



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

May 24, 2024

Have a Happy and Enjoyable Memorial Day Weekend!

Trajectory for Golf Course Renovation Program Design Process

In response to direction offered during the May 3rd annual goal setting exercise, relative to considerations to advance the Delray Beach Municipal Golf Course Renovation Program, leadership from the Office of the City Manager, the Department of Parks and Recreation, and the Department of Public Works have all since determined that the most expedient option for completing necessary design services involves contracting with Sanford Ferris Golf Design to reengage the professional services contract that was first initiated early Fiscal Year 2020-2021.

As referenced in the attached electronic mail message from Sanford Ferris Principal John Sanford, the City of Delray Beach can proceed as outlined beginning in the coming weeks. However, given the associated price tag of approximately \$1.75 million, budget adjustment considerations to proceed with respective contractual services will be necessary.

Arrangements to offer formal recommendations for City Commission review and evaluation are therefore now being planned for the July 9th regular meeting. Likewise, if approval to proceed as outlined is granted, resulting design outcomes are expected to be achieved in Fiscal Year 2024-2025, enabling construction implementation, circa Fiscal Year 2025-2026.

Timeline for Parks General Obligation Bond Issuance and Transactions

As directed and committed during last week's workshop meeting, relative to the current trajectory for initial park improvement programming, via the associated 2023 General Obligation Bond referendum, please be advised that necessary transaction processes were successfully directed a few days ago. The outcome

City Commission Information Letter

May 24, 2024

Page 2

to this effect will likewise now enable the City of Delray Beach to timely prepare for the respective Fiscal Year 2024-2025 budget cycle.

As referenced in the attached Summary Notice of Sale, guidance to this effect involves the administration of bids for the sale of \$9.1 million in principle amounts. The difference between this figure and the previously discussed \$10 million commitment involves the contemplation that bonds will sale at a premium. Once this is achieved, a remaining amount to the City of Delray Beach is anticipated accordingly.

Likewise, with the resulting transaction anticipated to close late next month, initial tasks for project implementation activities (in addition to a June 4th City Commission meeting update relative to plans for external public engagement for parks improvement programming and implementation) are to be executed soon thereafter.

Interstate 95 Ramps/Interchange Landscaping and Litter Removal Collaboration Involving the Florida Department of Transportation

In response to unsightly observations relative to both litter and landscaping conditions that have continuously been experienced along Interstate 95 entrance and exit ramps in Delray Beach, please be advised that clarity was recently achieved relative to collaborative responsibilities involving the Department of Parks and Recreation and the Florida Department of Transportation (FDOT).

As referenced in the attached electronic mail message exchange between Director of Neighborhood and Community Services Sam Walthour and Sanitation Administrator Mary Wozny, a formal agreement to this effect likewise involves a 25-year pact that was reached with FDOT in 2012. However, this arrangement formally supports that FDOT will be primarily responsible for upkeep accordingly in areas that are most problematic in these regards.

While the Department of Parks and Recreation oversees maintenance activities for ramp areas that are located closest to City of Delray Beach thoroughfares,

City Commission Information Letter

May 24, 2024

Page 3

FDOT continues to remain largely responsible for upward areas of the ramps, including catch basins that are located in respective immediate vicinities.

As a site inspection was conducted by both FDOT and City of Delray Beach team members to help highlight concerns and observations noted, all involved are now looking forward to a more consistent schedule of routine maintenance, attention, and care from FDOT.

Reorganization of Education and Workforce Coordinator Position

In an effort to expand operational effectiveness and efficiencies relative to external engagement and community outreach, please be advised that direction is presently being offered to update the current education and workforce coordinator position for this purpose.

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, guidance to this effect involves formally reorganizing the position to that of Education and External Opportunities Manager.

In addition to responsibilities concerning education-related policy matters involving both the School District of Palm Beach County and the Delray Beach Education Board, this role will also support ancillary community focus such as point-of-contact for community grant opportunities, as well as ancillary partnerships involving the City of Delray Beach that may otherwise not become available or possible.

As current position incumbent Janai Bowens was notified of direction as outlined yesterday morning, this restructuring will become effective Monday, June 3rd. Likewise, the Office of the City Manager very much looks forward to additional opportunities to expand the City's community liaison footprint as a result of executing leadership as noted.

City Commission Information Letter

May 24, 2024

Page 4

Calendar of Meetings, Activities and Functions

I've shared an update last year regarding the Delray Beach Kiwanis Club's interest in collaborating with the Department of Parks and Recreation to establish a story trail program to support an interactive experience for youth at Barwick Park.

As Kiwanis has since become successful in securing a \$4,500 foundation grant for this purpose, all involved are pleased to report that a necessary donation agreement to support this endeavor was finalized earlier this week. The Office of the City Manager is therefore anticipated to execute accordingly in the coming days. Once this is accomplished, the Department of Parks and Recreation will acquire and install what will be the first of many storyboards from highly regarded children's books along a portion of the Barwick Park walking trail.

With the coming business week being abbreviated due to the Memorial Day holiday, no information letter will be issued next week. Reporting as noted will likewise resume Friday, June 7th.

Enclosures:

Electronic Mail Message from Missie Barletto – Municipal Golf Course Design
Summary Notice of Sale – City of Delray Beach, Florida General Obligation Bonds, Series 2024
Electronic Mail Message Exchange Involving Sam Walthour and Mary Wozny – FDOT Agreements...
Electronic Mail Message from Jeff Oris – Reorganization of Education and Workforce Coordination Position
Calendar for Business Week of May 20, 2024

CM/Documents/City Commission Information Letter 108

Terrence R. Moore

From: Barletto, Missie
Sent: Thursday, May 23, 2024 5:14 PM
To: Terrence R. Moore
Cc: Metott, Samuel
Subject: Municipal Golf Course Design

Terrence,

Please find our most recent correspondence with Sanford Ferris Golf Design regarding the design of improvements for the Municipal Golf Course below. We will be working with them to continue to refine the scope and cost, but \$1.75 Million is a good starting point. We will need to identify funding and then bring the contract to Commission for approval as a bid waiver to resume the design where we left off in 2022.

Thanks and let me know if you have any questions.

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.

From: John Sanford <john@sanfordgolfdesign.com>
Date: May 21, 2024 at 5:19:48 PM EDT
To: "Buisson, Cynthia" <FuentesC@mydelraybeach.com>
Cc: "David Ferris, ASGCA, RLA" <dave@sanfordgolfdesign.com>
Subject: Re: Delray Beach Golf Course

****Please be cautious****

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cynthia,

Thank you for contacting Sanford Ferris Golf Design regarding the City of Delray Beach's public golf course.

In response to your request for a placeholder estimate for design , construction document and construction administration fees we offer the following information.

The estimated fees are based on the following items.

Fully utilizing the completed documents.

Completing the services according to the original scope of services minus wells and off site water main.

Construction phase services are included for the golf course.

We have not discussed estimated fees with the sub consultants, therefore the fees are subject to change upon finalizing the scope of services , schedule and review by sub consultants for completion of the project.

It is understood by both the City of Delray Beach and SFGD that the estimated fees are simply a placeholder for budgetary purposes and are subject to change upon finalizing the scope of services , project schedule and review by other consulting firms performing the work.

Major project components included in the fee estimate (placeholder) include project management , golf course , irrigation system , maintenance facility , on course restrooms , landscape , parking lot , on site water main , and bridges.

The estimated fee for the above services is \$1,750,000.00 and is subject to change as described above.

Please contact me with any questions.

Best regards , John Sanford

From: Buisson, Cynthia <FuentesC@mydelraybeach.com>

Date: Monday, May 20, 2024 at 3:31 PM

To: John Sanford <john@sanfordgolfdesign.com>

Cc: David Ferris, ASGCA, RLA <dave@sanfordgolfdesign.com>

Subject: Re: Delray Beach Golf Course

Hi John,

We do NOT need to include design or fees for offsite water main or onsite well replacement, apologies for the confusion. Onsite raw water piping transmission main will remain in scope.

I need a budget number for design by EOB tomorrow please. We can further refine scope and fee for design at a later date.

Thank you,

Cynthia Buisson

Sent from my iPhone

SUMMARY NOTICE OF SALE

\$9,110,000*
CITY OF DELRAY BEACH, FLORIDA
GENERAL OBLIGATION BONDS, SERIES 2024
(PARKS PROJECTS)

NOTICE IS HEREBY GIVEN that all-or-none bids will be received by the City of Delray Beach, Florida (the "City") for the purchase of \$9,110,000* City of Delray Beach, Florida General Obligation Bonds, Series 2024 (Parks Projects) (the "Series 2024 Bonds").

In accordance with the Official Notice of Sale all bids for the Series 2024 Bonds must be submitted electronically via Parity® by 11:00 a.m., Eastern Daylight Time on June 6~~5~~, 2024.

To bid, bidders must be a contracted customer of the IHS Markit's Parity/BiDCOMP Competitive Bidding System (the "System" or "Parity®"). Prospective bidders that do not have a contract with the System should call (212) 849-5021 to become a customer and to obtain a list of the bidding rules and procedures. The use of Parity® shall be at the bidder's risk and expense, and the City shall have no liability with respect thereto. Only bids submitted through Parity® will be considered. The City reserves the right to cancel or postpone the date and time established for the receipt of bids and to change the principal amount or amortization of the Series 2024 Bonds by notice communicated through Refinitiv TM3 no less than twenty (20) hours prior to the date and time established for receipt of bids.

As will be described in the Official Notice of Sale, the Series 2024 Bonds are being issued for the capital projects relating to certain improvements to certain City-owned parks; and ~~(2)~~ pay the costs of issuance of the Series 2024 Bonds.

The Series 2024 Bonds will be issued in fully registered book-entry-only form through the facilities of The Depository Trust Company, New York, New York, as the securities depository. Beneficial interests in the Series 2024 Bonds may be sold in denominations of \$5,000 or integral multiples of \$5,000. Settlement for the Series 2024 Bonds is expected to occur on or about June 27, 2024.

On or around May 22, 2024, the Preliminary Official Statement and the Official Notice of Sale for the Series 2024 Bonds may be obtained electronically from www.munios.com. Copies of the Preliminary Official Statement and the Official Notice of Sale relating to the Series 2024 Bonds will also be available upon request from the City's Financial Advisor, PFM Financial Advisors LLC, 200 S. Orange Avenue, Orlando, Florida 32801, telephone: (407) 406-5760, email: gloverj@pfm.com, Attention: Jay Glover (the "Financial Advisor").

CITY OF DELRAY BEACH, FLORIDA
Hugh Dunkley
Chief Financial Officer

Dated: May 21, 2024

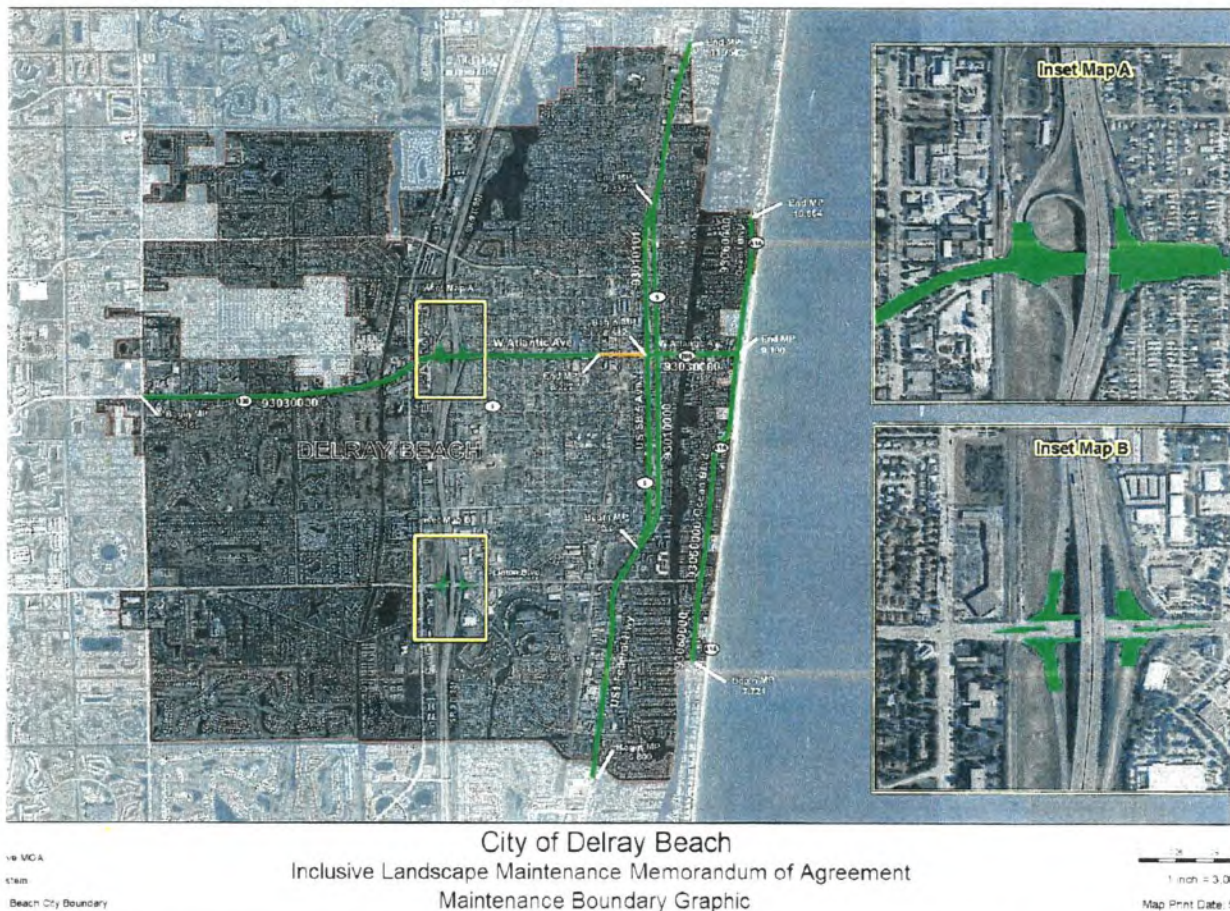
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From: Wozny, Mary <WoznyM@mydelraybeach.com>
Sent: Wednesday, May 15, 2024 9:42 AM
To: Walthour, Sammie <Walthours@mydelraybeach.com>; Cleckley, Danise <cleckley@mydelraybeach.com>
Subject: FDOT Agreements with the City

Good morning Sam and Danise,

Attached is the executed agreement between FDOT and the City.

- The agreement was executed in 2012 and is in effect for 25 years.
- The City (referred to as the Agency in the agreement) agrees to maintain the landscape improvements in the areas highlighted in Exhibit A:



- Maintenance includes: “Such maintenance to be provided by the AGENCY is specifically set out as follows: to maintain, which means to properly water and fertilize all plants; to keep them as free as practicable from disease and harmful insects; to properly mulch the planting beds; to keep the premises free of weeds; to mow the turf to the proper height; to properly prune all plants which at a minimum includes: (1) removing dead or diseased parts of plants, (2) pruning such parts thereof to provide clear visibility to signage and permitted outdoor advertising signs (per Florida Statute 479.106), and for those using the roadway and/or sidewalk; (3) preventing any other potential roadway hazards... To maintain also means to keep the hardscape areas clean, free from weeds and to repair said hardscape as

is necessary to prevent a safety hazard. To maintain also means to keep litter removed from the median and areas outside the travel way to the right of way line.”

- The maintenance plan is described in detail in Exhibit C.

Thank you,
Mary

Mary Wozny, LEED® Green Associate™
Sanitation Administrator
City of Delray Beach
Neighborhood & Community Services Department
100 NW 1st Ave
Delray Beach, FL 33444
P: 561-243-7509
C: 561-914-6422
WoznyM@MyDelrayBeach.com

Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, May 23, 2024 12:44 PM
To: Terrence R. Moore
Subject: Reorganization of Education and Workforce Coordinator Position

Mr. Moore;

Several months ago, the City Commission expressed an interest in having a staff person dedicated to distributing and overseeing the grants and other funding the City provides to our external partners. Such funding might include that given to the non-profits that occupy City-owned (or leased) facilities such as Sandoway House, the Spady Museum, the Delray Beach Public Library, or funds recently lined up for our local schools, and other such current and future external funding opportunities as the City may take advantage of in the future such as additional funding opportunities as well as other multi-organizational collaborations that may help all of us accomplish positive outcomes for the residents of Delray Beach with minimal if any additional inputs by the City or partner organizations.

After a review of the workload for a person to be administering and overseeing such funding it was found that the hours necessary were not significant enough to warrant a full-time employee for this role. Many oversight mechanisms are already in place and thus it is not anticipated that future funding to partners will require a large amount of person-hours to oversee. The most labor-intensive portion of this ask is for someone who can devote additional time to interacting with current and potential local partners to explore mutually beneficial opportunities that otherwise would not be realized.

Given this information and several conversations you and I have had leading to this point in time, I would recommend that we upgrade the position of Education and Workforce Development Coordinator to encompass the new responsibilities of oversight of our funding of external partners and seeking new, productive collaborations that benefits the Delray Beach community. I would suggest a more descriptive title to the position, Education and External Opportunities Manager that is encompassing of the job responsibilities and conveys a positive movement. The current incumbent in the Education and Workforce Development Coordinator position, Ms. Janai Bowens has shown that she is fully capable of taking on these additional responsibilities and in her current position she interfaces with many of the external organizations (both current partners and potential future partners) with whom the new position will have to interact.

If you agree with this direction, I can begin to work with the Human Resources Department to implement the reorganization of the Education and Workforce Development Coordinator position into the Education and External Opportunities Manager position immediately.

Please let me know if you have any further questions regarding this matter or if you require any additional information.

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

May 20, 2024 - May 26, 2024

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

Monday, May 20

- H. Dunkley - Conference
- 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 Various Follow-Up (CM Office)
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Memorandum of Understanding for Story Trail Project (CM Conference) - Terrence R. Moore
- 11:30am - 12:30pm Trajectory for External Public Engagement for Parks Improvement Programming and Implementation (CM Office)
- 2:00pm - 2:30pm State Farm (State Farm George Bush Boulevard)
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 3:00pm - 3:30pm Temporary Traffic Calming Solutions for NW
- 3:15pm - 3:45pm Various Follow-Up (CM office) - Terrence R. Moore

Tuesday, May 21

- 8:30am - 9:30am Compile Information Letter Report - Timeline for Parks General Obligation Bond Issuance and Transactions (CM Office) - Terrence R. Moore
- 9:00am - 11:00am Florida Atlantic University 30th Annual Business Leader of the Year Honoring George W. Schaeffer (Boca West)
- 10:00am - 10:30am Gina Carter Bi-weekly Meeting (CM Office) - Terrence R. Moore ↻
- 11:30am - 12:30pm J. Patrick (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 3:00pm - 9:00pm May 21st Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 3:00pm - 5:00pm Crest Theatre Special Meeting (Commission Chambers)
- 5:00pm - 8:00pm Regular Commission Meeting (Commission Chambers)

Wednesday, May 22

- H. Dunkley - Conference
 - J. Oris - Out
 - 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club)
 - 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf)
 - 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City)
 - 9:00am - 10:00am Agenda Review Meeting (June 4th CC Meeting)
 - 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
 - 10:30am - 10:45am E. DeMicco (CM Office) - Terrence R. Moore
 - 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
 - 11:00am - 11:30am Meeting with Commissioner Casale (CM Office)
 - 11:30am - 1:00pm HOLD - PBC League of Cities General
 - 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
 - 3:00pm - 4:00pm Compile Information Letter Report -
- More Items...

Thursday, May 23

- 12:00am G. Carter - Out →
 - 12:00am S. Walthour - Out →
 - 8:00am - 9:00am Trajectory Regarding Office of the Chief of Police
 - 9:00am - 10:00am Compile Information Letter Report - Interstate
 - 10:00am - 10:30am Canceled: Sammie Walthour - Bi-weekly
 - 10:30am - 11:00am Clarity and Guidance Relative to Fund
 - 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM)
 - 12:30pm - 1:30pm Various
 - 2:00pm - 3:00pm May 23rd Commission Meeting- Viewing of
 - 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the
 - 2:00pm - 2:30pm Special Meeting: Rejection of Letters of Interest
 - 2:15pm - 2:30pm Mayor Mtg w/ Resident Nicholas James
 - 3:00pm - 4:30pm Various (Various) ↻
- More Items...

Friday, May 24

- ← 12:00am G. Carter - Out
- ← 12:00am S. Walthour - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am HEL/WF Transactions (CM Office)
- 10:30am - 12:00pm Various (Various)
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻
- 3:00pm - 4:00pm Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 5:30pm - 6:00pm HW Auto Reserve (CM Office)

Saturday, May 25

- 9:00am - 9:30am Set Out of Office Notification (CM Office)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 11:30am Brief Annual Leave Email Distribution (CM Office)
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻
- 11:30am - 12:30pm Compile and Deliver Florida Ethics File 1 (CM)

Sunday, May 26

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