



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

November 8, 2024

Happy Veterans Day!

Fourth All-America City Award Consideration for Delray Beach

Given the City of Delray Beach's record of achievement regarding sustainability and resiliency related initiatives, as well as the Office of the City Manager recently having been notified by the National Civic League that a primary criteria for the 2025 All-America City Award recognition involves community based partnerships and contributions as noted, please be advised that direction is currently imminent to prepare the necessary engagement process for respective consideration.

Education and External Opportunities Manager Janai Bowens will likewise facilitate necessary activities and related tasks. Notable to this effect involves the coordination of a steering committee to consist of various internal and external stakeholders that are working to advance environmental sustainability outcomes in our community.

Recommendations to proceed as outlined are therefore anticipated publicly via the December 10th regular City Commission meeting.

Capital Lease Purchase Program Transaction Considerations

With the current fiscal year adopted budget including a focus for capital lease purchase considerations to help address various fleet operational needs interdepartmentally, please be advised that both the Department of Finance and the Department of Public Works are currently collaborating to finalize transaction recommendations for City Commission review and consideration.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to this effect involves a presentation and approval of a master purchase lists, featuring both new and replacement

SERVICE • **P**ERFORMANCE • **I**NTEGRITY • **R**ESPONSIBLE • **I**NNOVATIVE • **T**EAMWORK

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vehicles. Such will likewise include specific considerations for Police, Fire Rescue, Neighborhood and Community Services, Development Services, and golf carts for Parks and Recreation.

With arrangements as outlined likewise involving engagement with the City's external financial advisor firm, Public Financial Management, Inc., as well as a resolution to govern associated lease purchase agreements, staff anticipates opportunities for transaction approvals via several regular City Commission meetings beginning next month.

Interior City Hall Renovations Program

With today's celebration of the formal grand opening of the recently completed train depot facility that now supports operations of the Department of Human Resources and the City of Delray Beach Employee Wellness Center, please be advised of pending direction to outline an interior renovation program for Delray Beach City Hall.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, considerations to this effect presently include the creation of single secure lobby, as well as reconfiguration of departmental workspaces to help yield both adequate and efficient environments for employees in Development Services, Neighborhood and Community Services, the Office of the City Clerk, Utility Billing, Finance, Communications, and the Office of City Manager.

Although previous thoughts were offered relative to the possibility of developing a new city hall facility, as well as the current focus regarding the construction of a new water treatment plant, the new Pompey Park complex, a new police headquarters, the Delray Beach Municipal Golf Course Renovation Program, and a myriad of other capital improvements, efficient utilization of the existing physical environment as noted has been recently determined to be the most cost effective method to support respective operations.

Office of Fire Rescue Chief Position Reorganization

As Fire Rescue Chief Ronald Martin was recently able to complete operational analysis to help expand command staff efficiency and effectiveness, please be advised that the Office of the City Manager approved a position reorganization that align with respective goals and objectives.

As referenced in the attached revised Office of the Fire Rescue Chief organizational chart, direction to this effect involves reclassifying one of three assistant fire rescue chief positions into that of a deputy chief role. This arrangement will likewise enhance the quality and objectivity of recommendations to both Fire Rescue leadership and the Office of the City Manager concerning fiscal and operational matters.

Given that this position reorganization is financially neutral and therefore, does not yield additional costs to implement, approval to proceed as noted is effectively immediately.

Calendar of Meetings, Activities and Functions

With this week's announcement that the City of Delray Beach is once again (for the second consecutive year) being recognized by both the Center for Digital Government and the publishers of Government Technology magazine for the annual Top 10 Digital Cities award, a formal presentation as noted will be included as part of next week's National League of Cities City Summit conference being held in Tampa.

As Education and External Opportunities Manager Janai Bowens has been previously assigned to participate in associated sessions, as well as represent the City of Delray Beach at this event, she will therefore be able to proudly accept the award on our behalf in person.

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In addition to next business week being abbreviated due to Monday's Veterans Day holiday, I will also experience annual leave for the following four days. No information letter will therefore be issued next Friday. Weekly reporting as noted will therefore resume Friday, November 22nd.

Enclosures:

Program Description – National Civic League 2025 All-America City Award
Electronic Mail Message from Missie Barletto – Capital Lease Purchase – Replacement Fleet
Electronic Mail Message from Missie Barletto – City Hall Renovations
Updated Organizational Chart for Office of Fire Rescue Chief
Calendar for Business Week of November 4, 2024

CM/Documents/City Commission Information Letter 126

City Commission Information Letter Summary

November 8, 2024

Fourth All-America City Award Consideration for Delray Beach

- Delray Beach is being considered for the 2025 All-America City Award due to achievements in sustainability and resiliency.
- The National Civic League emphasized community-based partnerships as a primary criterion for the award.
- Education and External Opportunities Manager Janai Bowens will facilitate the engagement process.
- A steering committee will be formed with various stakeholders focused on environmental sustainability.
- Recommendations for proceeding will be presented at the City Commission meeting on December 10th.

Capital Lease Purchase Program Transaction Considerations

- The current budget focuses on capital lease purchases for interdepartmental fleet operational needs.
- The Departments of Finance and Public Works are finalizing transaction recommendations for the City Commission.
- A master purchase list for new and replacement vehicles will be presented, including specific needs for Police, Fire Rescue, and other departments.
- Engagement with external financial advisor Public Financial Management, Inc. is planned for lease purchase agreements.
- Transaction approvals are anticipated in upcoming City Commission meetings starting next month.

Interior City Hall Renovations Program

- A grand opening celebration for the new train depot supporting the Department of Human Resources and Employee Wellness Center occurred today.

- Plans are being developed for interior renovations of City Hall.
- Proposed renovations include a secure lobby and reconfiguration of departmental workspaces for efficiency.
- Previous considerations for a new city hall have shifted towards optimizing existing facilities for cost-effectiveness amidst other capital projects.

Office of Fire Rescue Chief Position Reorganization

- Fire Rescue Chief Ronald Martin completed an operational analysis to improve command staff efficiency.
- The City Manager approved a reorganization that includes reclassifying one Assistant Fire Rescue Chief position to a Deputy Chief role.
- This reorganization aims to enhance recommendations for fiscal and operational matters without incurring additional costs.
- Approval for the reorganization is effective immediately.

2025 All-America City Award

Strengthening Environmental Sustainability through Inclusive Community Engagement

As communities grapple with the challenges of climate change, the 2025 All-America City Award will recognize the pivotal role that community engagement plays in advancing environmental sustainability.

Climate change presents imminent and complex dangers to local communities. Urgent and equitable action is needed to help forestall rising temperatures and cultivate resilient, equitable communities that continue to thrive in the face of these environmental, economic, and social impacts. Fortunately, communities all over the world are already working to help safeguard our planet for future generations.

The 2025 award will recognize these communities, specifically those that demonstrate a commitment to environmental sustainability through meaningful community engagement initiatives. By engaging residents, businesses, and government stakeholders in the pursuit of environmental goals, they create lasting impacts that reduce and mitigate the effects of climate change while bolstering residents' well-being.



Some projects adhering to this year's theme include:

- Engagement strategies such as appreciative inquiry, citizen commissions, and participatory planning, that empower communities in climate action planning.
- Transportation campaigns that engage residents in efforts to increase biking, walking, carpooling, and public transit use.
- Community-based workforce development programs focused on increasing and ensuring equitable access to green jobs.
- Neighborhood-based climate resilience projects.
- Enhancing and streamlining climate action efforts through technology and AI solutions.
- Community forums on climate change adaptation and mitigation strategies.
- Climate action task forces to develop localized action plans.
- Working with schools to increase shared awareness and understanding of climate change impacts.
- Raising climate change awareness through the arts and entertainment.
- Natural disaster preparedness planning that involves residents in collective action.

Important Dates:

June 2024-May 2025: AAC Webinar Series

December 30, 2024: Letters of Intent Due

February 27, 2025: Applications Due

March 2025: Finalists Announced

March-June 2025: Competition Preparation

June 27-29, 2025: AAC Competition & Event in Denver, CO



Learn More: NationalCivicLeague.org/America-City-Award/

Terrence R. Moore

From: Barletto, Missie
Sent: Friday, November 8, 2024 6:06 AM
To: Terrence R. Moore
Cc: Thezine, Laura
Subject: Capital Lease Purchase -- replacement fleet

Terrence,

The Public Works Department has completed work on the annual Master Vehicle Purchase lists for both replacement vehicles and for new vehicles approved during the budget process. The Master Vehicle Purchase list is planned to appear on the December 10 Commission agenda for approval to move ahead with bulk vehicle purchases. All replacement vehicles will be purchased through a Capital Lease Purchase process, which we are coordinating with the Finance Department. Finance is planning to bring a Resolution supporting this process to Commission for approval on the December 17 Commission agenda. In the meantime, we have provided support to the Police Department on the purchase of three new vehicles – one Chevrolet Tahoe, which will be utilized as a K-9 unit, and two Chevrolet Malibu. These purchases were made because the vehicles are available on the lot now and they fall below the City Manager’s purchasing limit. As you are aware, the automobile market is continuing to struggle with providing inventory in the post-COVID environment and lead times for acquiring vehicles remains lengthy. We are bringing these purchases forward as early as possible in the fiscal year to better position the City to be prepared as approved vehicles become available for purchase.

Thank you for your ongoing support in these efforts and please let me know should you have any questions or concerns.

Missie

Missie Barletto | Public Works Director

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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: Barletto, Missie
Sent: Friday, November 8, 2024 6:39 AM
To: Terrence R. Moore
Subject: City Hall Renovations

Good morning Terrence,

As we prepare to move the Human Resources Department to the newly renovated train depot over the weekend, plans are moving forward to begin renovations at City Hall. As you and I have discussed, in addition to creating a secure lobby area for City Hall, we will be creating a safe, efficient, and equitable work environment for all City Hall employees to satisfy space needs that currently are not being met. Sufficient space exists in our current City Hall facility to provide for current departmental space needs for the next 10 to 15 years, at which time the City will be able to evaluate whether to move forward with a new City Hall facility.

In the meantime, we are looking at expanding staff that currently is housed in City Hall into the adjacent Community Center, which likely will require some operational changes for the current use of that facility. All departments/divisions currently housed at City Hall will be touched by this process including: Development Services, Neighborhood and Community Services, Mayor and Commissioner Offices, Utility Billing, Finance including Purchasing, Communications, City Clerk and the City Manager's Office. We have met with each of these department's management teams to identify current and near-term future space needs and are preparing to bring proposed floor plans to you in the near future for permission to move forward with developing construction plans. Thank you, and please let me know if you have any questions or concerns.

Missie

Missie Barletto | Public Works Director

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

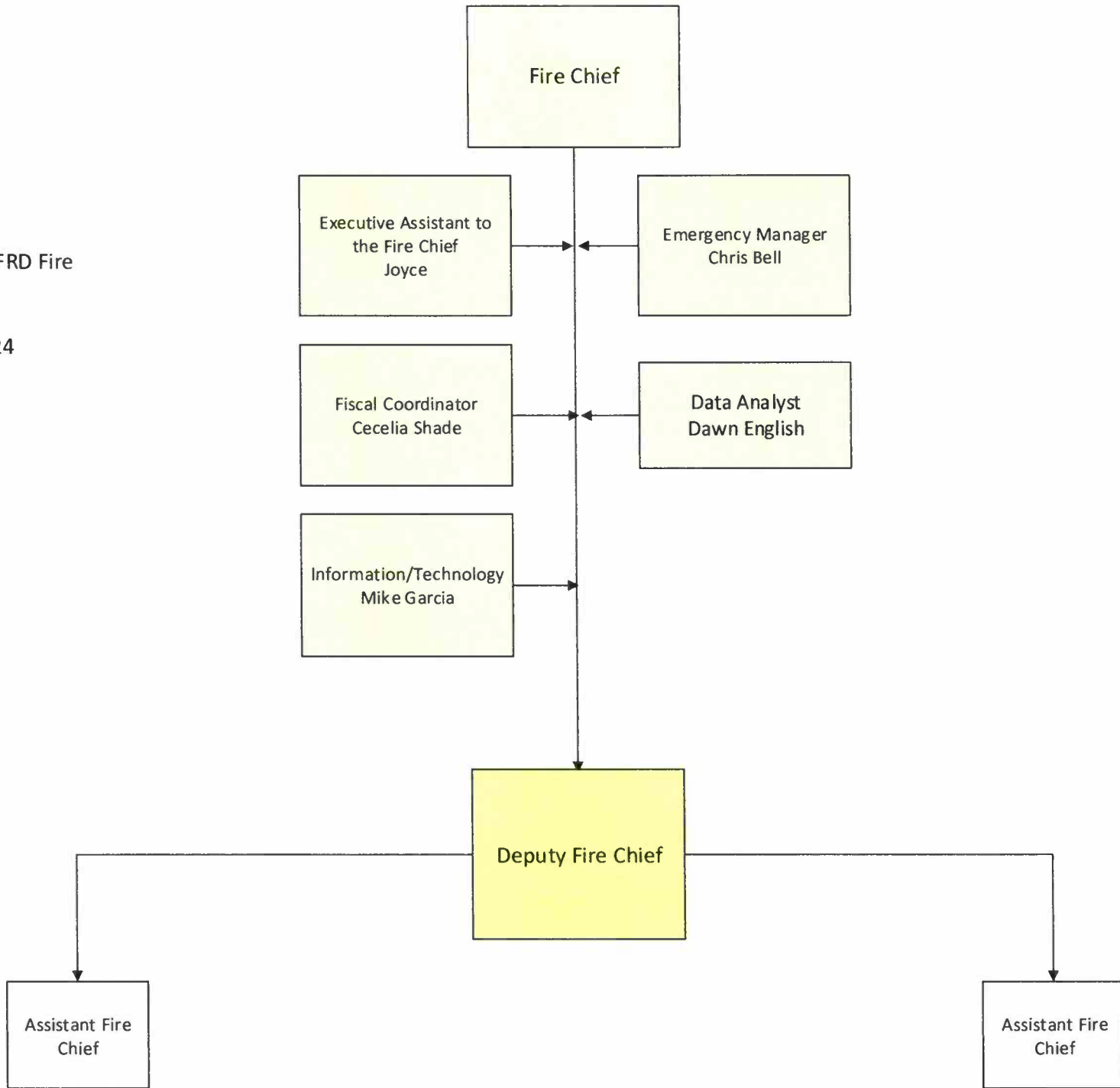


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Office of the DBFRD Fire Chief

11/07/2024



November 4, 2024 - November 10, 2024

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	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, November 4

- 7:30am - 8:30am **Begin CIL** (CM Office) ☺
- 8:30am - 8:40am **New employee orientation** (First Floor Conference Room) - Bast, Dot ☺
- 10:00am - 11:00am **Mayor Meeting w/CM Moore Re: Agenda & Updates** (CM Office) - Terrence R. Moore ☺
- 11:00am - 12:00pm **Delray International Beatles on the Beach Festival Discussion** (Conference Room - City Manager) - Terrence R.
- 3:00pm - 5:00pm **Special Meeting Regarding Pompey Park Recommendations** (City Commission Chambers)
- 3:00pm - 4:00pm **Commissioner Burns mtg w/CM Moore Re: Agenda and Updates** (CM Office) - Terrence R. Moore ☺
- 3:00pm - 9:00pm **November 4th Commission Meetings - Viewing of Presentations** (Microsoft Teams Meeting) - Harris, Patrice
- 5:00pm - 8:00pm **Regular Commission Meeting** (Commission Chambers)

Tuesday, November 5

- 8:30am - 9:00am **Various** (Various)
- 10:00am - 11:00am **Discussion Regarding Beach Clean-up** (Conference Room - City Manager) - Hart, Alaura
- 10:30am - 11:30am **Compile Information Letter Report - Interior City Hall Renovations Program** (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm **Compile Information Letter Report - Capital Lease Program Transaction Considerations** (CM Office) - Terrence R. Moore
- 2:30pm - 3:30pm **Various** (Various)
- 4:00pm - 4:30pm **Follow-Up Clarity Regarding Utility Infrastructure Requirements for New Residential Construction Projects** (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore

Wednesday, November 6

- 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 - 10:00am **Agenda Review Meeting (November 19 CC Meeting)** - Conference Room - City Hall 1st Floor
- 9:00am - 9:30am **Sam Metott Bi-Weekly Meeting** (CM Office) - Terrence R. Moore ☺
- 10:00am - 10:30am **Gina Carter Bi-Weekly Meeting** (CM Office) -
- 11:00am - 12:00pm **Commissioner Casale Meeting w/CM Moore**
- 2:00pm - 2:30pm **Jay Stacy Bi-Weekly Meeting** (City Manager)
- 3:00pm - 3:30pm **Engagement Dialogue Involving Citrin**
- 4:00pm - 5:00pm **Fire Chief Martin Meeting w/ CM Moore** (CM)
- 4:30pm - 5:30pm **Compile Information Letter Report - Fire Rescue**
- 5:30pm - 6:30pm **Compile and Deliver** (CM Office)

Thursday, November 7

- 9:00am - 9:30am **Concerns Regarding George Bush Drainage Modification and Bond Release** (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 10:00am - 10:30am **Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris** (City Manager's Office) - Walthour, Sammie ☺
- 11:00am - 12:00pm **Compile Information Letter Report - Fourth All-America Award Consideration for Delray Beach** (CM Office) - Terrence R. Moore
- 11:30am - 12:00pm **JANAI BOWENS - BI-WEEKLY MEETING** (CM OFFICE) - Oris, Jeff ☺
- 2:00pm - **HHA General Membership Meeting** (Mayme Frederick Building 1440 Martin Luther King Jr. Blvd - Riviera Beach, FL 33404) - Maria Bond
- 3:00pm - 4:30pm **Various** (Various) ☺

Friday, November 8

- 7:30am - 9:00am **Finalize CIL** (CM Office) ☺
- 10:00am - 11:00am **Ribbon Cutting Ceremony for Historical Train Depot Building** (80 Depot Ave (80 Depot Ave, Delray Beach, Florida 33444)) - Terrence R. Moore
- 11:00am - 12:30pm **Various** (Various)
- 2:00pm - 3:00pm **Process Various** (Various)
- 2:30pm - 3:30pm **Various** (Various)
- 3:30pm - 4:00pm **Set Out of Office Email Notification** (CM Office)
- 4:00pm - 4:30pm **Discussion for Commission Agenda & Workshop Meeting for 11/19** - Terrence R. Moore
- 6:00pm - 9:00pm **Citizens' Academy** (Delray Beach Police and Fire Rescue Stations)

Saturday, November 9

- 10:00am - 11:00am **Delray Beach Tennis Center** (Hard Court #1) ☺
- 11:30am - 1:30pm **Various, CIL Notes, etc.** (CM Office) ☺
- 12:30pm - 1:30pm **Email Notification for Annual Leave** (CM Office)

Sunday, November 10