



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



City Commission Information Letter

August 20, 2021

External Outreach Regarding Recent Improvements to the Delray Beach Water Treatment Plant

As I've recently spent time with Director of Utilities Hassan Hadjimiry to become familiar with various aspects of water plant operations, as well as the numerous improvements recently implemented at the facility, please be advised that direction is now being offered to expand outreach efforts to the community to help ensure awareness accordingly. As referenced in the attached summary from Director Hadjimiry, this includes various initiatives to support specific water quality enhancements, as well as plans for targeted capital improvement projects. As you are aware, guidance is also currently being cultivated for the development and construction of a new water treatment plant facility. However, to achieve continued success and productivity in our present environment, it is imperative that both the community at large and other stakeholders are as thoroughly familiar with the great work demonstrated by Director Hadjimiry and his team to date. Both he and Gina Carter are likewise being asked to work collaboratively to develop an effective outreach initiative as outlined.

Orientation Regarding Police and Fire Pension Reform Considerations

My office hosted a meeting Wednesday afternoon with Attorney Jim Linn and Attorney Janice Rustin to discuss thoughts and observations relative to police and fire pension reform in terms of the related state of affairs across Florida and potential impacts to the City of Delray Beach. The attached summary, including a financial matrix overview of each of our organization's plans, likewise compels city administration to consider a more frequent review of actuarial assumptions to effectively engage investment performance for respective retirement plans. Direction is likewise being offered to have pertinent members of the Executive Leadership Team participate in more pension board meetings, and other

City Commission Information Letter

August 20, 2021

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sessions necessary to expand our review of fiscal performance for all pensions. This includes Director of Human Resources Duane D'Andrea, as well as other ancillary staff from the Department of Finance. Outcomes to this effect will likewise better equip staff involved in union contract negotiations to more fully understand financial performance dynamics well in advance of related collective bargaining agreement provision proposals.

Considerations to Support Federal Lobbyist Contractual Services

Although the City of Delray Beach has significant experience working to secure various funding and other outcomes (that would otherwise not have been possible) via the assistance of state legislative lobbyist Ballard Partners, Inc., numerous potential opportunities at the federal level may have been missed as a result of not having a similar contractual relationship nationally. Direction is likewise being offered to proceed with a selection process to consider opportunities respectively. Applicable goals and objectives are therefore outlined in the Fiscal Year 2021-2022 Proposed Budget, enabling our ability to proceed as noted beginning in October. Both state and federal lobbyist activities on behalf of municipalities are a professional service and therefore, not subjected for a formal selection process. However, the Office of the City Manager presently anticipates a review and consideration exercise that contemplates multiple responses.

Direction to Eliminate Legislative Affairs Manager Position

As the role of Legislative Affairs Manager is no longer an integral function of the current City of Delray Beach Office of the City Manager organizational structure, please be advised that direction has been offered to formally eliminate the position. As referenced in the Fiscal Year 2021-2022 Proposed Budget, funding as noted will cease effective the end of the current fiscal year, Thursday, September 30, 2021. The attached notification letter was likewise delivered to

City Commission Information Letter

August 20, 2021

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Mr. Jason King last week, advising him accordingly, as well as to give him an opportunity to execute the accompanying General Release which will enable regular pay wages through September 30, 2021, as well as health, dental, and vision coverage through the same timeframe (fully executed earlier this week). Additionally, as this separation is not the result of any disciplinary action, a copy of the City of Delray Beach's workforce reduction policy was included as part of this transmission as well.

Calendar of Activities, Meetings and Functions

This week marked the initiation of my personally visiting with employees of various departments and respective job sites. As I've mentioned during the interview process, my practice during the first few months of service as a new city manager includes organizational and community assessments, with both exercises involving numerous meetings and discussions with internal and external stakeholders. Engagements with employees as noted not only offer an opportunity for staff members to comfortably share thoughts and observations regarding municipalities as both employers and municipal operations, but to also become acquainted with me personally and professionally. It has been my experience in previous city manager roles that these opportunities also encourage positive morale and more productive working relationships at various echelons. My sense here with the City of Delray Beach is likewise no different.

Enclosures:

Electronic Mail Message from Hassan Hadjimiry – External Educational Outreach Regarding Recent Improvements
Letter to Jason King – Notification to Eliminate Legislative Affairs Manager Position
Reference Notation – Section 11.6. Workforce Reduction
Executed General Release Agreement – City of Delray Beach and Jason King
Summary Statement and Financial Analysis Matrix – City of Delray Beach Police and Firefighter Pension Reform
Calendar for Business Week of August 16, 2021

CM/Documents/City Commission Information Letter 2

Moore, Terrence

From: Hadjimiry, Hassan
Sent: Monday, August 16, 2021 3:24 PM
To: Moore, Terrence
Cc: Carter, Gina
Subject: Compile Information Letter Report - External Educational Outreach Regarding Recent Improvements to the Delray Beach Water Treatment Plant

Good afternoon Mr. Moore,

For our meeting tomorrow morning, following is a list of recent and ongoing efforts in Utilities Department to improve Citywide water quality:

- Established a process to ensure that every customer inquiry is responded to in a timely manner
- Established a water quality team dedicated to sampling the water in the distribution system 7 days a week.
- Aggressive groundwater well rehabilitation program – on going
- Seeking Department of Health approval for additional layer of disinfection protection
- Started the addition of continuous chlorine analyzers at the plant
- Completed repairs on carbonation system. Had been in disrepair for years.
- Filter Improvement Project – Ongoing
- Established annual contract for Inspection/maintenance of water storage tanks
- Proceeding with additional Water Storage Tank Improvements
 - o Currently working at Miller’s Tank
 - o Design near 100% for Owens Baker
- Working on establishing a design-build contract to expedite improvements to the water treatment facility
- Improvements to the control system for the water treatment plant. Short term and long term improvements. Both ongoing.

New Water Treatment Plant

- o Currently updating feasibility study
- o Design of the new plant scheduled for FY22 to FY23
- o Construction FY24 to FY25

Respectfully,



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444

 **561.243.7303**

 hadjimiryh@mydelraybeach.com



CITY OF DELRAY BEACH

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



August 10, 2021

Mr. Jason King
1091 NE 36 Street
Oakland Park, FL 33334

Dear Mr. King:

Due to the reorganization of the Office of the City Manager of the City of Delray Beach, the position of Legislative Affairs Manager will be eliminated in the upcoming fiscal year's budget, effective October 1, 2021.

As you are aware, the COVID-19 pandemic has resulted in declining revenues to the City, and has prompted staff to make serious budgetary reductions within every department. The elimination of this position is a necessary result of these declining revenues, as well as part of a city wide organizational restructuring which is intended to improve operational efficiencies and realign departmental needs by coordinating services throughout the City. Please be advised that your termination is not the result of any disciplinary action, and your personnel file will be reflected accordingly. The following will explain how this change affects you.

Pursuant to Section 11.6 of the City of Delray Beach Personnel Policies and Procedures Manual entitled "Workforce Reduction," this correspondence shall serve as your forty-five (45) day written notice of termination. Your last date of employment is therefore Monday, August 16, 2021 and, accordingly, you are relieved of your duties as of this date. Your final paycheck will reflect payment of wages that are due as of this date, as well as payment for any accrued leave in accordance with current City policies and procedures.

Included in this correspondence is a General Release ("Release"). Should you desire to execute the Release, you will be eligible to receive your regular pay through September 30, 2021. In addition, your health, dental, and vision coverage will continue through this date. In order to receive the pay and benefits as described above, you must sign the Release no later than September 1, 2021. Should you elect not to sign the Release, you will receive your regular pay through August 16, 2021, as well as payment for any accrued leave. Your insurance coverage would then be terminated on August 31, 2021.

Upon receipt of this letter, please contact the Department of Human Resources so that they may assist you during this process. The City thanks you for your contributions, and wishes you well in your future endeavors.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terrence R. Moore".

Terrence R. Moore, ICMA-CM
City Manager

cc: Duane D'Andrea, Director, Human Resources
Lynn Gelin, City Attorney

Enclosure

SECTION 11.6 WORKFORCE REDUCTION

It is the policy of the City that Workforce Reduction may be necessary as a result of declining revenues, curtailment or elimination of a public service activity, program or function, or organizational restructuring. Workforce reduction may involve an entire category of employees or a single position. Work 89 performed may be discontinued or reassigned to other position(s). In such cases, the City Manager may terminate an employee or employees. Workforce Reduction(s) are not disciplinary actions.

Scope:

This policy and procedure applies to all full time employees, unless otherwise covered by a collective bargaining agreement.

Procedure:

A. Order Of Workforce Reduction: The following criteria will be used to identify positions to be eliminated and employees who will be subject to termination.

1. Level 1: The Department Director will recommend position(s) for elimination based on operational need, budget restrictions, and/or reorganization. Human Resources Director will receive and make recommendation to City Manager for final approval of which position(s) to eliminate.

2. Level 2: If two or more employees currently occupy those positions approved for elimination, employees will be terminated based on utilization of performance evaluations, work experience, attendance, and disciplinary record.

3. Level 3: Seniority with the City will be the next criterion, if needed. Seniority will be calculated by counting years of service from 'Last Hire Date' as a full time employee. Should there be two or more employees with the same years of continuous service with the City, the seniority in the position will be the final criterion. Preference for retention will be given to veterans who submit proof of discharge from active duty in time of war as defined in Title I, Section 1.01(14) of the Florida Statutes.

B. Notification: All affected employees will receive f o r t y - f i v e (45) days written notification and will be relieved of duty upon such notice. As a result, employees will not work through this notice period. All days referenced herein are calendar days.

C. Final Paycheck: The employee's final paycheck will reflect payment of wages due and payment for any accrued leave in accordance with current City policies and procedures.

D. Workforce Reduction Pay: Provided an Agreement, Waiver and Release is signed, employee(s) will receive regular pay for the f o r t y - f i v e (45) day notification 90 h period. Should an employee decline to sign the Agreement, Waiver and Release, he/she will only be paid for his/her accrued personal leave balance. The last day of employment and termination effective date will be the date of the written notice. Below is an example for illustrative purposes:

1. Date of letter to employee providing written notice of termination= 8/11

2. Last day of employment= 8/11
3. 45 calendar days= 9/25
4. Insurance coverage end date= 9/30 (explained below)

E. Insurance Coverage: The employee's health, dental, and vision coverage will continue through the end of the month in which the forty-five (45) day notification period ends. In the above example, the day would be 9/30. Consistent with the City's life insurance policy, life insurance ends upon termination of employment.

The employee will be notified of COBRA eligibility upon notice of termination. If the employee elects COBRA, the City will pay the difference between the COBRA rate and the current monthly employee premium rate for the first 30 days of COBRA. The former employee must submit the COBRA invoice along with his/her portion of the premium to the Human Resources Department for payment within 30 days of receipt of said invoice. The former employee will pay the full COBRA premium starting the second month following termination of employment.

F. Agreement, Waiver and Release: In order to receive the pay and benefits provided in Paragraphs 4 and 5, each employee must sign an Agreement, Waiver and Release.

GENERAL RELEASE

This General Release (hereinafter referred to as "Release") is entered into by the **CITY OF DELRAY BEACH** (hereinafter referred to as the "**Employer**") and **JASON KING** (hereinafter referred to as the "**Employee**") on this 17 day of August, 2021.

WHEREAS, In consideration of the mutual promises and covenants contained herein, the parties agree to the following:

1. Employee has been terminated by the Employer, effective August 16, 2021 ("Termination Date"), as a result of organizational restructuring resulting in the elimination of his position within the City Manager's Office.

2. As consideration for this Release, Employee shall receive regular pay wages through September 30, 2021 as well as health, dental, and vision coverage through September 30, 2021. Employee acknowledges that, but for signing this Release, Employee would not be entitled to this payment or coverage.

3. Employer shall prepare a Memorandum for Employee's personnel file, no later than the Termination Date, stating that Employee was terminated from his employment with the City of Delray Beach as a result of organizational restructuring.

4. Employee hereby unconditionally and irrevocably releases and forever discharges Employer and all of its present and past City Commission Members, officials, officers, employees, agents, principals, relatives, representatives and attorneys of and from any and all claims and demands whatsoever, known or unknown, at law and in equity, in contract or in tort, and any statutory claim for relief of any nature, and agrees not to sue and not to assert against them any such claims or demands or any other causes of action in any court or before any agency or commission of a local, state and federal government, arising, alleged to have arisen, which may have been alleged to have

arisen, or which may arise under any law whatsoever, and whether such claims are pursued in a personal or individual capacity, or in a representative or relator capacity, including but not limited to any federal, state or municipal anti-discrimination, anti-harassment or anti-retaliation laws, and “whistleblower” laws such as the Equal Pay Act, the False Claims Act, the Americans with Disabilities Act, Title VII of the Civil Rights Act, as amended, the Age Discrimination in Employment Act, the Family Medical Leave Act, EEOC, the Palm Beach County Equal Employment Ordinance, the Florida Civil Rights Act of 1992, Section 440.205, Florida Statutes, the National Labor Relations Act, OSHA, the Florida Whistleblower Act, the Bank Secrecy Act, Sarbanes-Oxley, and the Patriot Act, that the Employee on behalf of himself and on behalf of persons similarly situated, ever had, now has, or which his heirs, executors, administrators, attorneys, or assigns, or any of them, hereafter can, shall or may have, for or by reason of any cause whatsoever, based on any set of facts known or unknown, occurring prior to, and including, the date of the execution of this Agreement.

5. Employee agrees that, as of the date of the Employee’s signing of this Release, Employee has not filed any charge, complaint or lawsuit asserting any claim(s). Employee agrees not to file any lawsuit at any time over any claims released in this Release, and agrees to notify Employer immediately if he should do so before the effective date of this Release. Employee acknowledges his understanding that the law permits, and he is not foreclosed from filing an agency charge; however, should any such charge or action be filed by Employee or on his behalf involving matters covered by this Release, Employee agrees to promptly inform the Employer that any individual claims he might otherwise have are now settled.

6. Employee agrees to waive his right to recover in any action which may be brought on his behalf by any person or entity, including, but not limited to, any governmental department or agency such as the U.S. Equal Employment Opportunity Commission, the Florida Commission on Human Relations, the Department of Justice or the U.S. Department of Labor.

7. Employee expressly acknowledges receipt of all salary, wages, commissions, overtime payments, liquidated damages and employee benefits to which he was and/or is entitled as a result of his employment with Employer and that no other compensation or any other money is owed to him. Additionally, he has disclosed all of his time to Employer to ensure that all wages were properly paid. Further, Employee expressly disavows any entitlement to any additional back pay, liquidated damages, and/or attorney's fees.

8. From the effective date of this Agreement forward, Employee agrees that he will engage in no conduct which is either intended to, or could reasonably be expected to, adversely affect Employer. Employee further agrees that he will not take any action, legal or otherwise, directly or indirectly, which might disparage or defame Employer.

9. From the effective date of this Agreement forward, Employer agrees that it will engage in no conduct which is either intended to, or could reasonably be expected to, adversely affect Employee. Employer further agrees that it will not take any action, legal or otherwise, directly or indirectly, which might disparage or defame Employee and agrees to provide a neutral reference regarding Employee, confirming his dates of employment, his last job title, his termination, and his annual salary at termination.

10. Employee agrees and acknowledges that he has returned all Employer's property in Employee's possession, custody or control to Employer as of the date this Release is executed or will return such property immediately upon execution of this Release.

11. Employee further understands that Employer does not contest his application for unemployment compensation benefits, if applicable.

12. This is the entire Agreement, with respect to the terms of Employee's settlement agreement and release, and no other terms and conditions are binding on the Employer or Employee with respect to same, unless expressly set forth in this Agreement.

13. This Agreement may not be amended or modified in any respect whatsoever, except by a writing duly executed by the parties, and the parties each agree that they shall make no claims at any time that this Agreement has been orally amended or modified.

14. Employee agrees not to disclose the contents of this Agreement to anyone except his tax advisors, his attorneys, or as otherwise compelled by force of law. In the event Employee is compelled by force of law to disclose the contents of this Agreement, Employee agrees that notice of receipt of the judicial order or subpoena shall be immediately communicated to Employer or its attorneys of record telephonically and confirmed promptly thereafter in writing so that Employer will have the opportunity to assert what rights they may have in non-disclosure prior to any response to the order or subpoena. No action by Employer shall be taken as a waiver of their right to insist that Employee abide by the non-disclosure terms of this Agreement. To the extent that Employee reveals the contents of this Agreement to anyone (as allowed in this paragraph), except for disclosures pursuant to force of law, Employee assumes responsibility for such disclosure and will advise such individuals that they are not allowed to reveal the contents of the Agreement to any other person. Employee agrees to assume responsibility for any breach of the confidentiality provisions by such third person, except for disclosures pursuant to force of law.

15. Any breach of any term, provision, or obligation of this Release by any party, shall entitle the other to seek enforcement of such term, provision or obligation in a court of law of competent jurisdiction, and shall entitle the prevailing party to an award of the reasonable attorney's fees and costs incurred in such proceeding. The Parties agree this Release will be interpreted under the laws of the State of Florida and the United States and venue shall lie in Palm Beach County, Florida.

16. Should any provision of this Release be declared or be determined by any court of competent jurisdiction to be illegal, invalid, unethical or unenforceable, the legality, validity and

enforceability of the remaining parts, terms or provisions shall not be affected thereby, and said illegal, invalid, unethical or unenforceable term, or provision shall be deemed not to be part of this Release.

17. Employee specifically acknowledges that he voluntarily and knowingly entered into this Release.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this Release to be executed on the day and year first above written.

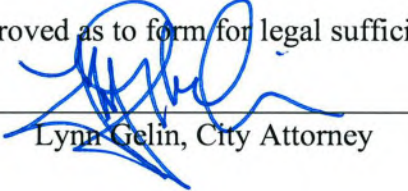
FOR THE CITY OF DELRAY BEACH

By: 
Terrence Moore, City Manager

EMPLOYEE

By: 
Jason King

Approved as to form for legal sufficiency:

By: 
Lynn Gelin, City Attorney

City of Delray Beach
Police and Firefighter Pension Reform
2013-2016

The City of Delray Beach undertook a comprehensive effort to restructure and reform its police and firefighter pension plans from 2013 to 2016. The 3-year pension reform effort resulted in significant changes to pension benefits, funding, and the structure and operation of the plans.

Background: For many years prior to 2016, the City maintained a combined police and firefighter pension plan with a 9-member pension board, made up of 6 police officers and firefighters (including the police and fire chiefs or their designees), 2 citizens appointed by the City Commission, and the Mayor or his/her designee. Between 2007 and 2016, the City's pension contributions more than doubled, from \$5.2 million to \$10.8 million. During the same period, the pension plan's unfunded liability increased by more than 170%, from \$33 million to \$90 million. The pension fund had actuarial losses in 11 of the 15 years before 2016. Between 2006 and 2016, the pension fund had an average annual investment return of 4.69% -- far less than the 8% assumed rate of return. Moreover, of the \$1.9 million in annual Chapter 175 & 185 premium tax revenues the City received before 2016, only \$504,000 was used to pay for existing benefits; the \$1.4 million balance was used to fund an enhanced cost of living adjustment for retired police officers and firefighters.

2013-2016 Pension Reform Negotiations: The City initially proposed to withdraw entirely from participation in Chapters 175 and 185 – the state revenue sharing program for police and fire pensions. Under Chapters 175 and 185, participating cities receive a portion of the state tax on property and casualty insurance premiums for policies covering property within the city. However, to be eligible for the premium tax revenues city pension plans must comply with complicated requirements for benefits and plan administration. Moreover, under a 20 year old agreement the City could use only a small fraction of the revenues to pay for existing benefits; the rest had to be used for “extra benefits” over and above the benefits in the pension plan. The police and fire unions opposed the City's pension proposal for more than 2 years. Then in 2015 the PBA agreed to the City's pension proposal in exchange for generous wage increases. Later that year the IAFF also reached agreement with the City – but the agreement did not include withdrawing from Chapter 175. Instead, the IAFF agreement affirmed the City's right to withdraw from Chapter 175, but only if the pension board met certain “safe harbor” requirements for administering the plan. The PBA amended its agreement in 2016 to conform to the IAFF agreement.

The 2016 Pension Agreements:

The final 2016 collective bargaining agreements contained a number of significant pension changes, including:

- Splitting the combined police and firefighter pension plan into 2 separate plans.
- The pension board for each plan is made up of 5 members: 2 appointed by the City; 2 elected by plan members; and a fifth member selected by the other four.
- Use of all Ch. 175 and 185 premium tax revenues up to \$1.8 million each year (\$1.2 million for the fire plan and \$606,595 for the police plan) to offset City pension contributions. Ch. 175 (fire) premium tax revenues above \$1.2 million are used to provide an enhanced COLA benefit. Ch. 185 (police) premium tax revenues above \$606,595 are used to pay down the police pension fund's unfunded liability.
- Benefit reductions, including:
 - 3.0% benefit for future service (reduced from 3.5%).
 - 2.75% benefit for police officers hired on or after 7/7/15 and firefighters hired on or after 10/1/16.
 - Pension cost of living adjustment (1.5% annually) delayed until 1 year after separation from employment (previously the COLA was paid while employee was in DROP).
 - Normal benefit changed to life and 10 years certain (i.e., benefit paid for member's lifetime, and if member dies within 10 years following retirement, same benefit continues to beneficiary for remainder of 10-year period. Previously the normal benefit was a benefit paid for the member's lifetime, and following the member's death 60% of member's benefit continued to be paid to member's spouse until spouse's death or remarriage)
 - \$100,000 benefit cap (with 2% annual adjustment) for firefighters; \$108,000 benefit cap (no adjustment) for police officers. Prior 75%/87.5% caps maintained for both.
- City retains right to withdraw from Ch. 175/185 at any time; however, City agrees not to withdraw as long as pension boards comply with the following "Safe Harbor" provisions:
 - Use same investment advisor as general employees' pension plan
 - Use same actuary as general employees' pension plan
 - Use same attorney as general employees' pension plan

Results of Pension Reform:

- Police and Fire pension boards now use same investment advisor and actuary as general employees' pension plan. Pension attorney for all 3 plans is selected by City Attorney.
- Investment performance of the police and fire pension funds has improved.
- City contributions and unfunded liability have continued to increase, but at a slower rate. Much of the increase is due to the adoption of more conservative funding assumptions, which increase cost in the short term but should produce savings in the long term. For example, the investment earnings assumption is now 6.75% for the police pension plan and 6.625% for the fire pension plan.

Delray Beach Pension Plans – Financial Overview

8.18.21

	General	Fire	Police
2021-22 City Contribution Percent of Payroll	12.61%	58.41%	62.59%
2021-22 City Contribution - Dollars	\$2.88 M	\$8.2 M	\$8.11M
Change from Prior Year	-\$241K	+\$406K	+\$552K
Last 7 Year Avg. Investment Return	8.0%	7.9%	7.6%
Assumed Rate of Return	6.75%	6.625%	6.75%
Total Assets	\$138.3M	\$117.4M	\$107M
Total Liabilities	\$143.8M	\$178.84	\$168.39
Unfunded Liability	\$5.5M	\$61.4M	\$61.3M
Active Members	419	149	142
Retired & Terminated	436	140	165
Avg. City Contribution per Active Member	\$6,873	\$55,000	\$57,000

August 16, 2021 - August 22, 2021

August 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	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			

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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		

Monday, August 16

- ← Missie ooo →
- ← 12:00am Delores ooo
- 8:00am - 9:00am **Compile Executive Team Meeting Agenda** (CM Office) - Moore, Terrence
- 8:30am - 8:40am **New employee orientation** (First Floor Conference Room) - Bast, Dot ☺
- 9:00am - 9:30am **Call Homeowners Insurance Company. Process**
- 9:30am - 10:00am **Beach Dog LLC / Gary Wulf** (CMO) - Vega, Brenda
- 10:00am - 11:00am **Development Services Budget & Revisions**
- 11:00am - 12:00pm **Initiate Notes Compilation for First 90 Days**
- 1:30pm - 2:30pm **Begin CIL** (CM Office)
- 3:00pm - 4:00pm **Assemble Book and Articles Readings for**
- 4:00pm - 5:00pm **Update and Pending Direction Concerning Town**
- 4:30pm - 5:30pm **Insurance Premium Considerations for**

Tuesday, August 17

- ← Missie ooo →
- 8:30am - 9:30am **Collaborative Efforts Regarding Support for the Office of the City Manager** (CM Office) - Moore, Terrence
- 9:00am - 10:00am **Compile Information Letter Report - External Educational Outreach Regarding Recent Improvements to the Delray Beach Water Treatment Plant** (CM Office) - Moore, Terrence
- 10:30am - 11:30am **DVM Frankel mtg w/CM Moore, ACM Tavares & John Lege Re: Budget** (City Manager's Conference Room) - Rangel, Delores
- 11:30am - 12:30pm **Compile Information Letter Report - Direction to Eliminate Legislative Affairs Manager Position** (CM Office)
- 2:00pm - 3:00pm **Comm. Casale Budget Mtg w/CM, Finance & ACM** (City Manager's Conference Room) - Rangel, Delores
- 4:00pm - 8:00pm **August 17th Regular Commission Meeting - Viewing of Presentations** (Microsoft Teams Meeting) - Harris, Patrice

Wednesday, August 18

- ← Missie ooo →
- ← 12:00am John ooo →
- 9:00am - 11:00am **Executive Leadership Team Meeting** (Microsoft Teams Meeting) - Vega, Brenda
- 11:30am - 12:30pm **Mayor mtg w/CM Moore Re: Agenda & Updates** (City Manager's Conference Room) - Rangel, Delores ☺
- 1:45pm - 2:45pm **Purchasing Dept. Mtg w/CM - Meet & Greet** (1st Floor Conference Room) - Rangel, Delores
- 3:00pm - 4:00pm **CM - Finance Dept. Meet & Greet** (Commission Chambers) - Rangel, Delores
- 4:15pm - 5:00pm **Police and Fire Pension Reform** (City Manager's Office) - Inglese, Cathy

Thursday, August 19

- ← Missie ooo →
- ← John ooo →
- ← 12:00am Renee ooo →
- 8:30am - 9:00am **Call Mr. Surles re: 626 SE 4th Avenue** (561-305-5727) - Vega, Brenda
- 9:00am - 10:00am **Meeting with Julia Davidyan, Internal Auditor** (City Manager's Office) - Vega, Brenda
- 10:30am - 11:30am **Compile Information Letter Report - Orientation Regarding Police and Fire Pension Reform**
- 11:45am - 12:45pm **CM mtg w/HR Employees** (1st Floor Conference Room) - Moore, Terrence
- 2:00pm - 3:30pm **Various** (Various) ☺
- 3:00pm - 4:00pm **CIP Budget Presentation** (CM Office) - Moore,
- 4:00pm - 5:00pm **Compile Information Letter Report -**
- 6:30pm - 8:30pm **Tyrone Spears** (The Seagate Hotel & Spa - 1000 E

Friday, August 20

- ← Missie ooo →
- ← 12:00am John ooo
- ← Renee ooo →
- Tomorrow-Currie Commons Ribbon Cutting
- 7:30am - 9:00am **Finalize CIL** (CM Office)
- 7:30am - 8:30am **Send C Stub to B and M** (CM Office)
- 9:00am - 10:00am **Comm. Boylston mtg w/CM Moore Re: Budget Update** (City Manager's Office) - Rangel, Delores ☺
- 9:30am - 10:30am **Considerations to Develop Programs, Meetings and Special Events Calendar** (CM Office) - Moore, Terrence
- 10:30am - 11:30am **IT Dept. mtg w/CM Moore - Meet & Greet**
- 2:00pm - 3:30pm **FW: City and County Manager Virtual Think Tank**
- 4:00pm - 5:00pm **Meeting w/CA Gelin re: Pending Litigation** (CM
- 5:00pm - 6:00pm **Update ICMA Credentialed Manager Submission**

Saturday, August 21

- ← Missie ooo →
- ← Renee ooo →
- 9:30am - 10:30am **Currie Commons Playground Ribbon Cutting** (700 SE 2nd Ave, Delray Beach, FL 33483)
- 10:30am - 12:30pm **Various, CIL Notes, etc.** (CM Office)
- 12:30pm - 1:30pm **Compile and Deliver** (CM Office)

Sunday, August 22

- ← 12:00am Missie ooo
- ← Renee ooo →