



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

July 22, 2022

Completion of Crest Theater Building Renovation Program

In response to recommendations being offered as a function of the Fiscal Year 2022-2023 Proposed Budget relative to completing renovations necessary for the Crest Theater to become once again functional and accessible to the public, please be advised that direction is being offered to engage the services of a contractor and engineering firm to immediately update and finalize plans and permits accordingly.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to this effect involves utilizing the State of Florida Sourcewell EZIQC to secure contractor services to complete the renovations at the facility.

With project cost estimated to be approximately \$1.3 million (as presented and discussed during last week's workshop meeting, capacity to this effect has been included as part of this Fiscal Year 2022-2023 Proposed Budget), the Office of the City Manager will now approve transactions necessary to support plans and permitting services. With the completion of respective tasks anticipated to be finalized in the coming weeks, direction to begin the completion of the renovations will commence in October.

As committed during Tuesday's session, additional dialogue and updates to this effect will be offered publicly during the August 16^h regular meeting.

Ancillary Service Contract Administration to Support Additional Median Landscaping and Maintenance Activities

Given staff's current commitment to enhance both median landscaping and maintenance activities throughout Delray Beach, please be advised that various external service contractual agreements are being revised to help achieve a

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greater level of flexibility and responsiveness to different geographical areas of the community.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, median landscaping and maintenance activities are primarily a function of contractual services involving multiple companies each assigned to different geographical areas of Delray Beach. With some landscaping and maintenance firms not performing as responsively as initially committed to, recommendations to revise contractual relationships to achieve greater responsiveness are now being offered.

Resulting outcomes should ultimately yield a more responsive and attentive experience relative to our expectations as outlined.

Police Leadership Change In Command Celebrations and Events

With the recent announcement regarding both Javaro Sims' retirement, as well as the selection of Russ Mager to be appointed as the new Delray Beach Chief of Police, effective Wednesday, August 31st, please be advised that a ceremony to recognize and acknowledge both gentlemen and their respective contributions to the organization and community is scheduled to take place at 6pm, on Tuesday, August 30th, at Atlantic Community High School Auditorium.

As this event will likewise feature both a retirement ceremony for Chief Sims, as well as a swearing-in event for Mr. Mager, a program will soon be published and distributed to encourage substantive attendance and participation accordingly.

Planned Concert Events Via 2023 Delray Beach Open

As both the Office of the City Manager and that of leadership of the Department of Parks and Recreation recently concluded discussions with the organizer of the Delray Beach Open necessary to plan for the 2023 tournament at the Delray Beach Tennis Center, please be advised that concert events are also being considered for inclusion as a function of ancillary festivities.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, our community, in collaboration and partnership

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with Matchpoint, Inc., will host the next Delray Beach Open from Friday, February 10, 2023, through Sunday, February 19, 2023. However, as Matchpoint, Inc. founder Mr. Mark Baron is currently working to coordinate musical performances for the following two days at the tennis stadium, necessary special event permitting will be presented to City Commission for respective review and consideration.

Calendar of Meetings, Activities and Functions

As I will be spending quality time with my sons, Parker and Grant, during the coming days, I will be on annual leave through next Friday, July 29th. I will likewise report back to City Hall Saturday, July 30th. No information letter will therefore be issued next week. Reporting as noted will resume Friday, August 5th. Meanwhile, Jeff Oris will represent the Office of the City Manager during my relatively brief absence.

Although no information letter will be issued next week, a first year of service report summarizing the goals, objectives, outcomes, and contributions during my tenure is currently being finalized. Such will therefore be published and distributed to the City Commission early next week.

Enclosures:

Electronic Mail Message from Missie Barletto – Sourcewell Description

Electronic Mail Message from Sam Metott – Median Maintenance and Contractual Adjustments for Improvement

Electronic Mail Message from Samuel Metott – Concert Events Around Delray Beach Open

Calendar for Business Week of July 18, 2022

CM/Documents/City Commission Information Letter 38

Terrence R. Moore

From: Missie Barletto <missie2858@gmail.com>
Sent: Tuesday, July 19, 2022 12:19 PM
To: Terrence R. Moore
Subject: Sourcewell description
Attachments: Sourcewell D Mancini NE 3rd Agenda Cover.pdf

****Please be cautious****

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sourcewell is a national cooperative purchasing source solution and the City of Delray Beach has been a member since 2007. Additionally, ezIQC is one of the cooperative purchasing methods. The Gordian Group created ezIQC to make Job Order Contracting (JOC) solutions easily available through cooperative purchasing. JOC is an indefinite delivery/indefinite quantity procurement process that helps facility and infrastructure owners complete a large number of repairs, renovation and straightforward new construction projects with a single, competitively bid contract. Unlike traditional bidding where each project is identified, designed and then put out to bid, ezIQC establishes competitively bid prices up front and eliminates the need to bid each project separately. Sourcewell's procurement process satisfies the City's competitive bid requirements.

Sent from my iPhone

Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, July 21, 2022 9:01 AM
To: Terrence R. Moore; Dunkley, Hugh
Cc: Stephens, Senovain; Hanson, Amy
Subject: Median Maintenance and contractual adjustments for improvement.

Good morning team,

As we discussed, our Parks Division in P&R is working to improve our overall level of service withing the medians throughout the city. More, specifically, we are looking at ways we can improve our responsiveness and flexibility should we have a lapse in service by a contractor and/or some other unforeseen circumstance that otherwise might prevent us from being able to properly care for a median location(s) for a period of time.

In brainstorming, we are looking at several small process improvements that we feel will help the division in a meaningful way.

- Through the purchasing department, create an approved process that will allow us to have a “back-up” or alternative vendor that we can call in as needed for temporary spot service.
- Through the purchasing department, work to consolidate the number of contracts covering various segments of the medians. By separating the contracts out, staff is spending an inordinate amount of time creating and processing RFP specifications and processing the review & approve process.
- Amend our current contracts to build in alternative and/or additional work that can be billed on an as needed basis.

Thank you for your consideration and attention to these areas as we believe it will significantly improve our ability to deliver the level of service we would all like to see for our medians.

Sincerely,

Samuel 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](tel:561-243-7251)
MetottS@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.

Terrence R. Moore

From: Metott, Samuel
Sent: Thursday, July 21, 2022 9:10 AM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Concert Events around the Delray Beach Open

Hello,

As you are aware, we will be hosting the 2023 Delray Beach Open next February 10-19th. Last year, Matchpoint Inc. was working to add an additional concert event immediately following the conclusion of the tennis event. Due to circumstances outside of everyone's control, that concept was not able to be added in 2022. However, Matchpoint Inc. is again very interested in adding a concert event(s) on the back side of the tennis tournament in 2023.

We are excited at the prospect of the concert events and recommend they go through the standard special event permitting and approval process. We look forward to their review.

Please let us know if you have any questions or if we can be of further assistance.

Sincerely,

Samuel Metott



Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
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July 18, 2022 - July 24, 2022

July 2022							August 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
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			
31													

Monday, July 18

- < Duane ooo >
- < Chief Tomey >
- 8:00am - 9:00am Begin CIL (CM Office)
- 8:30am - 8:40am Canceled: New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:30am - 10:30am Mayor mtg w/CM Moore Re: Updates (City Manager's Office) - Rangel, Delores ↻
- 1:00pm - 5:00pm Various (Various)
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM Moore Re: Agenda and Updates (Commission Conference Room) - Rangel, Delores ↻

Tuesday, July 19

- < Duane ooo >
- < Chief Tomey >
- 8:00am - 9:00am Contact Verizon Wireless and City Provider (CM Office)
- 8:30am - 9:30am Compile Information Letter Report - Planned Concert Events Via 2023 Delray Beach Open (CM Office) - Terrence R. Moore
- 10:00am - 11:00am RFP Review for Solid Waste Services (Office of the City Manager) - Vega, Brenda
- 11:30am - 12:30pm Compile Information Letter Report - Continuation of Crest Theater Building Renovation Program (CM Office) - Terrence R. Moore
- 1:00pm - 3:00pm Various (Various)
- 2:30pm - 8:00pm July 19th Workshop & Regular Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) -

Wednesday, July 20

- < Duane ooo >
- < 12:00am Chief Tomey >
- 12:00am Sam ooo >
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 9:00am - 10:00am Compile Information Letter Report - Ancillary Contract Logistics to Support Additional Median Landscaping and
- 10:00am - 5:00pm Guerriero v. City of Delray Beach/Settlement Conference (Zoom) - Alen H. Hsu
- 11:00am - 12:00pm Compile and Deliver (CM Office)
- 1:00pm - 2:00pm Compile Information Letter Report - Police Leadership Change In Command Celebrations and Events (CM
- 2:00pm - 5:00pm Various (Various)
- 2:00pm - 3:30pm FW: VTT001 - Virtual Think Tank (<https://us02web.zoom.us/j/81387582508?pwd=MHPLeDh2b1JEeGdPZ>)

Thursday, July 21

- < Duane ooo >
- < Sam ooo >
- 8:00am - 8:30am Brandon Hagans (City Manager's conference room)
- 9:00am - 10:00am Evaluation (City Commission Conference Room) - Graikowski, Beverly
- 11:00am - 12:00pm Investment Considerations Regarding and Related to Policy Analysis (Office of the City Manager) - Vega, Brenda
- 12:00pm - 2:00pm Various (Various)
- 2:00pm - 3:00pm Briefing Before CM Annual Leave (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ↻

Friday, July 22

- < 8:00pm Duane ooo >
 - < 12:00am Sam ooo >
 - Sammie ooo
 - 7:30am - 9:00am Finalize CIL (CM Office) ↻
 - 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re:
 - 9:30am - 10:30am Police Captain John Crane-Baker Retirement
 - 9:30am - 10:30am ICMAA High Performance Leadership Academy
 - 10:30am - 11:00am Travel Time
 - 11:00am - 1:30pm PBCCMA (Monthly) Meeting (City of Boca Raton)
 - 11:30am - 12:00pm Bank of America (Bank of America)
 - 1:00pm - 2:00pm Various (Various)
 - 1:30pm - 5:00pm Various (Various)
 - 2:30pm - 3:00pm Activate Outlook Out of Office Notification (CM
- More Items...

Saturday, July 23

- 9:30am - 10:30am Car to Jadi Auto Recon (402 SE 5th Avenue)
- 10:00am - 1:00pm Public Safety Open House-Fire Station 114 (4321 Lakw Ida Road)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻

Sunday, July 24