



# 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

September 20, 2024

### **Initiation of Public Safety General Obligation Bond Project Implementation**

As leadership from the Office of the City Manager, Public Works, and Police recently convened to outline and summarize a path forward relative to development and construction of both a new police headquarters facility and remaining improvements to existing fire stations, please be advised that next steps in this regard involves the finalization of a Request for Qualifications (RFQ) for respective architectural services.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, specific guidance to this effect likewise includes identification of current space needs and conceptual design for the new building.

As far as additional public safety related capital improvements, renovation and structural improvements to the Ocean Rescue station at Anchor Park remain underway. Improvements as noted are therefore anticipated circa one year from now.

With the aforementioned RFQ process anticipated to conclude in the coming months, respective recommendations for City Commission review and considerations will be provided soon thereafter.

### **Financial Management Practices to Support Interest Bearing Accounts**

In response to both thoughts and observations offered during the September 10<sup>th</sup> City Commission workshop meeting relative to guidance and direction for deposits into interest bearing accounts, please be advised that such has long been a hallmark practice of the Department of Finance on behalf of the City of Delray Beach.

As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, commitments to this effect involve investing idle cash into interesting bearing accounts that are qualified public depositories. These include financial institutions that maintain branch offices authorized to receive deposits in Florida.

With the Office of the City Manager's commitment to offer a more granular and analytical focus with the City Commission relative to future fiscal year proposed budget processes, an opportunity to highlight the City's major funds participation in the City's pooled cash and investment program will be offered via quarterly investment performance review exercises.

### **Follow-Up Clarity Regarding Opioid Settlement Funding Related Reporting Requirements**

In response to questions and concerns offered during last week's workshop meeting regarding opioid settlement related funding reporting requirements, both the Office of the City Manager and the Department of Finance have since been able to confirm with the Florida Department of Children and Families (DCF) that such reports are required annually by August 31<sup>st</sup> of each year.

However, via the specific case involving the City of Delray Beach, we will soon notify DCF of both our organization and community's intended use of funds once input engagement processes have been initiated accordingly. As mentioned during last week's discussion, direction to this effect will ensue after City Commission approves the respective policy, to also include governance relative to external community service organization partnership formation activities.

Meanwhile, I now believe that we can all rest assure that concerns relative to missing reporting and/or other associated requirements are hereby alleviated, especially considering that none of the funds accumulated to date have been expended.

## **Federal Legislative Funding Considerations for Fiscal Year 2025**

In addition to Monday evening's City Commission authorization to expand contractual services with the City's federal lobbyist firm, The Color Nine Group, to assist our organization in pursuing grant and/or appropriations opportunities to help specifically support infrastructure improvements to benefit the Northwest neighborhood, the Office of the City Manager is also currently working with its leadership to help define federal legislative funding priorities for Fiscal Year 2025.

As noted in the attached electronic mail message exchange between The Color Nine Group President Michael Willis and Assistant City Manager Jeff Oris, direction to this effect includes ancillary funding for water, wastewater, and stormwater related infrastructure improvements, as well as additional support for the new water treatment plant facility.

Mr. Willis will likewise join us for a public presentation to this effect via a regular City Commission meeting in early 2025. This dialogue will therefore include an opportunity for formal direction/consensus to proceed as outlined.

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

With Monday evening's approval of the Fiscal Year 2024-2025 Adopted Budget, the Office of the City Manager is now working closely with department directors to help align applicable goals and objectives. These include continued to opportunities to achieve efficiencies in operations to the extent possible without compromising existing service levels, as well as structuring City Commission regular and workshop meeting agendas that consider the balance of both personal and professional schedules for all involved.

As the principle focus for this past Wednesday morning's Executive Leadership Team meeting was to discuss and outline respective expectations, we all recognize that the process of achieving optimal outcomes as outlined is a

**City Commission Information Letter**  
**September 20, 2024**  
**Page 4**

continuous process. We likewise look forward to working with both elected officials and the community accordingly.

Enclosures:

Electronic Mail Message from Missie Barletto – Public Safety GO Bond

Electronic Mail Message from Hugh Dunkley – Interest on Idle Cash

Electronic Mail Message Exchange Involving Jeff Oris and Michael Willis – Federal Funding Opportunities for 2025

Calendar for Business Week of September 16, 2024

CM/Documents/City Commission Information Letter 120

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Thursday, September 19, 2024 4:46 PM  
**To:** Terrence R. Moore  
**Subject:** Public Safety GO Bond

Terrence,

There are two projects that we are implementing utilizing Public Safety GO Bond proceeds. The first is a renovation to the Ocean Rescue building that is located in Anchor Park. This building is suffering from concrete spalling associated with exposure to the ocean environment, as well as having been outgrown by the Ocean Rescue staff quite some time ago. The second is initiation of the design of a new Police Department headquarters utilizing the site plan recommended through our coordination with the CRA, keeping the new facility at the same location.

At the Ocean Rescue location, we will be installing a new temporary building to house the ATVs, paddle boards and other equipment utilized at the lifeguard stations. In the four car garage that currently holds this equipment, we will be relocating the locker rooms and bathrooms currently located on the second floor. The former location of the bathrooms and locker rooms will become additional office and work space for the Ocean Rescue staff. Three design concepts for the floorplan have been submitted to the City and are under review with Public Works and Ocean Rescue staff.

The other project that is getting under way is the design for the Police Department headquarters. The Request for Qualifications (RFQ) document to obtain design services is currently being reviewed by Police Department and Public Works staff. We expect the solicitation to be advertised prior to the end of this calendar year. This project will be completed through a Construction Manager at Risk (CMAR) process similar to the Pompey Park project. We expect the design to begin this Spring. The CMAR will be brought on at approximately 30% design and the Owner's Representative will be advertised to be under contract between 60% and 90% design to assist with establishment of the Guaranteed Maximum Price (GMP). We anticipate the onset of construction in early 2027.

Thank you,  
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**

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Thursday, September 19, 2024 11:27 AM  
**To:** Terrence R. Moore  
**Cc:** Thezine, Laura  
**Subject:** Interest on Idle Cash

Mr. Moore –

During a recent City Commission meeting, a question was posed as to whether the City earns interest on its reserve funds, i.e., the unassigned/unrestricted funds within the various operating funds of the City (e.g., General Fund, Water & Sewer Fund, Stormwater Fund and the like). The City's short-term idle cash is held in interest-bearing accounts at banks/financial institutions that are Qualified Public Depositories, as defined by Section 280.02, Florida Statutes. The reserve funds that are not needed in the near-term are invested in the City's core (long-term) portfolio that is managed by a third-part financial advisory firm. Please feel free to let me know if you need any further clarification regarding this matter.



**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)

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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. "

## Terrence R. Moore

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**From:** Oris, Jeff  
**Sent:** Thursday, September 19, 2024 6:45 PM  
**To:** Terrence R. Moore  
**Subject:** FW: Update on 2024 Funding and Upcoming Federal Funding Opportunities for 2025

Mr. Moore,

Please see the below email from Michael Willis of The Color Nine Group. Mr. Willis' email explains a little more about our current Federal grants and some of the possibilities moving forward. I will be working with Mr. Willis and our staff to seek any funding that is appropriate for the City's needs, particularly for projects already included in our 5-year CIP.

**Jeff Oris, CEcD**  
**Assistant City Manager**  
**City of Delray Beach**  
**100 NW 1<sup>st</sup> Avenue**  
**Delray Beach, Florida 33444**  
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**From:** Michael Willis <michael.willis@thecolorninegroup.com>  
**Sent:** Thursday, September 19, 2024 6:40 PM  
**To:** Oris, Jeff <OrisJ@mydelraybeach.com>  
**Cc:** Jayla Dininny <jayla.dininny@thecolorninegroup.com>; Stephanie Willis <stephanie.willis@thecolorninegroup.com>; Landon Keen <landon.keen@thecolorninegroup.com>  
**Subject:** Update on 2024 Funding and Upcoming Federal Funding Opportunities for 2025

**\*\*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.

Dear Jeff,

I hope this message finds you well. I wanted to provide an update on the City's federal funding for FY24 and offer some insight into the types of federal funding that are expected to be available in 2025 through the Congressional Community Project Funding (CPF) process, as well as competitive federal grants administered through federal agencies

## **Congressional Community Project Funding (CPF)**

Congressional Community Project Funding, commonly known as "earmarks," allows members of Congress to direct federal funds toward specific local projects. This funding supports key community needs by providing federal dollars for initiatives that might otherwise go unfunded. Below is a summary of the City's recent CPF awards and upcoming projects:

In recent years, Delray Beach has secured \$5.4 million through the CPF process, including \$4.4 million for water infrastructure improvements and \$1 million for law enforcement equipment upgrades.

Currently, two additional projects totaling \$2.3 million are included in the FY25 federal spending measures and are pending final approval in late 2024. These projects include:

1. **Tropic Isles Water Infrastructure Improvements**
  - Army Corps of Engineers funding, Section 219, Environmental Infrastructure
  - \$1.2 million through the Energy and Water Development Subcommittee
2. **Northwest Neighborhoods Clean Water Infrastructure Improvements**
  - EPA, State and Tribal Assistance Grants (STAG)
  - \$1.105 million through the Interior, Environment, and Related Agencies Subcommittee

As we prepare for the new Congress in January, CNG will work closely with Members of Congress and the appropriations committee to identify the types of projects the new Congress will prioritize. Simultaneously, we will collaborate with the City Manager's office to identify and prioritize projects for CPF submissions. **The average CPF award typically ranges from \$1 million to \$3.5 million**, depending on project size and available funding.

### **Types of Funding Available Through CPF**

Historically, CPF funding has been allocated for a wide range of projects, including:

- **Infrastructure Development and Modernization**  
Transportation projects, water and sewer infrastructure, and broadband expansion, particularly for underserved areas.
- **Public Safety and Emergency Services**  
Funding for police and fire equipment, facilities improvements, and disaster preparedness initiatives.
- **Community Development**  
Revitalization of downtown areas, public parks, and recreational facilities.
- **Environmental Protection and Sustainability**  
Support for energy efficiency projects, renewable energy initiatives, and land conservation efforts.

For planning purposes, it's important to note that Delray Beach has a dedicated funding authority for water infrastructure projects. This funding can only be accessed through the CPF process and the CPF process can only allocate a funding amount that is equal to the cost of work performed in the fiscal year for which the funding is received. Beginning in 2025, funding authority is expected to be \$57.5 million. The first drawdown of \$1.2 million will be available for work performed in FY25.

### **Federal Competitive Grants**

In addition to CPF, a variety of competitive federal grants administered by different agencies can help fund city projects. Funding amounts for these grants are typically much larger than CPF's and can cover anywhere from



50% to 100% of the total cost of a project. These grants cover a wide array of categories, from infrastructure to public safety and environmental sustainability. Some examples include:

- **Transportation and Infrastructure**  
Road and bridge rehabilitation, public transit systems, and intelligent transportation systems (ITS).
- **Public Safety**  
Firefighter equipment, crime prevention programs, and public safety communications systems.
- **Environmental and Sustainability Projects**  
Water and wastewater treatment, stormwater management, and energy efficiency improvements.
- **Community Development**  
Public facilities, neighborhood revitalization, and beautification efforts.
- **Technology and Innovation**  
Broadband expansion, smart city technology, and cybersecurity enhancements.
- **Parks, Recreation, and Public Spaces**  
Public park development, recreational facilities, trails, and greenways.
- **Arts and Culture**  
Cultural preservation projects, public art installations, and museum expansions.

As always, CNG will work with city staff to identify the most promising opportunities for funding these grants become available.

### **Next Steps**

In the coming months, we will begin working with the City Manager’s office to identify priority projects for CPF and competitive grant funding in 2025. I look forward to collaborating with you and your team to secure the necessary resources for these critical projects.

Please let me know if you would like to discuss any specific projects or need further details.

Thank you,

Michael

**Michael D. Willis**  
President  
Color Nine Group, LLC  
(202) 545-0139  
[www.thecolorninegroup.com](http://www.thecolorninegroup.com)

# September 16, 2024 - September 22, 2024

September 2024

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

October 2024

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

## Monday, September 16

- 12:00am J. Oris - 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 Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Mayor Carney's Discussion RE: Crime Prevention and Education for Atlantic Avenue Beach Area (City Hall
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 4:00pm Office of the City Manager Administrative
- 6:00pm - 10:00pm September 16th Commission Meeting -
- 6:00pm - 9:00pm Final Budget Public Hearing/Regular

## Tuesday, September 17

- ← J. Oris - Conference →
- D. D'Andrea - Out (1/2 Day)
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM Office) - Terrence R. Moore ↻
- 10:00am - 12:30pm Various (Various)
- 3:00pm - 3:30pm Follow-Up Meeting to Discuss Homeless Campsite (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Compile Information Letter Report - Financial Management Practices to Support Interest Bearing Accounts (CM Office) - Terrence R. Moore

## Wednesday, September 18

- ← 12:00am J. Oris - Conference
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Agenda Review Meeting (October 1 CC Meeting) (Conference Room - City Hall 1st Floor) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 2:00pm - 3:00pm Compile Information Letter Report - Initiation of Public Safety General Obligation Bond Project Implementation Efforts (CM Office) - Terrence R. Moore
- 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 ↻

## Thursday, September 19

- 9:00am - 10:00am Compile Information Letter Report - Federal Legislative Funding Considerations for Fiscal Year 2025 (CM Office)
- 10:00am - 11:00am Citizens' Academy ELT Teams Meeting - Questions and Preparations (Microsoft Teams Meeting) - Boden, Suzanna
- 11:30am - 12:30pm Michele Pandolfo Annual Performance Review
- 1:30pm - 2:30pm Compile Information Letter Report - Follow-Up Clarity Regarding Opioid Funding Reporting Requirements (CM Office) - Terrence R. Moore
- 2:00pm - 3:30pm Audit (Microsoft Teams Meeting) - Inglese, Cathy
- 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) ↻
- 5:00pm - 6:00pm Norman Love Confections Grand Opening Reception (1911 South Federal Highway, Suite 104, Delray Beach)

## Friday, September 20

- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (CM Office) ↻
- 10:00am - 11:00am Interdepartmental Collaboration and Guidance to Support Location Positioning for New Water Treatment Plant Facility (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Mike Salem (CM Office)
- 3:00pm - 3:30pm Alexis Givings - Bi-Weekly Meeting (CM Office) - Terrence R. Moore
- 4:00pm - 5:00pm Process UKG Time and Attendance (CM Office) ↻

## Saturday, September 21

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

## Sunday, September 22