



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

October 7, 2022

Assessment of Impacts from Hurricane Ian

Although South Florida was extremely fortunate last week to not have experienced the major brunt of Hurricane Ian, several inconveniences and adverse impacts were experienced in Delray Beach.

As noted in the attached electronic mail message from Emergency Manager Christopher Bell, outcomes to this effect included 12 sewer lift stations that experienced power outages. Generators were likewise activated by Department of Utilities crews to maintain normal operations, accordingly, resulting in a timely continuation of service. Additionally, minor damage and leaks to roofs of three Delray Beach Fire Rescue stations were experienced (including Headquarters Station 111, 112, and 115).

As far as the community, numerous issues relative to tree limbs, down powerlines, and uprooted vegetation were reported, necessitating responses by Fire Rescue, Police, Public Works, Parks and Recreation, and Florida Power and Light.

All involved are extremely grateful for the responsiveness and attentiveness demonstrated by essential personnel. Meanwhile, the City of Delray Beach will continue to work with emergency management leadership from both Palm Beach County and the State of Florida to support current efforts to secure recovery funding potentially available from the Federal Emergency Management Agency.

Expansion of Clean and Safe Operations and Services

With the authorization of five additional staff members (via the Fiscal Year 2022-2023 Approved Budget) to expand services associated with operations of the Delray Beach Clean and Safe Program, please be advised that the Department

City Commission Information Letter

October 7, 2022

Page 2

of Neighborhood and Community Services will host a hiring day event next week anticipated to yield a selection of staff members to achieve full employment.

As referenced in the attached electronic mail message from Director of Neighborhood and Community Services Sammie Walthour, outcomes to this effect will enable the City to increase the levels of service in the downtown district. This will include expanded operational hours for the general maintenance staff, likewise, enabling maximum coverage during both peak and weekend hours. Specific objectives in these regards will therefore include more responsive and expeditious trash/debris removal, graffiti abatement activities, as well as ancillary beautification projects to benefit the area.

With hiring activities anticipated to be completed during the next few weeks, applicable collaboration with partner agencies such as the Delray Beach Downtown Development Authority, and the Delray Beach Community Redevelopment Agency, will also be directed.

Administration of Owner's Representative Services Agreement for Design-Build Construction of New Water Treatment Plant

With City Commission's September 19th meeting approval to negotiate an owner's representative contract with engineering consulting firm Hazen and Sawyer necessary for the development and construction of a new water treatment plant facility (on a design-build basis), please be advised that both the Office of the City Manager and that of Director of Utilities Hassan Hadjimiry will not entertain meetings with companies interested in submitting proposals for this project at this time.

As previously discussed, a principal role and function of owner representative services in this regard is to formally represent the City of Delray Beach relative to all stages of review, evaluation, and recommendation processes necessary to ultimately select a firm for the design, development, and construction of a new water treatment plant facility. With companies now beginning to informally express interest to work with our organization for this purpose, we are simply advising all, accordingly, including communication of expectations that they respect protocols associated with the owner's representative structure of this engagement.

City Commission Information Letter

October 7, 2022

Page 3

Meanwhile, as staff is currently finalizing negotiations with Hazen and Sawyer, we look forward to offering applicable contractual service agreement recommendations for City Commission approval during the next few weeks.

Fee Structure Considerations for Special Events and Parks and Recreation Facility Usage

As committed to during the current fiscal year proposed budget process, direction was given to compile recommendations for an updated structured fee schedule to support the administration of special events, tennis center operations, and other parks and recreation related activities in our community.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, guidance to this effect will involve a market analysis of rates for similar facilities and services in municipalities throughout South Florida, as well as to offer an evaluation of best practices relative to special event programming and administration. This likewise specifically includes such for the Delray Beach Tennis Center.

With the initial phases of the Fiscal Year 2023-2024 Proposed Budget process scheduled to begin during the first few months of this coming calendar year, respective recommendations for City Commission review and consideration will be offered in a timely manner. Meanwhile, please be advised that all associated rates will currently remain unchanged.

Calendar of Meetings, Activities, and Functions

With this business week marking the first for Fiscal Year 2022-2023, numerous internal tasks and functions were initiated during the past few days to help achieve a positive and productive focus moving forward. Notable to this effect included the distribution of notification letters to individual staff members relative to position pay structures resulting from the recently completed classification and compensation study.

Both the Office of the City Manager and the Department of Human Resources have likewise experienced words of appreciation from several employees at

SERVICE · **P**ERFORMANCE · **I**NTEGRITY · **R**ESPONSIBLE · **I**NNOVATIVE · **T**EAMWORK

City Commission Information Letter

October 7, 2022

Page 4

various echelons of the organization, as we now remain encouraged that such sentiments will continue to be offered as the City of Delray Beach offers sustainable direction and guidance to this effect.

Enclosures:

Electronic Mail Message from Christopher Bell – Damage and Impacts from Hurricane Ian in Delray Beach

Electronic Mail Message from Sammie Walthour – Expansion of Clean and Safe Operations and Services

Electronic Mail Message from Sam Metott – Special Events & Park Fees

Calendar for Business Week of October 3, 2022

CM/Documents/City Commission Information Letter 47

Terrence R. Moore

From: Bell, Christopher
Sent: Tuesday, October 4, 2022 3:32 PM
To: Terrence R. Moore
Cc: Tomey, Keith; Billingsley, Joyce
Subject: Damage and impacts from hurricane Ian in Delray Beach

Good afternoon,

These are the damages that we have documented from the storm's impact in Delray Beach. Crews from Public Works, Utilities, Parks and Recreation, Police, and Fire Rescue responded to these events last Wednesday.

Crews responded to clear these and other road hazards across the city:

Tree uprooted with downed power lines – Waterway Lane
Tree limbs down in many locations, including: North Ocean Blvd, Homewood Blvd, NE 8th Ave
Downed power lines on Sherwood Blvd between Dover and Lancaster

12 Lift stations lost power and were placed on generators for between 16-20 hours each.

Damage to Fire Stations

Stations 111, 112, and 115 all suffered minor roof damage with leaks.

Thank you,

CB

Chris Bell
Emergency Manager
Delray Beach Fire Rescue
BellC@mydelraybeach.com
(561) 243-7470 – Office



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.

Terrence R. Moore

From: Walthour, Sammie
Sent: Tuesday, October 4, 2022 4:40 PM
To: Terrence R. Moore
Cc: Oris, Jeff
Subject: Expansion of Clean and Safe Operations and Services
Attachments: NCS Hiring Day Event Oct 2022.png

Mr. Manager,

A key strategic priority of the Neighborhood and Community Services Department for the 2022-2023 fiscal year is the expansion of the Clean and Safe operations and services. The approved increase in staffing affords the division the opportunity to elevate its level of service in the downtown district through improved seven-day-a-week coverage, from 4:30am – 5:00pm, and the optimal assignment of personnel during peak days and through the weekend.

Efforts will be focused be on expeditiously addressing litter/debris removal and graffiti abatement in areas of concern and increasing the number of beautification projects. Complementary to the general maintenance team are the division's electricians and code enforcement officers – all of which are operational Sunday – Saturday.

As planned, recruitment for the new positions is currently underway with a Hiring Day event set for Thursday, October 13th from 12:00pm – 3:00pm (see flyer attached). Onboarding of the new employees is anticipated in the next few weeks.

Let me know if you need anything else.

Thanks,

Sam

Sammie L. Walthour, MSM, Director
Neighborhood & Community Services Department
100 NW First Avenue
Delray Beach, FL 33444
Work: (561) 243-7240
Mobile: (561) 400-4511
www.delraybeachfl.gov



TRUST: Transparency – Respect – Unconditional support – Shared vision - Teamwork

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.



City of Delray Beach

WE'RE HIRING!

12 PM - 3 PM, October 13, 2022

Information

Date: October 13, 2022

Time: 12 - 2 PM Application guidance, 2 - 3 PM Interviews

Location: Delray Beach Community Center 50 NW 1st Ave.

The City is hiring for multiple positions and will be helping to create applications with attendees from 12 - 2 PM and conduct same-day interviews between 2 PM - 3 PM. Applicants must have a valid email address. Please visit the City's website to review all position qualifications.

Open Positions

- Community Improvement Specialist
- General Maintenance Worker

**FOR MORE
INFORMATION**

oliviere@mydelraybeach.com

561-243-7105

Terrence R. Moore

From: Metott, Samuel
Sent: Friday, October 7, 2022 8:48 AM
To: Terrence R. Moore
Cc: Dunkley, Hugh; Hanson, Amy
Subject: Special Events & Park Fees

Mr. Moore,

Following the direction from Commission to update our special event fees, the Parks & Recreation department will be working to benchmark our facility and program rates with the surrounding areas. As we discussed, our team will work to gather data and best practices to update our fee structures for future consideration.

In the meantime, please let me know if we can be of further assistance,

Sincerely,

Sam 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](tel: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.

October 3, 2022 - October 9, 2022

October 2022							November 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	29	30			
30	31												

Monday, October 3

- 8:00am - 8:30am Flu Shot at Wellness Center (525 NE 3rd Ave)
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 10:00am Begin CIL (CM Office) ↻
- 10:00am - 10:30am Parker Zelle (CM Office)
- 10:30am - 11:30am ELEV8 Baseball Academy (Conference Room - City Manager) - Terrence R. Moore
- 11:00am - 12:00pm ELEV8 Baseball Academy (Conference Room - City Manager) - Terrence R. Moore
- 11:30am - 12:30pm Various (Various)
- 1:30pm - 2:30pm Mayor mtg w/CM Moore Re: Agenda & Updates
- 2:30pm - 3:00pm Transaction Considerations Involving Police
- 3:00pm - 4:00pm Direction Concerning General Obligations Bond
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 4:00pm - 5:00pm Collaborative Engagement for the Reactivation

Tuesday, October 4

- 9:00am - 10:00am Fee Structure Considerations for Special Events and Parks and Recreation Facility Usage (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Compile Information Letter Report - Expansion of Clean and Safe Operations and Services (CM Office) - Terrence R. Moore
- 2:30pm - 3:30pm Compile Information Letter Report - Assessment of Impacts from Tropical Storm Related Impacts of Hurricane Ian (CM Office) - Terrence R. Moore
- 3:30pm - 4:30pm Benefit Data Analytics (CM Office) - Terrence R. Moore

Wednesday, October 5

- 10:00am - 11:00am Next Steps Regarding Municipal Complex (Conference Room - City Manager) - Vega, Brenda
- 11:00am - 12:00pm Strategy Considerations Regarding Parks of Delray Concurrency Study (Conference Room - City Manager) - Vega, Brenda
- 2:00pm - 3:00pm Compile Information Letter Report - Administration of Owner's Representative Services Agreement for Design-Build Construction of New Water Treatment Plant (CM Office) - Terrence R. Moore
- 3:30pm - 4:30pm Comm. Johnson mtg w/CM Moore Re: Update on Hurricane Ian (Commission Conference Room) - Rangel, Delores
- 4:00pm - 4:30pm CM Moore/Chief Tomey 1:1 (City Manager's Office) - Vega, Brenda ↻

Thursday, October 6

- 9:00am - 10:00am Follow-Up Review of Downtown Infrastructure and Aesthetic Conditions (Atlantic Avenue) - Vega, Brenda
- 10:30am - 11:30am Compile Information Letter Report - Fee Structure Considerations for Special Events and Parks and Recreation Facility Usage (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ↻
- 5:00pm - 6:00pm Wellbrock Housewarming Event (22 North Swinton Avenue)
- 5:30pm - 6:45pm Kiwanis Club of Delray Beach (Tim Finnegan's Irish Pub (2885 South Federal Highway, Delray Beach, FL 33483)) - Ezra Krieg ↻

Friday, October 7

- 12:00am Duane ooo →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 10:00am - 11:00am Kiwanis Club Story Trail (Conference Room - City Manager) - Vega, Brenda
- 11:30am - 12:00pm OIG Follow-Up (Microsoft Teams Meeting) - Vega, Brenda
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 3:00pm - 3:30pm Various (Various)

Saturday, October 8

- ← Duane ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:00pm Register for Florida Senior Games (CM Office)

Sunday, October 9

- ← Duane ooo →