



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



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## City Commission Information Letter

August 30, 2024

**Have a Safe and Enjoyable Labor Day Holiday Weekend!**

### **Estimated Trajectory for North Swinton Infrastructure Improvement Program**

As committed during last week's regular meeting external contractual authorization to support implementation of the North Swinton Infrastructure Improvement Program, leadership of the Department of Public Works was able to follow-up with representatives of All County Paving to achieve a sense of trajectory for project implementation timeframe.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, approximate timelines involve trajectory for Phase I and Phase II implementation cycles. Phase I, to include the segment between North 17<sup>th</sup> Street and the Delray Beach Corporate Boundary, is anticipated to begin in October. Phase II involves the section between Lake Ida Road and North 17<sup>th</sup> Street and will likewise commence at the conclusion of Phase I. Overall project completion is therefore anticipated by early 2026.

Staff looks forward to contractor mobilization activities to commence during the next few weeks. Meanwhile, direction to this effect also includes a preconstruction outreach meeting to take place Thursday, September 19<sup>th</sup> at 6 p.m., at Swinton Operations Complex training room.

### **Updated Revenue Bond Strategy to Support Development and Construction of the New Water Treatment Plant Facility**

With the City's owners representative Hazen and Sawyer and assigned engineering consultant CDM Smith productively collaborating to ultimately direct contractual service recommendations to support development and construction of the new water treatment plant facility, please be advised that applicable

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revenue bond transaction considerations will soon be offered publicly for City Commission review and evaluation.

As referenced in the attached electronic mail message from Assistant Director of Finance Laura Thezine, representatives from the City's external financial advisory firm, Public Financial Management, are currently being asked to work with staff to prepare specific phases of project scope, necessary for the allocation of revenues debt service and coverage. This exercise will therefore yield various financing scenarios and a specific timeline for execution.

Specific revenue bond transaction recommendations, to likewise include recently directed pursuit of both federal and state financial resources to help support the overall project implementation budget, is therefore anticipated in the coming weeks.

### **Initial Evaluation of Ancillary Revenue Source Opportunities for Fiscal Year 2024-2025 and Beyond**

Although the Office of the City Manager was able to productively submit a proposed balanced budget recommendation via City Commission's July 25<sup>th</sup> policy directive involving the pending roll back rate of 5.9063, ancillary commitments remain to evaluate additional revenue source opportunities to help perpetually minimize impacts to future General Fund related expenditures.

Initial considerations to this effect will likewise involve parks and recreation fees such as specific facility and room rentals, including fields, pavilions, classes, sports, memberships, and other similarly structured revenues sources. These fees will likewise be evaluated above and beyond publicly committed guidance regarding such for boat ramp parking, which will become effective once a respective rate structure is approved by the City Commission during the next couple months.

Otherwise, all other noted recommendations will be forthcoming during the coming fiscal year. Reasonable outcomes regarding potential revenue budget amendments are likewise anticipated to be realized as a result.

## **Palm Tree Maintenance and Replacement Program**

As committed during last week's regular meeting, direction is being offered to have the Department of Parks and Recreation to develop a maintenance and replacement plan to support palm tree care and presence for various areas of the community.

Direction to this effect involves formal coordination between Parks and Recreation, Clean and Safe, Development Services, and Public Works to develop a landscape plan that will offer specific guidance for palm tree care, removal, and replacement.

Meanwhile, as procurement processes necessary to secure contractual services for tree stump removal activities along the Federal Highway corridor were finalized a few days ago, arrangements to proceed as outlined will begin Wednesday, September 4<sup>th</sup>.

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

A hallmark series of meetings and engagements this week involved personal finalist candidate interviews with me for the position of Delray Beach Fire Rescue Chief. As I was pleased with each discussion noted, I now look forward to making a selection in the coming days, to likewise yield an announcement to this effect during the next couple weeks.

As the next business week will be abbreviated due to the Labor Day holiday weekend, no information letter will be issued Friday, September 6<sup>th</sup>. Weekly reporting as noted will therefore resume Friday, September 13<sup>th</sup>.

Enclosures:

Electronic Mail Message from Missie Barletto - N. Swinton Roadway and Underground Improvements Project

Electronic Mail Message from Laura Thezine – Water Treatment Plant Facility Revenue Bond Strategy

Electronic Mail Message from Sam Metott – Palm Tree Stump Removal

Calendar for Business Week of August 19, 2024

CM/Documents/City Commission Information Letter 118

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Thursday, August 29, 2024 4:50 PM  
**To:** Terrence R. Moore  
**Subject:** N. Swinton Roadway and Underground Improvements Project

Good afternoon Terrence,

The construction contract award for the N. Swinton Avenue Roadway and Underground Improvements Project was awarded to M&M Asphalt Maintenance, Inc. DBA All County Paving at the August 19 Commission meeting. Since that time, staff has begun coordinating with the selected contractor to finalize the proposed schedule and submit the Notice To Proceed (NTP) on construction work. A pre-construction Public Outreach Meeting is set for September 19 at 6 p.m. at the Swinton Operations Complex during which residents will have an opportunity to meet with both the Contractor and the Construction Engineering and Inspection (CEI) consultants and to review the plans for improvements near their homes.

We anticipate the onset of construction for Phase 1 (North of 17<sup>th</sup> St to city limit) to occur between October/November 2024 and October/November 2025 and construction of Phase 2 (South of 17<sup>th</sup> St. to Lake Ida Road) to occur between November 2025 and November 2026.

Please let me know if you have any questions or concerns.

Thanks,

Missie

**Missie Barletto** | Public Works Director

☎ 561-243-7398 | ☎ 239-707-2371 | ✉ [barlettom@mydelraybeach.com](mailto: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

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**From:** Thezine, Laura  
**Sent:** Tuesday, August 27, 2024 3:01 PM  
**To:** Terrence R. Moore  
**Subject:** Water Treatment Plant Facility Revenue Bond Strategy

Good afternoon Mr. Moore,

The City plans to meet with Jay Glover, PFM Financial Advisor, next week to discuss the Water Treatment Plant Facility (WTPF) project scope and the allocation of revenues for debt service and debt coverage, including different categories of debt, and other costs borne, including operation and maintenance expenses. Following the meeting, Mr. Glover will offer various financing scenarios and a proposed timeline for the City to consider in funding the WTP project.

Please let me know if you need further assistance.

Regards,

Laura Thezine, CPA, CGFO  
Assistant Finance Director  
City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
T.561-243-7370  
E. [thezinel@mydelraybeach.com](mailto:thezinel@mydelraybeach.com)

## Terrence R. Moore

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**From:** Metott, Samuel  
**Sent:** Wednesday, August 28, 2024 1:06 PM  
**To:** Terrence R. Moore  
**Cc:** Hanson, Amy; Stephens, Senovain  
**Subject:** Palm Tree Stump Removal

Good Afternoon,

Just wanted to forward an update regarding the tree stump removal. A purchase order as been issued and the stump removal process along the US1 corridor will begin next Wednesday, September 4<sup>th</sup>.

Sincerely,

Samuel Metott



**Samuel R. Metott, C.P.R.E.**  
**Director of Parks & Recreation**  
**City of Delray Beach**  
**Parks & Recreation Department**  
50 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
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# August 26, 2024 - September 1, 2024

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

## Monday, August 26

- 12:00am G. Carter - Conference →
- 12:00am H. Dunkley - Out →
- D. D'Andrea - Out
- K. Johnson - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:00am - 9:00am Kauff (Kauff)
- 9:00am - 10:00am Compile Information Letter Report - Project Implementation Schedule for North Swinton Roadway
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Prospective Leadership Structure for the Purchasing Division (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm FCCMA Awards and Scholarships Committee (Microsoft Teams Meeting) - Carol Russell ↻
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:

## Tuesday, August 27

- ← G. Carter - Conference →
- ← H. Dunkley - Out →
- 9:00am - 10:00am Interview Fire Chief (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Interview Fire Chief (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Compile Information Letter Report - Updated Revenue Bond Strategy to Support New Water Treatment Plant
- 2:00pm - 3:00pm Interview Fire Chief (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Meeting Regarding Boys and Girls Club of Palm Beach County Intent to Purchase Property that Houses SW 7th (CM Office) - Terrence R. Moore
- 3:30pm - 4:00pm Office of the City Clerk Organizational Structure (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Various (Various)

## Wednesday, August 28

- ← G. Carter - Conference →
- ← H. Dunkley - 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)
- 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 - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 9:30am - 10:00am Various (Various)
- 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 12:00pm - 12:30pm Commissioner Casale Meeting w/CM Moore
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
- 3:00pm - 4:00pm Compile Information Letter Report - Updates to
- 4:00pm - 4:30pm Interim Fire Chief Green (CM Office) - Terrence R.

## Thursday, August 29

- ← G. Carter - Conference →
- ← H. Dunkley - Out →
- 8:00am - 10:00am Annual Education Breakfast (Aloft Delray Beach (202 SE 5th Ave, Delray Beach, FL 33483))
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 10:30am - 11:30am Interview Fire Chief (CM Office) - Terrence R. Moore
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 2:00pm - 3:00pm Interview Fire Chief (CM Office) - Terrence R.
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (City
- 4:00pm - 5:00pm Compile Information Letter Report - Evaluation

## Friday, August 30

- ← 12:00am G. Carter - Conference
- ← 12:00am H. Dunkley - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Process Wells/PPV (Various)
- 10:30am - 12:00pm Various (Various)
- 12:00pm - 1:30pm PBCCMA Monthly Meeting - Town of Lake Park
- 5:00pm - 5:30pm Parker/Grant Zelle (Various)

## Saturday, August 31

- 9:00am - 10:30am Finalize and Deliver ICMA Credentialed Manager Annual Report (CM Office)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, September 1