



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

March 27, 2026

Banyan Tree Trimming to Support Golf Course Renovation Program

- The City is preparing for an April 15 hearing before the Lake Worth Drainage District Board of Supervisors regarding whether the large banyan tree can remain as part of the Delray Beach Municipal Golf Course renovation.
- In the meantime, the City plans to move forward with trimming and related work along the E4 Canal bank based on recommendations from certified risk assessment arborists.
- The proposed trimming would cut the tree back to its original trunk and away from the canal, while still leaving a significant portion of the tree within the LWDD right-of-way.
- This approach is intended to keep the golf course renovation project on schedule regardless of LWDD's final decision in the coming weeks.

Policies and Practices for Street Renaming/Spelling Correction Considerations

- The Department of Development Services reviewed the process for correcting or changing street names that were originally named in honor of families or individuals.
- The review focused on the historical spelling of "Witherspoon Lane" versus "Weatherspoon."
- Records show that "Witherspoon Lane" was officially dedicated in 1948 with that spelling, and later documents such as marriage licenses and mortgages also used the "Witherspoon" name.
- If the City chooses to pursue a change, it would require the formal street renaming process, including certified notices to property owners and resolutions for Planning and Zoning Board and City Commission review.



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Delray Beach

Florida



All-America City

1993-2001-2017

1993-2001-2017

Direction to Implement Lighting Infrastructure Improvements at the Delray Beach Tennis Center

- The City is moving ahead with improvements to the lighting infrastructure at the Delray Beach Tennis Center following concerns about the current system's functionality.
- The initial phase will include repairs and replacement of the existing lighting system.
- A full retrofit to a modern LED lighting system is also being planned to improve energy efficiency and reduce long-term costs.
- Parks and Recreation staff and JCD Sports Group will help keep patrons and interested parties informed about the planned improvements.

Pending Considerations for Non-Profit Grant Reporting Requirements

- Following discussion at the March 9 workshop meeting, the City has developed proposed reporting criteria for non-profit partners that could take effect in Fiscal Year 2026–2027.
- Recommendations include requiring non-profit organizations to submit annual tax forms showing revenue and expenditure activity for each calendar year.
- The City also plans to create a single required form for funded non-profits to improve and standardize reimbursement processes.
- These proposed requirements will be reviewed further by the City Commission during the Fiscal Year 2026–2027 proposed budget process, with the goal of strengthening transparency and accountability.



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City Commission Information Letter

March 27, 2026

Banyan Tree Trimming to Support Golf Course Renovation Program

In preparation for the City's April 15th hearing before the Lake Worth Drainage District (LWDD) Board of Supervisors concerning merits to preserve the large banyan tree as a feature of the Delray Beach Municipal Golf Course Renovation Program, please be advised of pending direction to engage in trimming and other supporting activities along the E4 Canal bank.

As referenced in the attached electronic mail message exchange between myself and Director of Public Works Missie Barletto, arrangements to this effect involve moving forward with certified risk assessment arborists recommendations to trim the tree back to its original trunk, away from the canal. This outcome will likewise result in a significant portion of the tree remaining in LWDD right-of-way, while physically moving the tree 30 feet from the edge of the E4 canal.

Direction as outlined will therefore keep the course renovation on schedule, regardless of any outcomes and/or decisions experienced with LWDD in the coming weeks.

Policies and Practices for Street Renaming/Spelling Correction Considerations

In response to a recent City Commission inquiry regarding processes to correct spelling on streets that were previously named in honor of either families or specific individuals, the Department of Development Services was asked to outline potential processes necessary to facilitate changes and/or "corrections" desired and/or requested. This specifically involved a historical review of the street name, "Witherspoon Lane" versus "Weatherspoon".

As referenced in the attached electronic mail message from Director of Development Services Anthea Gianniotis, "Witherspoon Lane" was dedicated

in 1948 with the same noted spelling. Other pertinent documents in the following years, including marriage licenses, mortgages likewise reference the "Witherspoon" moniker (in various regards).

Should an interest exist to proceed as noted, direction would involve administering the process to formally rename a street. This involves delivering certified notification letters to current property owners, as well as preparing a governing resolution for both Planning and Zoning Board and City Commission consideration.

Direction to Implement Lighting Infrastructure Improvements at the Delray Beach Tennis Center

In response to various questions and concerns recently experienced by both the Office of the City Manager and the Department of Parks and Recreation regarding the functionality of lighting infrastructure at the Delray Beach Tennis Center, please be advised of pending improvement programming to be implemented in the coming months.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, guidance to this effect involves an initial repair and replacement of the current lighting system. Additionally, a comprehensive full-scale retrofit to a more modern LED system is being coordinated to help achieve a more energy efficient and cost-saving environment.

Both Parks and Recreation staff and representatives of the tennis facility's external management firm, JCD Sports Group, are likewise empowered to share updates as outlined with patrons and other interested parties accordingly.

Pending Considerations for Non-Profit Grant Reporting Requirements

As a follow-up to the March 9th workshop meeting dialogue regarding non-profit partnerships and respective funding and reporting requirement considerations, the Office of the City Manager has since been able to develop proposed criteria to possibly become effective in Fiscal Year 2026-2027.

City Commission Information Letter

March 27, 2026

Page 3

As outlined in the attached memorandum from both Assistant City Manager Jeff Oris and Education and External Opportunities Manager Janai Bowens, recommendations to this effect include a process by which non-profit partners submit annual tax forms that verify both revenue and expenditure activity for any given calendar year. Additionally, the City of Delray Beach will endeavor to create a singular form required for submission by non-profit organizations that receive funding to more professionally support reimbursement transaction processes.

An opportunity for City Commission to discuss and evaluate considerations as noted will likewise be afforded during the Fiscal Year 2026-2027 Proposed Budget process.

Meanwhile, much appreciation to both Ms. Bowens and Mr. Jeff Oris, as well as respective involvement from the Office of the City Attorney, for their work in helping the City of Delray Beach to ultimately expand transparency and accountability with our non-profit partners.

Calendar of Meetings, Activities, and Functions

As the City of Delray Beach continues to prepare for the Fiscal Year 2026-2027 Proposed Budget process, initiation of analysis and recommendations to ultimately yield applicable capital improvement program considerations were yielded interdepartmentally earlier this week.

In addition to respective revenue and expenditure forecasts to support feasibility for scheduling and implementation activities, preparations for public safety general obligation bond transactions that will ultimately fund the Delray Beach Police Headquarters Renovation Program, as well as various enhancements to several Fire Rescue stations throughout our community (via the 2023 voters referendum approval as noted), were discussed and outlined.

Enclosures:

Electronic Mail Message from Missie Barletto – Banyan Tree Trimming to Support Golf Course Renovation Program

Electronic Mail Message from Anthea Gianniotis/First Addition to Kenmont Plat – Witherspoon vs. Weatherspoon Lane

Electronic Mail Message from Sam Metott – Delray Beach Tennis Center Lighting

Memorandum from Janai Bowens and Jeff Oris – Update Regarding Non-Profit Funding Considerations

Calendar for Business Week of March 23, 2026

CM/Documents/City Commission Information Letter 178

SERVICE · PERFORMANCE · INTEGRITY · RESPONSIBLE · INNOVATIVE · TEAMWORK

Terrence R. Moore

From: Barletto, Missie
Sent: Thursday, March 26, 2026 4:24 PM
To: Terrence R. Moore
Cc: Gelin, Lynn; Metott, Samuel
Subject: RE: Banyan Tree Trimming to Support Delray Beach Municipal Golf Course Renovation Program

Terrence,

The contractor performing the renovation of the Municipal Golf Course expects the trimming the banyan tree to the arborist's recommendations to begin next week and take four to five days to complete. In the worst case scenario, the work will be accomplished by April 10.

Thanks,
Missie

Missie Barletto | Public Works Director

☎ 561-243-7398 | 📠 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: Terrence R. Moore <moore@mydelraybeach.com>
Sent: Tuesday, March 24, 2026 11:39 AM
To: Barletto, Missie <BarlettoM@mydelraybeach.com>
Cc: Gelin, Lynn <GelinL@mydelraybeach.com>; Metott, Samuel <MetottS@mydelraybeach.com>
Subject: Banyan Tree Trimming to Support Delray Beach Municipal Golf Course Renovation Program

Good Morning Missie:

As we've just discussed, please begin preparations to implement certified arborists recommendations to trim the large banyan tree located along the banks of the E4 canal, adjacent to the Delray Beach Municipal Golf Course.

Please therefore summarize pertinent details regarding potential schedule, as well as anticipated contractor staging activities.

Much appreciated. Thank you.

Terrence

Terrence R. Moore, ICMA-CM
City Manager
City of Delray Beach
100 NW 1st Avenue
Delray Beach, Florida 33444
Office 561-243-7015
Fax: 561-243-7199
Email: moore@mydelraybeach.com

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

PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

Terrence R. Moore

From: Gianniotis, Anthea
Sent: Tuesday, March 24, 2026 11:24 AM
To: Terrence R. Moore
Cc: Gelin, Lynn; Barletto, Missie
Subject: Witherspoon vs. Weatherspoon Lane
Attachments: Witherspoon Weatherspoon Deed.pdf

Good morning, Terrence,

Regarding the street name, “Witherspoon Lane” versus “Weatherspoon”: the street was created/dedicated in 1948 as part of the First Addition to Kenmont Plat, Book 22, Page 24, and spelled “Witherspoon” (image below). In 1960, City Commission meeting minutes include comments regarding “Mr. Al Witherspoon”. An excerpt from the July 8, 1986, City Commission meeting minutes, show Council Member Jimmy Weatherspoon voted on the annexation of a lot located “between NE 8th Street and Witherspoon Lane;” there is no concern noted that the name was misspelled in the minutes.

Amy has located historical records from the Palm Beach County Clerk of Court website, including marriage licenses, etc. for “Witherspoon.” Interestingly, another record from 1968 (attached) regarding the satisfaction of a mortgage, references “*LC Witherspoon, also known as EC Weatherspoon, joined by his wife, Dorothy Witherspoon.*” We could reach out to our historic partners, including the Historic Society and Spady Museum, to research both names.

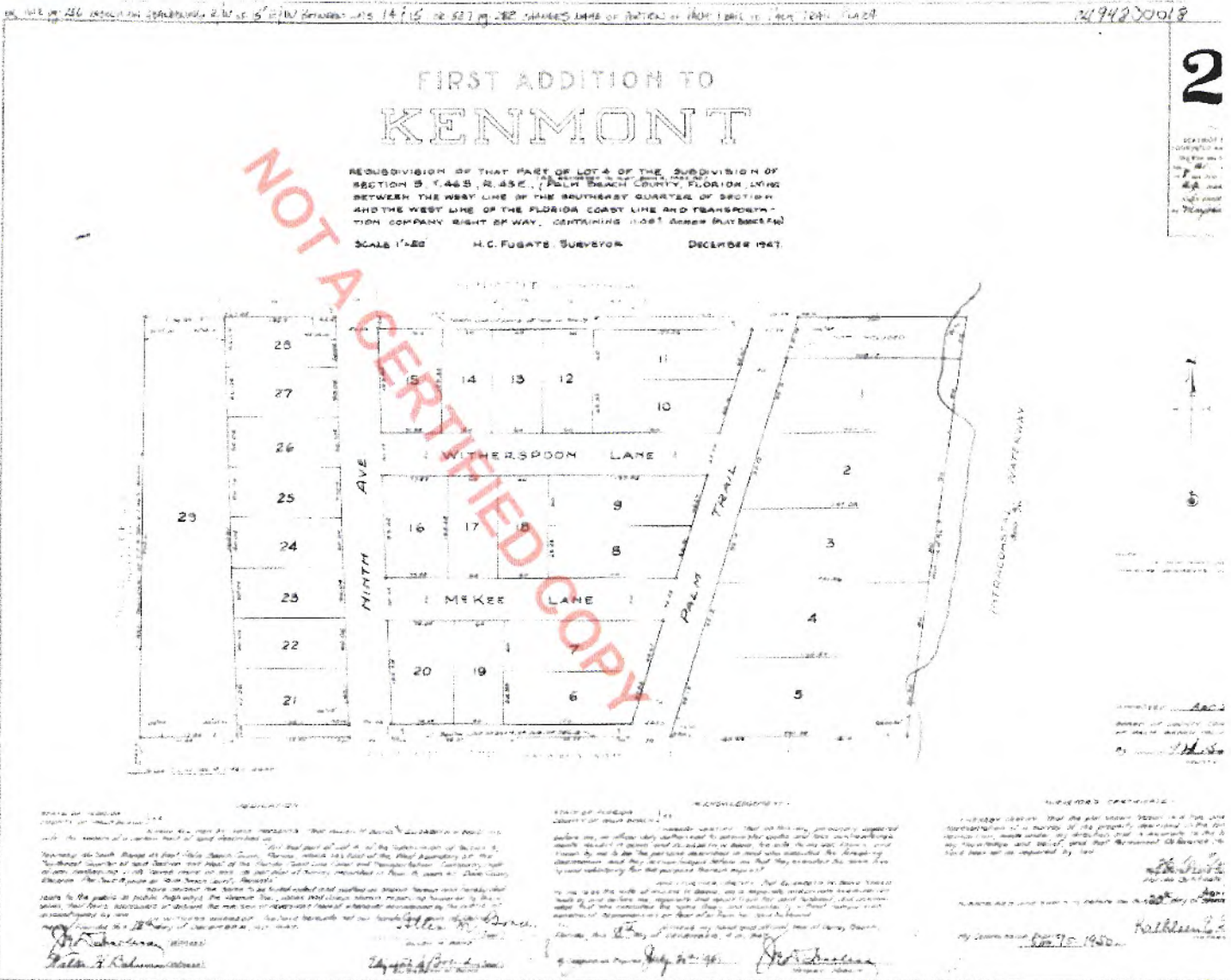
Based on the plat and other past actions, in my opinion, **the consideration shifts from correcting the name to renaming the street. Seven properties** are addressed to Witherspoon Lane. If renaming by the City is initiated, it is important to recognize the impacts of this change to these property owners are more complex than simply changing the street sign:

1. Every legal document regarding the sale of these properties since the 1948 plat references “Witherspoon,” including the current deeds.
2. Every current resident has legal documents, including Real IDs, referencing their address as Witherspoon Lane. They will need to be updated by those individuals.
3. Changing the street name requires US Postal Service adjustments and our experience has consistently resulted in interruptions in mail service, with affected residents complaining about missing bills and paychecks.

Please let me know if staff should (1) contact partner historic agencies, and/or (2) initiate renaming by sending certified letters to the current property owners and preparing a resolution for Planning and Zoning Board recommendation and City Commission action.

Best,

Anthea Gianniotis, AICP
Development Services Director



Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, March 26, 2026 4:35 PM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Delray Beach Tennis Center Lighting

Hello Terrence,

As we've discussed, we are working to improve the sports lighting on the courts here at the Delray Beach Tennis Center. The current lights have been in place for a significantly long time and are well past their useful life.

In the short term, we have approved a purchase order to replace bulbs and repair ballasts to the current light fixtures. That work will begin early next week and should take about 3-4 days to complete.

Long term, we are working with the lighting manufacturer to upgrade our lighting system to LED. A new LED system is an expensive project based on the number of courts that would need to be retrofit. However, the LED system will provide a considerable improvement to light quality, as well as a substantial cost savings.

Additionally, are working with the lighting company to discuss available finance opportunities. Our team will update you with more details as we receive the information.

Sincerely,

Sam Metott



Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
Parks & Recreation Department
50 NW 1st Avenue
Delray Beach, FL 33444
P: 561-243-7251
MetottS@MyDelrayBeach.com



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CITY OF DELRAY BEACH

Department of Human Resources

100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7042



www.mydelraybeach.com

TO: Terrence R. Moore, ICMA-CM

FROM: Janai Bowens, Education and External Opportunities Manager
Jeff Oris, Assistant City Manager

DATE: March 26th, 2026

SUBJECT: Update Regarding Non-Profit Funding Considerations

The purpose of this memorandum is to inform you of the City of Delray Beach's grants administration process affecting all non-profit organizations currently receiving City funding. This change will transition the current funding model to a reimbursement-based process and introduce updated documentation requirements to ensure fiscal accountability and transparency.

The City of Delray Beach has historically provided grant funding to local non-profit agencies through a scheduled disbursement model. While this approach has supported program delivery, the city's transition to a reimbursement process is in alignment with direction received to ensure financial transparency, documented use of funding, and alignment with the city's internal grants policy.

The following changes to our current grant process will be implemented during the 2026-2027 fiscal year:

1. Transition to Reimbursement-Based Funding

All non-profit grant recipients will be required to operate on a reimbursement basis. Under this process:

- Agencies must incur eligible expenses prior to requesting payment.
- Reimbursement requests must include appropriate supporting documentation (e.g., invoices, receipts, proof of payment).
- Payments will be issued only after review and approval by the City.

2. Annual Financial Documentation Requirement

As a condition of funding, all non-profit agencies will be required to submit annual tax documentation that verifies their financial activity. This includes:

- IRS Form 990 (or equivalent tax filing)
- Additional financial documents as requested

The City Manager's Office, Finance Department, and Internal Auditor will work collaboratively to provide the following support to nonprofits to assist with the transition:

- Review of updated funding agreements and reimbursement procedures
- Technical assistance for all agencies in completing necessary forms

Staff will work closely with non-profit partners to develop a streamlined transition process that supports the new grant structure.

March 23, 2026 - March 29, 2026

March 2026							April 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	7			1	2	3	4
8	9	10	11	12	13	14		5	6	7	8	9	10
15	16	17	18	19	20	21		12	13	14	15	16	17
22	23	24	25	26	27	28		19	20	21	22	23	24
29	30	31						26	27	28	29	30	

Monday, March 23

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:00am - 8:30am Begin CIL (CM Office) ↻
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ↻
- 10:00am - 10:30am Financial Review Committee Structure (City Manager (100 NW 1st Ave, Delray Beach, FL 33444, United States)) - Terrence R. Moore
- 11:30am - 12:00pm Process Various (Various)
- 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 Organizational and Operational Structure for Economic Development Synergy (CM Office) - Terrence R. Moore

Tuesday, March 24

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 9:00am - 11:00am Hold for Chief Procurement Officer interviews (City Manager's Conference Room) - Bast, Dot
- 9:30am - 10:00am Direction Concerning Outstanding Special Events Balance Analysis (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Banyan Tree Trimming to Support Golf Course Renovation Program (CM
- 1:30pm - 2:30pm Considerations Regarding Community Greening (Conference Room - City Manager) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Initial Considerations for Non-Profit Grant Reporting Requirements (CM
- 3:00pm - 3:30pm Follow-Up Considerations for Public Safety Referendum Bond (Phone Conference) - Terrence R. Moore
- 4:00pm - 5:00pm Delray Beach CRA: Regular Board Meeting (City

Wednesday, March 25

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
 - 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65.
 - 9:00am - 10:00am Agenda Review Meeting (April 7, 2026 CC
 - 9:00am - 10:00am Weekly Meeting with the Executive Leadership
 - 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
 - 10:00am - 11:00am Various Follow-Up and Direction for
 - 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
 - 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
 - 11:00am - 11:30am Organizational and Operational Structure for
 - 11:30am - 1:00pm HOLD - PBC League of Cities General
 - 1:00pm - 3:00pm Hold for Chief Procurement Officer interviews
 - 2:00pm - 4:00pm Interview Chief Procurement Officer (Microsoft
 - 2:00pm - 2:30pm Jay Stacy: Biweekly Touchbase (CM Office) -
- More Items...

Thursday, March 26

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 9:00am - 10:00am Compile Information Letter Report - Direction to Implement Lighting Infrastructure Improvements at the Delray
- 10:00am - 11:00am Considerations Regarding Park Ranger Enforcement Capabilities (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Jerri Pryor - Biweekly Touchbase (CM Office) - Terrence R. Moore ↻
- 11:30am - 12:00pm Janai Bowens - Biweekly Touchbase (CM Office) - Terrence R. Moore ↻
- 12:00pm - 12:30pm Various (Various)
- 1:30pm - 2:30pm Various - Rotary Club - Chris (900 E. Atlantic
- 3:00pm - 4:30pm Various (Various) ↻
- 5:00pm - 10:00pm March 26, 2026 View Presentations - Teams
- 5:00pm - 9:00pm Annual Organizational Meeting - Terrence R.

Friday, March 27

- ← EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Process Various (Various)
- 10:30am - 11:30am CPO Selection Process (Department of Human Resources) - Terrence R. Moore
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 11:30am - 1:00pm PBCCMA Monthly Meeting - Hosted by the City of Riviera Beach (Riviera Beach EOC/Fire Station 87 – EOC Room 2nd Floor, 2799 Avenue "H" West, Riviera Beach, FL 33404) - Janet Perry
- 1:30pm - 2:30pm Discussion Regarding HG 24-0133-10-Delray -LS #34 Historical Information 17-074 (CM Office) - Terrence R. Moore
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (Conference Room - City Manager) - Oris, Jeff ↻

Saturday, March 28

- ← 12:00am EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach Tennis Center) ↻
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 1:00pm - 1:30pm Various (Various)

Sunday, March 29

- ← 12:00am EOC Status - Level 4 - Normal Municipal Operations/Monitoring - Delray Prepared EOC →