



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



## City Commission Information Letter

April 12, 2024

### **Revised Organizational Chart to Support Utility Billing Division**

With last week's announcement that the Utility Billing Division of the Department of Finance will soon fully become a function of Department of Utilities operations, the attached organizational chart was likewise approved by the Office of the City Manager a few days ago.

Direction to this effect formally recognizes the transfer of all 16 Utility Billing staff members to the Department of Utilities, effective immediately. Additionally, the supervisory role previously titled 'Utilities Financial Manager' has been reclassified into 'Utilities Customer Service Manager.' Authorization to this effect will likewise enhance overall customer service experience and engagement, while concurrently offering related analytical skills necessary to support applicable billing and financial transaction activities.

The total number of full-time equivalent positions in the Department of Utilities now stands at 146. Meanwhile, with integration activities and functions necessary to achieve reorganization activities as outlined having been productively initiated earlier this week, communication of expectations relative to support, loyalty, and commitment amongst involved staff has also been executed.

### **Color Nine Group Grant Services to Support Northwest Neighborhood Infrastructure Improvement Programming**

While staff and administration continuing work to implement a long-term capital improvement program to yield various infrastructure improvements in the Northwest neighborhood, please remain mindful that opportunities to achieve in this regard are a function of federal grant resources that are presently being procured for this purpose.



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As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, the complexities associated with administering federal grant resources of such magnitude support the need to expand the City's current professional relationship with federal lobbyist firm The Color Nine Group, to include respective administrative support services. Direction to this effect likewise includes working on the City's behalf to secure ancillary federal funding as outlined, as well as applicable administration of resulting grant agreements, involving processing transaction closeouts and other related functions.

Formal recommendations to revise the City's current contract with The Color Nine Group to this effect are therefore anticipated to be offered during an upcoming regular City Commission meeting. This session will also include an update regarding the trajectory for infrastructure improvement implementation activities for the Northwest neighborhood as outlined.

### **Consultation Services Involving the National Golf Foundation**

As discussed during Tuesday evening's City Commission meeting, the City of Delray Beach currently enjoys a working relationship with the Jupiter, Florida based National Golf Foundation (NGF) necessary to help our organization to advance external proposal processes to ultimately define and direct the Delray Beach Municipal Golf Course Renovation Program.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, arrangements to this effect specifically includes direct service and engagement with NGF agent Richard Singer, who has recently suggested that the City facilitates a separate discussion to better outline a vision for our golf course prior to executing the next phase of applicable proposal selection processes.

An opportunity for City Commission feedback, guidance, and expectations will likewise become a hallmark focus for the May 3<sup>rd</sup> annual goal setting meeting.

### **Current Direction Regarding Abandoned Sailboat Removal Involving Florida Fish and Wildlife Commission**

As our community's beachfront has been inconvenienced via the presence of



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an abandoned sailboat that had washed ashore several months ago, leadership of the Delray Beach Police Department has recently reengaged with representatives from the Florida Fish and Wildlife Commission (FWC) to help ascertain status and potential timeframe for removal activities.

As noted in the attached electronic mail message from Chief of Police Russ Mager, FWC has assumed jurisdictional responsibility to remove the abandoned vessel, including applicable legal notification activities, as well as associated contractual services expenses.

With the Office of the Chief of Police having been notified a few days ago that necessary legal notification and other related processes were recently satisfied by FWC, removal of the vessel is anticipated to be accomplished on a priority basis, likewise also being mindful of the upcoming turtle nesting season.

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

As mentioned by several elected officials during this past Tuesday evening's regular City Commission meeting, the City of Delray Beach has enjoyed several external engagement activities this week that yielded positive synergy and focus for both our organization and community. This included Congresswoman Lois Frankel's press conference held Monday morning at the Delray Beach Police Department to formally announce and celebrate the City's nearly \$1 million grant award from the United States Department of Justice to help fund expansion of the agency's real crime time center operations, as well as hosting area high school students here at City Hall (and other municipal facilities) throughout the day Wednesday for Youth and Government Day.

Enclosures:

Department of Utilities Revised Organizational Chart to Include Utility Billing Division

Electronic Mail Message from Jeff Oris – Federal Grant Writing and Administration for NW Infrastructure Improvements

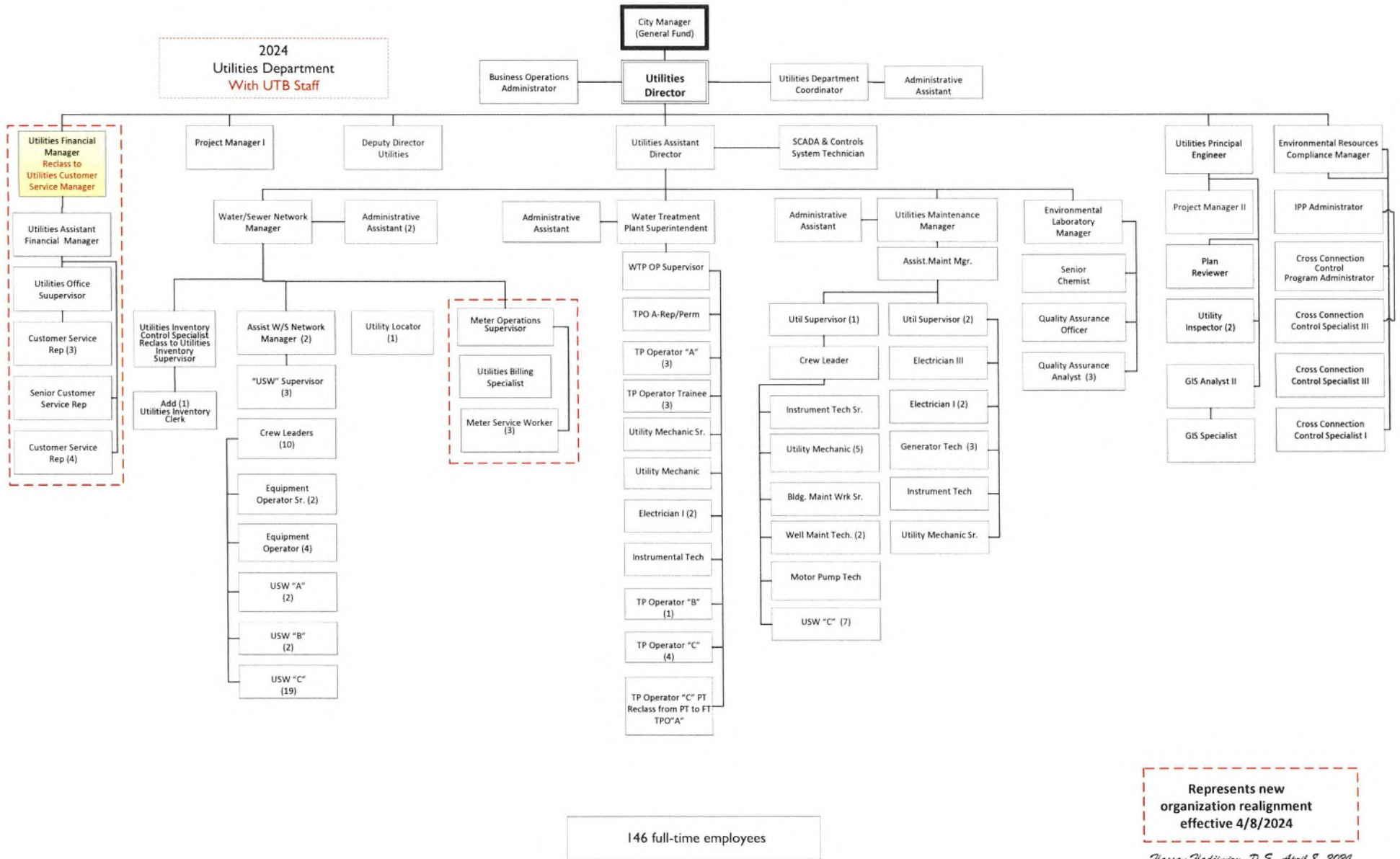
Electronic Mail Message from Hugh Dunkley – National Golf Foundation

Electronic Mail Message/Accompanying Photo from Chief Mager – Abandoned Vessel (Atlantic Dunes)

Calendar for Business Week of April 8, 2024

CM/Documents/City Commission Information Letter 103

# Utilities Department Organizational Chart





## Terrence R. Moore

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**From:** Oris, Jeff  
**Sent:** Thursday, April 11, 2024 6:39 PM  
**To:** Terrence R. Moore  
**Cc:** Barletto, Missie  
**Subject:** Federal Grant Writing and Administration for the Northwest Neighborhood Infrastructure Improvement Program

Mr. Moore,

As you are aware, the City is currently undertaking efforts to prepare for the implementation of the Northwest Neighborhood Infrastructure Improvement Project. This is an incredibly large and complex project that will affect everything in the neighborhood from street lights and utilities, to roadways and drainage, and everything in between. In an effort to limit the direct financial exposure of this project to the City and its residents, we will need to make a significant effort to secure outside funding. It is anticipated that a large portion of the outside funding potential comes from a multitude of different Federal grant opportunities. While it is possible for the City to potentially secure millions of dollars from Federal sources, such funds would come with some very complex requirements and regulations that will need to be followed. Knowing these complexities and the limited knowledge of such programs by the staff of a location of our size, we sought out, and believe we have found a solution to this issue.

The City's federal lobbying firm, The Color Nine Group, has individuals on staff that are eminently qualified and experienced in securing and administering federal grants of the size and complexity with which we will require for this project. Additionally, it has been determined that the Firm's existing agreement with the City can be expanded to include the grant writing and administration services required. The Color Nine Group has been instrumental in the securing of approximately \$5 million in federal budgetary allocations for the City in the last two years and staff has found the firm to be highly responsive to the City's needs and exceptionally thorough in their work and follow through. Given these facts, staff has initiated a discussion with The Color Nine Group to define a Scope of Work for the project which the firm can then utilize to prepare a proposal to the City. Any such proposal would then need to be placed before the City Commission for their consideration and approval.

Please let me know if you have any additional informational requirements related to this matter.

**Jeff Oris, CEcD**  
**Assistant City Manager**  
**City of Delray Beach**  
**100 NW 1<sup>st</sup> Avenue**  
**Delray Beach, Florida 33444**  
**561-243-7144 – office**  
**561-696-4114 - mobile**  
[orisj@mydelraybeach.com](mailto:orisj@mydelraybeach.com)



[www.DelrayBeachFL.gov](http://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)

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Tuesday, April 9, 2024 9:47 PM  
**To:** Terrence R. Moore  
**Subject:** National Golf Foundation

Terrence –

A “Request for Information” was issued to gauge interest and obtain information that the City may use to consider the best strategy for the potential upgrades, renovations, and management of the Delray Beach Municipal Golf Course. Since that time, City staff has been exploring the possibility of retaining the National Golf Foundation (NGF) regarding engaging their services to assist us in determining a way forward, including but not limited to preparing a request for proposal to formally solicit firms that might be interested in providing the services described.

NGF provides golf-business research and consulting services and is considered a leader in this space. The City has utilized NGF’s services before, and their institutional knowledge of the golf course’s past has proven invaluable. NGF has expressed an interest in continuing its relationship with the City but require that we articulate clearly what services we would like for NGF to perform and what the City’s intentions are regarding external service providers and what role each will play in connection with the potential upgrades, renovations, and management of the golf course.



**Hugh B. Dunkley, CPA, CPFO, CGFO**  
Chief Financial Officer  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-6204  
[DunkleyH@mydelraybeach.com](mailto:DunkleyH@mydelraybeach.com)

" PUBLIC RECORDS NOTE: Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

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

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**From:** Mager, Russ  
**Sent:** Wednesday, April 10, 2024 12:23 PM  
**To:** Terrence R. Moore  
**Subject:** Abandoned vessel - Atlantic Dunes

Mr. Moore,

As you are aware, in December of 2023, a sailboat washed ashore just south of Atlantic Dunes Park. We made numerous attempts to locate an owner, however, we were unsuccessful at finding a true owner. We immediately contacted FWC who retained jurisdiction and responsibility for the vessel's removal. Unfortunately, we were advised the process could take up to 9 months for the actual removal. Since January 2024, we have been in contact with FWC in effort to obtain an anticipated removal date. Last week we spoke to a supervisor from FWC who advised the bidding process for the vessel's removal is complete, however, the contract has not yet been awarded. Nevertheless, some good news, they advised the removal of this sailboat will be a priority for the contractor to remove due to the impending turtle nesting season.

At this juncture we do not have an exact date of removal, however, based on FWC, the process is moving in the right direction.

Chief Russ E. Mager  
Delray Beach Police Department  
Ph: 561-243-7846  
Web: [www.mydelraybeach.com](http://www.mydelraybeach.com)



*Serving with H.E.A.R.T*



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# April 8, 2024 - April 14, 2024

April 2024							May 2024							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	
28	29	30					26	27	28	29	30	31		

## Monday, April 8

- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 10:00am - 10:30am Congresswoman Lois Frankel Press Conference
- 11:00am - 12:00pm Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 3:30pm Grants Emissary Role (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Financial and CIP State of Affairs Orientation for New Elected Official Preparation Dialogue (CM Office) - Terrence R. Moore

## Tuesday, April 9

- 9:00am - 10:00am Compile Information Letter Report - Consultation Services Involving the National Golf Foundation
- 10:00am - 11:00am Preliminary meeting to go over the process for getting a in person demo and presentation of Coral Gables Smart
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Invitation to Speak at Daughter of Zion Junior Academy (Daughter Of Zion Junior Academy (250 NW 3rd Ave, Delray
- 2:30pm - 3:30pm Compile Information Letter Report - Revised Organizational Chart to Support Utility Billing Division (CM Office)
- 4:00pm - 5:00pm Compile Information Letter Report - Current Direction Regarding Abandoned Sailboat Removal Involving
- 5:00pm - 9:00pm April 9th Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 5:00pm - 8:00pm Regular Commission Meeting (Council Chamber)

## Wednesday, April 10

- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) - Terrence R. Moore ↻
- 9:30am - 3:00pm Youth and Government Day (City Hall)
- 11:00am - 11:30am Jay Stacy Bi-Weekly Meeting (CM Office)
- 12:45pm - 1:45pm Youth and Government Meet and Greet
- 1:30pm - 2:30pm Commissioner Casale Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
- 3:00pm - 4:00pm On-Site Tour at Fresh Blends Headquarters (955
- 4:30pm - 5:30pm Compile and Deliver (CM Office)
- 6:00pm - 7:30pm Burning Conversations. Commissioner Angela

## Thursday, April 11

- 9:00am - 10:30am ELT Briefing with Paypoint HR - Compensation Study (SOC Training Room) - Bast, Dot
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 10:30am - 11:30am Compile Information Letter Report - Color Nine Group Grants Administration Services to Support Northwest
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 1:30pm - 2:00pm DBPD Captains (Microsoft Teams Meeting) - Inglese, Cathy
- 2:00pm - 2:30pm Discussion Regarding Various Items (CM Office) -
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the
- 3:00pm - 4:30pm Various (Various) ↻
- 3:30pm - 4:30pm Monthly Meeting with Renee Jadusingh (CRA
- 4:00pm - 5:00pm Monthly Meeting with Renee Jadusingh (CRA

## Friday, April 12

- H. Dunkley - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 8:30am - 9:30am Process FPL, SWC, HEL, MM3160 (CM Office)
- 10:00am - 10:30am Wells Fargo (Wells Fargo)
- 10:30am - 12:00pm Various (Various)
- 3:00pm - 3:30pm Tour of Crest Theatre (CM Office) - Terrence R. Moore
- 3:30pm - 5:00pm Begin Missie Barletto Annual Performance Evaluation (CM Office)

## Saturday, April 13

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, April 14