



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



## City Commission Information Letter

April 29, 2022

### **Public Works Awarded Nearly \$20 Million Grant Award from the Statewide Flooding and Sea Level Rise Resilience Plan**

Both the Office of the City Manager and that of Director of Public Works Missie Barletto are extremely pleased to report that the City of Delray Beach is being awarded a \$19.8 million grant from the Statewide Flooding and Sea Level Rise Resilience Plan to help finance various infrastructure enhancements for the Tropic Isle neighborhood.

As referenced in the attached electronic mail message exchange involving Director Barletto and Florida Department of Environmental Protection Grants Administrator Hanna Tillotson, the award includes support to help finance neighborhood stormwater improvements, as well as raising roadways to help alleviate flooding and other related inconveniences.

Direction is likewise being offered to prepare necessary funding agreements between the City of Delray Beach and the State of Florida accordingly, including applicable certificate of insurance related transactions. Once respective tasks have been finalized to this effect, recommendations for approval will be offered publicly for City Commission consideration. Meanwhile, I offer congratulations to Director Barletto and her stormwater and engineering team for their excellent work in achieving this much needed outcome.

### **Direction to Support Annual Report of the Green Implementation Advancement Board**

As committed during the April 5<sup>th</sup> regular City Commission meeting, direction is being offered to host a workshop meeting to specifically consider recommendations from the Delray Beach Green Implementation Advancement Board (Green Board). Opportunities to this effect include goals and objectives related to plastics, greenhouse gas reduction, trees, solid waste management, education, and green building ordinance criteria.

## **City Commission Information Letter**

**April 29, 2022**

**Page 2**

As referenced in the attached electronic mail message from Sustainability Officer Kent Edwards, considerations involve necessitating support from external consultancy services for several related activities. This includes a recently completed tree inventory to help ultimately support implementation of an urban forest management plan.

A special workshop session as noted will therefore be scheduled as part of the July 19<sup>th</sup> City Commission meeting. Meanwhile, the Green Board will likewise be advised accordingly as well.

### **Direction to Support Virtual Residents Academy and Related Activities**

As a primary observation and lesson learned from the April 13<sup>th</sup> civic engagement town hall event is that residents and stakeholders have become more accustomed to virtual opportunities for public education participation (especially since the beginning of the COVID-19 pandemic over two years ago), future efforts to offer our community informative and educational opportunities will include live streaming and other similarly structured platforms.

As referenced in the attached memorandum from Janet Meeks, direction to this effect includes reintroduction of the Delray Beach Residents Academy, to involve both virtual and in-person interaction for those enrolled in the program.

Arrangements as outlined will be administered by the City's Education Coordinator, with assistance from the Department of Information Technology and the Department of Communications. With specific details and scheduling anticipated to be initiated at the beginning of Fiscal Year 2022-2023, respective announcement and enrollment activities will follow soon thereafter.

### **Correction/Guidance to Address CIGNA Billing Transaction Issues and Concerns**

As it was recently brought to the attention of both the Office of the City Manager and that of Director of Human Resources Duane D'Andrea that various medical billing processes involving the City's health insurance plan with CIGNA have

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## City Commission Information Letter

April 29, 2022

Page 3

been delayed (for a variety of reasons), please be advised that meetings have been initiated with all involved to resolve accordingly.

Direction to this effect includes the City's benefits broker, The Gehring Group, and Concentra leadership (notably, the City's Medical Director, Dr. Jyothi Gunta) to convene with CIGNA representatives to help collaborate relative to best practices and resolution of issues deemed necessary.

Meanwhile, continued issues and/or concerns regarding this matter should be brought to the attention of the Department of Human Resources, as they've since been empowered to offer support relative to individual cases accordingly.

### **Calendar of Meetings, Activities, and Functions**

The City of Delray Beach hosted its annual "Take Your Child to Work" event yesterday, providing an opportunity for the children of employees from various departments to experience respective work activities, as well as to learn more about local government operations in a professional setting. Perhaps the most structured environment to this effect was an activity hosted by the Delray Beach Police Department at the Seacrest Training Facility, with canine demonstrations and other law enforcement oriented interactions having been made available.

Enclosures:

Electronic Mail Message from Missie Barletto – Stormwater Team Bring in More Than \$22 Million for Projects  
Electronic Mail Message from Kent Edwards – Follow-Up to Green Implementation Advancement Board Annual Report  
Memorandum from Janet Meeks – Residents Academy  
Calendar for Business Week of April 25, 2022

CM/Documents/City Commission Information Letter 29

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Thursday, April 28, 2022 10:02 AM  
**To:** Terrence R. Moore  
**Subject:** FW: Stormwater Team bringing in more than \$22 million for projects

**From:** Barletto, Missie <[BarlettoM@mydelraybeach.com](mailto:BarlettoM@mydelraybeach.com)>  
**Sent:** Thursday, April 21, 2022 9:16 AM  
**To:** Terrence R. Moore <[moore@mydelraybeach.com](mailto:moore@mydelraybeach.com)>  
**Cc:** Oris, Jeff <[OrisJ@mydelraybeach.com](mailto:OrisJ@mydelraybeach.com)>; Carter, Gina <[carterg@mydelraybeach.com](mailto:carterg@mydelraybeach.com)>; Dunkley, Hugh <[DunkleyH@mydelraybeach.com](mailto:DunkleyH@mydelraybeach.com)>; Buisson, Cynthia <[FuentesC@mydelraybeach.com](mailto:FuentesC@mydelraybeach.com)>  
**Subject:** Stormwater Team bringing in more than \$22 million for projects

Good morning everyone,

I wanted to begin your day with great news this morning! The City of Delray Beach is being awarded \$19.8 million (\$6.6 million / year over the next three years) for the Tropic Isle neighborhood project design and construction. This is in addition to the appropriations we already were notified of for \$445,000 to install tidal backflow prevention in our ocean outfalls and \$1,837,500 for construction of the Thomas Street Stormwater Pump Station, bringing the grand total of state appropriations for stormwater programs in the coming year to \$22,082,500.

Our stormwater team is working hard to make the City resilient to climate change and sea level rise and doing an amazing job! As you know, the last Stormwater Master Plan for the City has identified \$380 million over the next 30 years in projects that will be required to retain the level of service our residents have come to enjoy and expect.

In addition to the successful efforts above, the City also has several projects that have passed a few hurdles and continue to be in the running for FEMA Hazard Mitigation Grant Program funding including the Thomas Street Stormwater Pump Station and Marine Way projects.

Thanks, and have a great day!

Missie

**From:** Tillotson, Hanna <[Hanna.Tillotson@FloridaDEP.gov](mailto:Hanna.Tillotson@FloridaDEP.gov)>  
**Sent:** Wednesday, April 20, 2022 4:44 PM  
**Cc:** Resilience <[Resilience@floridadep.gov](mailto:Resilience@floridadep.gov)>; Reed, Alex <[Alex.Reed@FloridaDEP.gov](mailto:Alex.Reed@FloridaDEP.gov)>; Quigley, Diane <[Diane.Quigley@FloridaDEP.gov](mailto:Diane.Quigley@FloridaDEP.gov)>; Widener, Lisa <[Lisa.Widener@FloridaDEP.gov](mailto:Lisa.Widener@FloridaDEP.gov)>; Smith, Deneka <[Deneka.Smith@FloridaDEP.gov](mailto:Deneka.Smith@FloridaDEP.gov)>; Koerner, Jacob X. <[Jacob.X.Koerner@dep.state.fl.us](mailto:Jacob.X.Koerner@dep.state.fl.us)>; Frisby, George <[George.Frisby@FloridaDEP.gov](mailto:George.Frisby@FloridaDEP.gov)>  
**Subject:** DEP Resilient Florida Program Fiscal Year 2022/2023 Grant Award

**\*\*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.

Greetings,

Thank you for submitting your grant application for funding consideration from the Office of Resilience and Coastal Protection's Resilient Florida Program (Program). It is with pleasure that I write to inform you that your project has been included in the [Fiscal Year 2022-2023 Statewide Flooding and Sea Level Rise Resilience Plan](#) (Plan). The projects in the Plan have been approved by the Legislature and the funding has been approved for allocation beginning July 1, 2022.

Funding will be provided through a cost-reimbursement grant agreement between the Florida Department of Environmental Protection (Department) and the applicant for your project. To expedite the grant agreement execution process prior to the July 1 start date, we will be requesting information from you in two phases.

For this initial phase one request, please provide the following documents to your assigned Department grant manager:

1. Grant Agreement Contact Information Form (attached)
2. Certificate of Insurance (Department grant agreement insurance requirements attached)
3. Copy of W-9

Upon receipt of the three documents above, your grant manager will prepare the additional grant documents and will then follow up with you to develop the grant work plan to finalize the tasks, deliverables, and project budget in accordance with the initial project application.

**The grant manager assigned to your project is included in the 'Resilient Florida Program FY22-23 State Plan Grant Manager Assignments' spreadsheet. Contact information is included as well.**

If you have any questions, please contact me or your assigned grant manager.

Thank you for your participation in our Program. We look forward to working with you!

Sincerely,



**Hanna Tillotson**  
Grants Administrator  
Resilient Florida Program  
Office of Resilience and Coastal Protection  
[Hanna.Tillotson@FloridaDEP.gov](mailto:Hanna.Tillotson@FloridaDEP.gov)  
Office: 850-245-7540



## Terrence R. Moore

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**From:** Edwards, Kent  
**Sent:** Thursday, April 28, 2022 11:47 AM  
**To:** Oris, Jeff  
**Cc:** Terrence R. Moore  
**Subject:** Follow up to Green Implementation Advancement Board Annual Report

Mr. Oris, I am writing in follow up to the Green Implementation Advancement Board (Green Board) Annual Report to the City Commission, which was presented at the April 5 meeting. During Commissioner comments at the end of the meeting, it was requested that a follow up presentation be made, regarding the issues addressed in the Green Board Report.

I understand that the follow up presentation has been set for the July 19, 2022 Commission Workshop meeting. I drafted an outline for the presentation, which will focus on points from the Green Board presentation, and City efforts, progress and plans in these areas.

The presentation outline includes the following:

Trees- Tree Inventory, Urban Forest Management Plan, Tree Planting Program

Education and Outreach- Associated with every Sustainability Initiative, Social Media, Contact List, Climate and Art

Plastics- Straw Ban, City Purchasing, Recycling, State Preemptions

Solid Waste- New Solid Waste Agreement; Recycling in City offices, residential and commercial areas

Greenhouse Gas Reduction- Buildings, Transportation, Race to Zero

Green Building- City Ordinance Revision, New City Buildings

When fully addressed, Sustainability touches on virtually all City operations. I look forward to the opportunity to present on the wide variety of initiatives and issues.

Sincerely,  
Kent



**John Kent Edwards MS, MPH**

**Sustainability Officer**

**City of Delray Beach**

434 S. Swinton Ave.

Delray Beach, FL 33444

P: 561-243-7349

[EdwardsJ@MyDelrayBeach.com](mailto:EdwardsJ@MyDelrayBeach.com)



# CITY OF DELRAY BEACH

## CITY MANAGER OFFICE

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

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### MEMORANDUM

**TO:** Terrence R. Moore, City Manager, ICM-CM

**FROM:** Janet Meeks, Education Coordinator

**DATE:** April 27, 2022

**SUBJECT:** Residents Academy

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**Residents Academy** is designed to educate residents, build positive relationships, and increase communication between city government officials and citizens.

**PROPOSAL:** The Residents Academy will be modernized from its previous format that required attendance in person to a hybrid format including both virtual and in person sessions. Since the pandemic people have become accustomed to attending meetings virtually and it affords residents the flexibility to engage at their own pace and/or location. The in-person sessions will allow for hands-on activities and tours at City facilities such as the Police and Fire Departments. While specifics will need to be finalized with respect to timeframes and the virtual classroom experience, an example format of the Academy is provided below:

***Example Format:***

- Session 1: City Manager, City Attorney, City Clerk (Virtual)
- Session 2: Fire Rescue (in person)
- Session 3: Human Resource, Information Technology, Finance/purchasing (virtual)
- Session 4: Development Services and Neighborhood and Community Services (Virtual)
- Session 5: Police (in person)
- Session 6: Parks and Recreation, Public Works, Utilities (virtual)
- Session 7: Economic Development, Education, Sustainability (virtual)

*Graduation (in person City Commission Meeting)*

**OUTCOMES:** Through the Residents Academy, citizens will learn about the City of Delray Beach, how it improves the quality of their daily lives and its commitment to its citizens. It also helps to train and inform future civic leaders in the community.

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# April 25, 2022 - May 1, 2022

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

## Monday, April 25

- 12:00am Chief Sims ooo →
- Sam ooo
- 8:00am - 8:30am Janet ooo
- 9:00am - 10:00am Budget Team Review of Revenue and Expenditure Forecast for Upcoming Fiscal Year (Conference Room -
- 9:30am - 10:30am ICMIAA High Performance Leadership Academy - Live Event - Mode rator
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda &
- 10:00am - 11:00am Mayor/CM Agenda Review for the 5/3
- 11:00am - 12:00pm Truist (Atlantic Avenue)
- 2:00pm - 3:00pm Begin CIL (CM Office)
- 3:00pm - 4:00pm Kick-Off Engagement Meeting with CBRE re:
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 4:00pm - 5:00pm Review and Considerations Regarding

## Tuesday, April 26

- ← Chief Sims ooo →
- 9:00am - 10:00am Pompey Park Recreational, Programming, Administration & Facility Maintenance (Pompey Park 1101 NW 2nd
- 10:30am - 11:30am Considerations Regarding Virtual Citizens Academy (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Direction Regarding Virtual Citizens Academy (CM Office) - Terrence R.
- 2:00pm - 2:30pm Update SXM (CM Office)
- 2:30pm - 3:00pm Travel Time
- 3:00pm - 4:00pm Milagro Center Visit (Milagro Center, 695 Auburn Avenue (at The Village at Delray), Delray Beach, 33444.) - Vega, Brenda
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,
- 6:00pm - 8:00pm Loggerhead Wealth Management Grand Opening and Launch of New Firm (220 Congress Park Drive, Delray

## Wednesday, April 27

- ← Chief Sims ooo →
- Sam ooo
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Compile Information Letter Report - Workshop
- 10:00am - 10:45am Meeting with Sharon Merchant re: P3 Process
- 10:45am - 11:30am Introductory Meeting with Mario Loaiza,
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 1:30pm - 2:00pm Wellness Grant (City Manager's Conference Room)
- 3:00pm - 3:45pm Tea with Terrence Hosted by Fire Rescue (Fire
- 4:00pm - 4:30pm Comm. Johnson mtg w/CM Re: Updates
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

## Thursday, April 28

- ← 12:00am Chief Sims ooo
- Anthea ooo
- 8:30am - 9:30am Compile Information Letter Report - \$19.8 Million Florida Department of Environmental Protection Grant Award (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Take Your Child to Work Day (Seacrest Training Facility 2350 Seacrest Boulevard, Delray Beach)
- 11:00am - 12:00pm Compile Information Letter Report - Correction/Guidance to Address CIGNA Medical Billing/Transaction Issues (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Follow-Up Concerning License and Lease Agreements Involving Non-Profit Organizations (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 6:30pm Various (Various)

## Friday, April 29

- Amanda 1/2 day
- Kent ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 9:30am - 10:30am ICMIAA High Performance Leadership Academy - Live Event - Mode rator ↻
- 10:00am - 10:30am Bank of America (Bank of America)
- 10:30am - 12:30pm Various (Various)
- 2:00pm - 3:00pm Direction Concerning Updated Administration
- 3:00pm - 4:00pm Meeting with Education Consultant (Mr. Moore's
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,
- 5:30pm - 6:00pm Parker Zelle (CM Office)
- 6:00pm - 6:30pm Process CC (CM Office)

## Saturday, April 30

- 7:30am - 11:00am Rock The Block (817 SW 4th Street (Eric Morales))
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:00am - 12:30pm Various, CIL Notes, etc. (CM Office)
- 12:00pm - 2:00pm Begin Missie Barletto Annual Performance Evaluation (CM Office) - Terrence R. Moore

## Sunday, May 1