



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

March 3, 2023

Responsibilities and Commitments Involving the Recently Announced Florida Resiliency Grant Program Award

With last week's announcement that the City of Delray Beach is being awarded an additional \$12.5 million in grants from the Florida Resiliency Program to help finance various stormwater improvement projects, specifically the Thomas Street Pump Station and the Historic Marine Way Seawall, Roadway, and Drainage Improvement Program, please be advised that this achievement involves a 50% matching contribution from our city.

Directors from the Department of Public Works and the Department of Finance are currently working with the Office of the City Manager to identify strategic opportunities to recommend financial capabilities. Outcomes to this effect will become a function of the City's present consideration to restructure its stormwater utility assessment, as well as other opportunities via state financing programs.

Specific recommendations for City Commission review and consideration will likewise become an integral function of the Fiscal Year 2023-2024 Proposed Budget process, including the five-year capital improvement program evaluation exercise.

Selection of New Education and Workforce Development Coordinator

After engaging an external selection process that yielded four finalists for the position of Education and Workforce Development Coordinator, the Office of the City Manager is pleased to report that interviews were successfully concluded last week.

City Commission Information Letter

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Ms. Janai R. Bowens brings to the City of Delray Beach over 10 years of educational and workforce development, community outreach, and relationship building experience to our organization. Recent professional contributions involved various public education and non-profit engagement services, including with organizations such as Broward County Public Schools, and Miami-Dade County Public Schools.

A native of South Florida, Ms. Bowens is a highest honors graduate of the University of Florida, having earned a Bachelor of Arts in English from that institution. She also holds graduate degrees in business administration and educational leadership from Florida International University and Florida Atlantic University respectively.

Ms. Bowens is scheduled to begin service with the City of Delray Beach next week, enabling her to begin immediate interaction with leadership of the local education and business communities accordingly. Additionally, via support from Assistant City Manager Jeff Oris, applicable collaboration with the Delray Beach Education Board will soon follow.

Completion of Electronic Knox Cylinder Transition and Installation Activities

Both the Office of the City Manager and that of Fire Rescue Chief L. Keith Tomey III are pleased to report that upgraded locking mechanisms necessary for safe access by first responders to both businesses and residences located in Delray Beach have been successfully implemented.

As referenced in the attached electronic mail message from Fire Marshal Travis Franco, the new product offers state of the art accountability and security, in comparison to previous infrastructure that has been in place and unchanged for over 40 years. Specific enhancements include a more secure system that is less prone to human error, such as lost or misplaced keys. In the event that a key or any other entry mechanism becomes unavailable for whatever reason, the system remains secure and intact as intended.

Operational functionality as outlined became effective several days ago, without any interruptions and/or compromise to service and safety.

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Meanwhile, much appreciation to Fire Marshal Franco and his team for effective completion of this task without a dependence on overtime.

National Transportation Safety Board Partnership to Help Investigate Recent Train Collision

Given the recent tragic train collision at the Florida East Coast Railroad crossing at Lindell Boulevard and Old Dixie Highway that resulted in the deaths of a married couple in our community, the National Transportation Safety Board (NTSB) secured the City of Delray Beach's authorization to collaborate with their organization as a partner in the now active investigation.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, NTSB has provided a preliminary draft report of the incident, formally notifying the City of Delray Beach that the permanent report will include recommendations for structural changes at this particular railroad crossing.

As the City of Delray Beach will likewise need to obligate capital improvement commitments, considerations to fund and schedule as noted involving FEC, will be forthcoming.

Calendar of Meetings, Activities, and Functions

An integral discussion involving the Office of the City Manager's biweekly dialogue with leadership of the Department of Parks and Recreation included a reiteration of commitments to implement additional facility improvements throughout Delray Beach via current fiscal year capital improvement program resources, as well as ancillary opportunities that are to become available if the current general obligation bond issue is approved by voters during the March 14th municipal election.

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Likewise, the community can now look forward to pending improvements and additional recreational facilities at Catherine Strong Park (permanent pickleball court facilities), as well as such for public restrooms located along the beachfront.

Enclosures:

Resume for Janai R. Bowens

Electronic Mail Message from Chief Tomez/Fire Marshal Travis Franco – Knox Cylinder Transition

Electronic Mail Message from Missie Barletto - NTSB

Calendar for Business Week of February 27, 2023

CM/Documents/City Commission Information Letter 61

Janai R. Bowens, MBA M.Ed

Instructional Leader

An **adaptive instructional leader** seeking to leverage knowledge of literacy, curriculum, instruction, and equity. **Leads cross-functional collaborative teams**, professional learning, complex projects and site relationships in order to deliver desirable outcomes. Utilizes **results-driven quality processes** and procedures to ensure operational efficiency. **Engages in systems thinking** and decision-making processes to solve organizational root causes. Fosters coherence to strengthen organizational culture and climate.

CORE COMPETENCIES

- Data Analysis •Coaching •Professional Learning Communities •Culture and Climate •Professional Development •Oral and Written Communication •Relationship Building • Staff Development • Equity and Diversity

EDUCATION

Florida Atlantic University – (2021- 2022)

- Master’s in Educational Leadership
- Relevant Graduate Coursework: Instructional Leadership 1 & 2, Administrative Processes, Adult Learning, Systems and Community, School Operations

Florida International University – (2016 - 2018)

- Master’s in Business Administration with a Specialization in Finance- *GPA 3.6*
- Relevant Graduate Coursework: Accounting for Managers, Corporate Finance, Business Analytics and Decision Making, Organizational Behavior and Organization of Informational Systems.

University of Florida – (2008 - 2012)

- Bachelor of Arts in English – *GPA 4.0*

ACCOMPLISHMENTS

Program Management

- Devised and executed a 5 year grant for Jobs for Florida Graduates (JFG) program which provides equitable workforce development and career pathways for junior and senior high school students
- Supervises the lead instructor of Jobs for Graduates by providing curriculum support, coaching, and strategies for implementation
- Secured annual funding by developing relationships and collaborating with community partners and workforce stakeholders
- Served as program manager for 3DE at Charles W. Flanagan HS; utilizes innovative approaches to market, recruit, and establish curriculum for first cohort of students and staff members

Instructional Leadership

- Serves as School Advisory Council Chair; analyzes monthly school academic and behavioral data and communicates data findings, instructional, and operational goals to school, parent, and community stakeholders
- Devised and monitored annual school improvement goals to ensure academic growth and operational improvement; improved overall student reading proficiency by 15% as demonstrated by progress monitoring assessments during the 2021-2022 school year
- Directly supports a team of 35 instructors through instructional leadership practices (i.e. observations, modeling, quarterly feedback, data analysis, etc.) to improve classroom practices and academic outcomes

Equity and Diversity

- Administered and analyzed quarterly equity audits to assess organizational perceptions of equitable systems, organizational climate, and culture resulting in an increase of staff buy-in and productivity as measured by 4th quarter equity audit.
- Developed and implemented equity strategies to improve minority visibility and representation; Strategies included cultural visibility initiatives, prosocial academic clubs, mental health awareness initiatives, culture community partnerships and monthly awareness events
- Utilized problem solving process to determine root causes of equity gaps within organizational data resulting in a 7% increase in student achievement data

Adult Learning

- Coached and supported employees to develop professional skills and organization knowledge. Support led to talent retention by 80%
- Designed and facilitated professional development to improve skills and knowledge of stakeholders leading to organizational improvement and efficacy

PROFESSIONAL EXPERIENCE

Instructional Leader

Broward County Public Schools

April 2017- Present

- Supports staff development initiatives through data-driven trainings and customized coaching cycles to strengthen retention of professional development strategies and stakeholders; increased teacher productivity by 82% as assessed by administrative evaluations and increased learning gains within 38% growth of all end of the year tested students
- Aggregates data to identify areas of deficiencies, determine end of the year success probability, monitor trends in growth, and devise performance goals
- Serves as organization's equity and diversity liaison; improves relations of minority and marginalized groups by conducting equity audits, courageous conversations around race and access, providing culturally proficient learning opportunities to staff and monitoring schoolwide equity initiatives.
- Designs school-based anti-bias initiatives including monthly visibility events that promote knowledge of social identities positive school culture
- Develops and facilitates school-wide professional development on research-based literacy strategies and initiatives that promote cross-curricular instruction using writing, inquiry, collaboration, organization and reading strategies
- Designed and implemented a literacy instructional focus calendar that aligns Language Arts Florida Standards/ B.E.S.T standards with state-adopted instructional materials to increase reading proficiency in students
- Monitors and evaluates effectiveness of literacy initiatives through the administration of progress monitoring assessments (i.e. common formative assessments, Florida Assessment for Instruction in Reading, Growth Measure, etc.); adjusts curriculum and strategies to increase effectiveness
- Collaborates with school-based and district Multi-Tiered System of Support/ Response to Intervention Team to provide high-quality instruction and intensive support to identified students through strategic and targeted reading interventions
- Promotes organizational culture and climate by aligning strategies and initiatives to our School Improvement Plan's vision, mission, and annual goals through school-wide engagement initiatives and activities
- Serves as School Advisory Council Co-Chair and monitors school improvement initiatives; works with cross functional teams to track progress and communicate improvements to stakeholders
- Improves organizational performance by aggregating data and implementing decision-making processes to identify root causes; designs, assess and monitors implementation strategies to solve organizational issues and create improvement
- Devised and controlled site's textbook adoption expenditure through Broward County Public Schools; allocated funding to specified departments for allowable print and digital resources
- Leads cross functional communications with administrators to provide status of product adoption; sought appropriate feedback and guidance through decision making process

Curriculum Specialist

Franklin Academy MS/HS Pembroke Pines

August 2016 - October 2016

- Created a core-curriculum for interdisciplinary studies in the Math, English Language Arts, Science, Social Science and Spanish disciplines that supported grades 6-10
- Devised a Digital Convergence Project and controlled a \$100,000 budget for the adoption of instructional software and technology that will support the learning needs of 1300 students and 80 teachers; technology implementations included digital textbook licenses for all disciplines, diagnostic and remediation programs, and classroom computers and tablets for individualized instruction.
- Oversaw the adoption of research-based instructional products and resources and organized training of staff for the usage of the adoptions.
- Worked as a cross-functional team with human resource department to manage talent acquisition (recruiting and onboarding) process for new hires; trained employees on comprehensive benefits packages offered by school site.
- Managed a team of 80 teachers across all disciplines using formal and informal coaching cycles and departmental professional development opportunities on research-based practices, assisting in the development of teacher's instructional systems, routines, and strategies.
- Aggregated diagnostic, benchmark, writing assessment, and instructional software data for 1300 students in grades 6-10, to develop student performance goals; used big data to structure curriculum data chats per department, school-wide goals, and designed action plans of instructional goals.

- Built and supervised a lesson plan submission system through Google Docs that monitored submissions to ensure quality processes

Instructional Coach/ Teacher Miami-Dade County Public Schools

January 2012 - January 2016

- Headed and supported a team of 11 teachers with their instructional practices in the English Language Arts, Writing, Reading and Social Sciences disciplines using collaborative planning, coaching and professional development; assisted teachers in developing proper planning techniques, differentiated instruction and Florida standards-based instruction that led to student mastery.
- Formed departmental action plans for my supported disciplines in collaboration with school-site administrators, including growth goals and measures that were used to improve school-wide instructional performance; action plan was monitored by school site district instructional reviews
- Collaborated with school site stakeholders, including AmeriCorps City Year, to remediate organizational deficiencies, resulting in 51% proficiency growth
- Designed professional development opportunities by department that targeted instructional deficiencies as specified by observations, data, and feedback from district support staff; managed prioritization and follow-ups of the trainings and customized coaching cycles to strengthen retention of professional development strategies for struggling teachers.
- Disaggregated diagnostic, benchmark, writing assessment, and instructional software data for my team of teachers and designed student performance growth goals
- Consistently achieved $\geq 40\%$ in learning gains in students as indicated by end-of-year standardized tests (FCAT and FSA) throughout tenure of teaching.
- Developed effective RTI measures as indicated by summative and formative assessments to target remediation for non-proficient students, resulting in 60% of students achieving grade level reading mastery by the end of the 2014-2015 school year as indicated by utilized instructional software program (System 44/ Read 180).
- Utilized ongoing progress monitoring and formative feedback monitor staff success and performance goals
- Awarded the title of "Observational Instructor for Systems and Routines" by Miami-Dade County district instructional review teams during second year at school-site; actively advised, supported, and coached on literacy instruction, organizational routines, data analysis, and valid and reliable assessment measures to peer Intensive Reading teachers.

Instructional Coach

Breakthrough Collaborative Miami

Summer 2015 -2017

- Directed a group of 8 teaching fellows in the high school and college levels, all ranking in the top 10% of their secondary institutions, during the 2015 and 2016 Summer Institute which provides enrichment to approximately 150 high performing, underserved children of the Miami-Dade County Public School system
- Managed my team of teachers through cyclical coaching cycles and individualized professional development that targeted instructional weaknesses amongst teaching fellows resulting in teacher performance improvement as evaluated by weekly observational rubrics.
- Delivered curriculum, classroom management and active learning strategy training to teachers of all South Florida Breakthrough Collaborative sites for grades 5-8 in the English Language Arts discipline during pre-service weeks.

CERTIFICATIONS AND PROGRAMS

P.R.O.P.E.L- Principal Rapid Orientation and Preparation in Educational Leadership Program

An accelerated master's level program that is a partnership with Florida Atlantic University for aspiring leaders

FLDOE Professional Educator's Certificate (License Number 1195210)

Validity Period: July 1, 2015- June 30, 2025

Subject Area: English Grades 6-12, ESOL, Reading Endorsement

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: Teams, Word, PowerPoint, Outlook, and Excel

Operates Mac IOS systems and Windows systems

Proficient in Google Suite: Google Docs, Google Slides, Google Forms, Google Hangouts

Proficient in Canvas Learning Management Platform

Terrence R. Moore

From: Tomey, Keith
Sent: Thursday, March 2, 2023 10:15 AM
To: Terrence R. Moore
Subject: FW: Knox System Upgrades

Good morning, Terrence,

Please see the email below from Fire Marshal Travis Franco indicating the completion of updating the entire City Knox Box system to the new state of the art system. They accomplished this in only 6 days and ahead of schedule and without any overtime.

I am very proud of Chief Franco and his entire team.

Keith

Be safe,

L. Keith Tomey III
Fire Chief
Delray Beach Fire Rescue

501 W. Atlantic Avenue
Delray Beach, Florida 33444
TomeyK@mydelraybeach.com
www.mydelraybeach.com
(561) 243-7410 – Office
(954) 448-8566 – Cell

Excellence in all we do!



From: Franco, Travis <franco@mydelraybeach.com>
Sent: Thursday, March 2, 2023 7:44 AM
To: Tomey, Keith <TomeyK@mydelraybeach.com>
Cc: Billingsley, Joyce <BillingsleyJ@mydelraybeach.com>
Subject: Knox System Upgrades

Chief Tomey,

Good morning. I want to take a moment to provide an update on the Fire Departments efforts relative to our upgrades to the City's Knox box system. Over the past few months my office has identified an issue with our Knox system and has worked towards finding a permanent solution. The Knox system we had been using was largely unchanged since the 1980's. The system had served us and the residents of the city well over the past 4 decades, operating as intended and

allowing for rapid access into structure during emergency calls. As you know when there is emergency seconds matter and over the past 4 decades our Knox system consistently saved us seconds. However, like most things over time a new and better option will present itself. As good as our old system was it did have some concerns relative to key accountability. This concern has impacted Fire Departments all over the nation and Delray Beach Fire Rescue was not immune to these impacts.

Once these concerns were identified swift and decisive action was taken by our agency, with the support of city hall, to ensure these concerns were mitigated. Working with the Knox company, my office identified an upgrade to the existing Knox system. This upgrade will allow for the same level of operational efficiency while addressing the concerns regarding key accountability. This upgrade embraces a new technology and puts our department at the forefront of a progressive movement.

The upgraded system does away with the traditional key concept and moves us to a new electronic key fob. This fob allows for better accountability by requiring a pin code to be entered into the fob before unlocking a Knox box to access the keys to a building. Simply, if you do not know the pin and found the fob on the ground all you have found is a piece of plastic. Further, this new system allows for real time tracking of which of our units opened a Knox box at a specific location, recording the date and time. This level of accountability will ensure that our system functions as intended for decades to come.

I am happy to report that the upgrades to the City's Knox Box system have reached a point where I can declare "project completion". Beginning on February 10th, 2023, my team in the Fire Safety Division took on the monumental task of upgrading our City's Knox box system. As a direct result of their hard work and dedication we completed this undertaking on February 16th, 2023. This was quicker than anyone could have projected including the Knox company. The manner in which we accomplished this will serve as an example for the rest of the county to follow. I cannot express how proud I am of my team for getting this completed in such a fast and professional manner.

If I can be of any further assistance, please don't hesitate to reach out to me.

Respectfully,

Travis Franco
Fire Marshal
Delray Beach Fire Rescue
Franco@mydelraybeach.com
Office (561) 243-7420
Cell (561) 719-9018



Excellence in all we do!

Terrence R. Moore

From: Barletto, Missie
Sent: Friday, March 3, 2023 9:00 AM
To: Terrence R. Moore
Cc: Buisson, Cynthia
Subject: FW: Delray Beach, FL 2-Fatal Grade Crossing Crash
Attachments: Certification of Party Representative Form.pdf

Terrence,

The National Transportation Safety Board (NTSB) has provided us with a preliminary draft report which describes factual information about the train/vehicle fatality accident at Lindell Road and Old Dixie Highway that has been developed to date. The final report on the investigation, in which the City is a partner, is expected to be released next week. Recommendations for safety improvements at this railroad crossing are expected to be included with the final report. These improvements will likely be constructed by FEC, and the City will be required to cover the cost. Please let me know if you have any questions.

Missie

Missie Barletto | Public Works Director

☎ 561-243-7000 ext. 4104 | ☎ 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444



CITY OF DELRAY BEACH

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.

From: Walsh Daniel <daniel.walsh@ntsb.gov>
Sent: Wednesday, February 15, 2023 9:54 PM
To: Barletto, Missie <BarlettoM@mydelraybeach.com>
Subject: RE: Delray Beach, FL 2-Fatal Grade Crossing Crash

****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.

Hi Missie,

Thank you for signing the party form and I look forward to working with you on this investigation. Thanks again.

Dan

From: Barletto, Missie <BarlettoM@mydelraybeach.com>
Sent: Wednesday, February 15, 2023 3:00 PM
To: Walsh Daniel <daniel.walsh@ntsb.gov>
Subject: RE: Delray Beach, FL 2-Fatal Grade Crossing Crash

[CAUTION] This email originated from outside of the organization. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Mr. Walsh,
My apologies for the delay in getting back to you. The City of Delray Beach agrees to partner with the NTSB in this investigation. I will serve as your point of contact. Please find attached both the authorization for my participation and the signed forms. I can be contacted at either of the numbers below or at this email address.
Have a great day!
Missie

Missie Barletto | Public Works Director
☎ 561-243-7000 ext. 4104 | 📞 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444



CITY OF DELRAY BEACH

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From: Walsh Daniel <daniel.walsh@ntsb.gov>
Sent: Tuesday, February 14, 2023 1:31 PM
To: Barletto, Missie <BarlettoM@mydelraybeach.com>
Subject: FW: Delray Beach, FL 2-Fatal Grade Crossing Crash

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Hi Missie,

The NTSB would like to extend to the City of Delray Beach to be a party to the investigation as mentioned below. I am happy to discuss any questions with you related to the NTSB party process. Please do not hesitate to call me at (817) 909-6786. Thank you.

Dan



Dan Walsh, P.E.
Senior Highway Factors Investigator
NTSB – Office of Highway Safety
490 L'Enfant Plaza, SW
Washington, DC 20594
Cell: 817-909-6786

From: Kovner, Isaac <kovner@mydelraybeach.com>
Sent: Tuesday, February 14, 2023 12:25 PM
To: Walsh Daniel <daniel.walsh@ntsb.gov>
Cc: Barletto, Missie <BarlettoM@mydelraybeach.com>
Subject: FW: Delray Beach, FL 2-Fatal Grade Crossing Crash

[CAUTION] This email originated from outside of the organization. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Please coordinate directly with Missie Barletto, Director Public Works, concerning this request. thank you

Isaac Kovner, P.E.
Principal Engineer



City of Delray Beach
Swinton Operations Center
434 S. Swinton Ave., Delray Beach, Florida 33444
(561) 243-7341 Office Phone (561) 243-7060 Fax
(561) 322-5052 Cell Phone
kovner@mydelraybeach.com

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Click [HERE](#) for information on City Projects

From: Walsh Daniel <daniel.walsh@ntsb.gov>
Sent: Monday, February 13, 2023 7:27 AM
To: Kovner, Isaac <kovner@mydelraybeach.com>

Cc: Barletto, Missie <BarlettoM@mydelraybeach.com>

Subject: Delray Beach, FL 2-Fatal Grade Crossing Crash

****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.

Good morning, Isaac,

The National Transportation Safety Board (NTSB) is investigating the 2-fatal grade crossing crash involving a Toyota SUV and a southbound BrightLine commuter train in Delray Beach, Palm Beach County, Florida. The NTSB would like to extend to the City of Delray Beach to be a party to the investigation. We have collected information from the City of Delray Beach as it pertains to the quiet zone along the Florida East Coast Railway (FECR) and additional information may be requested in the future. The attached document "Certification of Party Representative Form" describes the NTSB party process. After your review, please email me the signed and completed first page of the party form.

Thank you for your assistance in this crash and please do not hesitate to call me with any questions at (817) 909-6786.

Dan



Dan Walsh, P.E.

Senior Highway Factors Investigator

NTSB – Office of Highway Safety

490 L'Enfant Plaza, SW

Washington, DC 20594

Cell: 817-909-6786

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February 27, 2023 - March 5, 2023

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

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

Monday, February 27

- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 10:00am Biannual Exercises Involving Tree City USA Designation (CM Office) - Terrence R. Moore
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 10:00am - 10:30am Mayor Petrolia Regarding 1000 Seagate Drive (Conference Room - City Manager) - Vega, Brenda
- 10:30am - 11:00am Mayor mtg w/CM & Others RE: Preliminary Analysis to Support Fire Rescue Operational Mid-Year Budget
- 2:00pm - 3:00pm Delray Beach/PBC Discussion regarding Community Center (Virtual) - Mack Bernard
- 2:00pm - 3:00pm PBC/Delray Beach Community Center (<https://pbc-gov.webex.com/meet/wemmanuel>) - Wilneeda Emmanuel
- 3:00pm - 4:00pm Cancelled - Comm. Johnson Mtg w/CM Moore
- 3:30pm - 4:30pm Evals (CM Office)

Wednesday, March 1

- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:30am - 10:00am CM mtg w/HR Director re: Compile Information Letter Report - Selection of New Education Workforce Coordinator
- 10:30am - 11:30am Compile Information Letter Report - Administration of Recently Announced Florida Resiliency Grant
- 11:00am - 12:00pm Compile Information Letter Report - National Transportation Safety Board Partnership to Help Investigate
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager Office) - Vilain, Amanda ↻
- 2:30pm - 3:00pm Commissioner Johnson mtg w/CM Moore & Others Re: mtg w/CM & Others RE: Preliminary Analysis to
- 3:00pm - 4:00pm Compile Information Letter Report - Completion
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's
- 5:00pm - 6:00pm Compile and Deliver (CM Office)

Friday, March 3

- 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 ↻
- 11:00am - 12:00pm Teams call with FMIT, Relation and Delray (Microsoft Teams Meeting) - Regina Lucente
- 12:00pm - 1:30pm Various (Various)
- 5:30pm - 6:00pm Home Repair Scheduling (CM Office)

Tuesday, February 28

- 9:00am - 9:30am Water Utility Customer Statistical Report (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Potential Economic Development Project (Conference Room - City Manager) - Vega, Brenda
- 11:00am - 11:30am CM, H. Dunkley & Dr. Davidyan RE: Administrative New Revised Budget (Microsoft Teams Meeting) -
- 1:30pm - 2:00pm Special Commission Meeting (Commission Chambers) - Rangel, Delores
- 2:00pm - 3:00pm Executive Shade Meetings (2) (Commission Chambers) - Rangel, Delores
- 3:00pm - 4:30pm Evals (CM Office)
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,
- 4:00pm - 5:00pm Compile Information Letter Report - Selection of New Education Workforce Coordinator (CM Office) - Terrence R.

Thursday, March 2

- 9:00am - 5:00pm Golf Course Presentations (4 Presenters) (Commission Chambers) - Rangel, Delores
- 9:00am - 2:00pm March 2nd Special City Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 5:00pm - 6:00pm Kiwanis Club of Delray
- 6:30pm - 8:00pm Fashion Show (OSS)

Saturday, March 4

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Begin Keith Tomey Annual Performance Evaluation (CM Office)
- 2:00pm - 3:00pm Car Events Awards Presentation (OSS)

Sunday, March 5