



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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

Delray Beach

Florida

All-America City

NATIONAL BUREAU OF GOVERNMENTAL RELATIONS

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City Commission Information Letter Summary

May 1, 2026

Reorganization: Finance, Human Resources, Risk Management and Pension Administration

- The City initiated two reorganizations involving the Department of Finance and the Department of Human Resources earlier this week.
- Risk Management will move from Human Resources to the Department of Finance.
- Pension Administration will move from Finance to the Department of Human Resources.
- The changes are intended to better align related functions: risk management with finance/insurance activities, and pension services with employee benefits. The changes take effect Monday, May 4.

General Employee Retirement Plan COLA Review

- Gabriel, Roeder, Smith & Company completed an actuarial analysis on the financial impact of a one-time Cost of Living Adjustment for retired general employees.
- The analysis is based on a 2.5% COLA for pensioners in payment status as of October 1, 2025, with the adjustment effective October 1, 2026.
- The COLA would not apply to DROP participants or employees who have not yet retired.
- Two funding options were reviewed: a 5-year amortization increasing the Required City Contribution by \$533,897 annually, and a 10-year option increasing it by \$310,158 annually. The City Commission is expected to review the matter at the May 19 regular meeting.

Pay Grade Wage and Salary Scale Adjustments

- The Fiscal Year 2026-2027 Proposed Budget process includes consideration of wage and salary scale adjustments.

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- The adjustments focus on pay grades found to be slightly misaligned with the South Florida municipal job market.
- Recommended changes include increasing pay grade maximums that are not competitive with comparable municipalities and public agencies in the Miami Metropolitan Area.
- The City Commission is expected to review specific options at the May 19 regular meeting, with potential implementation and funding beginning October 1, 2026.

West Atlantic Neighborhood Improvement District

- The City continues to await follow-up guidance from the Florida Legislature's Office of Program Policy Analysis and Government Accountability regarding WANID.
- This follows the City Commission's previous direction to formally maintain the West Atlantic Neighborhood Improvement District.
- The City communicated that decision after the November 18, 2025 workshop meeting, and the state-appointed audit/advisory firm acknowledged the City's direction.
- Staff are expected to meet with OPPAGA officials to confirm the requirements needed to activate WANID operations. Once a path forward is identified, a City Commission workshop will be scheduled.



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City Commission Information Letter

May 1, 2026

Reorganization Involving Finance and Human Resources Concerning Risk Management and Pension Administration Functions

In an effort to align functional responsibilities with related operational structure, please be advised that two reorganizations involving both the Department of Finance and the Department of Human Resources were initiated earlier this week.

Direction to this effect involves the Risk Management Division now being a unit of the Department of Finance (previously the Department of Human Resources), while Pension Administration being aligned with the Department of Human Resources (previously the Department of Finance).

These organizational adjustments are likewise designed to foster a closer affiliation between insurance/risk management and finance activities, while pension services will accomplish a similar synergy relative to employee benefit activities.

These changes will therefore become effective on Monday, May 4th, at which time staff and other operational resources will have been approved for transfer by the Office of the City Manager.

Actuarial Analysis Review Concerning General Employee Retirement Plan Cost of Living Adjustment Considerations

As briefly committed during last Tuesday's City Commission meeting, the City's pension analysis and actuarial consulting firm, Gabriel, Roeder, Smith & Company (GRS), concluded its report showing the financial impact of providing a one-time Cost of Living Adjustment (COLA) to City of Delray Beach general retired employees effective October 1, 2026.

City Commission Information Letter

May 1, 2026

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As noted attached, resulting analysis was based on a 2.5% adjustment consideration for pensioners of the City of Delray Beach General Employees Retirement Plan who are in payment status as of October 1, 2025. A COLA (to this effect) would not apply to members who are participating in the Deferred Retirement Option Program (DROP), nor to those who have yet to retire from employment.

GRS's analysis contemplated two options: a 5-year amortization period, and a 10-year amortization. Under the 5-year approach, the Required City Contribution (RCC) will increase by \$533,897 annually (a total of \$2,669,485). The 10-year consideration would increase the RCC by \$310,158 each year (a total of \$3,101,580).

An opportunity for City Commission review and evaluation as outlined will therefore be offered via the May 19th regular meeting. GRS Senior Consultant and Vice President Jeff Amrose is likewise being asked to join us to help facilitate this discussion.

Follow-Up Direction and Considerations Regarding Pay Grade Wage and Salary Scale Adjustments

As committed earlier this year, the Fiscal Year 2026-2027 Proposed Budget process contemplates wage and salary scale adjustments for pay grades that were recently determined to be marginally misaligned with the South Florida municipal marketplace.

As referenced in the attached electronic mail message from Director of Human Resources Duane D'Andrea, guidance to this effect involves increases to pay grade maxima that were identified as not competitive with other comparable municipalities and Miami Metropolitan Area public agencies.

A formal opportunity for City Commission to consider specific options will therefore be offered via the May 19th regular meeting. Resulting committed financial resources (including potential ancillary considerations for non-represented employees), will therefore become a priority for respective allocations and administration effective October 1, 2026.

Follow-Up Trajectory Regarding West Atlantic Neighborhood Improvement District Organization, Presence, and Operations

With leadership of the Department of Neighborhood and Community Services continuing to experience inquiries regarding future momentum for the West Atlantic Neighborhood Improvement District (WANID), please be advised that the City of Delray Beach continues to await follow-up guidance from the Florida Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA) relative to applicable considerations.

As referenced in the attached electronic mail message from Director of Neighborhood and Community Services Jeri Pryor, guidance to this effect stems from last November's response to OPPAGA's program audit that likewise resulted in City Commission's direction to formally maintain WANID.

While this outcome was formally communicated to OPPAGA immediately after the November 18, 2025 workshop meeting regarding this matter, Mauldin & Jenkins, the State appointed audit and advisory firm hired to review neighborhood improvement districts throughout Florida, acknowledged the City's direction as outlined. DCA has since therefore been advised accordingly.

Direction is likewise imminent for involved staff to interface with OPPAGA officials to confirm specific requirements to activate operations of WANID. Once a resulting path forward is outlined, a City Commission workshop meeting on the subject will be scheduled.

Calendar of Meetings, Activities, and Functions

An integral function of this week's Executive Leadership Team meeting included an interdepartmental orientation for newly appointed Chief Procurement Officer Paul Narcisse.

Engagement to this effect not only yielded an opportunity for his effective ability to connect and align opportunities to professional collaboration and initiation of applicable process improvement. All involved were also able to discuss specific strategies via his knowledge, background, and enthusiasm for Six Sigma data-

City Commission Information Letter

May 1, 2026

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driven quality improvement methods to help reduce defects in respective operations. He will likewise also offer a brief comment to this effect during his introduction to the City Commission via Tuesday evening's regular meeting.

Given the May 8th annual goal setting session to help support both Vision 2035 related focus, as well as other priorities of the City Commission for the coming fiscal year, no information letter will be issued next week. Weekly reporting as noted will likewise resume Friday, May 15th.

Enclosures:

Report from GRS – City of Delray Beach General Employees Retirement Plan
Electronic Mail Message from Duane D'Andrea – Analysis and Considerations to Support Non-Represented Employees
Electronic Mail Message from Jeri Pryor – Delray Beach West Atlantic Neighborhood Improvement Districts
Calendar for Business Week of April 27, 2026

CM/Documents/City Commission Information Letter 183



April 24, 2026

Ms. Lisa Castronovo
Pension Administrator
City of Delray Beach
100 Northwest 1st Avenue
Delray Beach, Florida 33444

Re: City of Delray Beach General Employees Retirement Plan

Dear Lisa:

As requested, we have prepared the enclosed analysis showing the first-year financial impact of providing the following proposed one-time Cost of Living Adjustment (COLA) to pensioners effective October 1, 2026:

Provide a one-time COLA of 2.5% to pensioners of the City of Delray Beach General Employees Retirement Plan who are in payment status as of October 1, 2025. The COLA would not apply to members who are participating in the DROP.

Please note that we have shown the impact under two alternatives for amortizing the increase in the Unfunded Actuarial Accrued Liability (UAAL). The increase in the UAAL has been amortized over five or ten years in this analysis rather than the current policy of 25 years. We have reflected a shorter amortization period to accelerate the funding of the liability increase since the proposed changes apply only to members who are already retired.

Summary of Findings

The impact of the above proposal on the Required City Contribution and funded ratio in the first year is summarized in the table below. Also summarized in the table is the increase in the Actuarial Present Value of Projected Benefits expected to be paid to the eligible retirees and beneficiaries, which represents a measurement of the ultimate cost of the proposed changes assuming all of the actuarial assumptions are met each year. This difference would be funded by additional City contributions over time.

Please note that the impact of the proposed COLA is being shown on the valuation results as of October 1, 2024, the most recent actuarial valuation, for illustrative purposes only. If the proposed COLA is adopted, funding requirements would not be impacted until the valuation report as of October 1, 2025, which determines the Required City Contribution for the fiscal year ending September 30, 2027.

As of October 1, 2024, the Plan was not fully funded. The results illustrated assume the Plan is in an unfunded position and therefore reflect the full impact on the Required City Contribution. To the extent the Plan has a surplus as of October 1, 2025, the increase in the Required City Contribution would be moderated, as the surplus would offset a portion of the additional cost.

The scope of this Supplemental Actuarial Valuation Report does not include an analysis of the potential range of such future measurements or a quantitative measurement of the future risks of not achieving the assumptions. In certain circumstances, detailed or quantitative assessments of one or more of these risks as well as various plan maturity measures and historical actuarial measurements may be requested from the actuary. Additional risk assessments are generally outside the scope of a Supplemental Actuarial Valuation Report. Additional assessments may include stress tests, scenario tests, sensitivity tests, stochastic modeling, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.

Additional Disclosures

This report was prepared at the request of the Board of Trustees and is intended for use by the Board and those designated or approved by the Board. This report may be provided to parties other than the Plan only in its entirety and only with the permission of the Board.

The purpose of this report is to describe the financial effect of the proposed plan changes. This report should not be relied on for any purpose other than the purpose described above.

The calculations in this report are based upon information furnished by the Plan Administrator for the October 1, 2024 Actuarial Valuation concerning Plan benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries, as well as the pensioner census data provided for the October 1, 2025 Actuarial Valuation. We reviewed this information for internal and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by the Plan Administrator.

The calculations are based upon assumptions regarding future events, which may or may not materialize. They are also based on the assumptions, methods, and plan provisions outlined in this report. If you have reason to believe that the assumptions that were used are unreasonable, that the plan provisions are incorrectly described, that important plan provisions relevant to this proposal are not described, or that conditions have changed since the calculations were made, you should contact the author of the report prior to relying on information in the report.

This report has been prepared using our proprietary valuation model and related software which in our professional judgement has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

Jeffrey Amrose and Trisha Amrose are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. The undersigned actuaries are independent of the plan sponsor.



	Valuation	2.5% One-Time COLA	
		5-Year Amortization Period	10-Year Amortization Period
Required City Contribution (RCC)			
Dollar Amount	\$ 3,062,769	\$ 3,596,666	\$ 3,372,927
% of Covered Payroll	10.03%	11.78%	11.05%
Increase in RCC			
Dollar Amount	N/A	\$ 533,897	\$ 310,158
% of Covered Payroll	N/A	1.75%	1.02%
Funded Ratio	99.4%	98.1%	98.1%
Increase in Annual Benefit Payments	N/A	\$ 213,063	\$ 213,063
Increase in Actuarial Present Value of All Projected Benefits	N/A	\$ 2,203,817	\$ 2,203,817

Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. The assumptions used to determine the contribution requirement and accrued liability are the same as those used for the October 1, 2024 Actuarial Valuation Report dated May 8, 2025.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law.

Please refer to the October 1, 2024 Actuarial Valuation Report dated May 8, 2025 for additional discussions regarding the risks associated with measuring the accrued liability and the actuarially determined contribution.

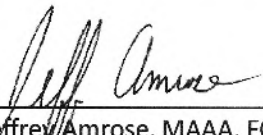


Ms. Lisa Castronovo
April 24, 2026
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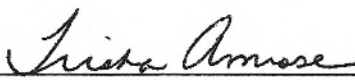
This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of the Plan as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, and with the Actuarial Standards of Practice issued by the Actuarial Standards Board and with applicable statutes.

We welcome your questions and comments.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



Jeffrey Amrose, MAAA, FCA
Enrolled Actuary No. 26-6599



Trisha Amrose, MAAA, FCA
Enrolled Actuary No. 26-8010



Terrence R. Moore

From: D'Andrea, Duane
Sent: Wednesday, April 29, 2026 2:35 PM
To: Terrence R. Moore
Subject: Analysis and considerations to support non-represented employees

Mr. Moore, as you know we have over one thousand employees here at the City of Delray Beach. There are over 500 hundred which are represented by a Union and have bargained for adjustments of pay that are significantly better than those of general employees who are not represented. We have benchmarked with other local municipalities to consider options to maintain competitiveness concerning our general employees that involve the possibility of increasing the maximum pay grade potential as well as a ancillary provision that would be realized on October 1, 2026.

Best,

Duane

Duane D'Andrea M.A , PHR, SHRM-CP
Director, Human Resources
City of Delray Beach
80 Depot Ave, Suite 1
Delray Beach, Fl 33444
561-243-7042
dandread@mydelraybeach.com



Terrence R. Moore

From: Pryor, Jeri
Sent: Thursday, April 30, 2026 1:45 PM
To: Terrence R. Moore
Cc: Couzens, Terra; Charles, Dean; Barbosa, April
Subject: FW: REVISED - Delray Beach West Atlantic Neighborhood Improvement District
Attachments: Response Letter to Graham Sweeney 11.24.2025.pdf

Good Afternoon Mr. Moore,

As you may recall, in 2025 the audit firm Mauldin & Sweeney conducted an audit of the Delray Beach West Atlantic Neighborhood Improvement District (WANID) on behalf of the Florida Legislature's Office of Program Policy Analysis and Government Accountability (OPPAGA).

I recently spoke with Mr. Graham Sweeney, who advised that in December 2025, his firm presented a summary of its findings to the State of Florida Joint Legislative Audit Committee of the OPPAGA. The presentation included the attached memorandum noting that the Delray Beach City Commission voted to continue the West Atlantic Neighborhood Improvement District.

According to Mr. Sweeney, the Committee raised no questions or concerns regarding WANID, and the program remains active, allowing the City to proceed with implementation.

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

Further,
Jeri Pryor, BPM, MS
Director
Neighborhood & Community Services Department
100 NW 1st Avenue
Delray Beach, FL 33444
561-243-7240
pryorj@mydelraybeach.com



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: Graham Sweeney <gsweeney@mjcpa.com>
Sent: Wednesday, December 3, 2025 11:16 AM
To: Charles, Dean <charlesd@mydelraybeach.com>
Cc: Gelin, Lynn <GelinL@mydelraybeach.com>; Oris, Jeff <OrisJ@mydelraybeach.com>; Dachowitz, Henry <DachowitzH@mydelraybeach.com>; Pryor, Jeri <PryorJ@mydelraybeach.com>; Barbosa, April <BarbosaA@mydelraybeach.com>; Commissioners, Mayor <Commissioners_Mayor@mydelraybeach.com>; Morgan,

April 27, 2026 - May 3, 2026

April 2026							May 2026							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
							31							

Monday, April 27

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:00am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 9:30am Missie Barletto: Biweekly Touchbase Meeting (Office of Missie Barletto (SOC)) - Terrence R. Moore ↻
- 9:00am - 9:30am Missie Barletto: Biweekly Touchbase Meeting (Office of Missie Barletto (SOC)) - Terrence R. Moore ↻
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 11:30am - 12:30pm Discussion Regarding The Pines of Delray North (Conference Room - City Manager) - Terrence R. Moore
- 1:30pm - 2:30pm Executive Orientation for Chief Procurement
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM Office) -
- 2:30pm - 3:30pm Departmental Introduction for Chief
- 4:00pm - 5:00pm Initiation of Public Safety General Obligation

Tuesday, April 28

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:30am - 8:00am Process Various (Various)
- 9:00am - 10:00am Clarity Regarding Various Financial Oversight Related Assertions and Misgivings (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM Office)
- 10:00am - 11:00am Compile Information Letter Report -
- 10:00am - 10:30am Henry Dachowitz Bi-Weekly Meeting (CM
- 11:00am - 12:00pm Compile Information Letter Report -
- 12:30pm - 2:00pm Mr. William Nix (105 E Atlantic Ave, Delray Beach,
- 2:00pm - 3:00pm April Quarterly Award Ceremony Announcement
- 4:00pm - 6:30pm Delray Beach CRA: Regular Board Meeting (City
- 4:30pm - 5:00pm Terrence Moore and Webb Mgmt
- 5:30pm - 6:30pm Arts Garage 15th Anniversary Ribbon Cutting

Wednesday, April 29

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65, 263 NE 5th Avenue, Delray Beach, Florida) ↻
- 9:00am - 10:00am Weekly Meeting with the Executive Leadership Team - ***AGENDA attached *** (Conference Room - City Hall 1st Floor) - Terrence R. Moore ↻
- 11:00am - 11:30am C. Chitester - Biweekly Touchbase (CM Office) - Terrence R. Moore ↻
- 11:30am - 12:00pm Meeting with Terrence Moore Regarding Rickey Mitchell Arbitration (Microsoft Teams Meeting) -
- 2:00pm - 3:00pm Compile Information Letter Report - Actuarial Analysis Review Concerning Retired Employee Compensation
- 4:00pm - 5:00pm Commissioner Markert Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻

Thursday, April 30

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 9:00am - 10:00am Compile Information Letter Report - Next Steps Regarding West Atlantic Neighborhood Improvement District
- 10:00am - 11:00am Children Services Council Overview
- 10:30am - 11:00am Considerations Regarding Future Parking
- 11:15am - 12:15pm Arbitration - Mitchell, Ricky
- 11:30am - 12:00pm Alexis Givings: Biweekly Touchbase (CM Office)
- 2:00pm - 3:00pm Commissioner Mollica Meeting w/CM Moore Re:
- 2:00pm - 2:30pm Considerations Regarding Classification and
- 2:30pm - 3:00pm Goals and Objectives Considerations Regarding
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm Police Chief Hunter Bi-Weekly meeting (CM
- 5:00pm - 6:00pm Various (Various)

Friday, May 1

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (CM Office) ↻
- 10:00am - 11:00am Process Various (Various)
- 12:00pm - 1:00pm Various (Various)
- 2:30pm - 4:00pm Begin Missie Barletto Annual Performance Evaluation (CM Office)
- 4:00pm - 5:00pm Process UKG Time and Attendance (CM Office) - Terrence R. Moore ↻

Saturday, May 2

- ← 12:00am EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC
- 8:30am - 10:00am Continue Missie Barletto Annual Performance Evaluation Report (CM Office)
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

Sunday, May 3