



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

April 19, 2024

Implementation of Public Works Construction Projects for the Coming Months

With numerous construction projects concurrently scheduled for implementation during the next three months, leadership of the Department of Public Works was asked to compile a summary of anticipated activity.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, such generally encompasses various sidewalk, parking, pedestrian, and utility infrastructure improvements throughout Delray Beach. Notable to this effect includes the highly anticipated North Swinton Avenue Roadway/Utility Improvement project, as well as the recently discussed Atlantic Dunes Park Parking Lot enhancement effort.

While several noted projects are the result of financial support and collaboration with the Delray Beach Community Redevelopment Agency and the Palm Beach Transportation Planning Agency, joint groundbreaking ceremonies will likewise be offered to help acknowledge and celebrate respective achievements after the successful completion of individual projects as outlined.

Considerations Regarding Northeast 7th Avenue

In response to thoughts and observations offered during the April 9th regular meeting relative to the merits of permanent closure of vehicular access for Northeast 7th Avenue, please be advised that several review activities are currently underway to help ultimately determine final design decisions accordingly.

As I've discussed with both Director of Development Services Anthea Gianniotis and Director of Public Works Missie Barletto, via a meeting on the subject yesterday morning, guidance to this effect will be determined by the outcome of the Palm Trail Neighborhood Improvement Plan, to likewise feature

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City Commission Information Letter

April 19, 2024

Page 2

public engagement exercises as a function of the neighborhood planning process. Additionally, should it be decided that the vehicular access be permanently closed, improvements to create attractive solutions accordingly are dependent upon the completion of the Atlantic Crossing project (as a portion of the parcel currently used for construction staging remains necessary to construct a future cul-de-sac).

The Office of the City Manager and leadership of both Development Services and Public Works will likewise host a meeting with representatives of the Palm Trail Homeowners Association in the coming weeks to initiate the planning process. Meanwhile, please be aware that the thoroughfare continues to remain temporarily closed to vehicular traffic.

Revenue Forecast Modeling to Help Evaluate Millage Rate Policy Considerations

As both the Office of the City Manager and the Department of Finance are currently engaged in initial revenue and expenditure forecast models necessary to ultimately support recommendations for the Fiscal Year 2024-2025 Proposed Budget, please be advised that a feature involving this exercise will include a presentation of property tax collections at various millage rate scenarios to help facilitate potential considerations to set a tentative rate.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, guidance to this effect will also assist the City Commission regarding potential budgetary impacts involving each scenario noted, as well as any service level adjustments that might be realized accordingly.

A public dialogue to this effect will likewise be included during the June 11th budget workshop meeting, enabling respective direction from the City Commission prior to finalizing proposed budget recommendations to be formally offered during the July 9th session.

Anticipated Agenda Considerations for 2024 Annual Goal Setting Session

Given the myriad of large-scale considerations that will necessitate City Commission policy expectations and guidance, this year's annual goal setting session, scheduled to take place Friday, May 3rd at the Delray Beach Municipal Golf Course Clubhouse, will offer a defined focus relative to specific direction in these regards.

The meeting agenda will therefore highlight such for the Delray Beach Municipal Golf Course, specific public engagement trajectory to support ancillary citywide parks improvement programming, as well as expectations for the Old School Square campus (and its individual and collective facilities).

Executive leadership and staff very much look forward to receiving essential feedback to help finalize applicable external proposal consideration processes, as well as to achieve a common vision relative to capital improvements, event programming, and enhanced operations for all to enjoy and appreciate.

Calendar of Meetings, Activities and Functions

With portable defibrillator machines being positioned in auspicious locations at various City of Delray Beach facilities, the Delray Beach Fire Rescue Department recently concluded employee lifesaving training classes that featured instructions for usage accordingly. This included updated cardiopulmonary resuscitation (CPR) course exercises, as well as appropriate application practices for Naloxone (commonly known by the trade name 'Narcan').

As I was personally able to complete a training session to this effect this past Monday afternoon, I offer compliments to the Fire Rescue staff involved in teaching courses for City of Delray Beach employees for a job well done. Not only in terms of training effectiveness but also for the execution of associated

City Commission Information Letter

April 19, 2024

Page 4

efficiency that easily provided opportunities for both me and other staff to experience training that otherwise may not have become available.

Enclosures:

Electronic Mail Message from Missie Barletto – Upcoming Public Works Construction Projects

Electronic Mail Message from Hugh Dunkley – Millage Rate – FY 2024-25 Budget

Calendar for Business Week of April 15, 2024

CM/Documents/City Commission Information Letter 104

Terrence R. Moore

From: Barletto, Missie
Sent: Wednesday, April 10, 2024 10:25 AM
To: Terrence R. Moore
Subject: Upcoming Public Works construction projects

Good morning Terrence,

Please find below a list of the upcoming PW Engineering construction projects beginning in the next 90 days:

- SW 22nd Ave / SW 29th St Sidewalk – beginning the week of 4/15/24
- Atlantic Dunes Park Parking Lots – beginning the week of 4/29/24
- Catherine Drive Intersection with Linton Boulevard (partner with Palm Beach County) – Notice to Proceed (NTP) effective 4/29/24
- CRA funded - SW Neighborhood Pervious Alleyways – NTP effective 5/13/24
- CRA funded - SE 1st Ave Streetscape – NTP effective 5/13/24
- TPA grant - Lindell Boulevard Bike/Pedestrian Improvements – NTP effective 6/3/24
- TPA grant - Barwick Road Bike/Pedestrian Improvements – NTP effective 6/3/24
- N. Swinton Avenue Roadway /Utility Improvements (ITBC in cone of silence) – NTP date expected in June 2024

The CRA has expressed a desire to have a groundbreaking ceremony for the projects in the SW Neighborhood and we may also wish to hold ceremonies for Lindell Boulevard, Barwick Road and North Swinton projects. Please let me know if you have any questions.

Thanks,
Missie

Missie Barletto | Public Works Director

☎ 561-243-7398 | ☎ 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444



CITY OF DELRAY BEACH

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.

Terrence R. Moore

From: Dunkley, Hugh
Sent: Tuesday, April 16, 2024 3:00 PM
To: Terrence R. Moore
Subject: Millage Rate - FY2024-25 Budget

Mr. Moore –

With respect to our FY2024/25 budget, the Property Appraiser's Office will be providing us with the preliminary taxable values of all of the properties within the City prior to June 1st. Upon receipt of this information, I will produce different millage rate scenarios for your consideration. The actual certification of taxable values will take place on July 1st. However, the figures given in June/July tend to not differ significantly. Please feel free to let me know if you have any questions.



Hugh B. Dunkley, CPA, CPFO, CGFO
Chief Financial Officer
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. "

April 15, 2024 - April 21, 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 15

- 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 ↻
- 9:30am - 10:00am **Discussion Regarding City Pump Out Station** (CM Office) - Terrence R. Moore
- 10:00am - 11:00am **Mayor Meeting w/CM Moore Re: Agenda & Updates** (CM Office) - Terrence R. Moore ↻
- 10:00am - 10:30am **Discussion Regarding Financial and Capital**
- 11:30am - 12:30pm **Various** (Various)
- 2:00pm - 2:30pm **Duane D'Andrea Bi-Weekly Meeting** (CM's Office)
- 2:00pm - 2:30pm **Lifesaving Classes** (Community Center (50 NW 1st
- 2:30pm - 3:00pm **Follow-Up Unfunded Pension Liability Data**
- 4:00pm - 5:00pm **Finish Kent Edwards Performance Evaluation** (CM

Tuesday, April 16

- 9:00am - 10:00am **Hassan Hadjimiry Bi-Weekly Meeting** (Water Treatment Plant (200 SW 6th St, Delray Beach, FL 33444, United States))
- 9:00am - 9:30am **Hassan Hadjimiry Bi-Weekly Meeting** (CM's Office) - Vega, Brenda ↻
- 11:00am - 12:00pm **Compile Information Letter Report - Expanded Revenue Forecast Modeling to Help Evaluate Millage Rate Policy**
- 2:00pm - 3:00pm **Guidance and Direction Concerning Bounce's Temporary Certificate of Occupancy** (CM Conference) - Terrence R.
- 3:30pm - 4:30pm **Compile Information Letter Report - Tentative Agenda for 2024 Annual Goal Setting Session** (CM Office)
- 5:00pm - 9:00pm **April 16th Commission Meetings - Viewing of Presentations** (Microsoft Teams Meeting) - Harris, Patrice
- 5:00pm - 8:00pm **Regular Commission Meeting** (Commission Chambers)
- 5:00pm - 7:00pm **DELRAY BEACH TOURISM MASTER PLAN >**

Wednesday, April 17

- 12:00am **H. Dunkley - Out** →
- 12:00am **P. Cadeaux - Out** →
- 7:30am - 8:30am **Kiwanis Club of Delray** (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am **Marie Catalano Annual Performance Review** (CM Office) - Terrence R. Moore
- 11:00am - 11:30am **Kent Edwards Bi-Weekly Meeting** (CM's Office) - Vega, Brenda ↻
- 2:00pm - 3:00pm **Compile Information Letter Report - Implementation of Remaining Public Works Construction Projects**
- 3:00pm - 3:30pm **Hugh Dunkley Bi-Weekly Meeting** (CM's Office) - Vega, Brenda ↻
- 4:00pm - 5:00pm **Commissioner Markert Meeting w/CM Moore Re: Agenda & Updates** (CM Office) - Terrence R. Moore ↻
- 4:00pm - 4:30pm **Discussion Regarding Financial and Capital**

Thursday, April 18

- ← **H. Dunkley - Out** →
- ← **12:00am P. Cadeaux - Out** →
- K. Edwards - Out**
- 9:00am - 10:00am **Follow-Up Direction Concerning Delray Beach Water Utility Service** (CM CONFERENCE ROOM) - Terrence R. Moore
- 11:00am - 12:00pm **Compile Information Letter Report - Trajectory Regarding Northeast 7th Avenue Closure Considerations** (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm **Commissioner Long mtg w/CM Moore Re: Agenda and Updates** (CM Office) - Terrence R. Moore ↻
- 3:00pm - 4:30pm **Various** (Various) ↻
- 4:00pm - 4:30pm **Meeting Regarding U.S. Conference of Mayors** (CM Conference) - Terrence R. Moore

Friday, April 19

- ← **12:00am H. Dunkley - Out** →
- 7:30am - 9:00am **Finalize CIL** (CM Office) ↻
- 9:00am - 9:30am **Anthea Gianniotis Bi-Weekly Meeting** (City Manager's Office) - Vega, Brenda ↻
- 9:30am - 10:00am **Protocols Regarding Police Reports** (CM Office) - Terrence R. Moore
- 10:30am - 11:30am **Meeting with Cigna** (CM Conference) - Terrence R. Moore
- 11:30am - 1:00pm **End of Consent Order meeting & luncheon** (Conference Room - SOC Training) - Conference Room - SOC Training
- 11:30am - 12:30pm **Employee Birthday Celebration** (Conference Room - City Hall 1st Floor) - Terrence R. Moore
- 2:00pm - 3:00pm **Public Records Training** (City Commission Chambers) - Inglese, Cathy
- 3:30pm - 5:00pm **KnowBe4 Training** (CM Office)

Saturday, April 20

- 8:00am - 1:00pm **Rock the Block 2024**
- 10:00am - 11:00am **Delray Beach Tennis Center** (Hard Court #1) ↻
- 11:30am - 1:30pm **Various, CIL Notes, etc.** (CM Office) ↻
- 11:30am - 12:00pm **Earth Month Recognition** (Cornell Museum of Art & American Culture (51 N Swinton Ave, Delray Beach, FL 33444, United States))

Sunday, April 21

Catalano, Marie

From: Krushinski, Nan
Sent: Wednesday, April 3, 2024 3:12 PM
To: Pandolfo, Michele; Catalano, Marie; Johnson, Latoya
Cc: Hanson, Amy; Beardsley, Danielle; Pearson, Danielle
Subject: Upcoming City events

ENTER DATES ON CALENDAR

Dear Michele, Marie, and LaToya –

Below is a list of the upcoming City events, produced by Parks and Recreation’s Special Events Office. We would like to invite the Mayor, City Commissioners, City Manager, and Assistant City Manager to attend the events.

Please let me know what event(s) they will be attending and if they would like to say a word or two to the audience so we can build in speaking time. Listed below are the event times. Stage time will be determined, based on event.

- Friday/Saturday, May 10-11 – Murder Mystery Dinner (6-10 pm)* - *away*
- ✓ Saturday, May 18 – The Amazing Delray Beach Challenge (9-11 am)
- Monday, May 27 – Memorial Day Ceremony (10-11 am)
- Saturday, June 8 - Pride Festival and Concert (4-10:30 pm)
- Thursday, July 4 – Delray Beach July 4th Celebration (6-9 pm)
- Saturday, October 26 – 62nd Annual Delray Beach Trick or Treat on the Ave, Halloween Parade, and KidsFest (11:30 am–4 pm)
- Monday, November 11 – Veterans’ Day Ceremony (10-11 am)
- Saturday, November 23 – 38th Annual Delray Beach Turkey Trot 5K Run and Walk (7-9:30 am)
- Tuesday, December 3 – 100’ Christmas Tree Lighting and Yuletide Street Fair (6-9 pm)
- Saturday, December 7 – Holiday Showcase (6-9 pm)
- Saturday, December 14 – Delray Beach Holiday Parade (6-9 pm)
- Tuesday, December 17 – Cookies, Cocoa, and Crafts (6-8 pm)
- Sunday, December 29 – Menorah Lighting (6-8 pm)

*Ticketed event

Thank you for making sure everyone knows about these upcoming events.

Regards,
Nan



Nan Krushinski, CFE
Special Events Administrator
Parks & Recreation Department
City of Delray Beach
50 NW 1st Avenue

Delray Beach, FL 33444
P: 561-243-6209
KrushinskiN@MyDelrayBeach.com
www.delraybeachfl.gov

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