facials Specialty \(I120425\) \(RTF\)](#)
- [Nails Specialty \(I120415\) \(RTF\)](#)

Medical

- [Home Health Aide \(H170604\) \(RTF\)](#) (Integrated Education & Training)
- [Phlebotomy \(H170302\) \(RTF\)](#) (Integrated Education & Training)
- [Electrocardiograph Technology \(H170208\) \(RTF\)](#)
- [Patient Care Assistant \(H170692\) \(RTF\)](#)
- [Patient Care Technician \(H170694\) \(RTF\)](#)
- [Mental Health Technician \(H180100\) \(RTF\)](#)
- [Pharmacy Technician \(H170500\) \(RTF\)](#)

Architecture and Construction

- [Electrical Systems and Integration](#) - proposed
- Pre-Apprentice – Electrical & HVAC (details below)
- Apprentice – Electrical & HVAC (details below)

Information Technology

- To be determined based on local industry needs

Integrated Education and Training model supports English Language Learners and will be used to help students learn English while being exposed to a healthcare field and receiving a credential.

Integrated Education and Training Programs – teach language skills while learning an entry level skill or trade. IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce

training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Trade Courses

Electrical Pre-Apprentice Program

- No cost to participant
- Entry Level Program

Certifications

- National Center for Construction Education and Research Core Cert. (NCCER)
- FLDOE Pre Apprentice Certification
- OSHA 10 Certification
- First Aid Personal Safety Certification
- This program provides all of the basics to get a job in the industry.

Electrical Apprentice Program

- There is no cost to the participant ● Follows the national apprentice program.
- You must be employed within the industry.
- The program has 4 levels that the participant will complete one level each year.
- Each level earned = an increase in pay.
- After completion, the apprentice moves to journeyman.

HVAC Pre-Apprentice Program

- No cost to participant
- Learn to repair or replace residential air conditioning units Entry level program

Certifications

- National Center for Construction Education and Research Core Cert. (NCCER)
- FLDOE Pre Apprentice Certification
- OSHA 10 Certification
- First Aid Personal Safety Certification
- This program provides all of the basics to get a job in the industry.

HVAC Apprentice Program

- There is no cost to the participant
- Follows the national apprentice program.
- You must be employed within the industry.
- The program has 4 levels that the participant will complete one level each year.
- Each level earned = an increase in pay.

- After completion, the apprentice moves to journeyman.

Accreditation Timeline

The District requested permission to start the accreditation process for Delray Full Service in April of 2022 with the hopes of beginning the process in the Fall of 2022.

As explained at previous meetings, the accreditation process is a minimum of a two year process with the anticipation that Delray Full Service Center will be accredited in the Fall of 2024.

Due to COVID and low enrollment over the last two years, we applied for a waiver to enter the program this summer. The waiver request is at the Center for Occupational Education (COE) to add Delray Full Service into the accreditation process. COE will vote on the waiver at their upcoming June board meeting.

Projections of student enrollment from the anticipated January 2023 as opening to full capacity:

2022-2023 - Estimated Enrollment: Approx. 250 students per term

- ESOL, ABE/GED®
- Home Health Aide (Integrated Education and Training)
- Phlebotomy
- Patient Care Assistant - proposed
- Hospitality – ServSafe Certification - proposed

2023-2024 – Proposed new programming - Estimated Enrollment: Approx. 300 students per term

- Begin Community School Programming
- Electrical Apprentice
- Electrical Pre Apprentice
- HVAC Pre Apprentice
- HVAC Apprentice
- Medical Assisting
- Information Technology courses to be determined through collaboration with industry but **may** include
 - Microsoft Suite
 - Coding
 - Programming
 - Computer Basics
 - Applied Cybersecurity
 - Technology Support Services

2024-2025 - Estimated Enrollment: Approx. 330 students per term

- Same programs as listed in prior years based on enrollment.

- Previous enrollment, demand for courses, and accreditation will dictate future courses.
- [Electrical Systems and Integration](#) - proposed

2025-2026 - Estimated Enrollment: Approx. 375 students per term.

- Previous enrollment and accreditation will dictate future courses.

2026-2027 - Estimated Enrollment: Approx. 430 students per term.

- Previous enrollment and opportunities for new courses based on workforce needs.

Number and Roles of FTE Admin Staff

The number of employees will vary from year to year based on enrollment.

Full Time:

Currently, there are two administrators, one data processor, one treasurer, one testing manager, one career navigator.

There are 13 part time teachers who teach Adult Basic Education, ESOL, and Medical.

Department of Adult & Community Education and the staff at Delray Full Service Adult Education Center look forward to collaborating with the City of Delray Beach and other key stakeholders to provide quality programming for the community.

July 11, 2022 - July 17, 2022

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

Monday, July 11

- ← Chief Tomey →
- ← Chief Sims →
- 12:00am Duane ooo →
- 12:00am Delores ooo →
- July 11, 2022 is the set date for art drop off. Please come with a prepared inventory list including titles, media used, year of
- 8:00am - 9:00am Begin CIL (CM Office)
- 9:00am - 9:30am Meeting with Helenia Cargenie re: Bill Generated
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda &
- 10:00am - 11:00am Mayor/CM Agenda Review for the 7/19
- 11:00am - 12:00pm Deliver Loaned Art Work for Arts Garage
- 2:00pm - 3:00pm Jeff Oris Six Month Performance Review (CM)
- 3:00pm - 4:00pm Follow-Up Direction Regarding P3 Policy
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM

Tuesday, July 12

- ← 12:00am Chief Tomey →
- ← Chief Sims →
- ← Duane ooo →
- ← Delores ooo →
- 7:30am - 8:30am Compile July 13, 2022 Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Compile Information Letter Report - Finalization of Classification and Compensation Study (CM Office)
- 10:00am - 11:00am Gina Carter Annual Performance Evaluation (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm General Obligation Bond Issuance Process (Microsoft Teams Meeting) - Vega, Brenda
- 2:00pm - 4:00pm City Commission Budget Workshop
- 2:00pm - 8:00pm July 12th Workshop & Regular Commission
- 4:00pm - 7:00pm City Commission Regular Meeting

Wednesday, July 13

- ← Chief Sims →
- ← Duane ooo →
- ← Delores ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 8:30am - 9:00am LCL Zelle (CM Office)
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 11:00am - 12:00pm Compile Information Letter Report - Updated Revenue Bond Transaction Considerations to Support
- 1:30pm - 2:30pm Coordinated Planning for Pine Grove - joseph.sanches@palmbeachschools.org
- 2:00pm - 3:00pm Summer Networking Event (SOC Training Room)
- 2:30pm - 3:30pm Compile Information Letter Report -
- 4:00pm - 4:30pm CM Moore/Chief Tomey 1:1 (City Manager's)

Thursday, July 14

- ← 8:00pm Chief Sims →
- ← Duane ooo →
- ← Delores ooo →
- 12:00am Chief Tomey →
- 8:00am Lynn ooo →
- 8:30am - 9:30am Compile Information Letter Report - Retirement of Education Coordinator Janet Meeks (CM Office) - Terrence R. Moore
- 10:00am - 11:30am Quarterly Service Awards - APRIL- MAY-JUNE (Commission Chambers) - Vega, Brenda
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,

Friday, July 15

- ← Duane ooo →
- ← 12:00am Delores ooo →
- ← Chief Tomey →
- ← 8:30am Lynn ooo →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:30am - 10:30am ICMAA High Performance Leadership Academy - Live Event - Moderator ↻
- 10:00am - 11:00am Karey Isom Article 9 Section 2 (Step 4 of Grievance) (Conference Room - City Manager) - Vega, Brenda
- 11:00am - 12:00pm Ancillary Tennis Program Considerations (Office of the City Manager) - Vega, Brenda
- 2:00pm - 3:30pm VTT002 - Virtual Think Tank (<https://us02web.zoom.us/j/84767239455?pwd=d09sZEtMakgyTmtBdD>)
- 2:30pm - 3:30pm Ancillary Proposed Budget and Capital
- 4:00pm - 5:00pm Single Family Homes (Conference Room - City Hall)

Saturday, July 16

- ← Duane ooo →
- ← Chief Tomey →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:00am - 12:30pm Various, CIL Notes, etc. (CM Office)
- 2:00pm - 3:30pm Grant from FLL (Various)

Sunday, July 17

- ← Duane ooo →
- ← Chief Tomey →