



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



City Commission Information Letter

December 17, 2021

Final Selection of New Assistant City Manager

After concluding a nationwide recruitment effort that yielded nearly 90 applications since October, the Office of the City Manager is pleased to report that the selection process to appoint a new assistant city manager to replace Duncan Tavares successfully concluded earlier this week.

Mr. Jeffrey L. Oris brings to the City of Delray Beach over 24 years of local government experience. He currently serves as a municipal government consultant for North Palm Beach based PLACE Planning and Design, Inc., where he is responsible for leading a variety of special district operations, economic development, redevelopment, zoning, and grant administration functions. As referenced in the attached resume, since 2017 he has been involved in multiple projects with the City of Naples, Florida; the Naples Community Redevelopment Agency; the Westgate Community Redevelopment Agency (Palm Beach County); the Fort Myers Community Redevelopment Agency; and the Town of Melbourne Beach, Florida.

A native of Long Island, New York, Mr. Oris earned a Bachelor of Science in Labor Economics and Organizational Behavior from Cornell University, as well as a Master of Public Administration from Syracuse University's Maxwell School of Citizenship and Public Affairs. Previous professional experiences include executive leadership positions with the municipal governments of Margate, Florida and Martin County, Florida.

Mr. Oris will begin his new role with the City of Delray Beach on Monday, January 10th, and a public introduction will take place on January 11th, during the City Commission meeting.

I wish to once again offer my appreciation to Director of Human Resources Duane D'Andrea, Chief of Police Javaro Sims, Chief of Fire Rescue Keith Tomey, Director of Development Services Anthea Gianniotis, and Director of

City Commission Information Letter

December 17, 2021

Page 2

Neighborhood and Community Services Sammie Walthour, for serving as the interview panel integral to this consideration process.

Updated Direction for Interim Daily Operations for the Old School Square Complex

As city administration continues to review and evaluate opportunities for long-term external partnerships to support artistic, educational, and cultural activities and functions at the Old School Square (OSS) complex, please be advised that contingency planning and direction is being offered to consider interim contractual services to maintain continuity of operations.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, guidance to this effect includes ancillary support for the Cornell Art Museum, outdoor concerts and events, as well as hosting duties and responsibilities for The Fieldhouse at Old School Square.

An update to this effect will therefore be offered publicly during the January 4th City Commission meeting, to include commentary relative to monthly external contractual assignment structures as outlined, as well as ancillary opportunities to collaborate with organizations such as the Delray Beach Downtown Development Authority and the Greater Delray Beach Chamber of Commerce to advance event and programming opportunities at the OSS complex.

Ancillary Guidance to Support Tropic Isle Comprehensive Infrastructure Improvement Program

With direction currently underway to commission design services for roadway and utility infrastructure improvements that will ultimately benefit the Tropic Isle area of the community (to specifically include water, sewer, and stormwater utility related services), please be advised that the City of Delray Beach will soon resume community engagement activities to help inform residents of anticipated recommendations and outcomes.

City Commission Information Letter

December 17, 2021

Page 3

Although efforts to this effect were initiated in 2019, details resulting from preliminary technical analysis and data gathering to outline the actual improvements to be implemented necessitate additional clarity for all concerned.

The Office of the City Manager and that of Director of Public Works Missie Barletto were informed earlier this week by the Florida Department of Environmental Protection that the Tropic Isle Improvements Project funding application is presently ranked 11th out of 76 submissions statewide. This has the potential to result in a significant allocation of funds which could help support our efforts as outlined. Specific updates and considerations will be made available publicly in the coming weeks.

Interlocal Agreement Considerations for Possible Joint Fire Rescue Training Services Involving the City of Boca Raton

A few weeks ago, my office hosted a meeting with leadership from the Boca Raton Office of the City Manager and the Boca Raton Fire Rescue Department to discuss the possibility of executing an interlocal agreement for joint fire rescue operations. The genesis of this consideration involves the fact that DBFR currently contracts with agencies located further away, including the City of Coral Springs, the Broward Fire Academy, and Palm Beach State College.

All involved are presently contemplating an agreement to enable DBFR to share training resources at the Boca Raton Fire Rescue Training Center, located at 800 Bayan Trail in Boca Raton.

The benefits to the City of Delray Beach include a convenient training location, which could represent a reduction in annual DBFR training costs, as well as alleviating concerns relative to recalling units that may have been assigned for training if an increase in call volume is experienced, and/or other emergencies occur.

Recommendations for City Commission review and consideration respectively are anticipated in the next few months. Meanwhile, agents of both municipalities continue to work to compile and review data and other pertinent information necessary to clearly identify and comprehend all the merits of this opportunity.

Have a Happy and Safe Continued Holiday Season

As 2021 comes to a close, I offer everyone my best wishes for a happy and healthy holiday season.

In the coming days, many of us will be attending several celebrations and festive gatherings or traveling to visit loved ones. Although we are all eager for a return to “normal”, especially during the holidays, it is incumbent upon us to remain vigilant during these busy days and continue to prioritize our health and safety.

As the next two business weeks will be abbreviated due to both Christmas and New Year’s, information letters will not be issued. Weekly reporting will resume on Friday, January 7th.

Enclosures:

Resume for Jeffrey L. Oris
Electronic Mail Message from Samuel Metott – Old School Square Complex – Continued Operations
Calendar for Business Week of December 13, 2021

CM/Documents/City Commission Information Letter 15

SUMMARY

Approximately twenty years of government experience with expertise in the following areas:

- Management and Administration
- Budget and Financial Management
- Economic Development
- Public Involvement and Outreach
- Grant Writing and Administration
- Capital Project Management
- Redevelopment Planning and Administration
- Zoning and Land Use

A creative leader with demonstrated organizational, analytical and communications skills. Experienced in citizen involvement, public meeting facilitation, housing, redevelopment, economic development, governmental organization, project and contract management. Comfortable and effective communicating with elected officials, residents and the press.

RELEVANT EXPERIENCE***Municipal Government Consultant, PLACE Planning and Design, Inc.*****2017-Current**

Responsible for managing or providing key assistance with consulting assignments in the areas of special district administration, economic development, redevelopment, zoning, and grant writing.

Key Assignments included:

- Naples, FL – Feasibility Report of a Public-Private Partnership for a Parking Garage. Review of offered land, financial analysis, analysis of alternative locations.
- Naples Community Redevelopment Agency, Naples, FL – Act as Interim CRA Manager. Prepare and present agenda materials for the CRA Board and CRA Advisory Board. Administer CRA capital projects including: roadway reconstruction, drainage, landscaping, public/private partnership to fund and construct a public parking garage, investigate various potential affordable housing projects.
- Westgate Community Redevelopment Agency/Palm Beach County, FL – Preparation/updating of an overlay zoning code and land use overlay district to assist in implementation of a newly adopted redevelopment plan and to facilitate more efficient approvals for desired development.
- Fort Myers Community Redevelopment Agency, Fort Myers, FL – Preparation of organizational by-laws and a City-Community Redevelopment Agency inter-local agreement for reimbursement of costs for services and materials and the creation of task order forms to document activities.
- Town of Melbourne Beach, FL – Preparation of zoning memos putting forth potential zoning regulations to address Town Council/Planning Board concerns along with analysis indicated the benefits and potential unintended outcomes of adoption of the regulations.

Part Time Executive Director, Margate Community Redevelopment Agency, Margate, FL **2019-2020**

Temporary, six-month assignment (extended to eight months) to Serve as the Chief Executive Officer of the CRA reporting to a five-member Board of Commissioners. Position was designed to assist the organization rework its work plan, insure compliance with applicable State statutes and implement best practices.

Duties and Responsibilities:

- Oversight of CRA staff and activities of City staff working on behalf of the agency, implementing board policy, managing day-to-day operations and identification and resolution of short and long range issues.
- Preparation and implementation of a budget of over \$10 million.
- Oversight of agency projects, consulting agreements, and the agency's property holdings including two active shopping plazas.

Achievements:

- Worked with the CRA Board to ensure projects, programs, and expenditures complied with all current statutory requirements and best practices of administration.
- Redirected the CRA's workplan to a strategy of land acquisition and assembly to ensure the redevelopment program would have long term effects on the City's financial stability.
- Rewrote all the CRA's new business and property improvement grant programs to increase the efficacy and cost efficiency of these programs and ensure all existing grants were implemented appropriately.

Community Development Director, Martin County, FL

2007-2009

Served as the Director of a newly created Community Development Department administering seven (7) community redevelopment districts, economic development, affordable housing and historic preservation efforts for Martin County, a full-service county with a population of approximately 145,000. Position reported to the County Administrator and at full staffing supervised 10 positions.

Duties and Responsibilities:

- Oversaw and administered a County Community Redevelopment Agency (CRA) with seven (7) separate districts each with its own neighborhood advisory board as well as a CRA Advisory Board comprised of the Chairperson of each neighborhood board. This included budget and 10-year Capital Improvements Plan preparation, creation of annual work plans, and capital project management.
- Formulated the County's first economic development strategy in coordination with various County departments and the County's public-private Business Development Board and private Economic Council.
- Worked with contributory business to insure retention and expansion of these tax-base enhancing firms.
- Finalized affordable housing strategies and oversaw implementation of various programs and initiatives related to a community land trust, housing trust fund, and various Comprehensive Plan changes.
- Oversaw the County's State Housing Initiatives Partnership (SHIP) program, Community Development Block Grants (CDBG), and Neighborhood Stabilization (NSP) grants. Acted as liaison to Affordable Housing Advisory Committee and CDBG Citizen's Advisory Task Force.
- Prepared and oversaw the \$10 million departmental budget including the finances of seven CRA districts.

Achievements:

- Re-invented the Redevelopment program budget to combine resources of all seven (7) districts to provide for a single, intertwined, budget meeting regulatory needs while providing for flexibility to enable the program to undertake multi-million dollar capital projects. This included
- Revamped the Redevelopment Agency for a more efficient and effective administration and program implementation resulting in faster project undertakings and \$200,000 in administrative cost savings.
- Created a funding mechanism for major capital improvement projects within the CRA given the Florida Supreme Court decision in *Strand v. Escambia County* which limited redevelopment borrowing.
- Authored an integrated 10-year Capital Improvement Plan which initiated \$8 million in capital projects in the first two years, the first significant capital improvements in the eight (8) year old CRA.
- Authored economic development incentive package ordinance and worked with other staff to create a new economic development assistance package.

Director of Government Operations, PMG Associates, Inc., Coconut Creek, FL

2004-2007

PMG Associates, Inc. is a an economic, redevelopment planning, and public opinion consulting firm specializing in public sector work. Responsibilities included hosting public input and design meetings, interaction with residents and professional organizations within client jurisdictions, professional research and report writing, proposal writing, marketing and day-to-day interaction with clients.

Specialties provided to the Firm include: Strategic Planning, citizen involvement, public meeting facilitation, economic development and redevelopment planning and administration, development services, zoning and land use, affordable housing, grant writing, cost-benefit analysis and project cost estimating

Managed or was a major contributor to projects such as:

- Miami-Dade County, FL – West Perrine Community Redevelopment Plan
- Ft. Collins, CO – North College Avenue Marketing and Land Use Analysis
- City of Boca Raton, FL – Via Verde and Town Center Annexation Studies
- City of Cape Coral, FL – Cape County Feasibility Study
- City of Summerton, SC – Downtown Market Study
- City of Cedar Key CRA – Project Funding Policies and Guidelines
- Flagler Village Association, Ft. Lauderdale, FL – Project Revenue Estimates
- Ybor City CRA, Tampa, FL – Five-year Strategic Plan
- Ft. Pierce, FL – Cost Allocation Study
- City of West Palm Beach, FL – Analysis of Downtown Residential Incentive Program

EDUCATION

Syracuse University, Maxwell School of Citizenship
Master of Public Administration
 Concentration in Public Finance.

Cornell University, School of Industrial and Labor Relations
Bachelor of Science
 Dual concentrations in Labor Economics and Organizational Behavior

International Economic Development Council
CEcD Certification
 Attained Certified Professional Economic Developer designation (CEcD)

INSTRUCTIONAL SPEAKING AND PRESENTATIONS (HIGHLIGHTS)

Florida Redevelopment Association, Redevelopment Academy – Instructor, 2010 – 2019
 Government Finance Officers Association, South Florida Chapter 2018 – Redevelopment Basics
 Florida Redevelopment Association 2016 – Assessing the Development Marketplace
 Florida International University Developer's Luncheon 2015 – The New North Beach
 Florida Redevelopment Association 2015 – Innovative Development of Affordable Housing
 Ritz-Carlton Residence's Real Estate Broker's Breakfast 2015– The New Miami Beach
 Florida Redevelopment Association 2014 – Bringing Cash to the Development Deal
 Urban Land Institute Technical Advisory Panel 2013 – West Fairbanks Avenue Corridor, Winter Haven, FL
 Urban Land Institute Technical Advisory Panel 2012 - South Dixie Highway, West Palm Beach, FL
 Florida Atlantic University Hot Topics Series 2011 - ABC's of CRA's: Deal Making
 Florida Redevelopment Association 2011 - How to Write an RFP to Get Results
 International Economic Development Council 2010 - Instructor – Real Estate Development and Reuse Certification Course
 Florida Chapter American Planning Association 2010 – Building Your Tax Base
 Florida Redevelopment Association 2009 - Housing and Markets
 Florida Atlantic University Hot Topics Series 2009 - Revisiting the Redevelopment Plan
 Government Finance Officers Association 2008 - Tax Increment Financing
 Florida Redevelopment Association 2008 - Legal, Open Government, Sunshine and Reporting Requirements for CRAs
 Community Development Finance Association 2007 - Tax Increment Use in Florida
 Urban Land Institute - SE Florida Council 2007 - Real Estate Development Trends
 Florida Economic Development Council 2007 – Urban/Rural Success Stories
 Florida Redevelopment Association 2007 – Compliance Procurement and Purchasing

PROFESSIONAL AFFILIATIONS

- Florida City and County Management Association, Affiliate Member
- Florida Redevelopment Association, Past President, Board of Directors, Legislative Affairs Committee, Conference Committee Chairman, Business Planning Committee, Nominating Committee Chairman.
- International Economic Development Council. Member
- Urban Land Institute, Associate Member

AWARDS

2017 Congress for the New Urbanism Charter Award – for Plan NoBe - The North Beach Master Plan

Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, December 16, 2021 1:43 PM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Old School Square Complex - Continued Operations

Hello,

As discussed, it may be prudent to consider additional support in assisting our Parks & Recreation Department with the continued operations of the Old School Square Complex as we look forward to the new year. For contingency planning purposes, perhaps we should consider a strategy for future events, concerts, arts, etc.

Reviewing our day-to-day operations & OSS, we can look at the spring 2022 season in three district areas of need.

1. The Fieldhouse at Old School Square
2. Cornell Arts Museum
3. Outdoor Events (Concerts)

With Parks & Recreation staff settling into the role, we feel comfortable with continuing to host and facilitate the rentals at The Fieldhouse moving forward internally.

However, we may require some assistance with the Cornell Arts Museum as that involves a more distinct set of capabilities for curation and the daily functions. Lastly, Outdoor Events (concerts) involves additional planning, scheduling, and on-site logistics. Any support in that area would be beneficial.

Please let me know if you have any questions.

Sincerely,

Samuel Metott

Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
Parks & Recreation Department
50 NW 1st Avenue
Delray Beach, FL 33444
P: 561-243-7251
MetottS@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.

December 13, 2021 - December 19, 2021

December 2021						
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	

January 2022						
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, December 13

- Delores ooo
- 8:00am - 8:30am Zelle LCL (CM Office)
- 8:30am - 9:30am Begin CIL (CM Office)
- 9:00am - 10:00am Review and Execute KDR (CM Office)
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (Commission Chambers) - Rangel, Delores ↻
- 11:30am - 12:30pm Follow-Up Direction and Clarity Concerning HB Fire Rescue Related Resources (CM Office) - Terrence R. Moore
- 1:45pm - 2:15pm Jeffery Oris Interview with Terrence Moore (Mr. Moores Office) - D'Andrea, Duane
- 2:30pm - 3:00pm Jason Davis Interview with Terrence Moore (Mr. Moore's Office) - D'Andrea, Duane
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda & Updates (Commission Conference Room) - Rangel, Delores ↻
- 4:30pm - 5:30pm ACM Candidate Review and Debrief (CM Office)

Tuesday, December 14

- 8:30am - 11:30am Delray Shadow Day
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Meeting with Sandra Edwards, Principal at Atlantic Community High School (2455 W. Atlantic Avenue, Delray)
- 11:00am - 11:30am Travel Time
- 11:30am - 12:30pm Delray Beach Education Board (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 12:30pm - 1:00pm SunTrust (SunTrust Atlantic Avenue)
- 2:00pm - 3:00pm Compile Information Letter Report - Continued Programming and Interim Management Services for the Old
- 3:00pm - 3:30pm Call Mr. Surles re: 626 SE 4th Street (Call 561-305-5727) - Vega, Brenda
- 4:00pm - 8:00pm December 14th Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 4:00pm - 6:30pm City Commission Regular Meeting ↻

Wednesday, December 15

- 8:30am - 9:00am Discuss Bill Impacts and Net Nets (Webex Meeting) - Eccleston, Sophia
- 10:00am - 11:00am Step 4 Concerning Denis Placide (CM Office) - Terrence R. Moore
- 12:00pm - 1:00pm Poppies (Poppies) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Final Selection of New Assistant City Manager (CM Office) - Terrence R. Moore
- 5:00pm - 7:30pm BPOA Annual Membership Meeting (Opal Grand Resort 10 N Ocean Blvd, Delray Beach, FL 33483)

Thursday, December 16

- 12:00am Sara ooo →
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Meeting with Gerald Riopelle, Principal at Banyan Creek Elementary School (4243 Sabal Lakes Road, Delray Beach, FL 33445) - Vega, Brenda
- 11:00am - 11:30am Travel Time
- 11:30am - 12:30pm Compile Information Letter Report - Ancillary Guidance to Support Tropical Isles Comprehensive Infrastructure Improvement Program (CM Office) - Terrence R. Moore
- 2:00pm - 3:30pm Various (Various) ↻
- 3:30pm - 4:30pm Compile Information Letter Report - Intergovernmental Agreement Consideration for Joint Fire Rescue Training Services Involving the City of Boca Raton (CM Office) -
- 5:00pm - 8:00pm Sewall Ordinance Town Hall (Conference Room - SOC Training) - Barletto, Missie

Friday, December 17

- ← 12:00am Sara ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 8:30am - 9:00am CM Moore Gear Fitting (City Manager's Office) - Billingsley, Joyce
- 9:00am - 9:30am Appearance at Customer Service Breakfast (Customer Service Section of Department of Finance)
- 10:00am - 11:00am Danica Sanborn, Executive Director re: Sandoway Discovery Center Tour (142 S. Ocean Blvd. Delray Beach,
- 11:00am - Travel Time
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 2:00pm - 3:30pm FW: City and County Manager Virtual Think Tank - VTT002
- 3:00pm - 4:00pm B&B (302 NE 7th Avenue)
- 6:00pm - 7:00pm Delray Beach Tennis Center (Delray Beach Tennis

Saturday, December 18

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 2:30pm - 3:30pm Parker and Grant (PBI)

Sunday, December 19