



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

January 7, 2022

Happy New Year!

Formal Process to Outline Federal Legislative Priorities

Last month authorization was given for Washington DC area-based government affairs consulting firm Color Nine Group to assist the City of Delray Beach with advancing both federal legislative priorities and opportunities. The firm will be working with administrative staff and leadership to identify funding considerations that are consistent with congressionally approved programs.

As referenced in the attached electronic mail message transmission between me and Color Nine Group President Michael Willis, guidance to this effect includes direct interaction with federal agencies and congressional staff liaisons to gain insight into the kinds of projects that are priorities for the upcoming legislative cycle. An integral discussion during this past Wednesday's Executive Leadership Team meeting included strategic assignment of tasks and activities necessary to prepare and engage as outlined.

With this process currently underway, an opportunity for public discussion will be offered in the coming weeks via an upcoming Commission Workshop session.

Implementation of Electronic Mail Utility Bill Processing

During Tuesday evening's commission meeting a resident expressed his appreciation of the City's Utility Billing email notification process which advises customers when they have an irregular spike in usage. In this case, the notification alerted the customer to leaks on his property which were affecting his water bill. The email notification function just one part of a comprehensive electronic billing and notification system.

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As referenced in the attached electronic mail message from Utilities Financial Manager Andrea Guerrero, the process allows customers to choose to receive bills via automatic monthly mail message notification. Additional capabilities include allowing the customer to view and/or print their previous 12 months of utility bills.

Department of Information Technology and Utility Billing staff are currently working an external technology services vendor to thoroughly test the online portal. Additionally, Utility Billing and Communications will collaborate on an outreach effort to advise customers of this enhancement during the next few weeks. The current anticipated roll-out date is tentatively scheduled for Tuesday, March 1st.

Given the myriad of benefits this initiative will offer to the City relative to operational efficiencies, costs savings, and sustainability, I wish to personally offer my appreciation to leadership in both the Department of Finance and the Department of Information Technology, notably, Ms. Guerrero and her team for their vision and hard work in helping our organization advance e-government practices.

Updated Employee COVID-19 Notification and Reporting Protocols

Given the current COVID-19 surge predominantly caused by the Omicron variant, as well as the fact that the City of Delray Beach now enjoys the services an infectious disease expert as our new lead physician at the Delray Beach Wellness Center in Dr. Jyothi Gunta, both the Office of the City Manager and the Department of Human Resources recently directed new protocols for our organization to effectively mitigate any potential impacts.

As noted in the attached material currently being distributed to employees, direction to this effect includes revised processes and protocols for reporting illnesses, as well as steps for quarantining and testing. This includes following specific guidelines as recommended and directed by the Center for Disease Control and Dr. Gunta, including the five-day quarantine period, as well as what steps to take if an employee experiences symptoms, or is asymptomatic.

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As the situation is continuously evolving, all involved will continue to monitor statistical analysis relative to employee wellness in the coming weeks. Meanwhile, normal municipal operations and services will continue to be administered, and the use of facial coverings and social distancing practices in public areas of City of Delray Beach facilities will continue.

Sustaining Membership Designation in National Civic League

With Delray Beach's recognition as a three-time All-America City by the National Civic League (NCL), I recently met with NCL President Doug Linkhart for both introductory purposes, as well as to garner insights relative to other future recognition opportunities for our community.

Interestingly, we've learned via this discussion that despite the nearly 30 years of involvement as noted, the City of Delray Beach hasn't enjoyed membership in NCL. Given the tremendous recognition and record of achievement respectively, please be advised that the Office of the City Manager has approved a sustaining membership designation. This category enables the City of Delray Beach to have access to consultations on matters related to civic engagement (and related achievements such as our All-America City recognition), as well as monthly webinars and other training materials and opportunities applicable to respective goals and objectives.

Calendar of Activities, Meetings, and Functions

In addition to various efforts to expand leadership and guidance relative to municipal operations, visions for major capital improvement projects and programs, development, redevelopment, and growth management policy engagement, I also continue to immerse myself in ancillary orientation exercises necessary for me to ultimately offer long-term effectiveness and commitment to both the organization and community. This included a personal meeting and tour with leadership of the South Central Regional Wastewater Treatment Plant yesterday morning, enabling a discussion about collaborative transactions involving the City of Boynton Beach, as well as other considerations supportive of the City of Delray Beach Department of Utilities.

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Given how extensive this operation is (involving multiple facilities and a variety of infrastructure components and replacement scheduling to be initiated beginning in the coming weeks), both me and Director Hassan Hadjimiry continue to look forward to outcomes that will substantially advance related service delivery.

Enclosures:

Electronic Mail Message and Accompanying Background Information from Michael Willis – Color Nine Group, LLC

Electronic Mail Message from Andrea Guerrero – E-Bill Presentment & Paperless Billing Implementation

All City Employee Email from Duane D’Andrea – Current COVID Protocols

Ancillary Background Information to Support Aforementioned Employee COVID Protocols

Calendar for Business Week of January 3, 2022

CM/Documents/City Commission Information Letter 16

Terrence R. Moore

From: michael.willis@thecolorninegroup.com
Sent: Friday, December 10, 2021 4:57 PM
To: Terrence R. Moore
Cc: Vega, Brenda; Lege, John; Barletto, Missie
Subject: Meeting Memo and Federal Funding Guidance
Attachments: Meeting Memo 12.7.21.pdf; Disaster Preparedness Funding Options.docx; Economic and Community Development Funding Options.docx; Law Enforcement Funding Options.docx; Shoreline Restoration Funding Options.docx; Small Business Support Funding Options.docx; Transportation Funding Options.docx; Water Wastewater and Conservation Funding Options.docx

****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.

Mr. Moore,

Good afternoon, I hope you are doing well. Please find attached the summary of our meeting on Tuesday, December 7, 2021.

I have also included a number of documents that provide general guidance to help the City's staff identify local funding/policy priorities that match best with Congressional funding options. I thought these documents might be helpful as we prepare for our meeting on January 5th. It is important to note that these documents provide general guidance, and that Congress and the federal agencies can limit eligibility and/or change the types of projects that are considered for funding each year. As local priorities are identified for potential federal funding, CNG will work with Congress and the federal agencies to ensure the City pursues federal funding opportunities that best address the City's needs.

In addition to the funds allocated by Congress, federal agencies fund thousands of local projects per year through competitive grants. Throughout the year, CNG will provide the City's staff with fact sheets for grants that match local needs. CNG regularly meets with federal agencies regarding their grant programs to gain insight into the kinds of projects that are priorities for funding and the buzz words in grant applications that will get the most attention. Should the City decide to apply for a specific federal grant we will assist the City's staff in drafting grant applications by providing the intel we have regarding these programs. We can also garner the support of the City's Congressional Delegation in the form of letters and phone calls to the agency offering the grant.

Thank you again for the opportunity to work with you and the City to develop and implement a strategy for securing federal support of the City's priorities. I look forward to our continued efforts. Should you have any questions or need additional information, please feel free to contact me anytime.

Thank you,

Michael

Michael D. Willis

President
Color Nine Group, LLC
(202) 545-0139



Summary: December 7, 2021, Meeting Between the City of Delray Beach and CNG Regarding Initial Steps for Federal Advocacy

On December 7, 2021, CNG President Michael Willis met with City of Delray Beach's City Manager Terrence Moore, Finance Director John Lege, and Public Works Director Missie Barletto. The purpose of the meeting was to create a timeline for CNG and the City to work together to create the City's federal priority list in a timely and efficient manner that will provide the City with the greatest opportunity to secure federal funding in 2022 (FY23). The resulting timeline is below.

January 5, 2022: Michael Willis will virtually attend the City's Executive Leadership Team Meeting at 9:00am to discuss potential items to be included in the City's federal priorities list.

- Prior to this meeting Michael Willis will provide the City's staff with the types of local projects that are eligible for FY23 Congressionally Directed Spending Requests (earmarks).

January 7, 2022: Mr. Moore will provide an update to the City Commission regarding the discussion of priorities discussed on January 5th.

February 1, 2022: Michael Willis will attend the City Commission meeting to discuss potential federal priorities and answer any questions the Commission may have regarding timelines and strategies for securing federal support of the City's priorities.

Mid-February to Mid-March: Deadline to submit local project funding requests to Congress for consideration of inclusion in the FY23 budget.

October 1, 2022 (Estimated): Deadline for Congress to pass the FY23 spending measures that includes funding for local projects.

In addition to the timeline above, we also discussed Senator Rubio's request for an update on the City's section of the County's Army Corps of Engineers Shoreline Restoration project. It was determined that no funds were required for the project in the Army Corps' FY23 Work Plan.

CNG will work with the City's staff to ensure that an effective strategy is in place to secure federal funding and policy victories for the City of Delray Beach.

Terrence R. Moore

From: Guerrero, Andrea
Sent: Thursday, January 6, 2022 4:50 PM
To: Terrence R. Moore
Cc: Lege, John
Subject: E-bill Presentment & Paperless Billing Implementation

City Manager Moore,

We are currently in the process of implementing two enhancements to the utility billing services provided to our customers, which are e-bill presentment and paperless billing. These enhancements will be available on the Relay payment portal. In collaboration with the Information Technology department and contracted vendors we are in the final stages of implementation. Design and programming are near completion, and we will be testing functionality over the next couple of weeks, with an anticipated rollout date of Tuesday, March 1, 2022. During this time, we will work with the Public Relations department to send notifications via social media to notify and provide detail of these enhanced services.

The e-bill presentment feature will be added to the customer account screen of the Relay payment portal providing the previous twelve (12) months of utility bill history in a PDF format, whereby the customer can view and or print.

Paperless billing provides the option for customers to choose to receive an email notification with an attachment of their current utility bill, and a direct link to the Relay payment portal.

In addition to our goal of providing excellent customer services to our customers these enhancements will provide cost savings, increase efficiency, and build upon the City's dedication to sustainability.

Respectfully,

Andrea Guerrero
Utilities Financial Manager
City of Delray Beach
100 NW 1st Ave
Delray Beach, FL 33444
(561)243-7000 ext. 7480
guerreraa@mydelraybeach.com



City of Delray Beach

M E M O R A N D U M

TO: All City Employees
FROM: Duane D'Andrea, Director, Human Resources
DATE: January 6, 2022
SUBJECT: Current Covid Protocols

In response to the increase in COVID infections, this memo will provide an update to the current Covid protocols

Until further notice:

1. If an employee is feeling sick, the employee should **STAY HOME** and follow normal procedures to notify their supervisor.
2. Any employees experiencing ANY COVID like symptoms (fever of 100, chills, cough, sore throat, shortness of breath, chills, sudden loss of smell or taste, new onset headache, muscle aches, nausea, vomiting, or diarrhea) should **STAY HOME AND NOTIFY the Employee Wellness Center** at **561-243-7612**. Leave a message if the Center is closed and you will receive a call back.
3. Please follow the written guidelines based on CDC recommendations provided by the City and Wellness Center. If there are case specific questions, please call the Wellness Center for further instructions.
4. Employees who begin to experience COVID symptoms over a weekend should notify their supervisor, proceed to get tested and also call the Wellness Center to update the providers there.
5. Employees **should not go** to the Wellness Center without calling in advance. The Center is not equipped for testing onsite and must ensure the Center is safe for other healthcare needs for covered employees and their dependents.

Please contact Human Resources with any questions.

City of Delray Beach

Employee Illness Notifications and Reporting Quick Reference

This document to be used as a **guide** for determining employee work status, COVID testing requirements, workforce quarantine and isolation, and return to work clearance. **This guidance is in no means a substitute for contacting the Wellness Center so that guidance and contact tracking can be determined.**

VACCINATION DEFINITIONS

BOOSTED: Completed primary Covid-19 series and received their booster (OR have had documented confirmed COVID-19 within the past 90 days)

NOT BOOSTED: Individual is unvaccinated or is more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted.

RECENT INFECTION: Has documented confirmed Covid-19 infection within the past 90 days

ISOLATION: Individual is sick or when you have been infected with the virus, even if you don't have symptoms.

QUARANTINE: Individual might have been exposed to the virus and may or may not have been infected.

Employee is SICK – regardless of vaccination status

Fever* or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or unexplained illness)

(*Fever: defined as subjective or a temperature of 100.0 F or above.)

- **Employee Responsibilities:**
 - Stay home
 - Notify your supervisor
 - **Contact the City Wellness center (561-243-7612)** for treatment and determination of a cause other than COVID.
 - Employee must contact his/her supervisor/or Human Resources' point of contact to inform them of their exposure/symptomatic status.

Employee is EXPOSED – BOOSTED/ RECENT INFECTION

Employees who are fully vaccinated or recently recovered can continue to work without testing, if they have NO SYMPTOMS.

- If the employee becomes symptomatic, use the "EMPLOYEE IS SICK" Protocol.
- Continue working, if positive, use the EMPLOYEE IS SICK protocol.
- Testing not recommended for individuals with a confirmed COVID-19 infection within 90 days.
- Monitor for symptoms closely for 10 days following exposure.
- Wear a well-fitted facial covering for 10 days following exposure.

Employee is EXPOSED –NOT BOOSTED

Employees can continue to work provided they meet the following criteria:

- Rapid testing completed at least 24 hours following exposure.
- If test is positive, follow EMPLOYEE IS SICK guidance.
- If test is negative continue to work with well-fitted facial covering and obtain PCR test on day 5 of exposure. If test is positive, Isolate for additional 5 days.
- If employee becomes sick at any point, use EMPLOYEE IS SICK guidance
- Required to wear a well-fitted facial covering AND monitor for symptoms closely for 10 days following exposure.

Testing Guidelines for all employees:

- Rapid testing should occur following at work onset of symptoms.
- Rapid testing should occur at least 24 hours after onset of symptoms, if employee is not at work.
- Rapid testing should occur at least 24-48 hours after last exposure to known covid-19 infection.
- PCR Test is required at least 5 days post exposure for all asymptomatic employees.
- Any asymptomatic employee who tests positive will be placed in isolation for 5 days from the date of positive test result. Day 0 is the day of the positive test.
- Any symptomatic employee who tests positive will be placed in isolation for 5 days from the first day of symptoms and must meet symptom-based return to work guidelines. First day of symptom onset is Day 0.
- Repeat testing may be required for employees who remain sick, following negative test.

This plan aims to address exposures to Covid-19 and preserve the workforce based on the latest CDC Guidelines. This cannot account for all circumstances and as such, deviations from this plan may be necessary on a case-by-case basis.

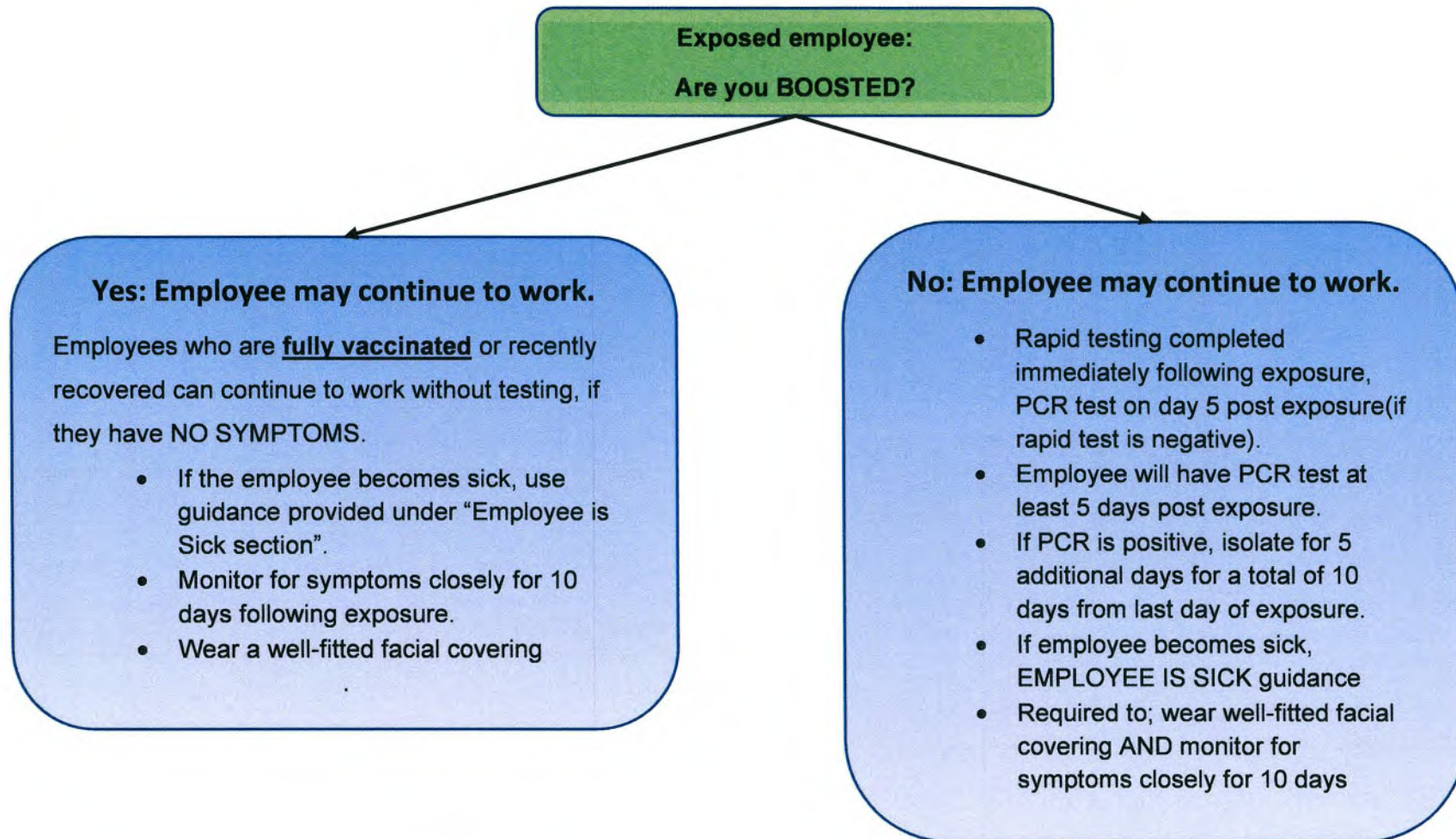
How to calculate number of isolation/quarantine days?

<https://doh.sd.gov/covid/calculator/>

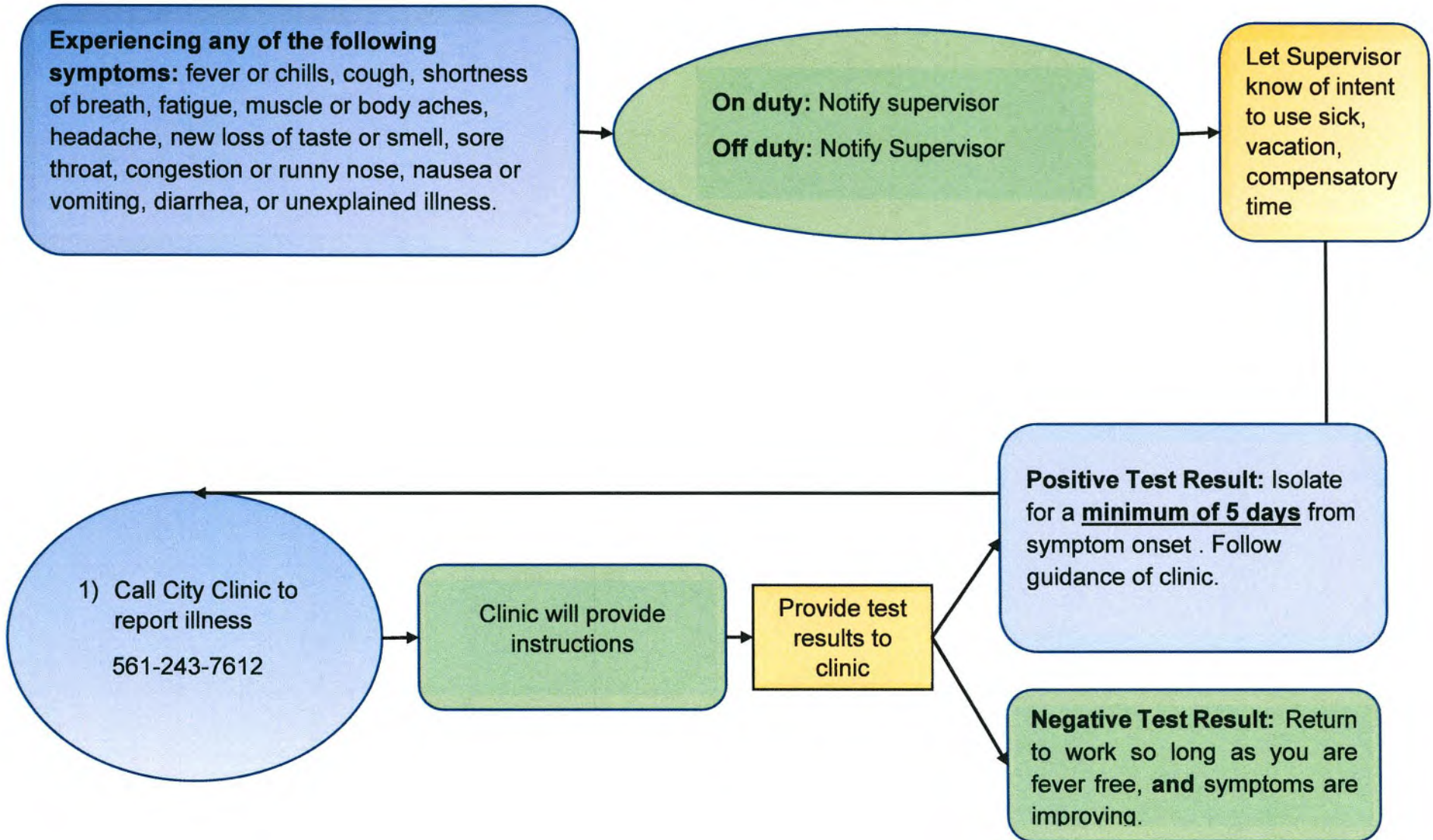
First of symptoms is Day 0. Isolation through Day 5 and may return to work on Day 6 (if symptom free for last 24 hours and/or mild improving symptoms).

If asymptomatic, day of Rapid/PCR positive test is Day 0. Then count through Day 5 and employee to return to work on Day 6.

Exposure Direction



Employee is SICK (regardless of vaccination status)



January 3, 2022 - January 9, 2022

January 2022							February 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 3

- 12:00am Sam ooo
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ☺
- 9:00am - 10:00am League of Cities Planning Meeting (1001 E. Atlantic Ave (over the Intracoastal Bridge, take 1st left, then take 1st
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (Commission Chambers) - Rangel, Delores ☺
- 10:00am - 11:00am Mayor/CM Agenda Review for the 1/11 Commission Meeting (Commission Chambers) - Conference Room -
- 11:30am - 12:30pm Mayor mtg w/CM Re: New Delray Beach Golf
- 2:00pm - 3:00pm Review of Data Analytics Relative to PBA
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda &
- 4:00pm - 5:00pm VM Johnson mtg w/CM New Delray Beach Golf
- 5:00pm - 6:00pm Begin Kiwanis Application (CM Office)

Tuesday, January 4

- 7:30am - 8:30am Compile January 5, 2022 Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 8:30am - 9:30am Compile Information Letter Report - Formal Process to Outline Federal Legislative Priorities (CM Office)
- 10:00am - 11:00am Various Meeting Update Preparations (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm OSS (Conference Room - City Hall 1st Floor) - Terrence R. Moore
- 1:30pm - 2:30pm Field Trip Review of "The Boys" Grocery Ancillary Left Turning Lane Hazard (Military Trail) - Terrence R. Moore
- 3:00pm - 4:00pm Executive Session Concerning Negotiations with the Police Benevolent Association (PBA) (City Hall 1st Floor)
- 4:00pm - 8:00pm January 4th Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

Wednesday, January 5

- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - Commission Chambers) - Vega, Brenda ☺
- 11:00am - 12:00pm Clarity Regarding Golf Course Operations and Responsibilities (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Meeting with Dr. Gunta and Duane D'Andrea (Conference Room - City Manager) - Vega, Brenda
- 1:30pm - 2:30pm DVM Frankel mtg w/CM & Others RE: New Delray Beach Golf Course, New City Hall and New Police Headquarters - P3 Invitation to Negotiate Process. (City Manager's
- 3:00pm - 4:00pm Current Vision for Golf Course Enhancements including Respective P3 Considerations (Conference Room - City
- 4:00pm - 4:30pm Janet Meets re: Caron Foundation Grant (Conference Room - City Manager) - Vega, Brenda
- 4:30pm - 5:30pm Compile Information Letter Report - Sustainable Membership Designation in National Civic League (CM Office)

Thursday, January 6

- 8:00am - 9:00am South Central Regional Wastewater Treatment Plant Tour with Doug Levine, Plant Manager (1801 N. Congress Avenue, Delray Beach, FL 33445) - Vega, Brenda
- 9:30am - 10:00am Mayor mtg w/CM, CA & Hassan Hadjimiry Re: RPZ Preventors, Electric stations & Various (City Manager's Office) -
- 11:00am - 12:00pm Compile Information Letter Report - Implementation of Electronic Mail Utility Bill Processing (CM Office)
- 2:00pm - 3:30pm Various (Various) ☺
- 3:00pm - 4:00pm Compile Information Letter Report - Executive Orientation Involving Dr. Gunta (Wellness Center Protocols and
- 3:30pm - 4:00pm Sam Metott will be meeting with Sophia Trionfo at SW 4th Fencing Site
- 4:00pm - 5:00pm Construction Traffic Rerouting Considerations, Ancillary Utility Issues, and Applicable Enforcement (1100 Block
- 5:00pm - 6:00pm Compile and Deliver (CM Office)

Friday, January 7

- 7:30am - 9:00am Finalize CIL (CM Office) ☺
- 9:00am - 9:30am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ☺
- 9:30am - 10:30am Comm. Boylston mtg w/CM Re: New Delray Beach Golf Course, New City Hall and New Police Headquarters - P3 Invitation to Negotiate Process. (City Manager's Office) - Rangel, Delores
- 11:00am - 12:00pm Follow-Up Direction Concerning OSS Operations and Management Proposal Review Process (CM Office)
- 12:00pm - 2:00pm Various (Various)
- 1:00pm - 2:00pm DELRAY BEACH TOURISM MASTER PLAN > Staffing/Structure, Financial & BI Committee Mtg. (<https://us02web.zoom.us/j/89506711472?pwd=dUN3Q1Q5d2wxUHFC>)
- 2:30pm - 4:00pm Various (Dia/BBW) (Various)
- 5:00pm - 6:00pm Electronic Compile and Deliver (Various)

Saturday, January 8

- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ☺
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office)
- 12:00pm - 2:00pm Begin Delores Rangel Annual Performance Evaluation (CM Office)

Sunday, January 9