



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 Summary

February 27, 2026

Delray Beach Fire Rescue Administrative Policy for Donated Training Structures

- Administrative policies are being updated to guide the review and evaluation of privately donated dilapidated structures for controlled fire training purposes.
- The City's demolition permit application will be revised to include an updated hold harmless agreement to strengthen safeguards and oversight.
- Proposed donations will require a multi-stage approval process involving the Office of the City Attorney, Office of the City Manager, and ultimately the City Commission.
- A working policy group including Delray Beach Fire Rescue leadership and the Office of the City Attorney is finalizing internal policies and procedures.

Process Improvements to Support Risk Management Division Claims Review

- Following commitments made at the January 20th City Commission meeting, the Risk Management Division has initiated process enhancements for reviewing external claims.
- New protocols require department director and subject matter expert review prior to determining claim disposition.
- Biweekly coordination meetings will be held with relevant departments to review outstanding claims and ensure alignment.
- Claims that may escalate beyond administrative resolution will be addressed in collaboration with the Office of the City Attorney.



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Delray Beach & Florida Department of Emergency Management Alignment for Emergency Operations Center Activation

- After completing State-mandated emergency management training, leadership is aligning operational goals and Emergency Operations Center (EOC) activation procedures.
- Efforts focus on improving efficiency and accelerating restoration of normal municipal operations following major events.
- Interdepartmental collaboration is being enhanced to ensure quality customer service to residents, visitors, and businesses post-incident.
- Updated guidelines and protocols will be assembled, with a public presentation scheduled at an upcoming City Commission meeting.

Statistical Overview: Delray Beach Homelessness Census Count

- A recent review identified approximately 94 unhoused individuals within the City of Delray Beach.
- The population includes both transient individuals seeking services and those receiving behavioral health and social support services.
- City leadership continues proactive efforts to address homelessness challenges through strategic and sustainable initiatives.
- An annual public presentation outlining data, current conditions, and ongoing strategies will be delivered at a City Commission meeting in April.



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City Commission Information Letter

February 27, 2026

Delray Beach Fire Rescue Administrative Policy for Donated Training Structures

Given the occasional expression of interest from individual property owners to donate dilapidated structures to the Delray Beach Fire Rescue Department for controlled training purposes, the Office of Fire Rescue Chief Ronald Martin was asked to update administrative policies to help more effectively review and evaluate respective considerations.

As referenced in the attached electronic mail message from Deputy Fire Rescue Chief Travis Franco, guidance to this effect involves updating the City's demolition permit application to include a revised hold harmless agreement to help augment checks and balances when structures become available for this purpose. This will soon likewise involve various approval stages, including the Office of the City Attorney, the Office of the City Manager, and ultimately, the City Commission.

A working policy group, consisting of leadership and representatives from both the Delray Beach Fire Rescue Department and the Office of the City Attorney, are all therefore now working to finalize applicable internal policies and practices accordingly.

Process Improvements to Support Risk Management Division Protocols and Practices to Review and Evaluate Claims

As committed publicly during the January 20th regular City Commission meeting, the Risk Management Division of the Department of Human Resources has initiated work to advance processes necessary to more thoroughly review and evaluate claims submitted by external parties.

As referenced in the attached electronic mail message exchange between Director of Human Resources Duane D'Andrea and Risk Manager Paula Wolfe, this includes additional protocols involving department director and specific

City Commission Information Letter

February 27, 2026

Page 2

subject matter staff expert level review and feedback prior to establishing disposition of claims. Additionally, noted leadership will host biweekly meetings with applicable departments to discuss any and all outstanding claims initiated to help achieve full alignment with respect to pending related processing considerations.

Finally, any claims that could escalate beyond an administrative response, resolution, or denial, will be addressed via collaboration with the Office of the City Attorney.

Delray Beach and Florida Department of Emergency Management Alignment for Future Emergency Operations Center Activation and Engagement

With many of us having attended last week's State of Florida mandated emergency management training for elected and appointed senior level officials, leadership from the Emergency Management and Homeland Security Division of the Fire Rescue Department is currently working to align applicable operational goals, objectives, and functions.

As noted in the attached electronic mail message from Fire Rescue Chief Ronald Martin, pending actions will likewise result in efficiency to which normal municipal operations are restored after any major event. This includes ancillary collaborations with various levels of staff interdepartmentally to yield quality customer service to our residents, visitors, and businesses in our community as soon as possible.

A specific set of related guidelines and protocols will therefore soon be assembled for all concerned and interested. A brief public presentation as outlined will likewise be offered via a regular City Commission meeting in the coming weeks.

Current Statistical Overview for Delray Beach Homelessness Census Count Estimates

Both Chief of Police Darrell Hunter and I recently visited to review and discuss statistical analysis necessary to help determine current homelessness

demographics in our community.

As referenced in the attached electronic mail message and accompanying graphical summaries from Delray Beach Police Department Service Population Advocate Manager Ariana Ciancio, the City of Delray Beach was able to identify a population of 94 unhoused individuals. This continues to include people that may have been in town for very short periods of time to take advantage of a variety of assistance available in our area, as well as those receiving some form of behavioral health and social services.

Given the City of Delray Beach's continuous efforts to expand assertiveness to manage issues and challenges that have impacted our community to this effect, our annual presentation on the subject to help outline sustainable activities, as well as an overview regarding current state of affairs as noted will be offered publicly via a regular City Commission meeting in April.

Calendar of Meetings, Activities, and Functions

Considering Monday afternoon's direction to postpone a workshop meeting dialogue (due to our recognition to provide as much pertinent information necessary to offer meaningful policy guidance and direction), an integral focus for this past Wednesday's Executive Leadership Team meeting was a follow-up discussion relative to applicable expectations.

Guidance to this effect includes offering a "road map" approach relative to agenda packet compilations, as well as any accompanying executive summaries deemed appropriate to help convey both options and professional staff recommendations accordingly.

While it is acknowledged that leadership from most departments have served the City Commission extremely well relative to conveyance and inclusion of pertinent background information via the presentation of agenda items and respective considerations, the Office of the City Manager fully recognizes opportunities for improvement in this regard.

City Commission Information Letter

February 27, 2026

Page 4

Via continuous communication and engagement with elected officials relative to aggregate expectations and professional relationship building, all involved will endeavor to achieve both success and productivity as noted.

Enclosures:

Electronic Mail Message from Travis Franco – Requested Information Relative to Acquired Structures
Electronic Mail Message Exchange Involving Duane D’Andrea and Paula Wolfe – Risk Management Procedures
Electronic Mail Message from Ronald Martin - Alignment of City and State Emergency Management
Electronic Mail Message from Ariana Ciancio – 2026 Point in Time (Homelessness Statistics)
Statistical and Graphical Overview – 2026 Delray Beach Point in Time (Homelessness Data)
Calendar for Business Week of February 23, 2026

CM/Documents/City Commission Information Letter 175

Terrence R. Moore

From: Franco, Travis
Sent: Tuesday, February 24, 2026 1:30 PM
To: Terrence R. Moore
Cc: Martin, Ronald
Subject: Requested information relative to acquired structures

Mr. Moore,

From time to time, property owners within the City who are planning to demolish a structure contact the Fire Department to inquire about allowing the Department to conduct training activities within the building prior to demolition. This typically occurs as part of the demolition permit application process, which includes a form whereby the owner may authorize the Fire Department to conduct approved destructive training exercises.

When feasible, these opportunities provide significant value to the Department by allowing firefighters to perform realistic, hands-on training evolutions that cannot be replicated in acquired facilities or training grounds. While beneficial, such opportunities are infrequent and historically occur approximately once per year, if at all.

At no time does the Department accepted a structure for training without first ensuring that all required City approvals (City Attorney, City Manager, and City Commission), legal documentation, and administrative processes were fully completed. To further reinforce this practice, we have worked closely with the Office of the City Attorney to update and modernize the Hold Harmless Agreement. The revised agreement has now replaced the former version within the City's demolition permit application process.

Additionally, I have directed the Assistant Chief of Operations to collaborate with the Department's Policy Development Workgroup, which includes representation from the Office of the City Attorney, to formally codify the approval and acquisition process for training structures into a new departmental policy. This policy is expected to be presented to the Fire Chief for review and approval in the coming weeks.

Thank you for the opportunity to provide clarification regarding this process.

Travis Franco, M.S., CFO
Deputy Fire Rescue Chief
City of Delray Beach
501 W. Atlantic Avenue
Delray Beach, Florida 33444
Franco@mydelraybeach.com
Phone: (561)243-7420

Terrence R. Moore

From: D'Andrea, Duane
Sent: Tuesday, February 24, 2026 3:35 PM
To: Terrence R. Moore
Cc: Wolfe, Paula
Subject: FW: Risk Management's Internal Operating Procedures

Good afternoon Mr. Moore. Please find below the update from Risk Manager Paula Wolfe that summarizes the changes involving processes, procedures, and communication concerning claims.

Best,

Duane

Duane D'Andrea M.A , PHR, SHRM-CP
Director, Human Resources
City of Delray Beach
80 Depot Ave, Suite 1
Delray Beach, FL 33444
561-243-7042
dandread@mydelraybeach.com



From: Wolfe, Paula <wolfep@mydelraybeach.com>
Sent: Tuesday, February 24, 2026 12:36 PM
To: D'Andrea, Duane <dandread@mydelraybeach.com>
Subject: Risk Management's Internal Operating Procedures

Good afternoon, Duane:

As previously discussed, the Risk Management Division has taken proactive steps to strengthen our internal operating procedures, including hosting bi-weekly meetings with Department Directors and appropriate staff to review outstanding claims and obtain their subject-matter expertise. In addition, any administrative claim requiring approval or denial is coordinated in consultation with the City Attorney's Office.

Sincerely,

Paula Wolfe

Risk Manager | Risk Management Division

City of Delray Beach

80 Depot Avenue, Suite 1

Delray Beach, FL 33444

561.243.7150 | wolfep@mydelraybeach.com



Terrence R. Moore

From: Martin, Ronald
Sent: Monday, February 23, 2026 3:29 PM
To: Terrence R. Moore
Cc: Garcia, David; Franco, Travis
Subject: Alignment of City Emergency Management with Florida Division of Emergency Management

Good afternoon CM:

In the ongoing re-organization, and revitalization of the City's Emergency Management program, and the recent passage of Senate Bill 180 the Fire Rescue Department is in the process of aligning our Emergency Management functions with the State of Florida, and the Palm Beach County Emergency Management Division. This alignment is supported with the legislatively imposed mandate for training of elected officials and senior officials on the local levels directly from the Florida Department of Emergency Management (FDEM) as recently offered last week.

These actions will ultimately result in efficiency to which normal municipal operations are restored after and event, and will facilitate quality customer service to our citizens, visitors, and businesses in the City of Delray Beach, Florida.

Ronald L. Martin M.S., EFO
Fire Rescue Chief
City of Delray Beach
501 W. Atlantic Avenue
Delray Beach, Florida 33444
Email:
MartinRo@mydelraybeach.com
Phone: (561)243-7410

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

Terrence R. Moore

From: Ciancio, Ariana
Sent: Thursday, February 26, 2026 4:48 PM
To: Terrence R. Moore
Cc: Hunter, Darrell
Subject: 2026 Point in Time Numbers for CM
Attachments: COT PIT For CM Feb 2026.pdf

Good afternoon Mr. Moore,

Here is a breakdown of the 2026 Point in time numbers for the City of Delray Beach from the Community Outreach Team.

As of 2/26/26: The COT identified 94 individuals.

Of the 94 individuals identified:

16 individuals we met for the first time. 2 of those individuals followed up with our COT unit for resources and the other 14 we have never encountered again.

They could have just been in the city that day having visited: DAF, SCMHC, DMC, HCD, PBC Courthouse, Palm Beach County HUB or visiting the library

7 of the individuals are now either in jail, treatment or in shelter

1 individual has been placed in permanent housing.

In 2024 we had 75 shelter placements. In 2025 we had 34 shelter placements. As of today we have had 2 placements in shelter

In 2025 we placed a total of 14 individuals into permanent housing. Since January 2026, 1 person has been placed in permanent housing

If you have any questions, please feel free to reach out.

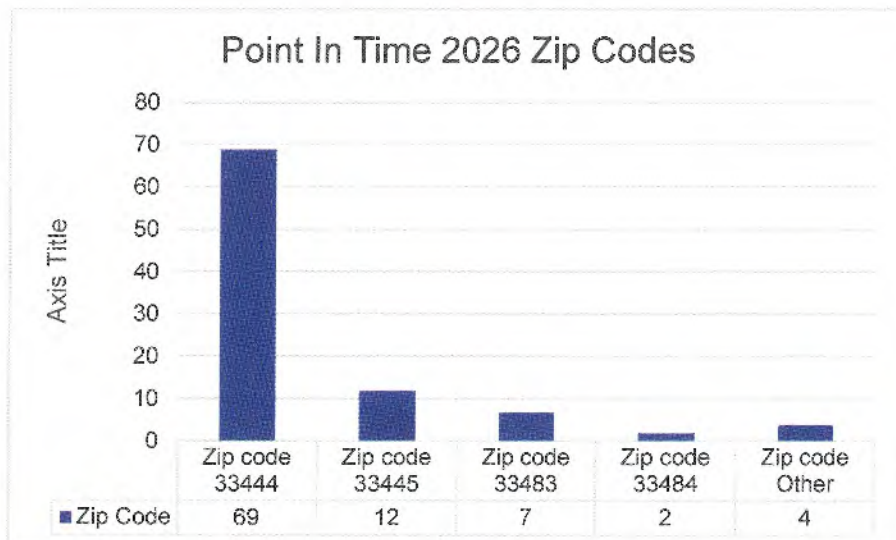
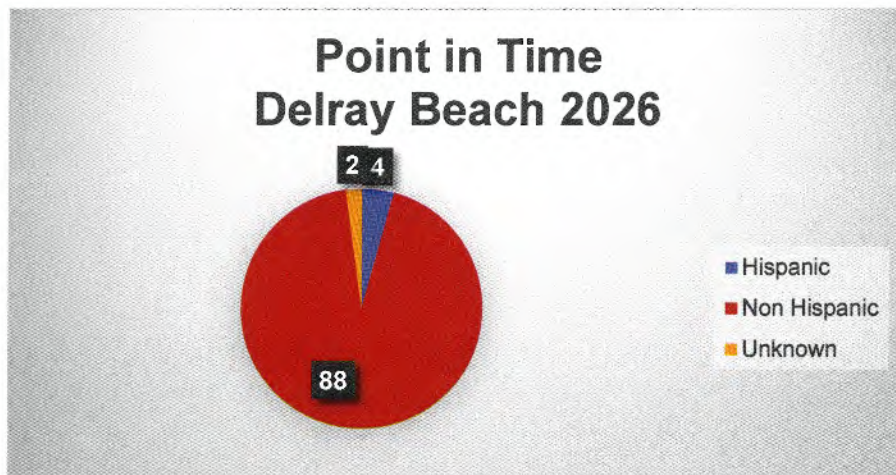
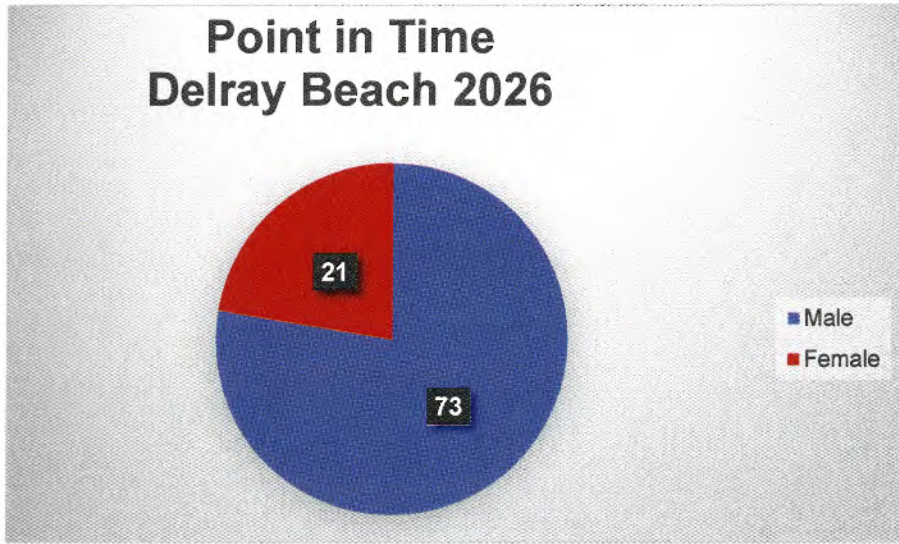
Please see the attached charts.

Thank you,

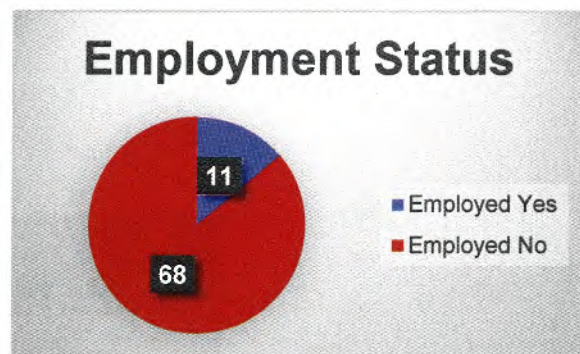
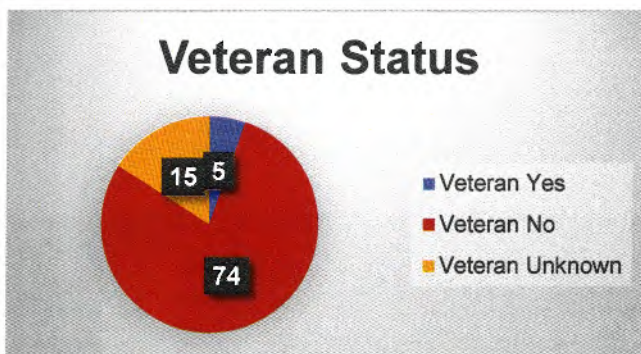
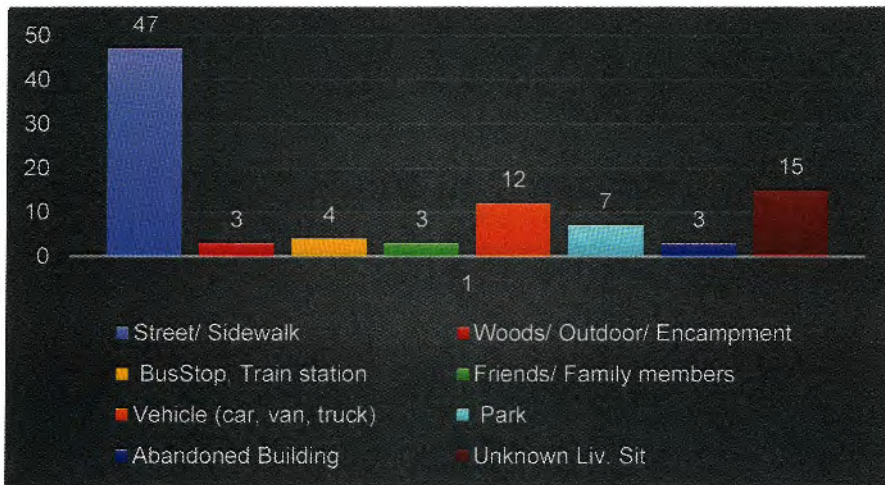
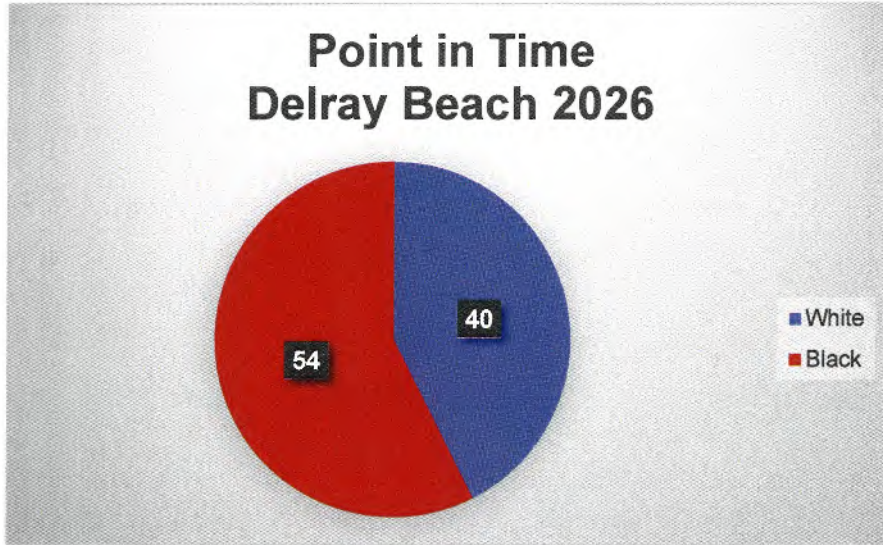
Ariana Ciancio LMHC, MCAP

Service Population Advocate Manager
Delray Beach Police Department
300 W. Atlantic Ave
Delray Beach, FL 33444
561-353-6205
Email: ciancioa@mydelraybeach.com

2026 Delray Beach Point in Time



2026 Delray Beach Point in Time



February 23, 2026 - March 1, 2026

February 2026

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						

March 2026

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			

Monday, February 23

- 7:00am - 8:30am Begin CIL (CM Office) ☉
- 8:30am - 9:00am Meet New Firefighter Recruits (Fire Rescue Department - Training Room)
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ☉
- 10:00am - 10:30am Follow-Up Considerations Regarding Existing Agreement Involving Palm Beach County Fire Rescue Joint
- 11:00am - 12:00pm Police Sergeant Gina Galina Retirement Ceremony (Delray Beach Public Library)
- 2:00pm - 2:30pm E. Georgiev: Biweekly Touchbase (Auditor's Office) ☉
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ☉
- 3:00pm - 3:30pm Vegetation and Shrubbery Challenge on Lake Ida
- 4:00pm - 5:00pm Various Community Support Considerations

Tuesday, February 24

- 7:30am - 9:00am Finalize Duane D'Andrea Performance Evaluation
- 8:30am - 9:00am Breakfast to Train Readers for Delray Reads (Delray Beach Historical Society (3 NE 1st St, Delray Beach, FL 33444, United States))
- 10:00am - 11:00am Compile Information Letter Report - Process Improvements to Support Risk Management Division Operations, Protocols, and Practices (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Delray Beach Fire Rescue Administrative Policy for Donated Training
- 11:30am - 12:30pm Compile Information Letter Report - Delray Beach and Florida Department of Emergency Management
- 4:00pm - 10:00pm February 24, 2026 City Commission Workshop & Regular Meeting - Viewing Presentations (Microsoft Teams)
- 4:00pm - 5:00pm Workshop
- 5:00pm - 9:00pm City Commission Meeting - Terrence R. Moore

Wednesday, February 25

- 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65. 263 NE 5th Avenue, Delray Beach, Florida) ☉
- 9:00am - 10:00am Procurement Discussion (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 10:00am - 11:00am Agenda Review Meeting (March 9 CC Meeting)
- 10:00am - 11:00am Weekly Meeting with the Executive Leadership
- 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
- 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 2:00pm - 2:30pm Jay Stacy: Biweekly Touchbase (CM Office) -
- 4:00pm - 5:00pm Fire Chief Martin Meeting w/ CM Moore (CM
- 4:30pm - 5:30pm ChillRx MedSpa Grand Opening (256 SE 5th
- 6:00pm - 7:00pm Burning Conversations (Pompey Park (1101 NW

Thursday, February 26

- 8:30am - 9:30am Delray Reads Day 2026 (Pine Grove Elementary School (1000 SW 4th Ave, Delray Beach, FL 33444, United States))
- 10:00am - 10:30am Jerri Pryor - Biweekly Touchbase (CM Office) - Terrence R. Moore ☉
- 10:30am - 11:30am Compile Information Letter Report - Current Statistical Overview of Delray Beach Unhoused Population (CM
- 11:30am - 12:00pm Janai Bowens - Biweekly Touchbase (CM Office) - Terrence R. Moore ☉
- 1:30pm - 2:30pm Florida Recovery Obligation Cost System (F-ROC) (City Manager's Conference Room) - English, Dawn
- 3:00pm - 4:30pm Various (Various) ☉
- 3:30pm - 4:30pm Compile and Deliver (CM Office)
- 4:00pm - 5:00pm Delray Beach CRA: Regular Board Meeting (City Hall, 100 NW 1st Ave, Delray Beach, FL 33444) - Community
- 5:30pm - 8:00pm Real Men Bake (Delray Beach Public Library)

Friday, February 27

- 7:30am - 9:00am Finalize CIL (CM Office) ☉
- 8:00am - 9:00am Process Various (Various)
- 10:30am - 11:30am Old Germantown Road February/Spring 2026 Project Update (100 NW 1st Ave; CITY HALL) - Terrence R. Moore
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ☉
- 2:00pm - 3:00pm Various (Various)
- 3:00pm - 4:30pm Begin Sam Metott Annual Performance Evaluation (CM Office)
- 4:00pm - 5:30pm Multicultural Youth Festival Art Exhibition (Cornell Art Museum)

Saturday, February 28

- 8:30am - 10:00am Finalize and Deliver Duane D'Andrea Performance Evaluation (CM Office)
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ☉
- 11:30am - 12:00pm Process Various (Various)
- 5:00pm - 7:00pm The African Diaspora Awards (Indian Spring

Sunday, March 1