



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

August 25, 2023

Updated Recommendations for Fiscal Year 2023-2024 Capital Improvement Program

Although recommendations regarding next year's capital improvement program (CIP) represent a definitive focus relative to both short and long-term infrastructure needs for Delray Beach, adjustments to project funding and scheduling have been made since the CIP was discussed during the August 15th regular commission meeting.

As referenced in the attached updated spreadsheet summary, most notable to this effect involves the Delray Beach Tennis Center, with improvements to now be scheduled over the course of the next two fiscal years via traditional General Fund related budget resources, and not the previously considered approach involving Parks General Obligation Bond (GOB) proceeds. This arrangement better aligns improvements with the City's goals and with GOB guidelines.

Likewise, a formal recommendation to adopt the now current capital improvement program schedule remains imminent for the September 5th session.

South County Administrative Complex Redevelopment Focus

Both the Office of the City Manager and the Department of Development Services were recently provided the attached schematics from the Palm Beach County Board of County Commissioners (BOC) that depict considerations for future redevelopment of the South County Administrative Complex located on Congress Avenue here in Delray Beach.

As referenced, three specific massing renderings are currently being evaluated, each incorporating space for both existing government and future development land use opportunities.

City Commission Information Letter

August 25, 2023

Page 2

Although the City of Delray Beach staff was extended an opportunity to offer input relative to each consideration, a BOC workshop meeting discussion on the subject is currently scheduled to take place Tuesday, August 29th.

Once resulting updates, guidance and/or direction is offered, all involved will advise accordingly.

Selection of New Executive Administrative Assistant to Support Mayor and City Commission

The Office of the City Manager is pleased to report that the selection process necessary to hire a new executive administrative assistant to support Mayor and City Commission was recently concluded.

Ms. Michele Pandolfo brings over a decade of professional administrative service experience. As referenced in the attached resume, this included roles with the United States Department of Labor, as well as the West Babylon, New York Public Library.

As Ms. Pandolfo will begin service with the City of Delray Beach Monday, September 11th, and will be able to spend time with Senior Executive Administrative Assistant Delores Rangel for the orientation purposes prior to Ms. Rangel's retirement.

Meanwhile, much appreciation to Assistant City Manager Jeff Oris, Director of Public Works Missie Barletto, Assistant Director of Human Resources Dot Bast, as well as Ms. Rangel for their service as an interview panel for this meaningful selection process.

Annual Climate and Art Educational Outreach Event

Given the City of Delray Beach's steadfast commitment to advance sustainability related community outreach and engagement, please be advised that the Office of Sustainability and Resiliency is currently organizing its annual Climate and Art outreach event, scheduled to take place Saturday, September 2nd.

City Commission Information Letter

August 25, 2023

Page 3

As referenced in the attached electronic mail message from Sustainability and Resiliency Officer Kent Edwards, this opportunity is possible with the help of various external partnerships. This includes involvement from the Downtown Development Authority, the Community Redevelopment Agency, Community Greening, The Reef Institute, and the Surf Rider Foundation.

The accompanying program includes involvement from companies in our community that have recently completed the City's green business certification program.

Calendar of Meetings, Activities, and Functions

As the Office of the City Manager hosted a meeting yesterday morning with leadership from both the Downtown Development Authority and the Old School Square Center for the Arts to discuss thoughts and considerations relative to programming and operations at the OSS campus, all involved concur that this dialogue was productive, enabling what will be a well-organized agenda for the September 7th workshop meeting. This exercise will include structured presentations from both organizations that summarize specific opportunities for respective collaboration and partnership.

Enclosures:

Electronic Mail Message from Missie Barletto – Fiscal Year 2023-2024 CIP Fund Summaries (Noted Revisions)
Spreadsheet Excerpt – (Fund) 382 Recreation GO Bond (Revised)
Electronic Mail Message from Jeff Oris – South County Administrative Complex
Schematics for Options for Future South County Administrative Complex
Resume for Michele Pandolfo
Electronic Mail Message from Kent Edwards – Climate & Art
Calendar for Business Week of August 21, 2023

CM/Documents/City Commission Information Letter 80

Terrence R. Moore

From: Barletto, Missie
Sent: Thursday, August 24, 2023 5:26 PM
To: Terrence R. Moore
Cc: Buisson, Cynthia; Skeberis, Amanda
Subject: FY24 CIP Fund Summaries
Attachments: DRAFT CIP BOOK FUND SHEETS 8.24.2023.xlsx

Good afternoon Terrence,

Please find attached the most recent fund summaries including changes made during and following the 8/15 CC meeting. The changes are as follows:

334 General Construction

- Wheel Alignment Equipment was replaced with Neighborhood Resource Center (NRC) Improvements - \$65,000
- Currie Commons Restrooms (CRA funded) was added - \$600,000
- Implementation of Old School Square Master Plan (CRA funded) was added - \$500,000
- Tennis Stadium Enhancements was moved from Recreation GO Bond to GC and funding was split among FY24 & FY25 - \$500,000/year
- Atlantic High School Artificial Turf was moved from Recreation GO to GC and the funding year was pushed out to FY26 - \$1,500,000

442 Water Sewer

- SCRWWTP - Deep Injection Well Piping & GBT was increased from \$1,250,000 to \$2,000,000

382 Recreation GO Bond

- Locker Room Renovations project locations and descriptions was revised - \$170,000
- Hilltopper Artificial Turf funding year was pushed out to FY26 - \$1,500,000

Unless you have additional change requests, this is the final CIP Budget that will be presented to Commission for approval on 9/5.

Thanks,
Missie

Missie Barletto | Public Works Director

☎ 561-243-7000 ext. 4104 | 📠 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444



382 Recreation GO Bond

GO Bond Sources	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Recreation GO Bond	4,500,000	3,000,000	10,000,000	-	-
To be Determined	-	-	-	-	-
Sources Total	4,500,000	3,000,000	10,000,000	-	-
GO Bond Uses	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Public Restroom Renovation	2,000,000	-	-	-	-
Athletic Field Lighting	1,000,000	-	-	-	-
Beach Access Improvements	240,000	-	-	-	-
Replacement of Beach Master Plan					
Showers and Fountains	300,000	-	-	-	-
Main Beach Pavilion Structural Repairs	460,000	-	-	-	-
Locker Room Renovations	170,000	-	-	-	-
Hilltopper Elevator	165,000	-	-	-	-
Miller Park Elevator	165,000	-	-	-	-
Walking Trail Resurfacing	-	500,000	-	-	-
Pine Grove Enhancements	-	1,500,000	-	-	-
Miller Park Pickleball	-	1,000,000	-	-	-
Catherine Strong Athletic Complex	-	-	8,500,000	-	-
Hilltopper Stadium Turf	-	-	1,500,000	-	-
Uses Total	4,500,000	3,000,000	10,000,000	-	-

Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, August 10, 2023 6:02 PM
To: Terrence R. Moore
Subject: South County Admin Complex
Attachments: South County Administrative Complex Redevelopment Workshop Item - August 2023.pdf

Terrence,

Attached are maps and not great massing renderings of the options that County Staff will be presenting to the Board of County Commissioners on August 29th regarding future redevelopment of the South County Administrative Complex.

Staff clearly indicated that Option 1 is their preferred option (Anthea and I agree with them).

I will keep you abreast of any developments.

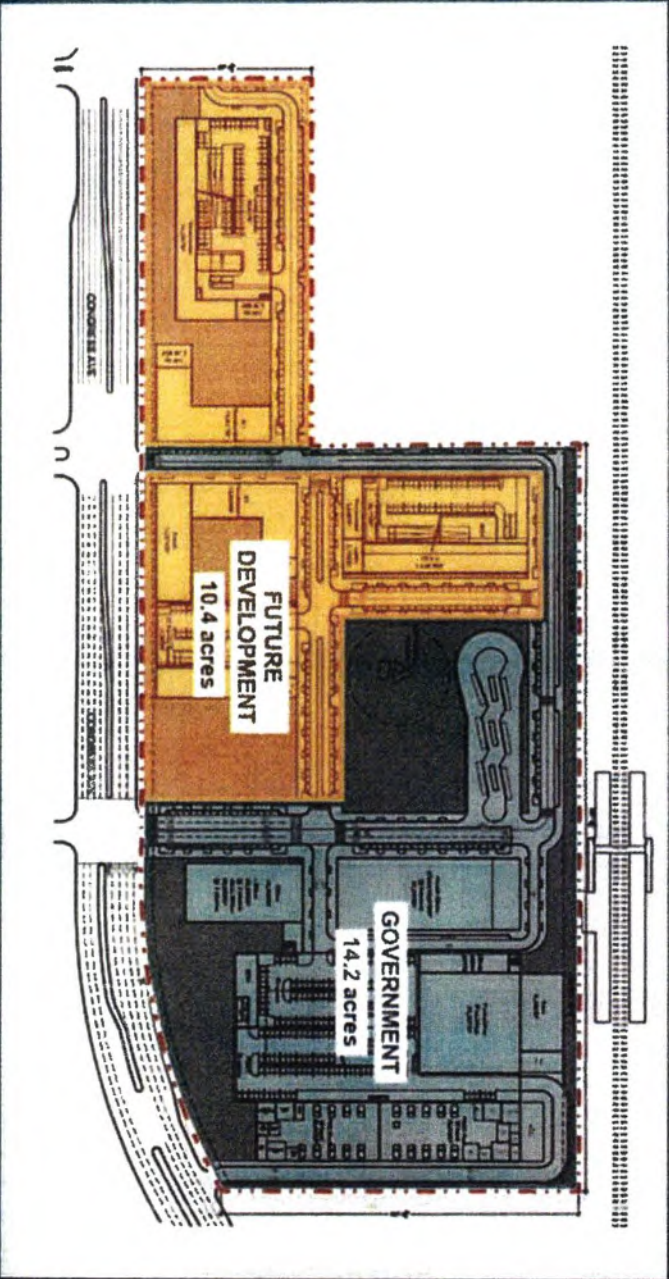
Jeff Oris, CEcD
Assistant City Manager
City of Delray Beach
100 NW 1st Avenue
Delray Beach, Florida 33444
561-243-7144 – office
561-696-4114 - mobile
orisj@mydelraybeach.com



www.DelrayBeachFL.gov - Facebook: [@CityofDelrayBeach](https://www.facebook.com/CityofDelrayBeach) - Instagram: [@CityofDelrayBeachFL](https://www.instagram.com/CityofDelrayBeachFL) - Twitter: [@CityDelrayBeach](https://twitter.com/CityDelrayBeach) - YouTube: [@CityofDelrayBeach](https://www.youtube.com/@CityofDelrayBeach)

MASTER PLAN - OPTION #1

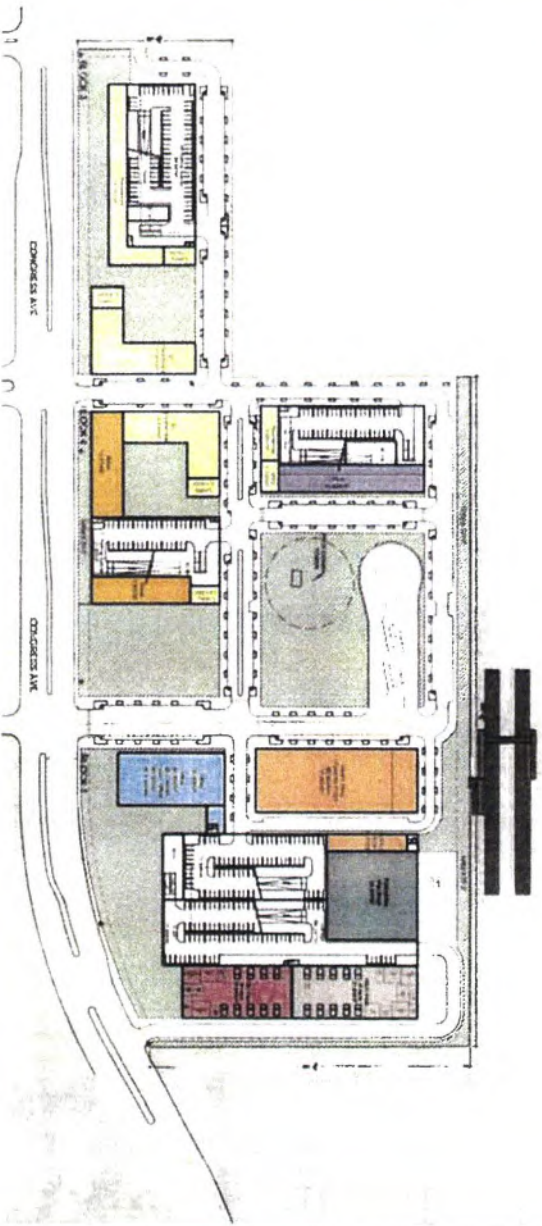
14



MASTER PLAN - OPTION #1

15

OPTION 1



PBC South County Admin Complex

Project prepared by Zyscovich Architects and Engineers, Inc. for the Palm Beach County Board of Commissioners, 1000 S. Dixie Highway, Palm Beach, Florida 33480. Project No. 2023-001. Date: July 14, 2023.

Palm Beach, Florida

Ground Floor Plan

Scale: 1"=150'

July 14, 2023

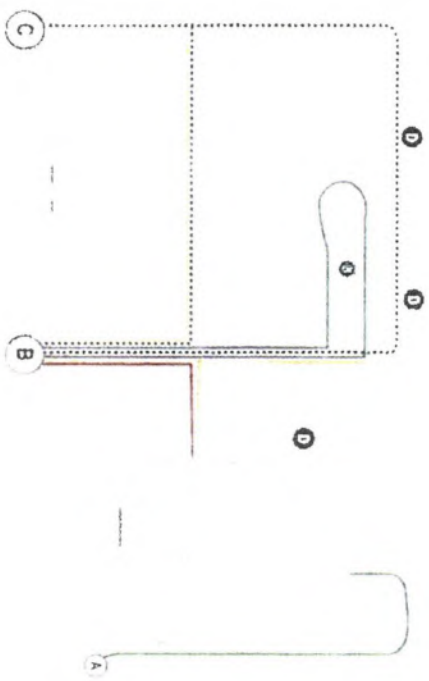
ZYSCOVICH
ARCHITECTS



MASTER PLAN - OPTION #1

OPTION #1

- 1. 40'±
- 2. 10'±
- 3. 10'±
- 4. 10'±
- 5. 10'±
- 6. 10'±
- 7. 10'±
- 8. 10'±
- 9. 10'±
- 10. 10'±
- 11. 10'±
- 12. 10'±
- 13. 10'±
- 14. 10'±
- 15. 10'±
- 16. 10'±
- 17. 10'±
- 18. 10'±
- 19. 10'±
- 20. 10'±



PBC South County Admin Complex

10000 S. COUNTY ROAD 100, PALM BEACH, FLORIDA 33410
 561.833.2200

Palm Beach, Florida

Consultant Diagram

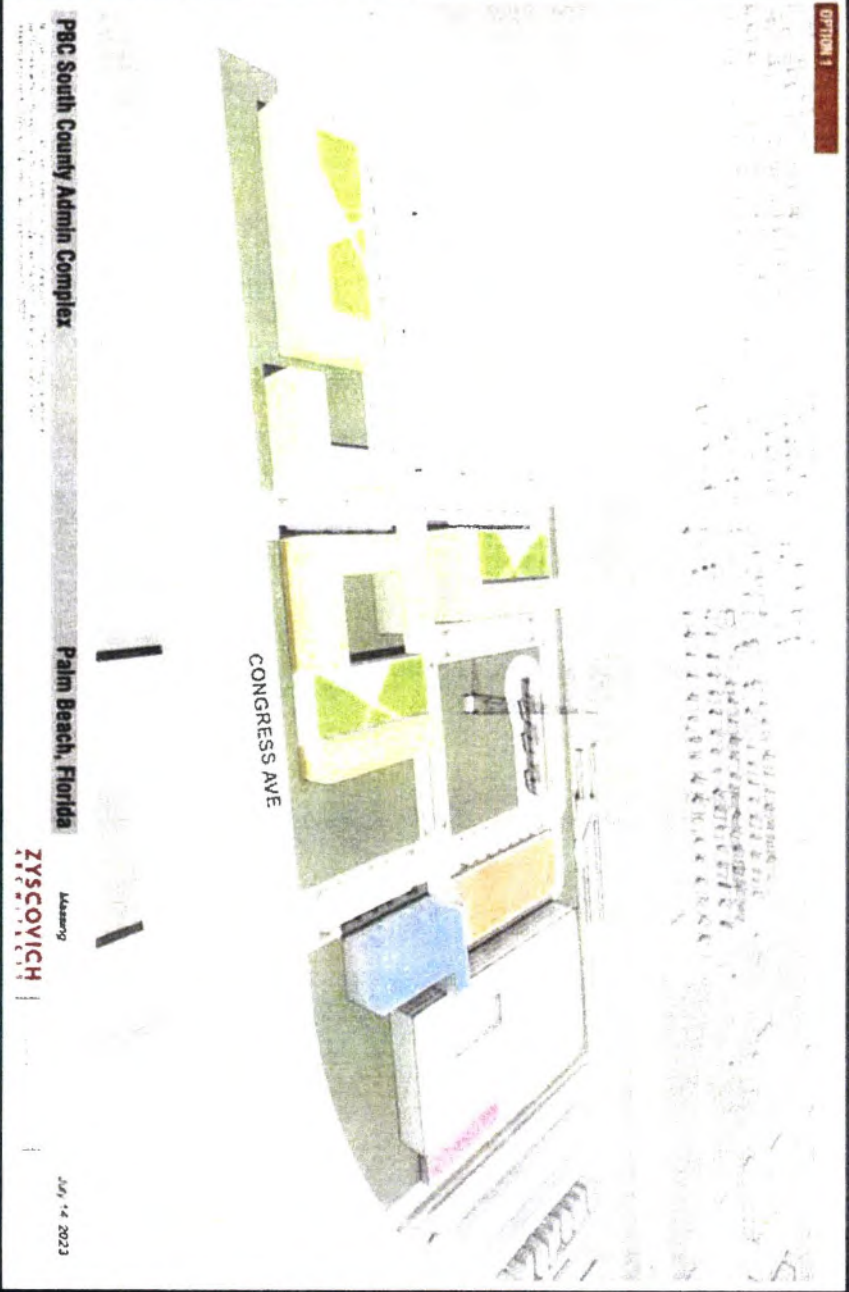
ZYSKOVICH

Scale: 1"=150'

July 15, 2023

MASTER PLAN - OPTION #1

OPTION 1



PBC South County Admin Complex

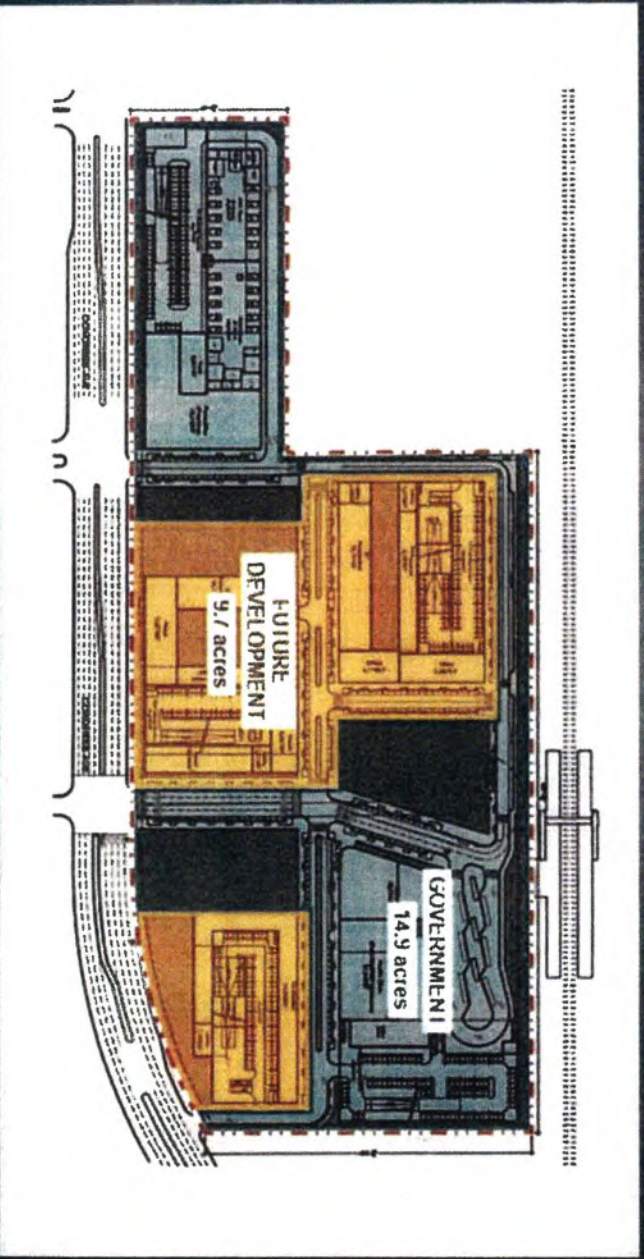
Palm Beach, Florida

ARCHITECT
ZYSKOVICH

JULY 14 2023

MASTER PLAN - OPTION #2A

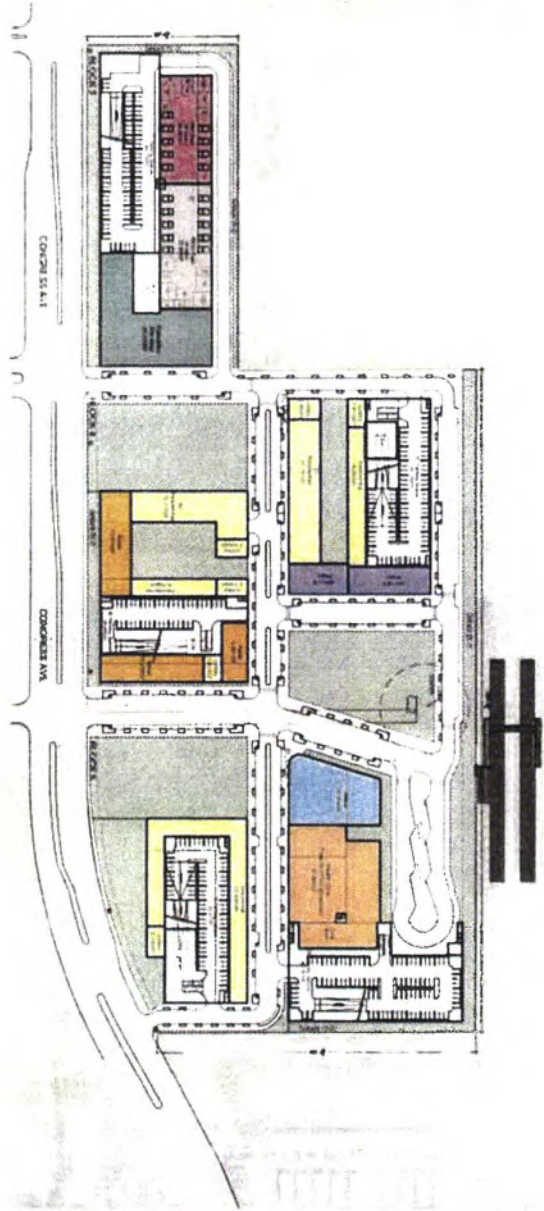
18



MASTER PLAN - OPTION #2A

19

OPTION 2A



PBC South County Admin Complex

NO. 10000 SOUTH COUNTY ADMIN COMPLEX, PALM BEACH, FLORIDA
PROJECT NO. 2023-001
DATE: 07/14/2023
BY: [Signature]

Palm Beach, Florida

Ground Floor Plan

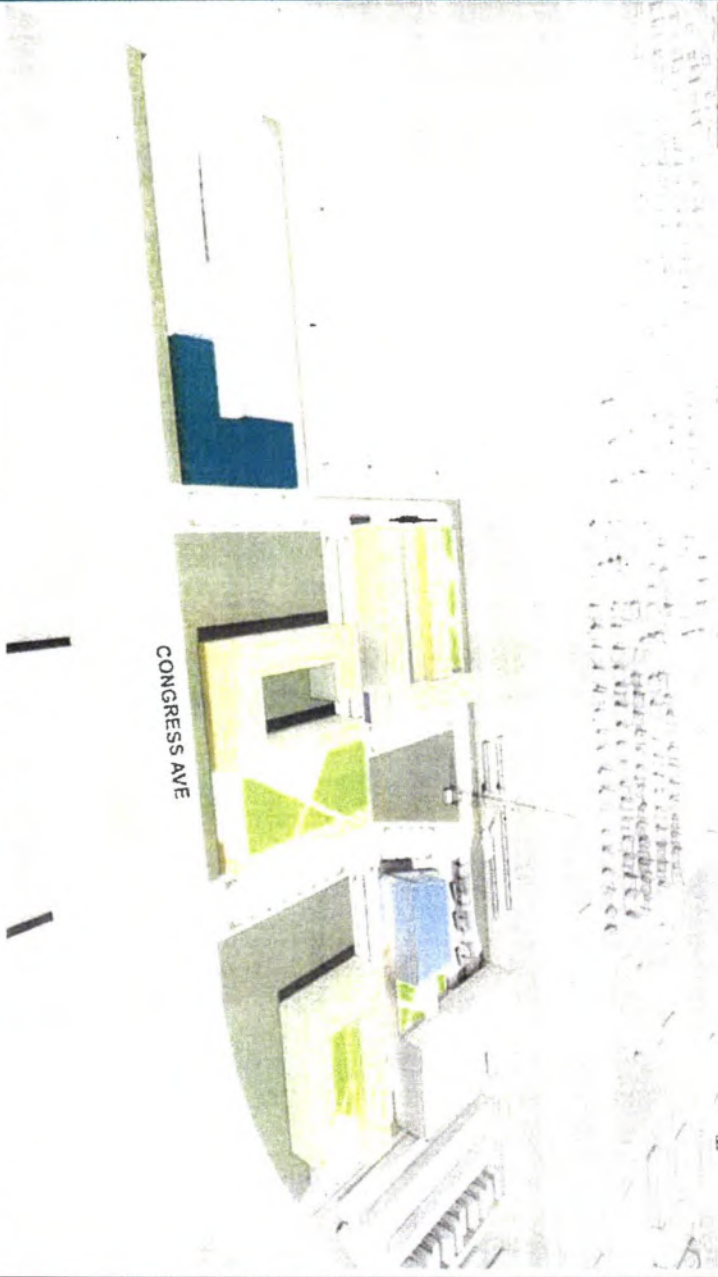
ZYSCOVICH

Scale: 1"=150'

July 14, 2023

MASTER PLAN - OPTION #2A

OPTION 2A



PBC South County Admin Complex

10000 S. COUNTY ROAD 100, PALM BEACH, FLORIDA 33410
PH: 561.832.2000 FAX: 561.832.2001
WWW.PALMBEACHFLORIDA.GOV

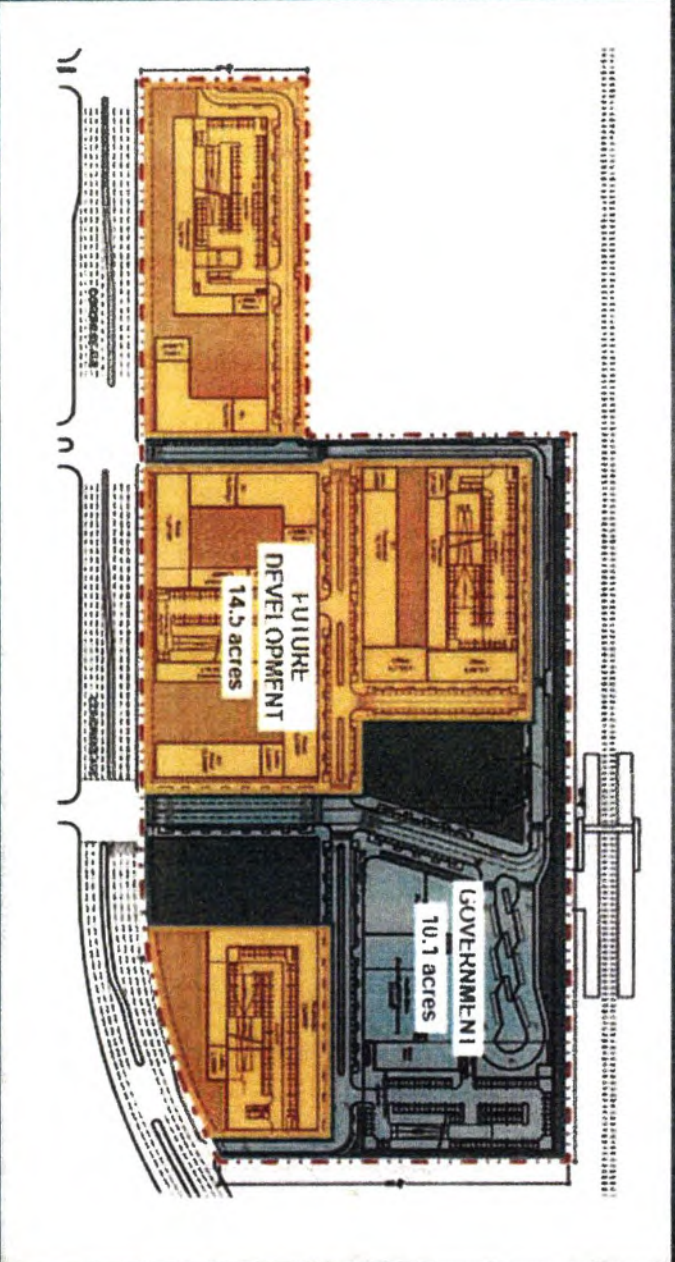
Palm Beach, Florida

ZYSKOVICH

July 14, 2023

MASTER PLAN - OPTION #2B

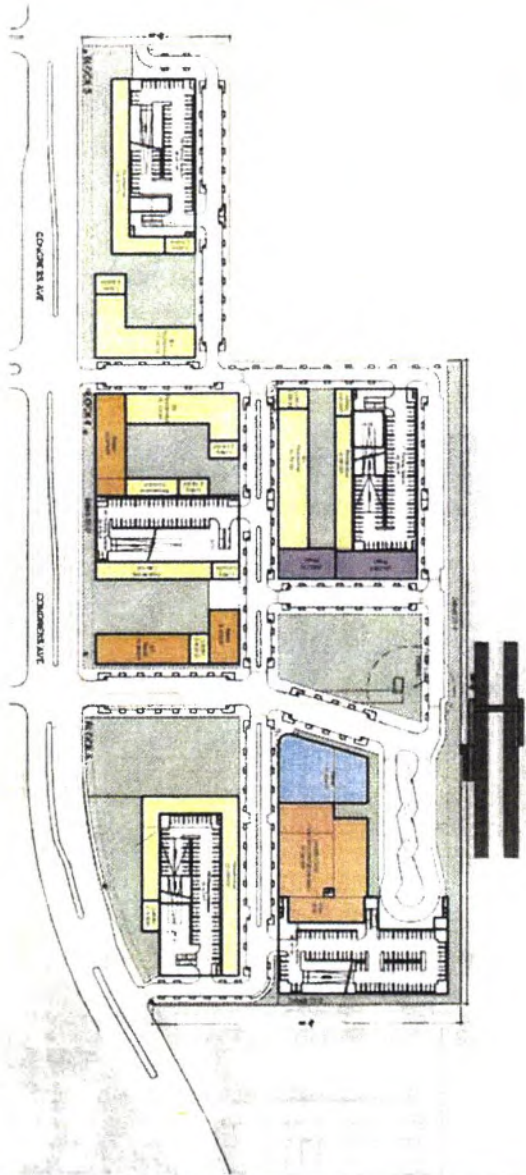
22



MASTER PLAN - OPTION #2B

23

OPTION 2B



PBC South County Admin Complex

8 South Corporate Blvd, Suite 200, Palm Beach, FL 33480
305-850-1234
www.pbcgov.com

Palm Beach, Florida

Ground Floor Plan

Scale 1"=150'

July 14, 2023

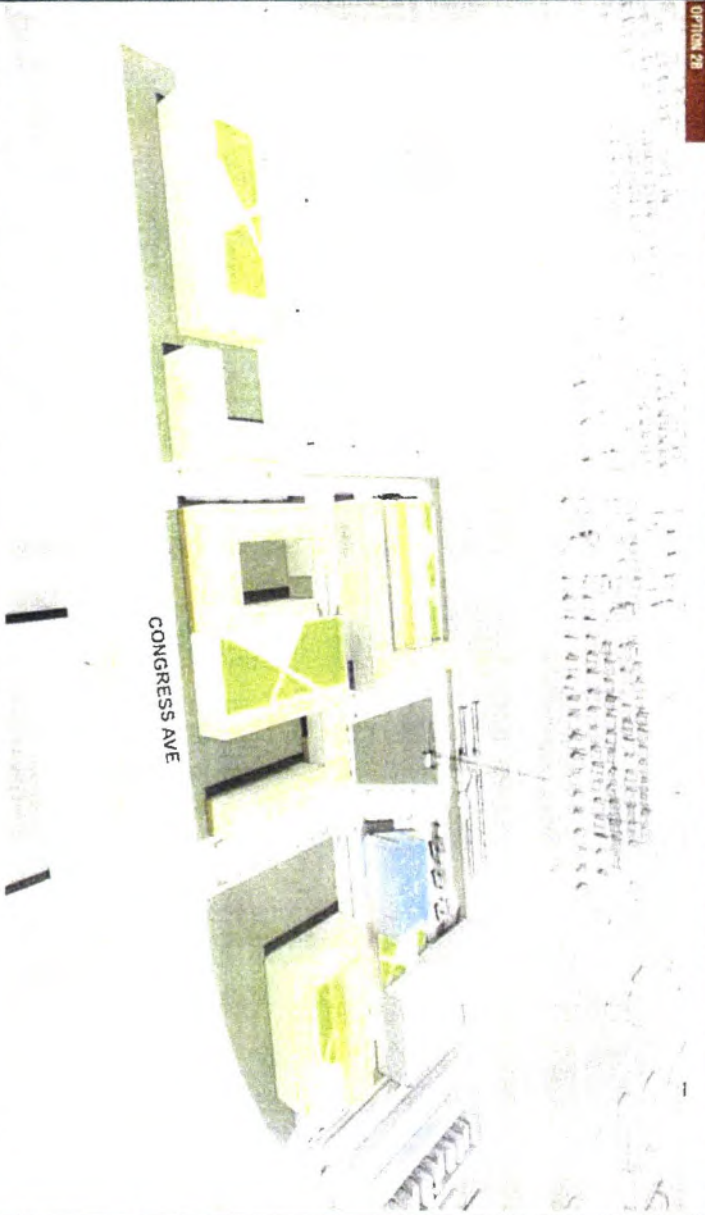
ZYSCOVICH
ARCHITECTS



MASTER PLAN - OPTION #2B

25

OPTION #2B



PBC South County Admin Complex

As part of the South County Master Plan, the proposed PBC South County Admin Complex will provide a new administrative center for the county, replacing the current facilities located in the downtown area. The complex will consist of several buildings, including a main administrative building, a parking garage, and a transit station. The site is located on Congress Avenue, south of the downtown area.

Palm Beach, Florida

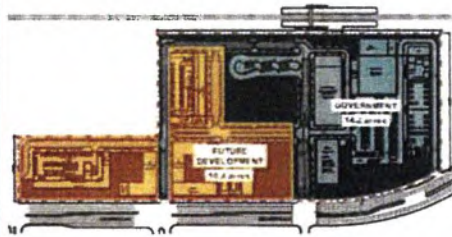
Planning
ZYSCOVICH
ARCHITECTS

JULY 14, 2023

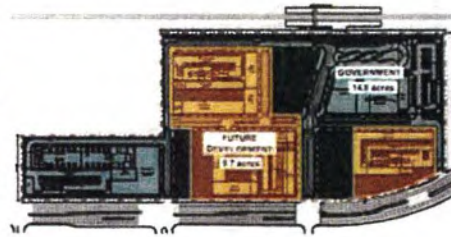
MASTER PLAN OPTIONS

26

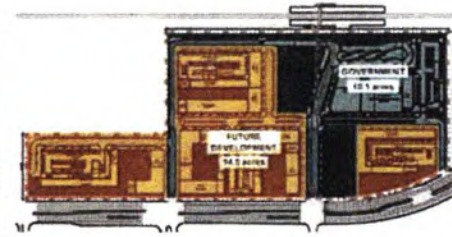
OPTION 1



OPTION 2A



OPTION 2B



Option 1 | PROGRAM SUMMARY

Total PBC-owned Land Area = 24.6 acres
 Land Area for SCAC Uses = 14.2 acres
 Future Development Area = 10.4 acres

Office Admin = 80,000 GSF
 Office Shell Space = 40,000 GSF
 FDoH Health Clinic = 69,575 GSF

PB Fleet = 20,693 GSF
 PBSO Fleet = 23,858 SF
 Parks & Rec = 10,284 GSF
 Facilities Management = 19,125 GSF
TOTAL Building Area = 263,535 GSF

(a) Office and Health Clinic are two separate / standalone buildings.
 (b) Communication Tower to remain onsite.

Option 2A | PROGRAM SUMMARY

Total PBC-owned Land Area = 24.6 acres
 Land Area for SCAC Uses = 14.9 acres
 Future Development Area = 9.7 acres

Office Admin = 80,000 GSF
 Office Shell Space = 20,000 GSF
 FDoH Health Clinic = 69,575 GSF

PB Fleet = 20,693 GSF
 PBSO Fleet = 23,858 SF
 Parks & Rec = 10,284 GSF
 Facilities Management = 19,125 GSF
TOTAL Building Area = 243,535 GSF

(a) Office and Health Clinic in one-building.
 (b) Communication Tower to remain onsite.

Option 2B | PROGRAM SUMMARY

Total PBC-owned Land Area = 24.6 acres
 Land Area for SCAC Uses = 10.1 acres
 Future Development Area = 14.5 acres

Office Admin = 80,000 GSF
 Office Shell Space = 20,000 GSF
 FDoH Health Clinic = 69,575 GSF

TOTAL Building Area = 169,575 GSF (a)(b)

(a) Same as Option 2A: Office and Health Clinic in one-building.
 (b) Communication Tower to remain onsite.
 (c) PB Fleet, PBSO Fleet, Parks & Rec and Facilities Management to be located Offsite.

For ALL Options, Refer to PBC SCAC Development Data Tables for details.

Michele Pandolfo

SUMMARY

A highly skilled, experienced professional with extensive experience in Administrative Support and office practices and procedures. Skilled in general and advanced clerical skills. Strengths include management, task coordination, project planning and policy implementation. Experience with special populations and underserved communities. Excellent leadership and interpersonal skills, a well-recognized motivated team member.

Administrative Support Experience:

- Manage an extensive caseload of clients; maintain the registration and enrollment paperwork process.
- Coordinate the intake of new participants and organize and schedule the appropriate appointments.
- Handle all correspondence with various vendors, clients, and county offices.
- Knowledge of county policies and procedures, coordinate contracts, permits and addenda for various county vendors.
- Developed staffing schedules.
- Familiar with a high volume, fast paced environment.
- Effectively organizes and tracks important documents.
- Planning and executing the recruiting to handle office staffing requirements.
- Collect the data for monitoring and report generation.
- Collect and properly record the monies collected daily.
- Prepared monthly budget tracking, prepared the annual budget.

Department of Labor : 2013-2023

LABOR ADMINISTRATIVE SPECIALIST –*Department of Labor*

- Planning and executing the recruitment for certificate programs within Trade Schools, feeder schools and Cooperatives.
- Create and Track staff and event schedules while creating a Monthly Master Schedule for staff and the Employment Center.
- Set up, train and supervise daily assignments of staff members.
- Attend conferences with departmental staff to evaluate and recommend future improvements to program activities.
- Complete knowledge of hiring techniques and job counseling while recruiting and training key staff members for leadership roles.

West Babylon Public Library 2011-2013

ACCOUNT CLERK- *West Babylon Public Library*

- Administered the daily activities of the Business Office, Prepared biweekly payroll for employees.
- Reviewed monthly reports and compiled statistics into an Excel Spreadsheet for review with the Business Manager.
- Prepared quarterly reports and presented findings to Library Director for review with auditing.
- Various job related duties assisting the Business Manager.

EDUCATION

Bachelor of Arts Degree
Business Administration and Professional Studies

COMPUTER SKILLS

Microsoft Office Suite, Excel, Word, PowerPoint, Outlook, OSOS, CSMS

Terrence R. Moore

From: Edwards, Kent
Sent: Wednesday, August 23, 2023 5:04 PM
To: Terrence R. Moore
Subject: Climate & Art

Terrence, as discussed, I'm forwarding a brief overview of the activities planned for this year's Climate & Art (C&A) event.

For additional detail, please go to the City website for C&A: www.delraybeachfl.gov/ClimateAndArt

Sat Sep 2

9 am -10 am Parks for Pollinators Bioblitz- National Wildlife Refuge Association, meet at the Old School Square stage.

10 am – 5 pm Educational Heritage Garden- Delray Beach Historical Society, 3 NE 1 St

Cornell Museum, Old School Square

10:00 10,000 Tree Campaign- Mark Cassini, Community Greening

10:30 A Look at Recycling in Palm Beach County- Martin Eugene, Solid Waste Authority

11:00 The Importance of Our Coral Reefs- Leneita Fix, The Reef Institute

11:30 Evan Orellana, Surfrider Foundation- Clean Water & Healthy Beaches

Arts Warehouse, 313 NE 3 St

12:00 Habitat Restoration- George Gann, Institute for Regional Conservation

12:30 Green Building Ordinance- Kent Edwards, City of Delray Beach

1:00 Community Rating System for Stormwater Flood Insurance- City of Delray Beach, Public Works

1:30 Greenhouse Gas Inventory and Climate Action Plan- Kent Edwards, City of Delray Beach

2:00 Event Wrap Up- Climate Challenge Announcement

Green Business Events

Hopportunities- 440 NE 5 Ave

Trivia Night, Friday Sep 1, 6 pm – 830 pm

Lionfish- 307 E Atlantic Ave

Sustainably sourced Baja Lionfish Tacos, and Strawberry Basil Bees Knees (Illegal Mezcal)

One World Zero Waste- 2188 W Atlantic Ave

Eco-friendly Green Market, Saturday Sep 2, 930 am to 2 pm

August 21, 2023 - August 27, 2023

August 2023							September 2023						
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, August 21

- 12:00am Chief Mager - Out →
- 12:00am H. Dunkley - Out →
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Canceled: Canceled per - Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel,
- 11:00am - 12:00pm Direction For Purchasing & Procurement Prioritization (Conference Room - City Hall 1st Floor) - Terrence R.
- 11:30am - 12:30pm Fire Rescue Accreditation Process Opening
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office)
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 4:00pm - 5:00pm Final Revisions to Recommended Capital

Tuesday, August 22

- ← Chief Mager - Out
- ← 12:00am H. Dunkley - Out
- 8:00am - 9:00am Compile August 23, 2023 Agenda Review/ELT Meeting Agenda (CM Office) - Terrence R. Moore
- 8:00am - 8:30am Fire Rescue Internal Stakeholder Kickoff (Community Center)
- 8:30am - 9:00am HBL (CM Office)
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's
- 9:30am - 10:30am Compile Information Letter Report - Selection
- 11:00am - 11:30am Mutual Aid Review, Analysis and
- 11:30am - 12:30pm Considerations Supporting the Emergence of
- 2:00pm - 3:00pm Compile Information Letter Report - South
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (City
- 4:00pm - 5:00pm Compile Information Letter Report - Climate and

Wednesday, August 23

- ← Chief Mager - Out
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:30am Agenda Review for September 5th Regular Meeting/Executive Leadership Team Meeting (Conference Room -
- 9:00am - 10:00am Agenda Review Meeting (September 5th CC Meeting) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 12:30pm Direction Regarding Communitywide Tree Maintenance (CM Office) - Terrence R. Moore
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 2:00pm - 3:00pm Fuel Price Hedging (CM Office) - Terrence R.
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 4:00pm - 5:00pm Monthly Meeting with Renee Jadusingh (CM

Thursday, August 24

- ← Chief Mager - Out
- 8:00am - 10:00am Annual Education Breakfast (Aloft Delray Beach (202 SE 5th Ave, Delray Beach, FL 33483, United States))
- 10:00am - 11:00am Preparation and Dialogue For September 7th Cultural Advisory Group Meeting (CM Conference) - Terrence R. Moore
- 11:00am - 12:30pm Various (Various)
- 11:30am - 12:30pm Compile Information Letter Report - (CM Office)
- 2:00pm - 3:00pm Canceled: Canceled per Commissioner Long mtg w/CM Moore Re: Updates & Agenda (City Manager's Office) - Rangel, Delores ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ↻

Friday, August 25

- ← 12:00am Chief Mager - Out
- A. Gianniotis - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻

Saturday, August 26

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Finalize ICMA Credentialed Manager Annual Reporting (CM Office)

Sunday, August 27