



# 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

July 1, 2022

### Happy Independence Day!

#### Selection of New Chief of Police

After initiating a formal selection process that yielded finalist candidates during the past month, the Office of the City Manager is pleased to report that interviews necessary to appoint a new Chief of Police to replace retiring Javaro Sims was successfully concluded earlier this week.

Current Delray Beach Assistant Chief of Police Russ Mager brings over 26 years of law enforcement experience to the role, all involving numerous career progression outcomes with the Delray Beach Police Department (DBPD) since 1996. Most recent to this effect involved leadership and guidance of DBPD field operations, including such involving management practices, as well as applicable strategic planning and directives.

A native of South Florida, Mr. Mager earned his undergraduate degree from Florida State University, as well as other graduate education and professional development programs. He also completed the University of Louisville's Southern Police Institute Administrative Officers Course while serving in his current position.

Mr. Mager will begin service as Delray Beach Chief of Police Wednesday, August 31<sup>st</sup>, enabling his ability to more directly interact with both Chief Sims and his future colleagues on the City's Executive Leadership Team weeks in advance of his appointment becoming effective.

Meanwhile, I wish to offer my appreciation to Director of Public Works Missie Barletto, Director of Neighborhood and Community Services Sammie Walthour, Fire Rescue Chief L. Keith Tomey, Director of Finance Hugh Dunkley, and Assistant Director of Human Resources Dot Bast, for serving as the interview panel integral to this very important decision-making process.

**S**ERVICE • **P**ERFORMANCE • **I**NTEGRITY • **R**ESPONSIBLE • **I**NNOVATIVE • **T**EAMWORK

## **Progress and Implementation of Electronic Permitting and Other Related Advancements**

Both the Office of the City Manager and that of Director of Information Technology Jay Stacy are pleased to report that significant progress has been recently accomplished to soon unveil the electronic plan review and electronic permitting platforms necessary to advance respective efficiencies in operations.

As referenced in the attached electronic mail message from Director Stacy, the software application packages being employed for these purposes have been fully configured. Testing as noted, including functionality of uploading electronic plans, reviewing, and other related process activities, was therefore successfully completed earlier this week.

With user training having been scheduled as a result of the aforementioned progress made to date, a presentation to this effect will be offered during the July 12<sup>th</sup> meeting, enabling both the City Commission and external stakeholders to highly welcome this long-awaited transformation.

## **Report Presentation Summarizing Feedback Offered Via Recent Charrette Workshop Concerning Old School Square Complex**

With last week's charrette workshop experience that offered an opportunity for both residents and stakeholders to offer input relative to the future trajectory for the Old School Square complex (including visions for programming, events, activities, and capital improvements), please be advised that a report to this effect is currently being finalized by the Treasure Coast Regional Planning Council's Executive Director, Thomas Lanahan.

As this event was very well attended, significant input was made available, including specific thoughts relative to the aforementioned focus. With the issuance of a report anticipated in the next couple weeks, direction is likewise being offered to host a presentation by Mr. Lanahan as noted during the July 19<sup>th</sup> regular City Commission meeting. Once this dialogue ensues, an opportunity for ancillary direction for a path forward should therefore become available.

## **Facilities Management Staffing Structure for Old School Square Complex**

In response to concerns raised relative to continued facility maintenance conditions at the Old School Square complex (including air conditioning systems, painting, and flooring refurbishment), please be advised that the Department of Public Works is currently reassigning a senior facilities maintenance professional to supervise care and repair activities for the campus.

Direction to this effect will also support ancillary security detail, and other concerns that may become evident during periods of reduced activity at the complex.

Arrangements as noted will therefore become effective next week.

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

As I understand that full scale Independence Day festivities and gatherings as being directed by the City of Delray Beach this coming Monday are the first of this scale since prior to the pandemic, I am very much looking forward to my first experience to this effect in Delray Beach. Meanwhile, I offer each of you and your families best wishes for an enjoyable and safe holiday weekend.

With the next business week being abbreviated due to the holiday weekend, no information letter will be issued Friday, July 8<sup>th</sup>. Weekly reporting as noted will likewise resume July 15<sup>th</sup>.

Enclosures:

Resume for Russ Mager  
Electronic Mail Message from Jay Stacy – Status of Electronic Plan Review  
Calendar for Business Week of June 27, 2022

CM/Documents/City Commission Information Letter 36

# RUSS E. MAGER

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## **Summary of Qualifications:**

Twenty-six years policing experience encompassing a variety of assignments and operational specialties. An effective, results-oriented leader, strong human relations skills, administrative and communications abilities and highly developed critical thinking skills. Possesses the ability to work effectively with diverse groups of people to include command staff, police personnel, outside entities and the community. Proficient in team building, mentoring, and developing the potential of those under my supervision.

## **Police Experience: Delray Beach Police Department**

### **2020-present: Assistant Chief of Police of Field Operations:**

This position is responsible for the oversight of police services and standards for the Field Operations Bureau. As the Assistant Chief of Police, I plan, assign, direct and supervise the activities of the Field Operations Bureau and work to establish effective management practices. I also manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. I also work to establish and maintain effective working relationships with other city officials and the public. The Operations Bureau includes a wide range of operational specialties and divisions. Administrative duties include fiscal and budgetary planning and oversight of an annual budget of approximately 28 million dollars. This position also conducts short-term and long-term strategic planning and labor relations. This position oversees 155 employees, both sworn and non-sworn personnel and acts as the Chief of Police in the Chief's absence. I also act as the Chief's representative at various city functions and community events.

### **Key Achievements:**

- Helped to implement the first Wellness Program for the Police Department in order to improve the overall health of the members of the organization, including physical, mental and financial wellness. I oversaw the acquisition of the grant to fund this program as well as the disbursement of the grant monies to ensure the best use of the funding.
- Member of the Police Advisory Board. This board acts as an advisory body to the Chief of Police, City Manager and City Commission on policy and resource issues. It also serves as a channel for the community to address their issues and community problems through a cooperative effort. It reviews community needs, concerns, expectations and responses relative to police services and community policing. The board also advises the Police Department on and provides support for communication and education between the community and the Police Department.

### **2019-2020: Captain, Criminal Investigative Division:**

Responsible for the management and oversight of the Criminal Investigative Section. The Criminal Investigative Section is comprised of the Crime Against Persons, Crime Against Property, White Collar Crime, Auto Theft, VIN, Criminal intelligence Unit, Crime Analyses, Tactical Unit, the Crime Scene Unit and Evidence Section. These units comprised thirty-six sworn officers and twelve civilians. Command of this division requires the daily review and assignment of all criminal cases and the management of all criminal investigative functions and resources for the agency. As a Captain, I was accountable and responsible for the overall operations of the individual division under my command. These duties include employee development, ensuring quality customer service, crime reduction, budgeting, preparation of monthly and yearly reports, problem solving, short and long term strategic planning, internal and external communications, policy review and implementation, review of internal investigations, employee performance and disciplinary issues, ensuring compliance to city, state, and federal standards, analyzing and planning for workload demands, and ensuring organizational goals and objectives are achieved.

### **Key Achievements:**

- Directed the reorganization of the Investigative Division personnel for the purpose of more efficient use of resources and to ensure that the division was operating effectively through the appropriate assignment and reassignment of personnel.
- Assigned a sworn supervisor to the Evidence Section with a specific detail-oriented skillset for efficient oversight and adherence to specific policy and procedures.

## **Russ E. Mager**

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### **2016-2019: Lieutenant, Special Operations Section:**

Responsible for the management and oversight of the Motor Unit, Traffic Unit, Clean and Safe Unit, Dive Team, Service Population Advocate Program, and the Atlantic High School Criminal Justice Program. Command roles and duties included assisting in daily operations of the division, coordinating day to day activities of subordinate sergeants and officers, instruction of subordinates in emergency operations/critical incident command functions, review of reports, conducting inspections, attending meetings and briefings, assisting in the budgetary process, and ensuring fulfillment and operational adherence to accreditation standards and agency policy. This assignment also included the planning, staffing, organization, and supervision of all city special events. These ranged from one day events to protracted, ten-day international tennis events drawing tens of thousands of visitors to the city. This assignment was also responsible for police fleet oversight and dignitary protection.

#### **Key Achievements:**

- Initiated the re-evaluation, redesign and redeployment of all security measures related to the special events held in the city throughout the year, which at the time was over 100. This re-evaluation and redesign was in response to the societal changes taking place that had increased the threat to public events and gatherings.
- First supervisor to oversee the newly created Service Population Advocate position, which oversaw the homeless population and recovery community.

### **2015-2016: Lieutenant, Road Patrol: Sector Lieutenant/Administrative Lieutenant:**

As a Sector Lieutenant I was responsible for the oversight of the proper delivery of police services to the citizens in the East Sector of the city. Supervised approximately 20 personnel in these efforts. Duties included management of calls for service, traffic assignments, proactive crime initiatives, citizen complaints, and Community Involvement. The Sector Lieutenant is assigned the responsibility of ensuring that officers assigned to the East Sector responded appropriately to the situations they were called to investigate, while ensuring the continual development of the sergeants and officers assigned to my command. As an Administrative Lieutenant in the Community Patrol Division, I was responsible for the management and oversight of the day to day Road Patrol operations to include: daily staffing and resource deployment, management of calls for service, radio procedures, beat integrity and back-ups; daily inspection of the Temporary Holding Facility, officer in car video, Power DMS system, MCT system DAVID, and Take Home Vehicles for compliance; oversight of Field Training Program; accurate daily shift notes and bulletins; monthly reports.

### **2015-2015: Sergeant, Clean and Safe Unit:**

### **2012-2015: Sergeant, Internal Affairs:**

### **2008-2012: Sergeant, Investigative Division: Crimes Against Persons & Violent Crime:**

### **2006-2008: Sergeant, Investigative Division: Crimes Against Property & Crime Scene:**

### **2004-2006: Sergeant-Road Patrol:**

### **2003-2004: Detective: Auto Theft:**

### **2000-2001: Tactical Team Officer:**

### **1996-2000 & 2001-2003 (Returned to Patrol from TACT Team): Road Patrol Officer:**

#### **Education:**

**2021: Master's Degree** (in progress) - University of Louisville, Louisville, Kentucky

**2021: Administrative Officers Course** (70<sup>th</sup> Session) - University of Louisville (Southern Police Institute)

**1989: Bachelor of Science Degree:** Florida State University, Tallahassee, Florida. Major in Psychology with a minor in Criminology

**1986: Associate of Arts Degree:** Broward Community College, Coconut Creek, Florida

**1996-Present:** Over **1600 hours** of progressive law enforcement training, instruction and education

## **Russ E. Mager**

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### **Professional Development:**

- University of Louisville (Southern Police Institute) - Command Officers Development Course 146<sup>th</sup> Session
- Senior Management Institute for Police (SMIP) – Police Executive Research Forum (PERF)
- Future Chief's of Police Seminar – Florida Police Chiefs Association (FPCA)
- FBI-LEEDA Supervisor Leadership Institute
- Ethics & Discipline in Law Enforcement
- Leadership Delray
- EPIC (Ethical Policing Is Courageous) – Peer Intervention Program (to prevent officer misconduct and ensure wellness)
- Trained and certified in the National Incident Management System (NIMS) and FEMA Incident Command System (levels 100, 200, 300, 400, 700, 800).
- Founding member and 7-year veteran of the agency's Honor Guard Unit
- S.W.A.T. Team Member
- Certified Motor Officer

### **Professional Awards/Recognition:**

- Supervisor of the Year: Delray Citizen's for Delray Police
- Administrative Excellence
- 4-time recipient - Unit Citation
- First recipient of the Michael LaFleur Field Training Officer Award
- 5-time recipient - Officer of the Month
- 20+ Departmental Commendations
- 20+ Divisional Commendations
- Numerous letters of recognition and appreciation (citizen and outside agencies)

### **Professional Affiliations**

- Mental Health and Wellness Program Manager
- Police Advisory Board Member
- Jewish Federation of South Palm Beach County: Associate of Secure Community Network (SCN)
- Strategic Planning Committee
- Employee Relations Committee
- Employee Awards Committee Chairman

### **Memberships**

- International Association of Chiefs of Police (IACP)
- Florida Police Chiefs Association (FPCA)
- Palm Beach County Chiefs of Police
- National Organization of Black Law Enforcement (NOBLE)
- Law Enforcement Planning Council (LEPC)
- Kiwanis (in application process)

## Terrence R. Moore

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**From:** Stacy, Jay  
**Sent:** Tuesday, June 28, 2022 2:24 PM  
**To:** Terrence R. Moore  
**Cc:** Oris, Jeff  
**Subject:** Status of Electronic Plan Review

Good afternoon Terrence,

As presented to the City Commission earlier this fiscal year, the implementation of Electronic Plan Review is the first phase of a multi-year rollout of software to streamline operations across departments for permitting, inspections, licensing, and code enforcement. The implementation is on track with the original timeline and significant progress has been made. The Electronic Plan Review software is now fully configured to the City's specifications and testing of all functionality is complete. User training has been scheduled throughout July and August.

At the end of the user training, we will begin immediately with a "soft" launch. This will involve public outreach, the development of public training materials, and the acceptance of certain permit types online. This will give time for the public and internal City staff to become accustomed to the new processes. Ultimately all permits will be required to be submitted online.

I am very proud of the accomplishments made thus far and am very grateful for the dedicated efforts of all involved, especially those team members in Development Services and the City Attorney's Office that helped keep the project on track and have devoted many hours to this goal.

I'm happy to provide additional details if needed.

Sincerely,  
Jay Stacy  
Chief Technical Director

# June 27, 2022 - July 3, 2022

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

## Monday, June 27

- ← Sam ooo →
- 12:00am Sam ooo →
- 8:00am - 9:00am Begin CIL (CM Office)
- 9:00am - 10:00am Bank of America (Bank of America)
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (1st Floor Conference Room) - Rangel, Delores ↻
- 10:30am - 11:30am Follow-Up Position Candidacy Consideration (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Meeting with Janet Meeks re: Historic Carver Buildings (Office of the City Manager) - Vega, Brenda
- 3:00pm - 4:00pm Exploratory Discussion Related to Additional P3 Projects (Conference Room - City Manager) - Vega, Brenda
- 3:00pm - 4:30pm Canceled: Canceled - Comm. Johnson mtg w/CM Moore Re: Agenda and Updates (Commission Conference Room) -
- 4:00pm - 4:30pm Mayor Meeting w/CM Moore & Others RE:

## Tuesday, June 28

- ← Sam ooo →
- ← 12:00am Sam ooo →
- 7:30am - 8:30am Compile and Deliver Form 1 (CM Office)
- 9:00am - 10:00am Selection Process to Support Beach Cabana Contractual Operations (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Compile Information Letter Report - Progress and Implementation of Electronic Permitting and Other Related
- 1:30pm - 2:30pm Comm. Johnson mtg w/CM Moore & Others RE: Budget Considerations (1st Floor Conference Room) - Rangel, Delores
- 3:00pm - 4:00pm Compile Information Letter Report - Report Presentation Summarizing Old School Square Charrette Workshop
- 4:00pm - 4:30pm Meeting with Lee Jackson of Pol Co. re: Civic Engagement (Microsoft Teams Meeting) - Vega, Brenda
- 4:30pm - 5:00pm Follow-Up Position Candidacy Consideration (CM
- 5:00pm - 6:00pm Follow-Up Regarding Position Candidacy

## Wednesday, June 29

- ← 12:00am Sam ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Agenda Review Meeting (July 12 CC Meeting) (City Hall 1st Floor Conference Room) - Conference Room - City Hall 1st Floor
- 10:00am - 11:00am Copy: Special Event Consideration "Black Excellence Under the Stars" (Conference Room - City Manager) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Selection of New Chief of Police (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Senior Management Package (Conference Room - City Manager) - Vega, Brenda

## Thursday, June 30

- 8:00am - 8:30am Parker Zelle (CM Office)
- 9:30am - 10:00am Travel Time
- 10:00am - 11:00am Meeting with Dave Lawrence, Cultural Council of Palm Beach County re: Old School Square (601 Lake Avenue, Lake
- 11:00am - 11:30am Travel Time
- 11:30am - 12:00pm Process FBC (CM Office/Truist)
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 2:00pm - 2:30pm DVM Casale mtg w/CM Moore & others RE: Budget Considerations (City Manager's Conference Room) - Rangel,
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 5:30pm Compile Information Letter Report - Facilities Management Structure for Old School Square Complex (CM Office)
- 6:00pm - 7:00pm Community Input Session Regarding Historic Carver High School/Village Academy (Atlantic Community High

## Friday, July 1

- 12:00am Sims ooo →
- Jay ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am DELRAY BEACH > Tourism Master Plan - Task Force Meeting  
(<https://us02web.zoom.us/j/84709453749?pwd=S3FxaUowQ0JYV1NlVjBWTzF3eEZNdz09>) - Don Kolodz
- 9:30am - 10:30am ICMIAA High Performance Leadership Academy - Live Event - Mode rator ↻
- 10:00am - 11:00am Copy: Meeting with Mark Scheinbaum re: Educational Programs (Conference Room - City Manager) - Terrence R. Moore
- 11:00am - 1:00pm Finish Performance Evaluations (CM Office)
- 2:00pm - 4:00pm Various (Various)
- 4:00pm - 4:30pm Retrieve/Reserve (Various)

## Saturday, July 2

- ← Sims ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:00am - 12:30pm Various, Evals, Organization, etc. (CM Office)

## Sunday, July 3

- ← Sims ooo →