



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



City Commission Information Letter

January 28, 2022

Clarity and Revisions to Utilities Cross Connection Policies

As discussed and committed during the January 11th workshop meeting, direction was recently initiated to make changes to the City's minimum construction standards and specifications for accepting dual check valve assembly as an acceptable alternative to reduced pressure zone (RPZ) assembly. The attached memorandum and accompanying information outlines policy revisions as authorized by the Office of the City Manager earlier this week.

As referenced, guidance as noted includes authorization for residential connections to utilize dual check valves at the potable water meter where reclaimed water service is available. The Department of Utilities is now therefore working to empower staff members involved in respective review and consideration processes that such capabilities are now in effect.

Utilities Communications Campaign

In an effort to both engage and educate our community regarding the numerous worth while initiatives being implemented by the Department of Utilities, please be advised that direction has been offered to develop a comprehensive strategic communications plan.

Efforts to this effect involve a continuous collaboration with both Utilities and Communications leadership, to likewise include a variety of external communications strategies such as media releases, printed publications, and social media updates; so as to advance transparency and to promote an accurate representation of our utilities operations.

Delray Beach Cat Trap-Neuter-Vaccinate-Return Program

As the Department of Neighborhood and Community Services has been working diligently during the past few months to initiate the Delray Beach Cat Trap-

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Neuter-Vaccinate-Return (TNVR) program, please be advised that direction is currently being offered to further promote aspects of this effort, as well as to expand collaborative partnerships.

As referenced in the attached memorandum and other accompanying background information from Director of Neighborhood and Community Services Sammie Walthour, opportunities to this effect include such involving the American Society for the Prevention of Cruelty to Animals; The Humane Society of the United States; Palm Beach County Animal Care & Control; and Peggy Adams Animal Rescue League. Desired strategies will likewise not only achieve ancillary collaborative outcomes, but to also increase awareness and volunteer capacity as well.

Given the productive momentum currently being experienced, a formal launch of the program is anticipated in late February, to likewise feature volunteer orientation services, and a community wide cat census to help determine the extent of the cat population in Delray Beach.

Reiteration of Assistant City Manager Organizational Engagement Structure

With Assistant City Manager Jeffrey Oris having just completed three weeks of service in his new role with the City of Delray Beach, I thought that it would be appropriate to reemphasize the organizational engagement structure as it relates to other members of the Executive Leadership Team. Guidance as outlined continues to iterate the notion that the Office of the City Manager is a single collaborative unit that cultivates a team-oriented approach for leadership and direction.

As referenced in the attached list summary, direction to this effect therefore involves a lead support contact structure, with me offering daily operational support for Communications; Education; Finance; Fire; Human Resources; Parks & Recreation; Police; Public Works; and Utilities. Assistant City Manager Jeffrey Oris will likewise offer such for the Office of the City Clerk; Development Services; Economic Development (to include collaborative liaison functions with Director of Economic Development Sara Maxfield for the Community Redevelopment Agency, the Downtown Development Authority, and the

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Chamber of Commerce); Information Technology; Neighborhood and Community Services; Purchasing; and Sustainability. Mr. Oris' other responsibilities include serving as city administration's point of contact for the Public Arts Advisory Board, and various non-profit agencies who enjoy financial support from the City of Delray Beach.

Calendar of Meetings, Activities, and Functions

As city administration is working both proactively and productively to plan, schedule, and implement numerous (and various scale) neighborhood-oriented capital projects that have been deferred for a significant period, staff involved respectively continues to likewise create opportunities for residents and stakeholders to offer review and input accordingly.

A most recent experience to this effect was last evening's Northwest (NW) Neighborhood Improvements Public Outreach Meeting #1, where leadership from the Department of Public Works and external contractual engineers outlined details for various lighting, signage, roadways, drainage, and other enhancements to be implemented during the next few years (via financial support and partnership involving the Delray Beach Community Redevelopment Agency). Dialogue and questions during this exercise were rather passionate, resulting in staff commitments to consider ancillary thoughts and considerations accordingly.

Enclosures:

Electronic Mail Message from Hassan Hadjimiry Revised Detail – Potable Water Service Connection/Installation Detail
Memorandum and Accompanying Background Information – Delray Cats – TNVR Program
List Summary Outlining Lead Support Contact Organization Structure for the Office of the City Manager
Reiterated City of Delray Beach Organizational Chart
Calendar for Business Week of January 24, 2022

CM/Documents/City Commission Information Letter 18

Terrence R. Moore

From: Hadjimiry, Hassan
Sent: Thursday, January 27, 2022 11:03 AM
To: Terrence R. Moore
Cc: Gelin, Lynn; Barletto, Missie
Subject: Revised Detail - Potable Water Service Connection
Attachments: Potable Water service installation detail.pdf

Mr. Moore,

Department of Utilities staff recommends the attached revision to the Minimum Construction Standards and Specifications Manual. This Manual was approved by the City Commission on December 7, 2021. At the time of approval, the City Commission authorized the City Manager to make additional revisions as necessary. This revision no longer require the installation of RPZ at residential potable water service connections (1" meter) where reclaimed water is available. Instead, dual check valves will be required at these connections.



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

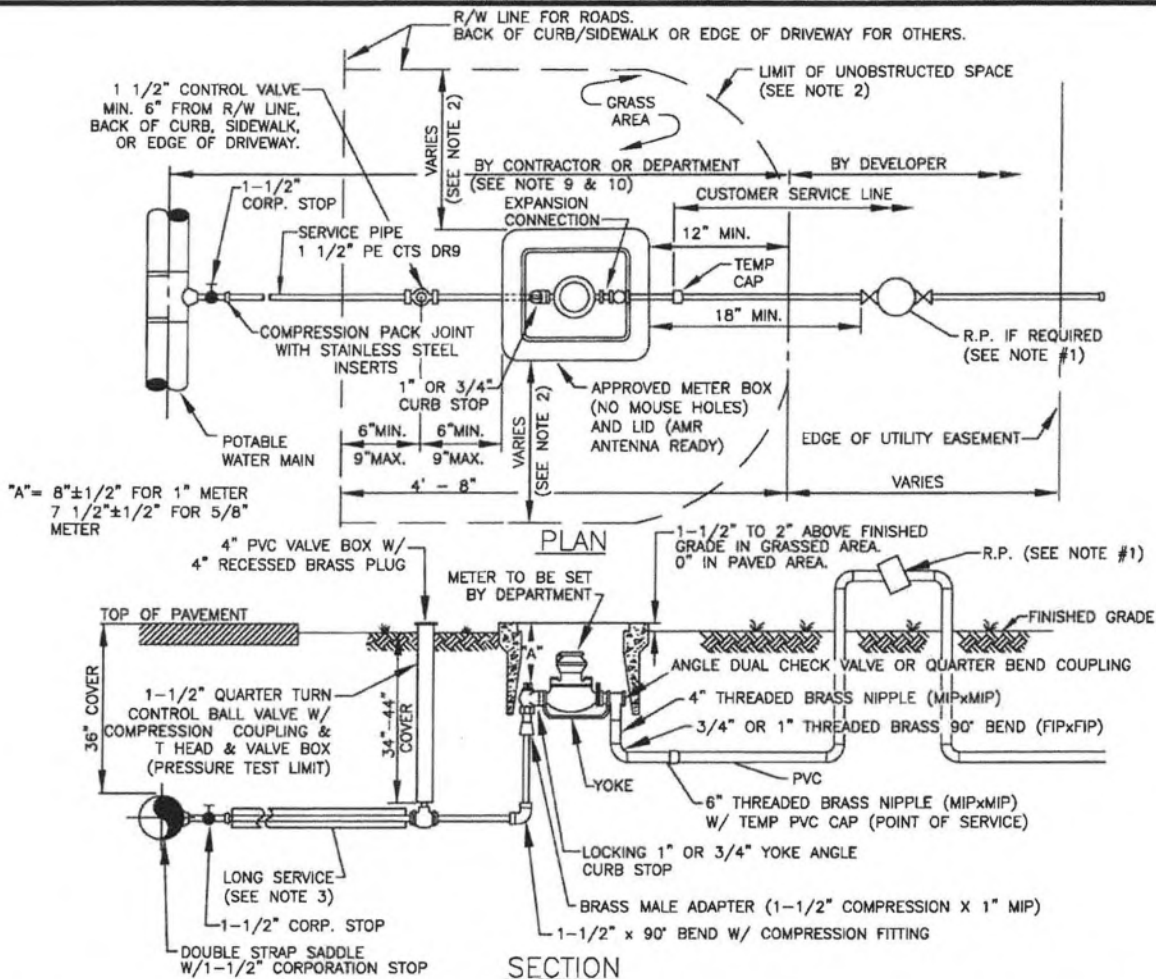
Delray Beach, FL 33444



561.243.7303



hadjimiryh@mydelraybeach.com



NOTES:

1. ALL NON-RESIDENTIAL SERVICES SHALL HAVE AN APPROVED REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY (R.P.). THE R.P. SHALL BE INSTALLED AS CLOSE AS POSSIBLE TO THE POINT OF SERVICE NOT TO EXCEED 48" WITHOUT PRIOR DEPARTMENT APPROVAL.
2. LIMIT OF UNOBSTRUCTED SPACE FROM SIDE OF WATER METER BOX SHALL BE 36" MINIMUM FOR SHRUBS AND SIMILAR OBSTRUCTIONS WITH 60" MINIMUM FOR TREES, WALLS, AND OTHER SIMILAR OBSTRUCTIONS.
3. FOR INSTALLATION OF SERVICES UNDER DRIVEWAYS AND ROADWAYS USE MIN. 3" DIAMETER BLACK IRON, PVC SCH 40 OR HDPE SDR 9 CASING. CASING SHALL EXTEND MIN. 24" BEYOND EDGE OF PAVEMENT. END OF CASING TO BE SEALED WITH FOAM SEALANT. CASING SHALL BE COLOR-CODED BLACK, WHITE, BLUE, OR BLUE STRIPED.
4. SUCCESSIVE TAPS INTO THE WATER MAIN SHALL BE SPACED A MINIMUM OF 18" APART. TAPS ON SAME SIDE OF A PVC PIPE SECTION SHALL BE MIN. 10' APART.
5. METER SHALL NOT BE PLACED IN SIDEWALK OR DRIVEWAY AREAS. WATER SERVICE LINES AND TAPS SHALL NOT BE PLACED UNDER DRIVEWAYS WHENEVER POSSIBLE AND IF REQUIRED, ONLY WITH PRIOR DEPARTMENT APPROVAL.
6. MAXIMUM SERVICE LENGTH IS 100' TO METER.
7. BEDDING (MIN. 4") AND COVER (MIN. 4") OVER SERVICE LINE OR CASING SHALL CONSIST OF FINE GRANULAR MATERIAL UNSUITABLE IN-SITU MATERIALS SUCH AS MUCK, DEBRIS AND LARGER ROCKS SHALL BE REMOVED WITH 2" MAXIMUM SIZE.
8. METER/SERVICE WILL NOT BE INSTALLED/ACTIVATED UNTIL:
 - A. ALL FORM BOARDS FOR DRIVEWAY AND/OR SIDEWALK MUST BE COMPLETELY INSTALLED OR THE DRIVEWAY AND/OR SIDEWALK MUST HAVE BEEN INSTALLED.
 - B. "MINIMUM UNOBSTRUCTED SPACE" AS SHOWN IN NOTE 2 AND ON THE PLAN VIEW IS PROVIDED WITH 12" MINIMUM VERTICAL SEPARATION REQUIRED TO ALL OTHER UTILITIES.
 - C. THE REQUIRED BACKFLOW PREVENTION ASSEMBLY/DEVICE IS INSTALLED AND HAS PASSED INITIAL TEST.
9. METER TO BE INSTALLED BY DEPARTMENT. THE PIPING BEYOND THE CONTROL VALVE TO BE INSTALLED BY THE DEVELOPER OR THE DEPARTMENT DEPENDING ON THE TYPE OF SERVICE INSTALLATION REQUIRED.
10. THE DEVELOPER/PROPERTY OWNER OR ASSIGNEE SHALL BE RESPONSIBLE FOR INSTALLATION OF SERVICES BEYOND PRESSURE TEST LIMITS AS SPECIFIED BY THE DEPARTMENT.
11. THREADED AREAS OF CORPORATION STOP AND OTHER FITTINGS SHALL BE SPIRAL WRAPPED WITH TWO (2) WRAPS OF TEFLON TAPE.
12. METER BOXES IN NON-GRASS AREAS SHALL HAVE TRAFFIC RATED LIDS.
13. A 12" THICK COMPACTED 3/4" ROCK BASE IS REQUIRED FOR METER BOXES OUTSIDE OF GRASS AREA. THE BASE SHALL EXTEND MIN. 12" BEYOND THE METER BOX PERIMETER.
14. STAINLESS STEEL INSERTS ARE REQUIRED FOR ALL COMPRESSION FITTINGS.
15. PVC SHALL BE SCHEDULE 40 PIPE WITH SCHEDULE 80 FITTINGS. ALL BRASS FITTINGS SHALL BE "LEAD FREE".

REVISED



CITY of DELRAY BEACH
 PUBLIC WORKS DEPARTMENT
 434 SOUTH SWINTON AVENUE, DELRAY BEACH, FLORIDA 33444

**POTABLE WATER SERVICE SINGLE
 1" METER INSTALLATION DETAIL**

DATE: 01-25-2021

PW 12.0



CITY OF DELRAY BEACH
NEIGHBORHOOD & COMMUNITY SERVICES
100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7364



MEMORANDUM

TO: Terrence R. Moore, ICMA-CM, City Manager

FROM: Sammie L. Walthour, Director, Neighborhood & Community Services *SLW*

DATE: January 11, 2022

SUBJECT: Delray Cats – TNVR Program

Delray Cats – A Program Overview

Trap-Neuter-Vaccinate-Return, TNVR or TNR, programs are and must remain a multi-faceted approach in order to successfully reduce and manage healthy community cat populations. It is important to remember that whether community cats are liked or disliked, programs such as TNVR have been proven most effective in reducing diseases, territorial and mating behaviors (such as spraying and fighting), and ultimately the community cat population as a whole. While reviewing and gathering information on TNVR programs since the City Commission's approval of \$25,000 to launch a program, staff has been in close communication with Animal Care & Control (AC&C) and their Community Cats Outreach Officer. Additionally, staff has been in communication with Palm Beach Island Cats (PBIC), a non-profit entity operating the TNVR program in the Town of Palm Beach. Both AC&C and PBIC have provided valuable operational information on TNVR programs, outlining both successes and failures. Using these and other resources, preliminary information was gathered in order to establish a program outline for Delray Cats.

Delray Cats – Key Components

The TNVR program will be comprised of the following key components:

- City Employees
- Volunteers
- Vendors – trapping and transportation services; food; medical services
- Outside Partners – Palm Beach County Animal Care & Control (AC&C) and Peggy Adams Animal Rescue League (ARL)
-

February Commencement

The estimated start date for the Delray Cats TNVR Program is late February. Delray Cats will rely heavily on the support of volunteers to gather data, compile reports, feed, foster, and support the

community cat population and program. Fortunately, there is already an active group of individuals in Delray Beach who are participating in the AC&C's TNVR program. Members from this group have reached out to Neighborhood & Community Services, eager to become a part of the Delray Cats Program. It is the Neighborhood & Community Services (NCS) Department's goal to provide and advocate for resources for the volunteers to successfully run the program.

Next Steps

Staff is working on the following steps for the February commencement date:

- Delray Cats Webpage and Email – staff is working with the Office of Public Information (PIO) on the creation of a webpage. This webpage will include the program overview, volunteer opportunities, updates, photos, and more. An email dedicated to Delray Cats has been created – delraycats@mydelraybeach.com - for all questions, comments, and inquiries and will be published immediately following creation of the webpage.
- Trapping Vendor - identify a vendor(s) that can humanely trap and transport community cats and obtain a quote for services. Contracting a vendor may reduce or eliminate liability concerns that would otherwise arise if volunteers are involved in the trapping and transportation of the cats. Additionally, a vendor is equipped with the tools needed to humanely trap and transport the cats, eliminating logistic concerns for staff for renting, storing, and tracking traps. Staff is scheduled to discuss these services with a vendor who reached out to NCS following news release of the approved funding.
- Food Vendor – identify a vendor(s) that can deliver a suitable and economically priced food product for distribution to volunteers for feedings. Staff is in the process of speaking with the police department regarding food vendors for the K9 officers as an option for piggyback.
- Volunteers – staff will the contact list of community stakeholders already engaged in TNVR for volunteer possibilities. Through the PIO, volunteer opportunities should be advertised on social media as well as on the NCS Delray Cats webpage. Human Resources has advised applications may take up to two (2) weeks for review and background checks.
- City Employees – through the PIO, disseminate a postmaster's message for employees at various City properties (Swinton Operations Complex, Police Department, Fire Department, etc.) interested in participation in feeding and possibly fostering community cats on City property.
- City Policy on Feeding Community Cats on City Property – draft and adopt a policy for employees feeding cats on City property utilizing regulations from PBC AC&C Ord. 98-22, Sec. 4-35. This ensures community cats are being fed properly and in areas appropriate for both the cats as well as City employees.
- Delray Cats Program Pledge – draft a pledge acknowledging the role as a representative of the City, acceptance of any applicable regulations/laws, etc.
- First Educational Orientation – hold an orientation for volunteers and City employees (possibly with the assistance of AC&C) on the Delray Cats program, providing an overview of PBC AC&C Ord. 98-22, Sec. 4-35, volunteer t-shirts and badges, acknowledgement of program pledge, viewing ARL's feeding and fostering videos, comments by elected officials and/or Manager's office, etc. Emphasis should be placed on the volunteers' roles in the program! Additional orientations can be held for new volunteers, etc., possibly by a lead volunteer.

- Cat Census – a means for volunteers and City employees to begin tracking the number of community cats. Consideration will be given to a Google document sheet or paper tally form. Ideally, this should be done during feedings to accurately count cats.
- Priority List – once the census is complete, the areas of highest concern should be ranked based on the highest population.
- Begin TNVR services – with the completion of the census and the priority list, the program will begin trapping, neutering, vaccinating, microchipping, and releasing ALL cats in one area at a time. Once an area is complete, services will begin in the next area of concern. Concurrent to TNVR activities, volunteers and City staff will supply food and water to all areas where community cat populations exist. This may include obtaining written consent from private property owners if cats are observed on private property. Community cats will also be monitored for medical concerns as is required by PBC AC&C Ord. 98-22, Sec. 4-35.
- Reporting and Tracking – staff, in coordination with volunteers, will track the cost of food, services, volunteers, and provide regular reports and updates on the Delray Cats Program.

Delray Cats Program

In October 2021, the City of Delray Beach approved \$25,000 in funds to begin a Trap-Neuter-Vaccinate-Return program, or TNVR, to address the city's community cat population. The program is scheduled to begin in late-February 2022, with an orientation and cat census. The census will allow staff and volunteers to assess the areas of highest need for TNVR while also developing routines and schedules for feeding the entire community cat population within the city.



TNVR Information

TNVR programs are recognized by the American Society of the Prevention of Cruelty to Animals (ASPCA) as one of the “humane, lawful, and effective strategies for humanely managing community cat populations.” TNVR programs involve humanely trapping cats for the purpose of bringing the cats to a local facility for sterilization, microchip, vaccination, ear tipping or notching (for identification), and return to the area from which they were trapped.

While the definition of community cat may vary, the Humane Society of the United States refers to community cats as “un-owned or semi-owned cats, comprised of both strays (lost and abandoned former pets who may be suitable for home environments) and feral (extremely fearful of people and not welcoming of human attention, making them unsuitable for home environments). Some community cats can be considered loosely owned, meaning that concerned residents



feed them and may provide some form of shelter in their own homes or on their own property, but do not always identify the cats as their own personal pets.” In 2015, Palm Beach County Animal Care & Control adopted Ordinance 98-22, Section 4-35, requiring *anyone* caring for community cats ensure sterilization, microchip, vaccination, ear-tipping, regular access to proper nutrition and clean water, and medical care as needed.

It is important to remember that whether community cats are liked or disliked, programs such as TNVR have proven most effective in reducing diseases, territorial and mating behaviors (such as spraying and fighting), and ultimately reducing the community cat population.

Additional Resources

To learn more about TNVR programs and community cats, or to visit the sources mentioned above, please visit:

- [ASPCA](#)
- [The Humane Society of the United States](#)
- [Palm Beach County Animal Care & Control](#)
- [Peggy Adams Animal Rescue League](#)

Volunteer Information

If you are interested in volunteer opportunities, please apply at: [GovernmentJobs.com/careers/DelrayBeach](https://www.governmentjobs.com/careers/DelrayBeach).

Contact Info

If you have a question or concern regarding the Delray Cats Program or community cats in general, please email: delraycats@mydelraybeach.com.

City Commission

City Manager
Terrence R. Moore ICMA-CM

Jeffrey L. Oris
Assistant City Manager
Lead Support Contact

City Clerk

Development Services

Economic Development

- Liaison - CRA
- DDA
- Chamber of Commerce

Information Technology

Neighborhood and Community Services

Purchasing

Sustainability

Public Art Advisory Board & Non-Profits Liaison

Terrence R. Moore
City Manager
Lead Support Contact

Communications

Education

Finance

Fire

Human Resources

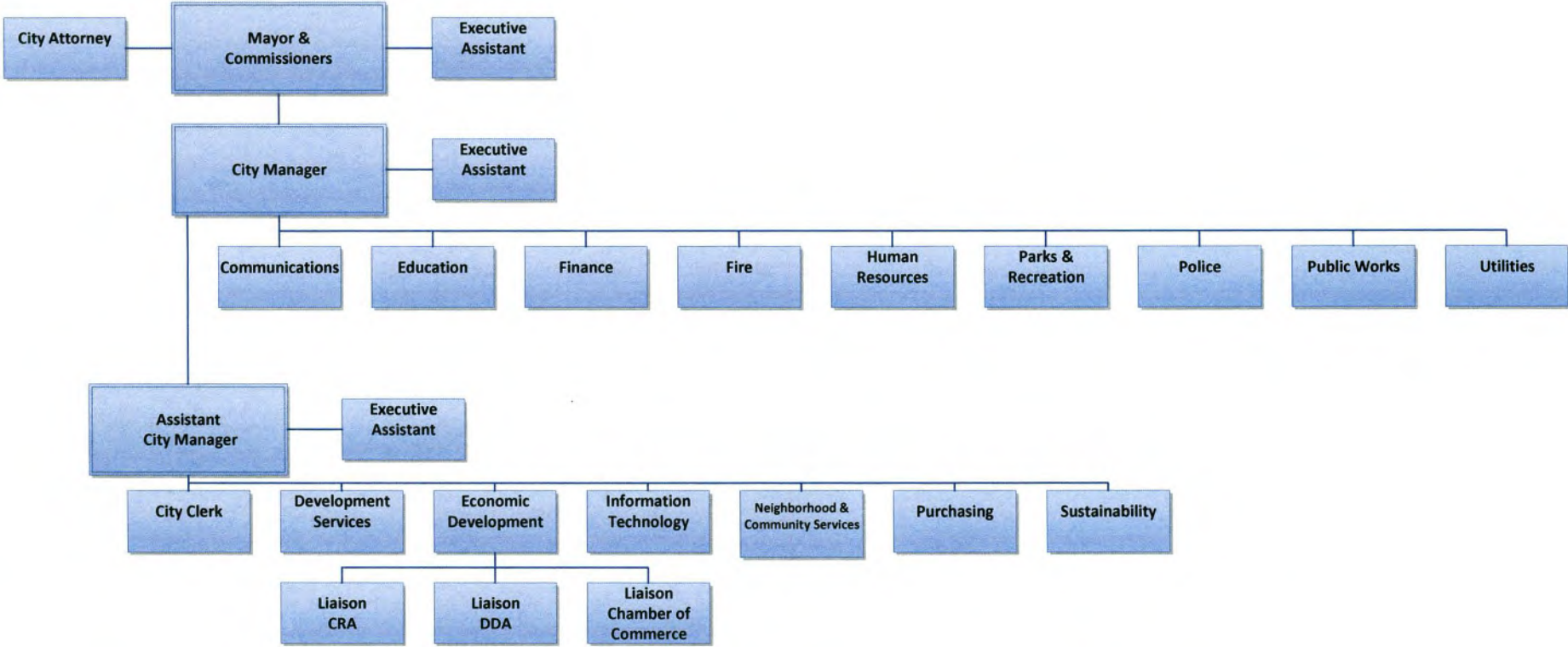
Parks & Recreation

Police

Public Works

Utilities

City of Delray Beach Organizational Chart



January 24, 2022 - January 30, 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 24

- 8:00am - 9:00am Begin CIL (CM Office)
- 8:30am - 9:00am Follow-Up Clarification Regarding FLC Community Event Collaboration (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Mr. Walden/Show Considerations (CM Office)
- 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 2/1 Commission Meeting (Commission Chambers) - Conference Room -
- 11:30am - 12:30pm Ancillary Protocol Considerations to Support Utility Disconnection Policies (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Meeting with NCS, Purchasing and Sustainability
- 2:00pm - 3:00pm Canceled: Review and Analysis of South Central
- 3:00pm - 4:30pm VM Johnson Mtg w/CM Moore Re: Agenda,
- 4:00pm - 5:00pm Tropic Isles (Conference Room - City Hall 1st Floor)
- 6:00pm - 7:00pm South Central Regional Wastewater Treatment

Tuesday, January 25

- 8:00am - 9:00am Compile Information Letter Report - Community Cats Programs (TITLE) (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Follow-Up Direction Relative to Disparity Study Considerations (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Agenda Review Meeting (February 8 CC Workshop/Regular Meetings) (Commission Chambers) - Conference
- 11:00am - 12:00pm Delores Rangel Annual Performance Evaluation (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Direction Regarding First Six Month Report (CM Office) - Terrence R. Moore
- 2:00pm - 4:00pm Joint City Commission/CRA Workshop Meeting (Arts Warehouse, 313 NE 3rd St, Delray Beach, FL 33444) - Waterlander,
- 4:00pm - 6:00pm CRA Regular Board Meeting (Arts Warehouse,
- 4:00pm - 5:00pm Zoom Mtg: City of Delray Beach and Boca Raton
- 5:30pm - 6:30pm Joint Workshop - DDA/Parking Management

Wednesday, January 26

- 8:00am - 9:00am Compile Information Letter Report - Reiteration of Assistant City Manager Organizational Reporting Structure (CM
- 9:00am - 10:00am Special Event Planning Considerations (City Manager Conference Room) - Krushinski, Nan
- 10:00am - 11:00am Follow-Up Meeting re: New Delray Beach Golf Course, New City Hall and New Police Headquarters - P3
- 10:30am - 11:30am Compile Information Letter Report - Revised Utilities Cross Connection Policies (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Travel Time
- 2:00pm - 3:00pm Compile Information Letter Report - Utilities
- 3:00pm - 3:45pm Tea with Terrence Hosted by Department of
- 4:00pm - 4:30pm Meeting with Bess Case (Conference Room - City
- 4:30pm - 5:00pm UHGI (Microsoft Teams Meeting) - Terrence R.
- 5:30pm - 6:30pm I-3 Del Ray Discussion
- 5:30pm - 6:00pm I3 (CM Office/Conference Room) - Terrence R.

Thursday, January 27

- 12:00am Ilyse ooo →
- 8:00am - 8:45am Ms. Ingrid Lee (Conference Room - City Manager) - Vega, Brenda
- 8:45am - 9:00am Travel Time
- 9:00am - 10:00am Ribbon Cutting - C.O.A.S.T. (Clean Oceans and Sands Team) Program (Anchor Park 340 South Ocean Blvd.) - Vega,
- 10:00am - 10:30am Travel Time
- 10:30am - 11:30am Ancillary Provision Review of Highland Beach Contract in Relationship to In-Rank Positions (Conference Room -
- 1:30pm - 2:00pm Call Jay Glover 407-414-0625 (CM Office)
- 2:00pm - 3:30pm Various (Various) ↻
- 4:00pm - 4:30pm Various Follow-Up (CM Office) - Terrence R. Moore
- 5:00pm - 6:00pm Event Planning Interim Service Considerations
- 6:00pm - 8:00pm NW Neighborhood Improvements - Public

Friday, January 28

- ← Ilyse ooo →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Meeting with John Lege (City Manager) - Vega, Brenda
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Meeting with Latoya Dixon, Principal at Village Academy Elementary School (400 S.W. 12th Avenue, Delray Beach, FL
- 11:00am - 11:15am Travel Time
- 12:00pm - 1:00pm PBCCMA (Monthly) Meeting (Webex) - Vega,
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly
- 3:00pm - 3:30pm PGCS (City Manager's Conference Room) - Inglese,
- 3:30pm - 4:00pm Meeting with Missie Barletto re: HR (Conference
- 4:00pm - 4:30pm Follow-Up Direction Concerning Incident in
- 5:00pm - 5:30pm Mission Square (Conference Call/CM Office)

Saturday, January 29

- ← Ilyse ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:00am - 11:30am Zelle (CM Office)
- 11:30am - 1:30pm Various, CIL, Notes, etc. (CM Office)
- 12:00pm - 12:30pm RK (CM Office)

Sunday, January 30

- ← 12:00am Ilyse ooo