



# CITY OF DELRAY BEACH

## OFFICE OF THE CITY MANAGER

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



## City Commission Information Letter

**September 2, 2022**

**Have a Safe and Enjoyable Labor Day Weekend!**

### **Architectural Support Services to Help Expedite Completion of Crest Theater Building Renovations**

Both the Office of the City Manager and that of Director of Public Works Missie Barletto are pleased to report that leadership of the architectural firm that was involved in the initial phases of implementing the Crest Theater Building Renovation Program, Walters-Zackria, has formally expressed interest to contract directly with the City of Delray Beach to help expedite and finalize improvements accordingly.

As referenced in the attached electronic mail message from Assistant Director of Public Works Cynthia Buisson, direction to this effect specifically involves issuance of the originally signed and sealed architectural drawings, naming the City of Delray Beach as the official “project owner”. The significance of this outcome involves a name change to the existing building permit, rather than having to re-engage a new building permit issuance process. With Walters-Zackria’s involvement as outlined, we likewise hope to reduce the project completion timeline significantly.

Arrangements are currently being made to execute a respective professional service agreement. Likewise, recommendations to support initial contractor services expenditure approvals are anticipated during the October 11<sup>th</sup> regular City Commission meeting.

### **Follow-Up Direction Concerning Municipal Complex Public-Private Partnership Considerations**

As staff ultimately prepares for specific transactions to help support a selection process necessary to consider public-private partnership (P3) proposals for the development and construction of a new municipal complex to house both

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operations and other related opportunities, please be advised that arrangements are currently being made to host a workshop meeting on the subject during the September 19<sup>th</sup> session.

As referenced in the attached project outline, this dialogue will likewise include representatives from CBRE, to feature a summary regarding access to private sector capital, applicable redevelopment packaging scenarios (to potentially involve strategies for redevelopment of non or underperforming assets), as well as a potential timeline to recommend partner selection, implementation/construction, and continuous operations.

### **Selection of New Education and Workforce Development Coordinator**

After initiating an external selection process that yielded four finalist candidates for the position of Education and Workforce Development Coordinator (that became available as a result of Janet Meeks' recent announcement of retirement), the Office of the City Manager is pleased to report that interviews necessary to make a selection as noted were successfully concluded earlier this week.

Ms. Cheryl A. Young-Moffett brings to the City of Delray Beach over 12 years of education development, community outreach, and relationship building experiences to the position. Recent professional contributions to this effect involved various non-profit engagement and consultancy services, including organizations such as the School District of Palm Beach County, and the Florida Association of International Bachelorette Program.

A resident of South Florida for numerous consecutive years, Ms. Young-Moffett earned both undergraduate and graduate degrees in organizational leadership from Palm Beach Atlantic University, as well as ancillary educational attainment from Centennial College in Toronto and Ontario, Canada.

Ms. Young-Moffett is currently scheduled to begin service with the City of Delray Beach Monday, September 12<sup>th</sup>, enabling her ability to directly interact with Ms. Meeks for orientation purposes for nearly two weeks prior to her retirement becoming effective Friday, September 23<sup>rd</sup>. Ms. Young-Moffett will therefore

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also be introduced publicly during the September 19<sup>th</sup> regular City Commission meeting.

Meanwhile, I wish to offer my appreciation to Assistant City Manager Jeff Oris, Director of Economic Development Sara Maxfield, Director of Parks and Recreation Sam Metott, Director of Neighborhood and Community Services Sammie Walthour, and Assistant Director of Human Resources Dot Bast, for serving as the interview panel for this very important decision-making process.

### **Initiation of Signage Placement to Support Implementation of Ordinance 25-22 (Prohibition of Smoking in Parks and Beaches)**

As committed during the August 16<sup>th</sup> City Commission meeting relative to positioning signage and other efforts to encourage adherence to the new ordinance that prohibits smoking certain tobacco products in both Delray Beach public parks and beaches, please be advised that arrangements are currently being made to place signage throughout the Delray Beach parks system and public beaches.

The Department of Public Works anticipates signs being produced during the next couple weeks (based on the attached schematic included with today's report). Once delivered, both Public Works and Parks and Recreation will work collaboratively to position stakes and signposts at strategically visible locations in each park. Direction to this effect will likewise also coincide with a public outreach campaign to be conducted by Director of Communications Gina Carter.

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

My compliments and appreciation to the leadership of Atlantic High School for permitting the City of Delray Beach to utilize its auditorium to host this past Tuesday evening's Delray Beach Police Department change in command ceremony. The event was very well attended, yielding much interaction, recognition, and celebration for both Javaro Sims and Russ Mager. I would like to also offer a thank you to officials, staff, and community stakeholders who were able to join us as well.

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With the next business week being abbreviated due to the Labor Day holiday, no information letter will be issued Friday, September 9<sup>th</sup>. Weekly reporting as noted will likewise resume Friday, September 16<sup>th</sup>. Meanwhile, best wishes for a safe and enjoyable extended holiday weekend.

Enclosures:

Electronic Mail Message from Cynthia Buisson – Architectural Support Services to Help Expedite Crest Theater  
Outline Summary from CBRE – Municipal Complex P3 Workshop Meeting Discussion Considerations  
Resume for Cheryl A. Young-Moffett  
Proof Schematic – “Smoking Prohibited By City Ordinance 25-22”  
Calendar for Business Week of August 29, 2022

CM/Documents/City Commission Information Letter 43

## Terrence R. Moore

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**From:** Buisson, Cynthia  
**Sent:** Thursday, September 1, 2022 4:33 PM  
**To:** Terrence R. Moore  
**Cc:** Barletto, Missie  
**Subject:** Architectural Support Services to Help Expedite Crest Theater Building Renovation Program

Good Afternoon Mr. Moore,

Public Works has met with the original Architect of Record (AOR), Walter Zackria Architects at the Crest Theater to discuss their interest and available options for proceeding as the AOR for this project. Walter Zackria is presently developing a scope and fee to create a punchlist of ongoing, completed and pending project scope and to name the City as the Owner of the Plans which will allow the City to use the existing permit with a Change of Contractor. This process will result in a time savings as we can move forward under the currently issued permit without the need to develop new plans and apply for a new building permit.

Public Works has started coordination with the Finance / Purchasing Department to discuss the contracting mechanism, presently proposed to be a Bid Waiver (Best Interest Resolution). We will be working towards developing an agreement and bringing it forward for Commission review and approval on the October 11, 2022 Commission agenda.

Sincerely,

Cynthia Buisson, P.E.  
City of Delray Beach  
[FuentesC@mydelraybeach.com](mailto:FuentesC@mydelraybeach.com)  
O: 561-243-7196



**CITY OF DELRAY BEACH  
COMMISSION WORKSHOP TOPIC AGENDA  
MUNICIPAL COMPLEX  
September 19, 2022**

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**Municipal Complex Requirements**

Mr. Terrence Moore, City Manager

**CBRE Introduction**

Ms. Lynn Gelin, City Attorney

**P3 advantages and key elements**

Mr. Michael McShea, CBRE

- Public / Private sector roles
- Reduce capital burden / Access to private sector capital
- Risk transfer
- Redevelopment of non or under-performing assets
- Speed of project delivery

**P3 Process**

Mrs. Lee Ann Korst, CBRE

- Pre-RFP: formulation, feasibility, planning
- Procurement
- Partner selection
- Implementation / construction
- Ongoing operation

**Next Steps**

Mrs. Lee Ann Korst, CBRE

Mr. Michael McShea, CBRE

- Update / finalize space program
- Site analysis and options
  - Geographic boundary (e.g., downtown)
  - Current City population dispersion
  - Existing site
  - CRA sites
  - Land exchange
- Establish project timeline
- Procurement

**Commission Discussion and Questions**

# CHERYL A. YOUNG-MOFFETT

Education Development Director dedicated to increasing enrollment revenue and cultivating relationships through ongoing recruiting, communication, and proper implementation with proven outcomes.

## CORE COMPETENCIES & TECHNICAL SKILLS

Community Outreach Manager | K-12 Admissions Developer | Atlantic High School College Fair Lead Event Planner |

## WORK EXPERIENCE

**Learning Curve | Remote**

**2010 to Present**

**Program Manager and Founder (Part-time)**

- **Developed and founded a nonprofit dedicated to assisting parents of special needs children**
- Engaged diverse groups of parents to utilize support services presented by skilled professionals
- Advocated on behalf of parents, advising on scholarships, Exceptional Student Education Choice School Programs in the Palm Beach County School District that meets the child's individualized needs

**Oxford University Press | Remote, Florida**

January 2022 to April 2022 (short term contract assignment)

**Education Consultant, Florida**

- Planned (FLIBS) Florida Association of International Baccalaureate World Program quarterly convention to promote and market learning resources
- Scheduled and facilitated weekly in-person or virtual appointments to promote learning resources and expand customer portfolio

**Managed Florida School Districts to "Adopt County-wide contracts" to increase resources**

**Divine Savior Academy | Delray Beach**

**2019 to 2021**

**Director of Admissions and Community Relations**

- Oversaw day-to-day admissions operations
- Coordinated and program managed activity vendors to develop student activities throughout the year
- **Recruited students to increase enrollment by 300% within one year, bringing in over \$300K in revenue**

**Eckerd Connects, Delray Beach**

**2019**

**Career Coach, Contract Short Term Position**

- Coordinated workforce ready programs for Delray Beach participants
- Developed relationships with local community partners to ensure job placements for participants
- Participated in weekly community outreach programs to increase program awareness

**ITT Technical Institute | West Palm Beach**

**2013 to 2016**

**Regional Community Relations Specialist**

- **Recruited students to increase enrollment in educational programs, bringing in over \$500K in revenue within two years**
- Headed the development of a partnership with CareerSource, Palm Beach County's Board of Directors and Youth and Young Adult Outreach Committee, resulting in a vendor agreement for education pathway
- Cultivated relationships with Palm Beach County School Board Administrators to increase referrals to school

## EDUCATION

Palm Beach Atlantic University, West Palm Beach, FL, **Master of Science in Organizational Leadership**

Centennial College, Toronto Ontario, Canada, **A.A. in Communication Broadcasting**



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# August 29, 2022 - September 4, 2022

August 2022

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			

September 2022

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	

## Monday, August 29

- ← 12:00am Chief Sims ooo
- 12:00am Amanda ooo →
- August 29, 2022 is the set date for art pickup. Please arrive
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 9:30am Transition Orientation Involving Office of the
- 9:30am - 10:00am Mayor Petrolia (Office of the Mayor) - Terrence
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda &
- 11:00am - 12:00pm Arts Garage Retrieval (Art Garage)
- 1:00pm - 5:00pm Hold for interviews - Education & Workforce
- 1:45pm - 2:00pm Cheryl Young-Moffett Education and Workforce
- 2:45pm - 3:00pm Sabrena Darville Education and Workforce
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 3:45pm - 4:00pm Raiko Knight Education and Workforce

More Items...

## Tuesday, August 30

- ← Amanda ooo →
- 8:30am - 9:30am Waste Management Consideration (Conference Room - City Manager) - Vega, Brenda
- 9:30am - 10:00am Meeting with Kent Edwards re: Classification and Compensation Review Outcome (Office of the City Manager) -
- 10:00am - 10:30am Meeting with Gina Carter re: Classification and Compensation Review Outcome (Office of the City Manager) - Vega,
- 10:30am - 11:00am Meeting with Sara Maxfield re: Classification and Compensation Review Outcome (Office of the City Manager) -
- 11:30am - 12:30pm Compile Information Letter Report - Initial Direction Concerning Municipal Complex Public-Private
- 2:30pm - 3:00pm Cities Convene with Congress: A Conversation with Congresswoman Frankel (Zoom (see link below)) - Brenda Jones
- 3:00pm - 3:45pm Meet with Mr. Moore re panel interviews (City
- 6:00pm - 8:00pm Police Leadership Change In Command

## Wednesday, August 31

- ← Amanda ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:30am Various (Various)
- 1:30pm - 3:00pm Congresswoman Frankel (Fire Dept HQ. Station 111)
- 3:30pm - 4:30pm Compile Information Letter Report - Architectural Support Services to Help Expedite Crest Theater Building Renovation Program (CM Office) - Terrence R. Moore
- 4:30pm - 5:30pm Compile and Deliver (CM Office)
- 6:30pm - 8:30pm Various (Various)

## Thursday, September 1

- ← Amanda ooo →
- 12:00am Jay ooo →
- Jay ooo
- 8:30am - 9:30am Compile Information Letter Report - Park Signage Positioning Strategies (Ord. No. 25-22 Prohibiting Smoking, etc.) (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Compile Information Letter Report - Selection of New Education and Workforce Development Coordinator (CM Office) - Terrence R. Moore
- 2:00pm - 4:00pm Delray Beach CRA: Workshop Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander, Tracy
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,

## Friday, September 2

- ← 12:00am Amanda ooo
- ← Jay ooo →
- Lynn ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 10:00am - 10:30am Meeting with Brennan Keeler, Legal Counsel, Palm Beach County PBA re: Nicole Lucas (Conference Room - City Manager) - Vega, Brenda
- 11:00am - 1:00pm Various (Various)
- 2:00pm - 3:00pm Electronic Processing (CM Office)
- 3:00pm - 3:45pm Tea with Terrence Hosted by Department of Finance (First Floor Conference Room) - Vega, Brenda
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore, Terrence ↻

## Saturday, September 3

- ← Jay ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻

## Sunday, September 4

- ← Jay ooo →