



# CITY OF DELRAY BEACH

## OFFICE OF THE CITY MANAGER

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

Delray Beach  
Florida



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### **City Commission Information Letter Summary**

**May 15, 2026**

#### **Current Trajectory to Advance Updated Impact Fee Policies**

- The City of Delray Beach is moving forward with updated and expanded impact fee policies to support public safety, city administration, water and sewer facilities, stormwater management, and Parks and Recreation.
- This would be the City's first major impact fee implementation of this kind since 1992, when the current Parks and Recreation Impact Fee was approved.
- Finalizing the program requires detailed technical analysis and fee calculations for each category, with different metrics depending on the service area and property type.
- Since the study was directed last September, the City must approve implementing legislation by September of this year, though adoption may occur earlier.

#### **Position Restructuring Involving the Education and External Opportunities Manager Role**

- The City recently authorized a restructuring to reduce duplication between Neighborhood and Community Services and the Education and External Opportunities Division.
- The Education and External Opportunities Manager role has been reorganized into the Assistant Director of Neighborhood and Community Services/Education Liaison position.
- The reconfigured role will support strategic planning, organizational development, education partnerships, workforce development, grants, and collaborative external opportunities.
- Current incumbent Janai Bowens will begin serving in the new role on Monday, May 18, after working with Director Jeri Pryor on orientation and organizational alignment.



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### **Proposal Opportunities for Lease and Service Programs at the Neighborhood Resource Center**

- The City is reviewing opportunities to better utilize the Neighborhood Resource Center, located at 129 SW 11th Avenue.
- The goal is to expand community support functions, strengthen partnerships, and maximize use of the City-owned facility.
- Existing agreements with the Community Land Trust, Cross Ministries, Legal Aid of Palm Beach County, and the Urban League of Palm Beach County are set to expire by early 2027.
- The City anticipates beginning a formal proposal selection process within the next few months.

### **May Monthly Meeting with Downtown Development Authority Leadership**

- The Office of the City Manager continues to hold monthly engagement meetings with Downtown Development Authority leadership.
- These meetings are intended to strengthen collaboration and advance shared goals between the City and the DDA.
- This month's discussion focused on repair and maintenance protocols for the Old School Square campus and its facilities.
- Public Works and Parks and Recreation leadership participated to clarify reporting procedures, communication practices, and future infrastructure improvement plans in the area.



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## City Commission Information Letter

May 15, 2026

### Current Trajectory to Advance Updated Impact Fee Policies

While productive response and focus was offered during last week's regular City Commission meeting concerning a variety of topics, a notable specific clarification was provided relative to advancing impact fees in Delray Beach.

The current trajectory to finalize additional impacts fees in our community to ultimately support such for public safety, city administration, water and sewer facilities, and stormwater management (along with updates to the existing Parks and Recreation Impact Fee) will be the first implementation of this kind since 1992, when the current Parks and Recreation Impact Fee was first approved by the City Commission. However, municipalities in Florida have enjoyed legal ability to levy impact fees since the 1960s. Since then, local governments interested in either adopting new and/or expanding existing fees have been required to include thorough technical data analysis to fully justify the basis for charges intended.

Remaining tasks for the City of Delray Beach to finalize the committed impact fee program therefore involves calculation of various metrics for each individual fee category. For example, modifications to the existing Parks and Recreation Impact Fee will be based on the number of future habitable units, while those related to public safety will be determined on a square footage basis. Additionally, factors will vary between commercial and residential property applications, further supporting the need for very thorough and reliable data to support pending recommendations.

As the development impact fee justification study that yields the current path forward for consideration was directed last September, the City of Delray Beach will be obligated to approve implementing legislation by September of this year. Likewise, given aforementioned progress, guidance, and direction, the Office of the City Manager anticipates opportunities for adoption in advance of the allowable time period.

## **Position Restructuring Involving the Education and External Opportunities Manager Role and Function**

In an effort to alleviate potential duplication of efforts relative to various external engagements, community interactions, and program implementation functions associated with both the Department of Neighborhood and Community Services and the Education and External Opportunities Division of the Office of the City Manager, please be advised that a position restructuring was recently authorized to better align applicable resources.

As referenced in the attached job description, guidance to this effect involved reorganizing the Education and External Opportunities Manager role into that of Assistant Director of Neighborhood and Community Services/Education Liaison.

While previously functioning as two separate positions, the now reconfigured role will not only be responsible for strategic planning, organizational development, and change management initiatives that align with applicable goals and objectives of the City of Delray Beach. It will also serve as a primary contact for education and workforce development related activities. This includes interactions with existing and potential future external partners to help advance grants and other collaborative opportunities that would otherwise not become possible.

Current position incumbent Janai Bowens will therefore formally begin service as noted effective Monday, May 18<sup>th</sup>. Meanwhile, both she and Director of Neighborhood and Community Services Jeri Pryor were able to spend significant time with one another during the past few days for applicable orientation and ancillary organizational alignment purposes.

## **Proposal Opportunities for Lease and Service Programs at the Neighborhood Resource Center**

Recent observations shared by both the Office of the City Manager and leadership of the Department of Neighborhood and Community Services concerning a potential underutilization of the City owned Neighborhood Resource Center (NRC) located at 129 SW 11<sup>th</sup> Avenue supports merit to

## **City Commission Information Letter**

**May 15, 2026**

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advance opportunities for ancillary community support functions and applicable partnerships.

As referenced in the attached electronic mail message from Director of Neighborhood and Community Services Jeri Pryor, direction will soon be offered to engage in proposal selection processes necessary to enable the City of Delray Beach to advance external partnerships to maximize both space utilization at the facility and community service offerings that may otherwise not become possible.

With existing agreements at NRC involving the Community Land Trust, Cross Ministries, Legal Aid of Palm Beach County, and the Urban League of Palm Beach County all set to expire by early 2027, timing to proceed with a formal selection process to this effect is impeccable. All involved therefore anticipate applicable proposal invitation processes to be initiated in the next few months.

### **May Monthly Meeting Engagement Involving Leadership of the Downtown Development Authority**

The Office of the City Manager continues its commitment (first offered late last year) to host monthly engagement meetings with leadership of the Downtown Development Authority. The purpose of this exercise remains to foster collaborative opportunities to advance goals and objectives of mutual concern.

The basis for this month's meeting involved clarity and guidance regarding various repair and maintenance protocols involving the City of Delray Beach and the Old School Square campus and its existing facilities. This dialogue therefore included leadership from both Public Works and Parks and Recreation, outlining specific reporting and other communication practices to offer responses to related issues and concerns, as well as a pending and future focus outlook for infrastructure improvements in the general vicinity.

### **Calendar of Meetings, Activities, and Functions**

As the Office of the City Manager continues to remain highly supportive of Chief of Police Darrell Hunter's efforts to advance both technical and leadership

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training for supervisors and other strategic personnel in the Delray Beach Police Department, I was able to help introduce the basis for two such course opportunities offered at the Seacrest Training Center this week.

This exercise titled 'Command in the Crucible: Leadership When It Matters', featured former veteran law enforcement executive now leadership development consultant Hajir Nuriddin.

Participants were therefore provided opportunities to enhance key leadership skills via a broad range of topics, including the significance of authentic leadership, accountability systems, and the critical role of leadership in organizational change.

While not critically essential for hosting such training programs, the opportunity for both the Office of the City Manager and that of the Chief of Police to collaboratively demonstrate alignment of expectations regarding professional development represents a meaningful and supportive observation for all involved.

Enclosures:

Classification Description – Assistant Neighborhood & Community Services Director/Education Liaison  
Electronic Mail Message from Jeri Pryor – Neighborhood Resource Center – Public Service Provider – Lease Process  
Calendar for Business Week of May 11, 2026

CM/Documents/City Commission Information Letter 184

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# City of Delray Beach

## Classification Description

Classification Title: **ASST NEIGHBORHOOD & COMMUNITY SERVICES  
DIRECTOR/EDUCATION LIAISON**  
FLSA Status **Exempt**

Pay Grade: **122**

### General Purpose and Description

This is a responsible supervisory and professional position that assists the Director in strategic planning, organizational development, and change management initiatives aligned with City goals and objectives. Responsible for the planning, implementation, and coordination of Neighborhood Services, including but not limited to education and grant-related initiatives of the City of Delray Beach. Acts as the primary contact person for community-based activities associated with identified community partners. Works with considerable independence within the framework of established policies, requiring considerable initiative and judgment. General direction is received from the Neighborhood & Community Services Director. This position participates in all aspects of the administration, direction, and management of the Neighborhood & Community Services Department and acts as Director in the Director's absence.

### 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.**

- Supervises the Administration, Clean & Safe, Code Enforcement, Sanitation and Neighborhood Services divisions.
- Serves as liaison between the City's Education Board, Palm Beach State College, Palm Beach County School District, and the local business community to take a proactive approach to education and workforce issues within the City.
- Works with existing and potential external partners to seek out and manage grant and collaborative opportunities for the mutual benefit of the partners and the City.
- Provides staff support for the Education Board by preparing agendas, minutes, and arranging presentations or monthly meetings.
- Lead and support continuous improvement initiatives designed to enhance operational efficiency, customer service, program effectiveness, and organizational performance.
- Utilize Lean Six Sigma principles and process improvement methodologies to identify inefficiencies, streamline workflows, reduce redundancies, and improve service delivery across departmental operations.
- Analyze operational processes, performance metrics, and service outcomes to identify opportunities for improvement and implement corrective actions.
- Develop, implement, and monitor performance measures, key performance indicators (KPIs), and data-driven strategies to support continuous organizational improvement.
- Promote a culture of innovation, accountability, collaboration, and continuous improvement throughout the department.
- Promotes initiatives to achieve voluntary compliance to the City's Code of Ordinances, Land Development Regulations and other policies adopted by the City as applicable.
- Prepares performance evaluations and recommendations for hiring, promotions, demotions, and termination of staff. Reviews and evaluates staff-generated correspondence; prepares original letters, memorandums, special project reports and detailed technical documents.
- Attends meetings of City Commission, Special Magistrate hearings and Development Services Management Group as assigned. Make presentations as required.



- Develop and implement ongoing outreach programs to the business community to identify their workforce needs and to strengthen partnerships with education and training providers based on relevant data. Coordinate initiatives such as Campaign for Grade Level Reading.
- Performs general administrative and management duties and functions; assists in the interpretation of ordinances, setting goals and objectives for the department; prepares reports as necessary on a variety of technical and personnel-related topics.
- Interfaces with other City Departments such as: Police, Legal, City Clerk, Development Services, and Public Works, in managing Neighborhood & Community Services programs and initiatives.
- Develop, implement, and monitor new ordinances and develop mechanisms for compliance.
- Coordinate preparation and control of the annual departmental budget by compiling and analyzing various types of financial data; preparing program budget narratives; compiling budget and expenditure details; preparing schedule and cost information; capital project review reports; and preparing budget-related documents and charts.
- Monitor and approve expenditures.
- Identify opportunities for improving the Department's services and implement changes to the Department's standard operating procedures.
- Present, report, and make recommendations on relevant issues to the Director as necessary.
- May be required to make presentations to City Commission and public.
- Perform all functions and responsibilities according to the City's code of ethics.
- Fosters positive employee relations and employee morale on a City-wide basis.

**Minimum Qualifications and Requirements:**

Bachelor's Degree in Business Administration, Public Administration, or Education. Planning or a related field. Must have a minimum of 7 years' professional experience with management and supervisory responsibility. Experience in education and/or workforce development. Knowledge of Federal Housing and Community Development Programs. Knowledge of Lean Six Sigma principles, continuous improvement methodologies, organizational performance management, and process optimization techniques, continuous improvement processes and implementation techniques. **Must have a Florida Association of Code Enforcement (F.A.C.E.) certification within one (1) year of the hire date.** Extensive knowledge of City Code of Ordinances, code enforcement policies, and procedures. Knowledge of local government functions. Knowledge of public administration and management practices. Knowledge of research methods and practices. Ability to work with and supervise professional and sub-professional staff. Ability to speak in public and make effective presentations. Ability to conceptualize, develop task definitions, create workable action plans, and direct resources to resolve problems, challenges, and achieve consensus and desired objectives. Ability to manage and prioritize routine, specialized, and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

**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



## Terrence R. Moore

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**From:** Pryor, Jeri  
**Sent:** Thursday, May 14, 2026 3:32 PM  
**To:** Terrence R. Moore  
**Cc:** Parks, Tavarous; De Lima, Ellen; Couzens, Terra  
**Subject:** Neighborhood Resource Center - Public Service Provider - Lease Process

Good Afternoon Mr. Moore,

Neighborhood & Community Services will be initiating a formal proposal selection process to expand external partnerships and maximize the use of available space within the Neighborhood Resource Center (NRC) located at 129 SW 11 Avenue. The goal of this initiative is to enhance community engagement, increase access to much-needed programs and resources, and expand the availability of services that support the health, education, economic stability, and overall well-being of residents.

Currently, four community partner organizations — the Community Land Trust, Cross Ministries, Legal Aid of Palm Beach County, and the Urban League — provide public services within the NRC building under lease agreements that are scheduled to expire by early 2027. The upcoming expiration of these agreements provides an opportunity to conduct a formal proposal and selection process to evaluate current and future community service needs, strengthen partnerships, and identify organizations that can further enhance service delivery and community impact.

Proceeding with a formal selection process will help ensure transparency, accountability, equitable access to partnership opportunities, alignment with community priorities, and the continued delivery of high-quality, responsive services to residents while fostering greater collaboration and engagement within the community.

Please let me know if you have any questions. Thank you, Jeri

**Jeri Pryor, BPM, MS**  
**Director**  
*Neighborhood & Community Services Department*  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
561-243-7240  
[pryorj@mydelraybeach.com](mailto:pryorj@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.

# May 11, 2026 - May 17, 2026

| May 2026 |    |    |    |    |    |    | June 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
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| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    |
| 31       |    |    |    |    |    |    |           |    |    |    |    |    |    |

## Monday, May 11

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 7:00am - 8:30am Begin CIL (CM Office) ↻
- 8:00am - 8:30am Various (Various)
- 9:00am - 9:30am Missie Barletto: Biweekly Touchbase Meeting (CM Office) - Terrence R. Moore ↻
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda &
- 10:00am - 10:30am Considerations Regarding Outstanding
- 11:00am - 12:00pm City Manager Departmental Budget Review
- 11:30am - 12:30pm Various (Various)
- 2:00pm - 3:00pm Position Restructuring Involving Sustainability
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM Office) -
- 3:00pm - 4:00pm City Manager Departmental Budget Review
- 4:00pm - 4:30pm Various Follow-Up (Delray Beach City Hall Office)

## Tuesday, May 12

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 8:00am - 8:30am First-Line Leadership Supervisor Training
- 8:30am - 9:00am Distribute May 13, 2026 Executive Leadership
- 9:00am - 10:00am City Manager Departmental Budget Review
- 9:30am - 10:00am Hassan Hadjimiry Bi-Weekly Meeting (434 S
- 10:00am - 10:30am Henry Dachowitz Bi-Weekly Meeting (CM
- 11:00am - 11:30am SB 180 (Microsoft Teams Meeting) - Inglese,
- 11:30am - 12:30pm Compile Information Letter Report - Position
- 12:30pm - 1:30pm Rich Pollack (TBD) - Terrence R. Moore
- 2:00pm - 3:00pm BPOA Quarterly Meeting (Delray Beach City
- 3:00pm - 4:00pm City Manager Departmental Budget Review
- 4:00pm - 5:00pm Compile Information Letter Report - Current
- 6:00pm - 7:00pm Burning Conversations (Pompey Park) - Terrence

## Wednesday, May 13

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65, 263 NE 5th Avenue, Delray Beach, Florida) ↻
- 9:00am - 10:00am Weekly Meeting with the Executive Leadership
- 10:00am - 11:00am Revenue Sharing Structure Review and
- 11:30am - 12:00pm Meeting with Terrence, Duane, and Anthea
- 12:00pm - 12:30pm C. Chitester - Biweekly Touchbase (CM Office) -
- 3:00pm - 4:00pm City Manager Departmental Budget Review
- 4:00pm - 5:00pm Commissioner Markert Meeting w/CM Moore
- 4:00pm - 4:30pm Goals and Objectives Considerations Regarding
- 4:30pm - 5:00pm Considerations Regarding Outstanding
- 5:00pm - 5:30pm Story Trail Commentary (Conference Call/CM
- 5:00pm - 6:30pm Delray Beach CRA: Special Board Meeting

## Thursday, May 14

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 8:00am - 8:30am First-Line Leadership Supervisor Training (Seacrest Training Center (2350 Seacrest Blvd, Delray Beach, FL, United
- 9:00am - 10:00am Compile Information Letter Report - Pending Selection Processes for Lease and Community Services
- 10:00am - 11:00am Compile Information Letter Report - Monthly Meeting Engagement Involving Leadership of the Downtown
- 11:30am - 12:00pm Alexis Givings: Biweekly Touchbase (CM Office)
- 2:00pm - 3:00pm Commissioner Mollica Meeting w/CM Moore Re:
- 2:00pm - 2:30pm Considerations Regarding Outstanding
- 2:30pm - 3:00pm Goals and Objectives Considerations Regarding
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm CRA Touchbase Meeting: Renee Jadusingh (CM
- 4:00pm - 5:00pm Police Chief Hunter Bi-Weekly meeting (CM

## Friday, May 15

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Law Enforcement Officer Memorial Ceremony (Delray Beach Police Department)
- 11:00am - 12:00pm Various (Various)
- 2:30pm - 4:00pm Begin Hassan Hadjimiry Annual Performance Evaluation (CM Office)
- 4:00pm - 5:00pm Pompey Park Update (City Manager's Office) - Barletto, Missie
- 4:00pm - 5:00pm Process UKG Time and Attendance (CM Office) - Terrence R. Moore ↻

## Saturday, May 16

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC
- 8:30am - 10:00am Finish Dean Charles' Performance Evaluation (CM Office)
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, May 17

- ← EOC Status - Level 4 - Normal Municipal →  
Operations/Monitoring - Delray Prepared EOC