



Cover Memorandum/Staff Report

File #: 25-958

Agenda Date: 8/12/2025

Item #: 6.Q.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Department
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 12, 2025

APPROVAL OF THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF DELRAY BEACH AND DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY FOR IN-HOUSE MANAGEMENT SERVICES - FY 2024-2025

Recommended Action:

Approve the First Amendment to the Interlocal Agreement (ILA) between the City of Delray Beach (City) and Delray Beach Community Redevelopment Agency (CRA) for funding of a second Project Manager in the City's Engineering Division of the Public Works Department for Fiscal Year 2024-2025.

Background:

On September 26, 2013, the City and CRA entered into an ILA for In-House Project Management Services. Through this ILA, the CRA provides funding for one (1) project manager in the Engineering Division of the Public Works Department to provide overall project management services for public infrastructure projects in the CRA district. Projects recommended for funding each fiscal year are included in the City's approved budget through the Capital Improvement Plan (CIP).

The City and CRA desire to enter into the First Amendment to amend the original ILA to provide for a second project manager to provide project management services. The City shall provide the shared use of the additional project manager to provide project management services to the CRA relating to certain projects. The CRA shall pay the full salary of the newly provided in-house project manager and the continuing in-house project manager concurrently in accordance with the terms of the Agreement.

All other terms and conditions of the original Agreement are ratified and confirmed and shall remain in full force and effect.

On July 16, 2025, the CRA Board approved this amendment.

Attachments:

1. First Amendment to the ILA for In-House Project Management Services
2. Simple Legal Review
3. ILA for In-House Project Management Services

City Attorney Review:

City Attorney approves as to form and legal sufficiency.

Funding Source/Financial Impact:

These additional services will be fully funded by the CRA.

Timing of Request:

This request is time sensitive to begin hiring for the position.