

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

October 1, 2021

Parking Related Capital Improvements and Upgrades

With recent discussions involving leadership of the Downtown Development Authority and other constituency concerning various parking issues and challenges, both the Office of the City Manager and the Department of Public Works have been working collaboratively to help outline solutions respectively. As referenced in the attached electronic mail message from Assistant City Manager Duncan Tavares, this includes pressure washing, stall restriping, and exterior painting at both the Federspiel Parking Garage and the Old School Square Parking Garage. Enhancements, including lighting fixture adjustments at Federspiel, are to be completed during the next few weeks.

Additionally, given various elevator functionality challenges at both facilities, direction is also being offered to initiate and finalize repairs accordingly. This specifically includes replacement of all electronic panels on each floor of the Federspiel facility, as well as fire alarm upgrades to the Old School Square structure. Panel enhancements at the Federspiel structure are scheduled to begin in January, while the fire alarm upgrades at the Old School Square facility are anticipated to begin later this month.

Development and Initiation of State Legislative Priorities

As my office hosted a meeting earlier this week with state lobbyist Mat Forrest and State Representative Michael Caruso's Legislative Assistant, Walter Buikus, to discuss various funding opportunities and other legislative priorities for the City of Delray Beach, please be advised that arrangements are being made to host a City Commission workshop meeting on the subject during the November 9th session.

As referenced in the attached electronic message from Mr. Forrest, our focus includes anticipated 2022 appropriations requests (and applicable criteria), as well as pending bill considerations that may be of interest to Delray Beach as

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both a municipal corporation and as a community. Direction to this effect involves staff reviewing opportunities based on existing capital improvement programming and project budget priorities.

Meanwhile, as the current professional services agreement with Ballard Partners for state lobbyist services is due to expire next week, arrangements are being offered administratively to execute a 90-day extension; so as to proceed as outlined, as well as to allow time for staff to prepare for a new contract for City Commission review in the coming weeks.

Expansion of Paperless Transactions and Processing

A consensus exists to effectively implement more paperless transactions and processing organization wide. I have therefore directed staff to employ technologies, such as Adobe Sign software package, and to investments in other relevant technology necessary to achieve goals and objectives respectively.

As referenced in the attached electronic mail message from Director of Information Technology Jay Stacy, the use of Adobe Sign offers a secure method of routing, tracking, authorizing, and archiving documents involving City of Delray Beach daily internal practices, as well as to ultimately achieve adherence to State of Florida public records retention legal requirements via this practice.

As the Office of the City Manager began this practice a few weeks ago, other departments and sections of municipal operations are currently being trained to proceed in this regard. All involved are now looking forward to various efficiencies in operations as a result.

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Public Safety Public Information Officer Position Title Revisions

With recent direction offered to better distinguish and clarify roles and functions previously associated with the public information officer title in both the Delray Beach Police Department and the Delray Beach Fire Rescue Department, please be advised that benchmark reviews in other organizations support revisions to the positions of Police Information Manager and Fire Rescue Public Affairs Manager.

As noted in the attached position descriptions, direction to this effect becomes effective today, commensurate with the new fiscal year. Likewise, inclusive of an earlier direction to revise the Office of the City Manager Public Information Officer title to that of Director of Communications, the City of Delray Beach is now able to administration all three positions reflective of applicable fields and disciplines.

Calendar of Activities, Meetings and Functions

This week marked the conclusion of my visits with staff in all departments at various echelons of the organization, culminating with six module presentations and discussions with Delray Beach Police Department personnel Tuesday and Wednesday.

Introducing myself to municipal employees in all departments upon my arrival to a community as a new city manager has always been a priority practice for me throughout my career, and I've received many kind words of appreciation and support from City of Delray Beach staff members for providing this experience.

In addition to me sharing initial thoughts, observations, and visions for Delray Beach as both a municipal organization and as a community, I was also able to discuss my background and professional record of achievement to date, and how such applies to the goals, objectives, desires, and priorities as directed and outlined by the Delray Beach City Commission, residents, and stakeholders.

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I also enjoyed these visits simply because I was able to share a little about myself as a person, resulting in a free flow of discussions, allowing me the opportunity to further assess the state of organization respectively.

Enclosures:

Electronic Mail Message from Duncan Tavares and Missie Barletto – Parking Garage Scheduled Maintenance Electronic Mail Message from Mat Forrest – State Legislative Update Electronic Mail Message from Jay Stacy – Paperless Process and Electronic Signatures Position Description – Police Information Manager Position Description – Fire Rescue Public Affairs Manager Calendar for Business Week of September 27, 2021

CM/Documents/City Commission Information Letter 7

Terrence R. Moore

From:

Tavares, Duncan

Sent:

Wednesday, September 29, 2021 4:07 PM

To:

Terrence R. Moore

Cc: Subject: Barletto, Missie FW: Parking Garage Scheduled Maintenance

Following up on the meeting with the City Manager, the list below provides some solutions to the discussion on Federspiel Garage.

I have included the information on the Old School Square Parking Garage for informational purposes.

Federspiel Parking Garage:

- 1. Pressure washing will begin today and be completed by Thursday, September 16.
- 2. Parking spaces will be restriped beginning on Monday, September 20 and completed by Thursday, September 23
- 3. The garage exterior also will be painted in the upcoming weeks, but that has not been scheduled to date.
- 4. Light fixtures are being lowered to allow the motion sensors to pick up movement earlier and stay on longer to improve lighting conditions in the garage
- Repairs to the elevator have been delayed due to the need for parts that have been ordered but have not been delivered due to supply line issues related to the COVID pandemic. Efforts to obtain a delivery date have not been successful.

Old School Square Parking Garage:

- Level by Level parking system is being completed As visitors enter the OSS Parking Garage, a sign to the right of
 the entry will alert them to how many parking spaces are available on each level of the garage. Once inside the
 garage, visitors should look to the ceiling to see lights the indicate which parking spots are available, red for
 occupied and green for available.
- 2. Painting of the exterior sealing on the second level of the OSS Garage will begin this coming Thursday, September 16.
- 3. Pressure washing of the interior will begin on Sunday September 26 and be completed by Thursday, September 30.
- 4. Repainting of the stripes on the interior will be done between Sunday, October 3rd and Thursday, October 7.

Sincerely,

Duncan



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: Mat Forrest <mat@ballardpartners.com>

Sent: Tuesday, September 28, 2021 2:30 PM

To: Terrence R. Moore Cc: Tavares, Duncan

Subject: State Legislative Update

Attachments: cid417887330image003.jpg@01D79046.1B69ADA0; City of Delray Beach Letter.pdf; City

of Delray Beach - Ballard Partners Proposed Contract.pdf

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.

Hello Terrence,

It was nice meeting with you and your team. As discussed, below are some key dates and next steps we are undertaking to prepare the City's 2022 Legislative Agenda.

Upcoming Dates & Events:

Legislative Interim committee schedule:

Week 1: Monday, September 20 Friday, September 24

Week 2: Monday, October 11 - Friday, October 15

Week 3: Monday, October 18 - Friday, October 22

Week 4: Monday, November 1 - Friday, November 5

Week 5: Monday, November 15 - Friday, November 19

Week 6: Monday, November 29 - Friday, December 3

2022 General Session:

- Tuesday, January 11 to March 11, 2022
 - Palm Beach County Day, January 11 & 12, TBD

2022 Appropriation Requests:

- I have shared the various House and Senate Appropriation forms with Duncan Tavares. We will
 continue to seek input from City staff and leaders on possible projects that could be submitted.
- Some key aspects to keep in mind when selecting a project are:
 - Statewide or regional impact of the project.
 - Return on investment to the taxpayers.

- Other funding sources including the City; If it's not a budget priority to the City, why should State funds be allocated?
- Timeline. Funds can only be allocated for projects that will start and finish between July
 1, 2022 and June 30, 2023.
- Based on early discussions with Rep. Caruso, we are optimistic for an allocation for Pompey Park so we recommend a request of some sort for this area.
- We will continue to work with the City staff to develop a request for the Park as well as other areas for approval by the City Council in November and subsequently filed in November with the Florida Senate and Florida House.

2022 Legislation:

- Legislation is slowly being filed for consideration. Of the 267 bills that have been filed so far, the one with the largest impact on local governments is:
 - SB 280 relating to Local Ordinances by Sen. Hutson (R, Palm Coast). This bill Authorizes courts to assess and award attorney fees and costs and damages in certain civil actions filed against local governments and also requires a municipality to prepare a business impact statement before the adoption of a proposed ordinance.
- I anticipate similar bills relating to local ordinances and their impact on businesses to be filed along with more preemption bills.
- As in past years I will keep you updated as they are filed and will maintain communication with the City Staff to determine the City's position and advocacy role.

Miscellaneous:

- Renewal of State government affairs contract under the previous terms.
 - Renewal letter and draft contract attached.

I look forward to working with you and the new staff to make the upcoming Legislative Session a successful endeavor for the City of Delray Beach.

I'll follow up with Duncan Tavares and will be in touch in the coming weeks to discuss appropriation requests and any new legislation that has been filed. If you need anything in the interim, please don't hesitate to contact me.

Sincerely,

Mat

Terrence R. Moore

From: Stacy, Jay

Sent: Thursday, September 30, 2021 1:17 PM

To: Terrence R. Moore

Subject: Paperless Processes and Electronic Signatures

Good afternoon City Manager,

After meeting with representatives from each of the City's departments on the above topic, and evaluating the technologies we have available to us, I believe the use of Adobe Sign city-wide will significantly improve efficiencies. Adobe Sign is included with our annual subscription to Adobe Acrobat Pro, but up to this point has not been used to its full extent. Aside from providing a more secure and easier way of electronically signing documents, Adobe Sign has built-in document routing and archiving capabilities. The City Manager's Office has been using this for a few weeks now, and judging from the feedback I've received, it has been a successful implementation.

Many of our existing internal paper processes are easily adapted to the use of Adobe Sign and many have already completed the transition. Some however are more involved, such as those used in Human Resources, and will require a more focused effort on our part to adapt the current processes and develop the appropriate routing strategies.

I'm happy to provide more information or answer any questions you may have. With your continued support, I'm confident we can become a leading digital city.

City of Delray Beach Classification Description

Classification Title: POLICE INFORMATION MANAGER

FLSA Status: Exempt Pay Grade: 118

General Purpose and Description

This is a highly administrative position responsible for liaising with news and media organizations. This position is also responsible for disseminating public information to outside agencies and the public in accordance with Florida State Statutes (FSS) 119; Manage, maintain, and update the City's Police Department websites and social media forums; Maintain clear communication and updates with members of Command Staff; Responsible for the accuracy of materials presented to the media, outside agencies, and community groups; Oversee the management of special projects initiatives. Work is performed under general supervision of the Police Chief.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serve as official spokesperson for the Police Department in external communications with the community.
- Present and provide crime prevention strategies to the community.
- Manage media relations/social media; present special project initiatives and results to internal and external stakeholders such as the general public, media, and community groups.
- Coordinate news coverage at the scene of in-progress or breaking news events.
- Maintain clear communication with Command Staff and provide them with timely and accurate updates as they relate to new project/initiatives.
- Maintain effective and orderly communication during stressful/crisis-filled situations.
- Assist in composing speeches, public statements, and/or correspondence for the Chief of Police or other staff members.
- Respond to daily media requests for example through the internet, telephone, and text messages.
- Arrange and coordinate news and media conferences and interviews (preferably with internal subject matter experts) as they relate to crime or initiatives involving the City's Police Department.
- Lead meetings with internal personnel to develop specific effective strategies to release news stories in an effort to best portray the City and the Police Department.
- Oversee the management of special project initiatives of new and existing special programs.
- Work efficiently in situations involving multiple police agencies.
- Prepare and conduct training sessions on media relations in law enforcement.
- Research, source, identify, and archive news stories in print and videos that relate to the City of Delray Beach's Police Department.
- Produce videos such as "Spotlight Series" that highlight the training and activities of the City's Police Department's officers.
- Respond to emails and correspondence from the public and media.
- Manage and maintain the Police Department's website and social media forums.
- May be required to work after hours including evenings, weekends and holidays.
- Perform all functions and responsibilities according to the City's code of ethics.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements:

Graduation from an accredited college or university with an Associate's or Bachelor's Degree, or three (3) years of work experience in a related field. Three (3) years of Public Information Officer work experience in a medium to large-sized department is preferred. Previous work experience in law enforcement preferred. 3 or more years of local or mainstream media experience working with law enforcement desirable. Must possess and maintain a valid Florida Driver's License, with a good driving record. Knowledge of communications as it relates to law enforcement and criminal investigations. Some functional knowledge of broadcast news policies and procedures. Knowledge and skills in creative desktop publishing, production, and editing. Working knowledge of current social media tools, including Facebook, Constant Contact, electronic publications, and web-related programs. Knowledge of proven methods of working with a variety of groups. Ability to successfully prioritize, manage multiple tasks and projects simultaneously. Ability to work effectively and independently. Ability to interact and communicate effectively with the public, City staff, media, and community groups. Ability to successfully deliver information, promote the City, represent the Police Department through written material and oncamera interviews. Ability to represent the City in a positive image at special events and functions. Ability to speak in public forums at times on short notice to small or large audiences such as community/civic groups, homeowner association meetings. Ability to work flexible hours including evenings, weekends and at times holidays. Knowledge of the City's policies, procedures, and practices. Skill in policy interpretation and application. Demonstrated ability to effectively utilize personal computer and office software such as Microsoft Word, Microsoft Excel, and Microsoft Outlook. Ability to establish and maintain effective working relationships with employees and the general public. communicate effectively in oral and written form. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to adapt to an evolving and continually improving environment.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk, bend, run and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside and out-of-doors in various weather conditions.

Public Information Manager Page | 3

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below, I am indicating I have read and concur with the above description of my job.

Approved				
	Employee name	Employee signature	Date	
Approved	:			
	Supervisor or HR name	Supervisor or HR signature	Date	

City of Delray Beach Classification Description

Classification Title: FIRE RESCUE PUBLIC AFFAIRS MANAGER

FLSA Status: Exempt Pay Grade: 118

General Purpose and Description

This is an administrative position responsible for disseminating public information to outside agencies and the public. This position is also responsible for the department's Community Outreach programs. Work is performed under general supervision of the Fire Chief.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serve as official spokesperson for the Fire-Rescue Department in external communications with the community.
- Improve and maintain public relations with the community and other agencies.
- Manage and maintain the Fire-Rescue Department's website and social media forums. Present and provide fire prevention strategies to the community.
- Manage media relations/social media; present special project initiatives and results to the general public, media, and community groups.
- Coordinate news coverage at the scene of in-progress or breaking news events.
- Maintain clear communication with Command Staff and provide them with timely and accurate updates as they relate to new project/initiatives.
- Maintain effective and orderly communication during stressful/crisis-filled situations.
- Assist in composing speeches, public statements, and/or correspondence for the Fire Chief or other staff members.
- Respond to daily media requests through the internet, telephone, and text messages.
- Arrange and coordinate news and media conferences and interviews
- Oversee the management of special project initiatives of new and existing special programs.
- · Perform all functions and responsibilities according to the City's code of ethics.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements:

Graduation from an accredited college or university with an Associate's or Bachelor's Degree and three (3) years of public relations/information work experience in a medium to large-sized department. Previous work experience in public safety preferred. Three or more years of local or mainstream media experience working with law enforcement desirable. May be required to work after hours including evenings. weekends and holidays. Must possess and maintain a valid Florida Driver's License, with a good driving record. Knowledge of broadcast news policies and procedures. Knowledge and skills in creative desktop publishing, production, and editing. Working knowledge of current social media tools, including Facebook, Constant Contact, electronic publications, and web-related programs. Knowledge of proven methods of working with a variety of groups. Ability to successfully prioritize, manage multiple tasks and Ability to work effectively and independently. projects simultaneously. Ability to interact and communicate effectively with the public, City staff, media, and community groups. Ability to successfully deliver information, promote the City, represent the Fire-Rescue Department through written material and on-camera interviews and at special events. Ability to speak in public forums at times on short notice to small or large audiences such as community/civic groups, homeowner association meetings. Demonstrated ability to effectively utilize personal computer and office software such as MS Word, Excel, and Outlook. Ability to establish and maintain effective working relationships with employees and the general public. Ability to communicate effectively in oral and written form. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to adapt to an evolving and continually improving environment.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

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Approved:				
	Employee name	Employee signature	Date	
Approved:				
	Supervisor or HR name	Supervisor or HR signature	Date	

September 27, 2021 - October 3, 2021

September 2021

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October 2021

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Monday, September 27	Tuesday, September 28	
☐ ← Jennifer ooo →	☐ ← Jennifer ooo →	
7:30am - 8:30am Begin CIL (CM Office)	☐ 12:00am Missie ooo →	
9:00am - 10:00am Considerations Regarding Education	8:00am - 9:30am Mayor mtg w/CM Moore Re: Agenda & Updates	
Programming (CM Office) - Terrence R. Moore	8:00am - 9:30am UPDATE: FW: Mayor/CM Agenda Review for the	
10:00am - 11:00am Introduction and Discussion of Appropriation	9:45am - 10:00am Travel Time	
Opportunities (City of Delra Beach - Office of the City Manager 100 NW 1st Ave, Delray Beach, FL 33444) - Vega, Brenda	10:00am - 11:00am CM- PD Meet & Greet (300 West Atlantic -	
11:30am - 12:30pm Coordinate Educational Session Participation	11:00am - 11:15am Travel Time	
Agenda for ICMA Virtual Conference (CM Office) - Moore, Terrence	11:30am - 12:00pm CM Interview with WPTV Michael Buczyner	
1:30pm - 2:30pm Development and Distribution of Performance	2:00pm - 2:30pm Aaron from Delray Mag (Outside City Hall)	
Focus and Outcomes Reports (CM Office) - Terrence R. Moore	2:30pm - 3:00pm Executive Session (SEIU Collective Bargaining)	
2:00pm - 2:30pm Meeting with Mr. Kenneth MacNamee and CM	3:00pm - 4:00pm Shade Meeting - Foster Marine v. City of Delray	
Terrence Moore (Microsoft Teams Meeting) - Vega, Brenda	4:00pm - 6:00pm CRA Regular Board Meeting (Arts Warehouse,	
3:00pm - 4:00pm VM Johnson Mtg w/CM Moore Re: Agenda &	4:15pm - 5:15pm CM-PD Meet & Greet (300 West Atlantic - Training	
Updates (City Manager's Office) - Rangel, Delores ↔	6:00pm - 7:00pm Art Advisory Board (1st Floor Conference Room)	
Wednesday, September 29	Thursday, September 30	
☐ ← Jennifer ooo →	☐ ← Jennifer ooo →	
\square \leftarrow Missie ooo \rightarrow	\square \leftarrow Missie ooo \rightarrow	
☐ 12:00am Sammie ooo →	12:00am Sammie ooo	
8:00am - 9:00am CM - PD Meet & Greet (300 West Atlantic Ave -	☐ 12:00am Duncan ooo →	
Training Roon) - Vega, Brenda	Real Men Wear Pink Event begins for the entire month of October	
9:00am - 9:15am Travel Time	9:30am - 10:30am Compile Information Letter Report - Public	
10:00am - 11:00am Compile Information Letter Report -	Safety PIO Position Title Revisions (CM Office) - Terrence R. Moore	
11:00am - 12:00pm Various Follow-Up (CM Office) - Terrence R.	10:00am - 10:30am Hassan Hadjimiry (CM Office)	
1:00pm - 1:30pm Introduction -General Employees Retirement	11:00am - 12:00pm Compile Information Letter Report - Expansion of Paperless Transactions and Processing (CM Office) -	
1:45pm - 2:00pm Travel Time	2:00pm - 3:30pm Various (Various)	
2:00pm - 3:00pm CM - PD Meet & Greet (300 West Atlantic Avenue	3:30pm - 4:00pm Various (CM Office)	
3:00pm - 3:15pm Travel Time	4:00pm - 5:00pm SXM, SC, BR, HF , et al (CM Office)	
4:00pm - 5:00pm Compile Information Letter Report - Parking 5:30pm - 6:00pm Email Distribution (ACMDT) (CM Office)	6:30pm - 7:30pm South Florida NFBPA Executive Dinner Chat	
3.30pm - 0.00pm Email Distribution (ACMD1) (CM Office)		
Friday, October 1	Saturday, October 2	
☐ ← Jennifer ooo →	☐ ← Jennifer ooo →	
☐ ← 12:00am Missie ooo	\square \leftarrow Duncan ooo \rightarrow	
☐ ← Duncan ooo →	☐ ← Real Men Wear Pink →	
☐ 12:00am Real Men Wear Pink	☐ ← Sara ooo →	
☐ 12:00am Sara ooo →	☐ ← 2021 ICMA: Digital Annual Conference	
8:00am 2021 ICMA: Digital Annual Conference	More Items	
7:30am - 9:00am Finalize CIL (CM Office) ↔		
9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re:	Sunday, October 3	
Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↔	☐ ← Jennifer ooo →	
9:00am - 9:30am Citizen's Academy Discussion (https://us02web.zoom.us/j/86919541046?pwd=L0pxL043cWU0OFBLNj	☐ ← Duncan ooo →	
11:30am - 1:30pm Various (Various)	Real Men Wear Pink	
2:00pm - 3:00pm Process CIGNA (CM Office)	☐ ← Sara ooo →	
3:30pm - 4:30pm Initiate ICMA Virtual Conference Platform (CM		
CW		