



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



City Commission Information Letter

September 3, 2021

Have a Safe and Enjoyable Labor Day Weekend!

Current Status and Direction Concerning Employee COVID-19 Vaccination and Testing Initiative

As the deadline for employees to either produce COVID-19 vaccination records or provide weekly testing results has passed as of Monday, I've asked the Department of Human Resources to compile a statistical report that outlines rates for both categories. As referenced in the attached data summary sheet from Director of Human Resources Duane D'Andrea, as of Tuesday, August 31st, 85% of general employees have submitted records of vaccination (up from the approximately 8% of general employee vaccination records received by the Department of Human Resources at the beginning of the month); with the remaining 15% providing commitments for weekly testing or a documented legally supported exemption. Additionally, with the local chapter of the International Association of Firefighters having ratified an update to its collective bargaining agreement with the City of Delray Beach to include support for our organization's vaccination and testing initiative, estimates as noted for employees at Delray Beach Fire Rescue are at nearly 80%. Meanwhile, as direction continues to remain imminent to secure updates for collective bargaining agreements for both the local chapters of the Police Benevolent Association and the Service Employees International Union, all involved currently anticipate a similar level of success. Otherwise, given the level of support and productive outcomes to date, I offer my appreciation and gratitude for the work accomplished by everyone involved to help create a healthy and safe workplace for employees, residents, and community stakeholders.

Administration of Hazard Pay Compensation for Ancillary Essential Employees in 2020

As discussed during both the August 10th and August 17th City Commission meetings, direction is being offered to administer a hazard pay program for

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ancillary field essential employees who served the organization during the height of the COVID-19 pandemic in 2020. As referenced in the attached position listing, employees who served in jobs that involved direct contact and interaction with external contractors, residents, and other stakeholders (likewise, increasing their risk of exposure during the aforementioned timeframe of service), have been determined to be eligible for this opportunity. The total number of staff members assigned to the positions listed as noted in 2020 was 178. Of this figure, 149 were employees represented by the Delray Beach Chapter of the Service Employees International Union (SEIU), while such was not the case for the remaining 29 staff members. As the Department of Human Resources has been working to prepare payments respectively during the last several days, including necessary coordination with SEIU leadership to ratify provisions (in accordance with Florida Statute 447) in its collective bargaining agreement with the City of Delray Beach to expedite payments accordingly. However, both the Office of the City Manager and that of Mr. D'Andrea are being advised that SEIU representatives are interested in said authorization concurrent with final ratification vote of a successor labor contract. As all involved are presently confident that city administration will be successful in reaching a tentative agreement as outlined in the coming weeks, we look forward to processing payments to eligible individuals that enjoy SEIU membership. Meanwhile, eligible employees that are not represented by SEIU will be paid accordingly via the City's next payroll cycle.

Permanent Appointment to the Position of Director of Neighborhood and Community Services

My initial assessment of the organization upon beginning service as your new city manager included a focus on the Department of Neighborhood and Community Services, specifically Interim Director Sammie Walthour and his involvement and contributions respectively. As my professional interest as noted was to offer leadership and guidance to immediately bring stability to this operation, direction was offered to formally advertise the vacancy, which was accomplished internally. As Mr. Walthour clearly emerged as the imminent

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choice, please be advised that the 'interim' designation is being removed from his title, resulting in his acceptance of this opportunity on a permanent basis. In addition to his involvement with the City of Delray Beach since September, Mr. Walthour brings to our organization nearly 28 years of local government leadership experience. As referenced in his resume, this includes roles with Miami-Dade County, including Team Metro (which is a similarly structured department as Delray Beach's Neighborhood and Community Services), as well as service in its Building and Neighborhood Compliance Department. A native of South Florida, Mr. Walthour earned his undergraduate degree from Florida International University, as well as a Master of Science in Public Management from St. Thomas University. As his permanent appointment commences Tuesday, September 7th, please feel free to therefore wish Mr. Walthour a well-deserved congratulations and all the best.

Public Information Officer Position Title Revision and Clarity in Responsibilities

Given our organization's current efforts to more comprehensively expand community and outreach via a diverse array of platforms (to also more effectively reach residents and stakeholders), please be advised that the position title of Public Information Officer is being revised to that of Director of Communications. As referenced in the attached position description, this change will more accurately reflect the full scope of responsibilities inherent in this role. Direction as outlined will likewise become effective Tuesday, September 7th. Meanwhile, I was able to successfully host an orientation dialogue with Gina Carter earlier this week, yielding my expressed appreciation for her contributions to date.

Calendar of Activities, Meetings and Functions

As we all had the privilege of participating in festivities associated with the grand opening of The Ray Hotel this past Wednesday, I've found attendance very productive in that I was able to meet agents and representatives of various

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public and private sector partners. This included individuals from both Palm Beach County and the State of Florida, as well as other stakeholders that have offered me best wishes and support as I continue to provide leadership and guidance via my role as Delray Beach City Manager. I therefore appreciate being included, as this experience proved to be meaningful in terms of continued orientation purposes.

With the coming days to yield an abbreviated work week due to the Labor Day holiday, no information letter will be issued Friday, September 10th. Weekly reporting as noted will likewise resume September 17th.

Enclosures:

City of Delray Beach Employees COVID-19 Quantitative Data Sheet from the Department of Human Resources
Electronic Mail Message from Chief Keith Tomey III – Fire Rescue Staff Vaccination Percentages
Position Listing – Hazard Pay for Ancillary Essential Employees
Resume for Sammie Walthour – Director of Neighborhood and Community Services
Revised Position Description – Director of Communications (from Public Information Officer)
Calendar for Business Week of August 30, 2021

CM/Documents/City Commission Information Letter 4

Covid -19 Quantitative Data

Employees who have been out of work due to positive test or quarantined

August

- 123 total employees
- 1,230 total days missed
- Average pay is \$33.33
- Total average of dollars spent due to employee missed days: \$41,070
 - $\$33.33 \times 1,230 = \$41,070$

July

- 102 total employees
- 1,020 total days missed
- Average pay is \$37.23
- Total average of dollars spent due to employee missed days: \$37,974.6
 - $\$37.23 \times 1,020 = \$37,974.6$

June

- 7 total employees
- 70 total days missed
- Average pay is \$32.22
- Total average of dollars spent due to employee missed days: \$2,255.63
 - $\$32.22 \times 70 = \$2,255.63$

Averages for the Quarter

- 77 Employees Quarantined
- 773 Days Missed
- Average pay is \$ 34.26
- Total average of dollars spent due to employee missed days: \$26,494.40
 - $\$34.26 \times 773.33 = \$26,494.40$

General Employee Covid-19 Vaccination and Testing Initiative Data

- Total number of employees – 412
- Number of employees vaccinated – 349
- Number of employees claiming exemption – 63
- Percentage of general employees vaccinated – 85%

From: [Terrence R. Moore](#)
To: [Vega, Brenda](#)
Subject: FW: FD Staff Vaccination Percentages
Date: Wednesday, September 1, 2021 11:47:34 AM
Attachments: [image001.png](#)

From: Tomey, Keith <TomeyK@mydelraybeach.com>
Sent: Wednesday, September 1, 2021 11:41 AM
To: Terrence R. Moore <moore@mydelraybeach.com>; D'Andrea, Duane <dandread@mydelraybeach.com>
Subject: FW: FD Staff Vaccination Percentages

Terrence and Duane,

I am happy to announce that Fire is at 78% of its staff is fully vaccinated. Only 3 weeks ago we were at 63%, we have improved 15% in 3 weeks! We are continuing our efforts to get everyone vaccinated in Fire.

Thanks,

Keith

Be safe,

L. Keith Tomey III
Fire Chief
Delray Beach Fire Rescue
ISO Class 1 Fire Department
CFAI Internationally Accredited Agency

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: Bradford, James <bradford@mydelraybeach.com>

Sent: Wednesday, September 1, 2021 9:30 AM

To: Tomey, Keith <TomeyK@mydelraybeach.com>

Cc: Giaccone, Gregory <Giaccone@mydelraybeach.com>

Subject: FD Staff Vaccination Percentages

Chief,

Based on the latest info the Vaccination rate for FD is approx. 78%.

This includes Full Time ocean rescue.

143- vaccinated

183- total staff

$143/183 = 78\%$

Regards,

Jim Bradford

Division Chief of Training & EMS

Delray Beach Fire Rescue

e: Bradford@mydelraybeach.com

o: [561-243-7440](tel:561-243-7440)

c: [561-253-5247](tel:561-253-5247)

PUBLIC RECORDS NOTE: Florida has a very board public records request law. Most written communication to or from local officials, or the general public regarding city business are public records available to the public and media upon request. Your e-mail correspondence may therefore be subject to public disclosure.

SEIU POSITIONS

Building Maintenance Worker
Building Maintenance Worker Senior
Carpenter
Crew Leader
Crew Leader Senior
Equipment Operator
Equipment Operator Senior
Equipment Technician/Lawn
Fleet Mechanic
General Maintenance Worker
Instrumentation Technician
Instrumentation Technician, Senior
Irrigation Maintenance Worker
Electrician I
Electrician II
Electrician III
Master Fleet Technician
Generator Technician
Motor/Pump Technician
Park Ranger
Parts Expediter
Senior Fleet Technician
Senior Master Fleet Technician
Street Maintenance Worker
Street Maintenance Worker Senior
Traffic Maintenance Worker
Traffic Maintenance Worker Senior
Treatment Plant Operator "A"
Treatment Plant Operator "A"-Trainer
Treatment Plant Operator "B"
Treatment Plant Operator "C"
Treatment Plant Operator Trainee
Tree Trimmer
Utility Locator
Utility Mechanic
Utility Mechanic Sr.
Utility Service Worker "A"
Utility Service Worker "B"
Utility Service Worker "C"
Meter Service Worker
Well Maintenance Technician

GENERAL POSITIONS

Code Enforcement Officer
Nuisance Abatement Officer
Clean and Safe Supervisor
Housing Rehab Inspector
Community Service Officer
Crime Scene Investigator
Crime Scene Investigator Supervisor

Distinguished **local government professional** with a record of success engaging stakeholders and improving the organizational performance of underperforming agencies. Front line to executive leadership experience administering human services, community action, community development, regulatory laws and consumer-facing services designed to bring government closer to the people. Fiscally minded leader with proven results operating and streamlining complex organizations, integrating services, delivering unique solutions, addressing community concerns, empowering teams, and driving down costs, while promoting economic self-sufficiency and programs aimed at protecting vulnerable populations and addressing quality of life issues.

Select accomplishments:

- **Turn-around Success:** Restructured underperforming Social Services Division at Hillsborough County and set new strategic vision, creating first-ever college scholarship program, acquiring industry partnerships, and launching multiple social programs.
- **Process Automation:** Spearheaded full automation of new member intake process at Phi Beta Sigma, redesigning critical work processes, resulting in a 25% cost savings and service delivery improvements by more than 50%.
- **Performance Awards:** Led Miami-Dade County departments in winning awards from the Florida Sterling Council, American Society for Quality and the National Association of Counties.
- **Grants/Funding:** Specifically tasked with assisting, researching, editing, and delivering complete proposal to U.S. Department of Housing and Urban Development, resulting in \$30M grant award to revitalize Scott-Carver Public Housing Project in Miami-Dade County.

Core Competencies

- | | | |
|-----------------------------|--------------------------|-----------------------------|
| ▪ Strategic Planning | ▪ Performance Metrics | ▪ General Management |
| ▪ Operational Excellence | ▪ Community Relations | ▪ Regulatory Expertise |
| ▪ Service Delivery | ▪ Relationship Building | ▪ Workplace Culture Builder |
| ▪ Continuous Improvement | ▪ Program Implementation | ▪ Visionary Team Leadership |
| ▪ Budgeting Cost Controls | ▪ Board Accountability | |

Relevant Local Government and Nonprofit Experience

City of Delray Beach, Delray Beach, FL – *The Village By The Sea*.

2020 – Present

INTERIM DIRECTOR, NEIGHBORHOOD & COMMUNITY SERVICES DEPARTMENT

Hired as Code Enforcement Administrator, September 2020; appointed Interim Department Director, January 2021.

Provide leadership and administrative oversight of the Neighborhood and Community Services Department, focused on engaging Delray Beach's diverse population with resources to maintain, revitalize, and promote healthy communities. The department's four operational divisions, Clean & Safe, Code Enforcement, Sanitation and Neighborhood Services, provide a broad range of services designed to maintain and enhance the quality of life for residents and businesses.

- Established Code University as a training initiative to provide an ongoing training forum for code officers and staff, and to prepare for Florida Association for Code Enforcement (F.A.C.E.) certification testing.
- Developed plan and facilitated the release of \$3.84M in funding to the department for the administration of community development strategies.
- Leading the review of outstanding unsafe code cases, collaborating with the City Attorney's Office on final disposition.
- Guiding operational divisions in developing measurable goals for upcoming fiscal year.
- Identified twenty-year (20) old and older lien cases for consideration to be released.

Phi Beta Sigma Fraternity, Inc, Washington, DC – *107-year-old international social fraternity*.

2016 – 2018

INTERNATIONAL EXECUTIVE DIRECTOR AND CHIEF OPERATING OFFICER

Hired to improve organizational infrastructure, create efficiencies and cost savings.

Responsible for leadership and day-to-day administration of the fraternity's international headquarters team in providing excellent membership services, organizing, and supporting international programs operating out of more than 600 collegiate and alumni chapters in the United States and seven countries.

- Restructured membership card distribution process, generating 25% cost savings and 65% card reorder reduction.
 - Efficiently automated and maintained new member intake process, eliminating manual handling of thousands of applications each year.
-

- Effectively converted distribution of printed material to electronic delivery and updated membership database to automatically capture pertinent data.
- Led international headquarters coordination of fraternity's 2017 biennial conference – largest in history.

Hillsborough County Government, Tampa, FL – *County government entity.*

2012 – 2013

DIRECTOR OF SOCIAL SERVICES, FAMILY AND AGING SERVICES DEPARTMENT

Appointed to redesign service delivery approach, institute new policies and procedures. Managed staff of 110 and \$17M budget in completely restructuring this multi-site operation during 13-month tenure.

- Conducted strategic planning sessions to establish new mission, vision and value statements to fuel launch of critical programs.
- Established the *Family Empowerment Program*, an economic self-sufficiency initiative for targeted families.
- Launched division's first college scholarship program, awarding \$5K each to 14 qualified students in August 2013.
- Audited financial assistance program, resulting in a 92% decrease in the number of clients receiving long-term financial assistance from the County.
- Established process improvement teams to develop new policies and procedures for major programs and services.

Miami-Dade County Government, Miami, FL - *select roles*

1987 – 2011

Local government entity with 30,000 employees serving the seventh-most populous county in the United States.

ASSISTANT DIRECTOR, BUILDING AND NEIGHBORHOOD COMPLIANCE DEPARTMENT, 2008 – 2011

Transitioned from previous role as Director, Office of Neighborhood Compliance to merge and integrate functions. Responsible for managing 71 employees and \$14M budget in achieving and ensuring regulatory code compliance across multiple neighborhoods in the county.

- Successfully maintained optimal service levels to over one million residents, despite 28% reduction in funding over previous year.
- Recognized for implementing award-winning "eticketing technology solution," highlighted on Panasonic's website as a public sector case study – a technology initiative that began during tenure as director of Team Metro.
- Launched the County's "Abandoned Residential Foreclosure Registration Program," generating over \$2M in unbudgeted revenue in first year of rollout.

DIRECTOR, TEAM METRO DEPARTMENT, 2001 – 2008

Promoted from Deputy Director to continue implementing new policies and procedures, resolving toxic work culture, and rolling out new organizational mission, vision and values. Responsible for leading 250 staff (\$20M budget and \$50M lien portfolio) in delivering full range of consumer-facing services out of 10 locations and *the Government on the Go Bus*.

- Successfully transformed this talented but underperforming agency, winning multiple awards including the Sterling Challenger Award from the Florida Sterling Council.
- Championed several technology innovations, effectively increasing employee productivity by 87% and lien revenue collected by 300%.
- Expanded revenue streams, reducing department's reliance on general fund by 40%.
- Department consistently received above average customer service score by County's Secret Shopper initiative administered by Florida International University.

ASSISTANT TO THE COUNTY MANAGER, 1998 – 2001

Under the leadership of renowned County Manager, Merrett R. Stierheim, assisted with ensuring the Human Services and Economic and Community Development departments achieved strategic departmental goals.

- Exercised independent judgment in working directly with department directors of the Human Services, Community Action, Housing, Community and Economic Development and Advocacy departments (budgets totaling more than \$500M) in achieving assignments, departmental business plan and strategic plan goals.
 - Analyzed and provided feedback on County's first Social Service Master Plan.
 - Liaison to the South Florida Workforce, Children's Trust and the Public Health Trust (Jackson Memorial Hospital).
 - Reviewed and edited successful \$30M HOPE VI housing grant proposal.
 - Assisted in the restructuring of the County's Community Relations Board to effectively address community issues.
-

COMMUNITY ACTION AGENCY, 1987-1998

Started in an entry-level position (Community Family Service Worker) and rose through the ranks to hold several roles with increasing responsibilities including, **Executive Assistant to the Department Director; Director, Office of Citizen Participation; Neighborhood Improvement Program Director and Project Director, Homeless Assistance Program.**

Education and Professional Training

Master of Science in Management; Public Management, St. Thomas University, Miami Gardens, FL

Bachelor of Arts, Psychology, Florida International University, Miami, FL

Associate in Arts, University of South Florida, Tampa, FL

Driving Government Performance Executive Education Program, Harvard Kennedy School

Innovations in Governance Executive Education Program, Harvard Kennedy School

Six Sigma Green Belt Course, Villanova University

Professional Affiliations

International City/County Management Association

National Forum for Black Public Administrators

Florida Association for Code Enforcement

Code Enforcement Officers' Association of Palm Beach County

City of Delray Beach

Classification Description

Classification Title: **DIRECTOR OF COMMUNICATIONS**
FLSA Status: **Exempt**

Pay Grade: **118**

General Purpose and Description

This position performs highly responsible administrative work developing and implementing a proactive communication and marketing strategy that promotes City accomplishments, encourages public involvement, and promotes the value of City services. Under the direction of the City Manager or designee, manages social media accounts and acts as liaison to print, broadcast and electronic media. This work involves the consistent exercise of discretion and judgment.

Essential Functions and Responsibilities:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develop and implement communication strategies and plans to promote the City's programs, services, and accomplishments.
- Seek opportunities to involve residents in City government, promote the City and increase understanding of major issues affecting the City by residents, the media, business, and the general public.
- Act as primary liaison to the media; coordinate media interviews with elected officials, subject matter experts, and City leaders. Serve as spokesperson for the City when appropriate. Build and maintain positive working relationships with media and cultivate an understanding and appreciation of the accomplishments and concerns of the City.
- Develop or coordinate communications with residents through City and departmental publications, social media, brochures, reports, newsletters, print and digital media and the City's website.
- Manage the City's website.
- Broadcast targeted CodeRED crisis communications when needed.
- Write or review all news releases for the City, letters to the editor and articles for newspapers and City publications and coordinate the dissemination of information to the public. Write speeches for the City Manager, Department Heads and elected officials upon request.
- Organize, plan and implement public relations and outreach efforts. Attend, document and/or promote City events.
- Facilitate meetings of citizens, neighborhoods, business groups and task forces as assigned.
- Produce video broadcast and/or newsletter, as well as other special publications.
- Complete special projects for City Manager or designee.
- Respond to requests for information from the press, other agencies, other governmental entities, and the public. Respond to public records requests.
- Manage media relations and /social media. Monitor and respond to social media comments, develop content, and manage calendars.
- Track media coverage for City departments and compile data.
- Manage subordinate staff, including but not limited to graphic designers, photographers and videographers.
- Manage and maintain communications equipment and digital billboard(s).
- Perform all functions and responsibilities according to the Palm Beach County Code of Ethics.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications and Requirements: Graduation from an accredited college or university with a Bachelor's degree in Communication, Journalism, Public Administration or related field and five (5)

years of work experience in public information management, preferably in a government agency. Must possess and maintain a valid Florida Driver's License, with a good driving record. Ability to complete NIMS Training courses: IS 100, 700, 800, Basic PIO, Advanced PIO within six months of hire.

Knowledge and skills in creative desktop publishing, production, and editing. Working knowledge of current social media tools, including Facebook, Twitter, Constant Contact, electronic publications, and web-related programs. Ability to successfully prioritize, manage multiple tasks and projects simultaneously. Ability to work effectively and independently. Ability to interact and communicate effectively with the public, City staff, media, and community groups. Ability to successfully deliver information, promote and represent the City through written material and on-camera interviews. Ability to represent the City in a positive image at special events and functions. Ability to speak in public forums at times on short notice to small or large audiences such as community/civic groups, homeowner association meetings. Ability to work flexible hours including evenings, weekends and at times holidays. Knowledge of the City's policies, procedures, and practices. Skill in policy interpretation and application. Demonstrated ability to effectively utilize personal computer and office software such as Microsoft Word, Microsoft Excel, and Microsoft Outlook. Ability to establish and maintain effective working relationships with employees and the general public. Ability to communicate effectively in oral and written form. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to adapt to an evolving and continually improving environment.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk, bend, run and stand. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside and out-of-doors in various weather conditions.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below, I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee name Employee signature Date

Approved: _____
Supervisor or HR name Supervisor or HR signature Date

August 30, 2021 - September 5, 2021

| August 2021 | | | | | | | September 2021 | | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | |

Monday, August 30

- < 12:00am Duncan ooo
- Duncan ooo
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:00am - 8:30am See Brenda. Correct Name Spelling and New Address (CM Office) - Terrence R. Moore
- 8:45am - 9:45am CM Meet & Greet Fire Department Employees (Fire Department Station 1 Training Room) - Rangel, Delores
- 11:30am - 12:30pm Begin CIL (CM Office)
- 12:00pm - 5:00pm Various (Various)
- 1:30pm - 2:30pm USPS (USPS)
- 5:30pm - 6:30pm Make DS Reservation (CM Office)

Tuesday, August 31

- 8:00am - 8:30am Considerations Regarding Permanent Appointment to the Position of Director of Neighborhood and Community Services (CM Office) - Moore, Terrence
- 9:00am - 10:00am Compile Information Letter Report - Permanent Appointment to the Position of Director of Neighborhood and Community Services (CM Office) - Moore, Terrence
- 10:00am - 11:00am Agenda Review Meeting (September 13th CC & September 14th Workshop Meetings) (Microsoft Teams Meeting)
- 11:30am - 12:30pm Follow-Up Direction Regarding Purchasing Activities and Functions (CM Office) - Terrence R. Moore
- 2:00pm - 4:00pm CRA Budget Workshop Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander, Tracy
- 4:00pm - 6:00pm Best Buy (Best Buy)
- 4:00pm - 6:00pm CRA Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander, Tracy

Wednesday, September 1

- 12:00am Anthea ooo →
- 8:30am - 9:30am Compile Information Letter Report - Current Status and Direction Concerning Employee COVID-19 Vaccination and Testing Initiative (CM Office) - Moore, Terrence
- 9:30am - 10:30am CM - Clerk's Office: Meet & Greet (Clerk's Office)
- 11:00am - 12:00pm Max Weinberg (CM Office/Conference Call)
- 1:45pm - 2:00pm Travel Time
- 2:00pm - 4:00pm The Ray Ribbon Cutting Ceremony & Official Opening (The Ray Hotel, 233 NE 2nd Avenue) - Vega, Brenda
- 4:30pm - 5:30pm Compile Information Letter Report - Administration of Hazard Pay Compensation for Ancillary Essential Employees in 2020 (CM Office) - Moore, Terrence
- 6:00pm - 8:00pm Historic Preservation Board Meeting (City Commission Chambers) - Hoyland, Michelle

Thursday, September 2

- < Anthea ooo →
- 8:45am - 9:00am Hassan Hadjimiry re: Various Utilities Items (City Manager's Office) - Vega, Brenda
- 9:00am - 10:00am Discussion re: DOH Consent Order (Conference Room - City Manager) - Graikowski, Beverly
- 10:00am - 11:00am Formalization of PIO Position to Director of Communications (CM Office) - Moore, Terrence
- 11:30am - 12:30pm Compile Information Letter Report - Public Information Officer Position Title Revision (CM Office) - Moore, Terrence
- 2:30pm - 4:00pm Various (Various) ↻
- 4:00pm - 5:30pm Finalize CIL (CM Office)
- 5:30pm - 6:30pm Compile Reference Documents for Jade McDaniel (CM Office)

Friday, September 3

- < 12:00am Anthea ooo
- 12:00am Katerri ooo →
- Duncan ooo 1/2 day
- Gina ooo
- Hassan ooo
- 7:45am - 9:00am DB Chamber of Commerce Economic Development & Government Affairs Friday Forum
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 12:00pm CM - Neighborhood Community Services:
- 2:00pm - 3:00pm VM Johnson Mtg w/CM Moore Re: Agenda &
- 3:30pm - 4:00pm Florida League of Cities re: Citizen Academy
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,
- 5:30pm - 6:30pm Travel Arrangements for Texas A&M University

Saturday, September 4

- < Katerri ooo →

Sunday, September 5

- < Katerri ooo →