



# 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

**November 4, 2022**

### **Selection of New Purchasing Manager**

The Office of the City Manager is pleased to report that a selection process necessary to hire a highly accomplished professional to serve as our organization's new purchasing manager was concluded earlier this week.

Ms. Peggy Cadeaux brings over twelve years of progressively responsible experience in public procurement and contract management. She joins our organization after having served in several positions with Broward County, most recently as a senior purchasing agent via its Purchasing Division.

A longtime resident of South Florida, Ms. Cadeaux earned a Bachelor of Science in Business Education from Florida A&M University. She also recently achieved the Certified Professional Public Buyer credential from the Universal Public Procurement Certification Council. Prior professional experience includes positions with Port Everglades, the Florida Department of Children and Families, and the Florida Department of Health.

With Ms. Cadeaux scheduled to begin service during the next couple weeks, our organization will now enjoy a full complement of professionals to effectively support purchasing operations accordingly. Meanwhile, much appreciation to Assistant City Manager Jeff Oris, Chief Financial Officer Hugh Dunkley, Assistant Finance Director Laura Thezine, and staff from the Department of Human Resources for facilitating this recruitment process.

### **Reorganization of Communications Function and Structure**

To achieve a greater continuity and increase efficiency relative to communications and outreach, please be advised that direction is being offered to align the public information functions of the Police Department and Fire Rescue with the Department of Communications based here at City Hall and led by Director of Communications Gina Carter.

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As highlighted in the attached organizational chart, this restructuring will ensure consistent messaging, as well as allow for a more strategic use of resources previously designated to the individual departments.

As arrangements to this effect became effective earlier this week, applicable budget transfers from both public safety departments to the Department of Communications will formally become a function of the first quarter budget adjustment process beginning in January.

Meanwhile, both the Office of the City Manager, and that of Director Carter greatly, look forward to favorable outcomes as a result of this reorganization.

### **Conversion of Catherine Strong Tennis Courts to Permanent Pickleball Facilities**

In response to direction offered during the October 11<sup>th</sup> regular City Commission meeting to convert the tennis courts located at Catherine Strong Park into permanent pickleball facilities, please be advised that the Department of Parks and Recreation is currently evaluating external contractor quotes necessary to initiate procurement processes to secure services accordingly.

Specific direction to this effect will yield applicable court resurfacing activities, followed by restriping and formally designating facilities for the exclusive use of pickleball. Project completion is anticipated early in the new year.

### **Updated Processes to Formally Consider Parks and Recreation Facility Usage**

Given additional interests that continue to be offered externally to utilize Delray Beach Parks and Recreation facilities for a variety of experiences, please be advised that the Parks and Recreation Department has recently initiated a review and benchmarking process necessary to update administrative policies and procedures.

As referenced in the attached electronic mail message from Director of Parks and Recreation Sam Metott, guidance to this effect involves revisions to

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application processes to include more specific guidelines, terms, and conditions, better enabling staff to mitigate potential issues and/or concerns that may occur at venue facilities.

Updates to the process will take effect beginning in early 2023.

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

An integral discussion offered during this week's Executive Leadership Team meeting involved direction for additional practices and functions necessary to facilitate both internal and external hiring selection processes. This included reaffirmed expectations for the Department of Human Resources to remain fully involved and engaged accordingly with all other departments during respective consideration processes, as well as the incorporation of ancillary best practices for informing all involved of respective decisions in advance of such becoming both official and effective.

With the coming business week being abbreviated due to the Veterans Day holiday, no information letter will be issued next Friday. Weekly reporting as noted will likewise resume Friday, November 18<sup>th</sup>.

Enclosures:

Resume for Peggy Cadeaux  
Department of Communications Organizational Chart  
Electronic Mail Message from Samuel Metott – Parks & Recreation Facility Use  
Calendar for Business Week of October 31, 2022

CM/Documents/City Commission Information Letter 51

# Peggy Cadeaux

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**OBJECTIVE:** Seeking a challenging position that will incorporate all the skills introduced in the educational setting to further the goals of the company.

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## EDUCATION:

Florida A&M University  
Tallahassee, FL 32307  
B.S. in Business Education specialization in Office Administration

## SKILLS

**Computer skills:** Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Access, Microsoft Groove, and Microsoft Outlook®). People Soft, Contract Central, MARS, Periscope S2G, Web-RS Application, CARS, FACTS, Word Processing, Document Formatting I-II, Americans with Disabilities Act (ADA) proficient, and Desktop Publishing.

**Other:** Bilingual in Creole, 2014-2015 DOH-Broward Planning Chief (Back-to-School Immunization Point of Dispensing (POD)), Florida Certified L428 / L427 Train-the-Trainer, FEMA G-300, IS-100, 200, 700, 800, 906, 907 and 914.

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## ACTIVITIES

Sigma Alpha Iota International Music Fraternity, Inc.

APRIL 2006/ PRESENT

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## EXPERIENCE

BROWARD COUNTY PURCHASING DIVISION

JANUARY 2020/PRESENT

### TRANSPORTATION UNIT

#### PURCHASING AGENT, SENIOR

- Performs pre award and post award contract functions including negotiation, cost/price analysis, and administration of contracts for supplies and services.
- Compliance with various types of contracts, techniques, or requirements with federal acquisitions regulations such as Federal Transit Administration (FTA), for contracting or procurement, and contract negotiation and administration.
- Experience with the State of Florida Consultants Competitive Negotiation Act (CCNA) requirements for design related procurements.
- Manages, prepares, and analyzes competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
- Reviews and evaluates specifications, scope of services, or statements of work and provides guidance and direction to using agencies to ensure competitive and non-restrictive requirements.
- Evaluates vendor responses for responsiveness, responsibility, and compliance with solicitation requirements. Performs solicitation award processes, including agenda reports.
- Develops Commission Agenda Items for procurement awards.
- Prepares memoranda requesting special conditions for solicitations, makes recommendations for award/rejection of solicitations, or responses to vendor issues or protests.
- Determines the appropriate terms, conditions, pricing structure, specifications, and forms for procurements.
- Responsible for conducting pre-bid/proposal conferences.

AVIATION MAINTENANCE DIVISION

JUNE 2018/JANUARY 2020

#### CONTRACT-GRANT ADMINISTRATOR, SENIOR / COST RECOVERY COORDINATOR

- Direct Supervisor for Contract/Grant Administrator in the Contract Unit.
- Trains and evaluates the performance of assigned staff, which included approving request for time off,

and the resolution of any concerns or complaints.

- Negotiates contract agreements; assists and advises on matters pertaining to contracts or projects assigned; provides administrative liaison among various County operational and administrative functions related to assigned contracts.
- Reviews contracts and agreements to determine risk exposure, and establishes insurance coverage needs, contractors and vendors, including binding document approval signature.
- Provides ongoing contract administration projects for the section; reviews, understands, interprets, trains, and provides technical assistance on Federal laws, policies, regulations, statutes and technical manuals; provides professional level staff assistance to administrative superiors or division or department head in specially assigned areas of operation.
- Writes specifications that assist with developing procurement solicitation documents and monitors all procurement activities of a project which has operational responsibilities of a major scope until product is delivered.
- Reviews contractual performance data, utilization, expenditure of funding, number of clients served, performance measures for contractual agreements; reviews/monitors master agreements, agreements for compliance, amendments, and audit reports.
- Works with relevant departments and divisions to review bid drafts, bid responses, status updates, and any additional information requested to complete processes.
- Completes special projects, ad-hoc reports, and other special assignments.

PORT EVERGLADES DEPARTMENT

JUNE 2017/JUNE 2018

**CONTRACT-GRANT ADMINISTRATOR / COST RECOVERY COORDINATOR**

- Prepares contract briefs and revisions summarizing contractual requirements and budget.
- Tracks work authorizations, correspondence, payments, and deadlines.
- Conduct Port related site visits (repaired asphalt, roof, fencing, overhead doors, restrooms, etc.) to determine contractual compliance and efficacy of contracted programs in performing required activities and achieving outcomes.
- Generates detailed contract related reports based on site visits and/or desk audits of the programs using computer software applications.
- Initiates and/or coordinates and manages all activities of a contract, grant and/or lease project which has operational responsibility of limited scope, a small-sized budget.
- Assumes project responsibility for administering, monitoring, and/or evaluating the activities and operations of a contract, grant and/or lease project.
- Assists in the development of projects, programs, contracts, and grants and in the development of monitoring and/or evaluation policies, procedures and schedules; may assist in developing procurement or solicitation documents as well as in the review of solicitation or procurement responses; reviews Port Public Works related invoices for payment.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES

DECEMBER 2015/JUNE 2017

**SENIOR CONTRACT MANAGER (Lead)**

- Conducting Contract Negotiations as the lead Contract Manager.
- Developing and maintaining contracts documents in accordance with state and federal rules, statutes, department policies and procedures.
- Enforcing performance of contractual terms and conditions.
- Serving as single point of contact to contracted providers.
- Conducting cost, financial, performance, and expenditures analysis.
- Oversight, including reviewing and approval of contract deliverables.
- Executing amendments and budgets revisions.
- Developing reports of accountability for federal funding sources.
- Review and approve contract invoices in compliance with grant obligation, state, and federal

fiscal years.

- Served as Lead Contract Manager on assigned Legal service teams.

FLORIDA DEPARTMENT OF HEALTH IN BROWARD COUNTY

MARCH 2015/SEPTEMBER 2015

**REGIONAL PUBLIC HEALTH PREPAREDNESS (PHP) PLANNER**

- Direct Supervisor for MRC Program Assistant until replacement Local Public Health Preparedness Planner is hired.
- Responsible for Public Health and Medical Preparedness Planning in Region 7 (Palm Beach, Broward, and Monroe Tri-County area).
- Assisted local PHP Planners with the drafting of their local emergency plans.
- Conducted Respirator Fit Testing to County employees in response to the epidemic of Ebola virus disease.
- Emergency Support Function #8 Duties.
- Developing and delivering emergency management presentation.
- Research and development of emergency management plans.
- Assisting with drills/exercises for the Department of Health and Broward Emergency Management Division.

FLORIDA DEPARTMENT OF HEALTH IN BROWARD COUNTY

JULY 2013/MARCH 2015

**LOCAL PUBLIC HEALTH PREPAREDNESS (PHP) PLANNER/MEDICAL RESERVE CORPS COORDINATOR (MRC)**

**Programmatic Duties:**

- Responsible for Public Health and Medical Preparedness Planning.
- Direct Supervisor for MRC Program Assistant.
- Trains and evaluates the performance of assigned staff, which included approving request for time off, and the resolution of any concerns or complaints.
- Upon hire, executed preparedness plans which were last revised in 2010:
  - ✓ ***Continuity of Operations Plan (COOP)- March 24, 2015***
  - ✓ ***Emergency Operations Plan- April 15, 2015***
  - ✓ ***Workforce Development Plan- August 10, 2015***
  - ✓ ***Volunteer Management Plan- April 15, 2015***
  - ✓ ***Disaster Behavioral Health Plan- May 5, 2015***
  - ✓ ***Non-Pharmaceutical Intervention Plan- May 27, 2015***
  - ✓ ***Environmental Health Plan- August 27, 2014***
  - ✓ ***Epidemiology Response Plan – November 5, 2014***
- Emergency Support Function #8 Duties.
- Developing and delivering emergency management presentations.
- Research and development of emergency management plans.
- Assisting with drills/exercises for the Department of Health.
- Coordinate with local, state, public, county staff related to preparedness activities.
- Researched applicable rules, regulations, policies, and procedures.

**Grant/Contract Duties:**

- Submit quarterly reports to the State Medical Reserve Corps Office.
- Created spreadsheets, track expenditures, demographics, and created inventory tracking list.
- Perform background checks for volunteers.
- Procure supplies and equipment items for the program through My Florida Market Place.
- Applied and secured new grant funding sources.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT  
STATE-WIDE CERT/CITIZEN CORPS COORDINATOR

NOVEMBER 2010/ JULY 2013

**Programmatic Duties:**

- Supervised Program Assistant, temporary support staff, and the Domestic Security Unit interns.
- Trains and evaluates the performance of assigned staff, which included approving request for time off, and the resolution of any concerns or complaints.
- Responsible for the over-sight of the State-wide Citizen Corps/CERT Program in all 67 counties with over 150 plus programs.
- Working knowledge of state and federal rules, regulations, and guidelines as they apply to contract management.
- Developed grant review committees for competitive award sub-grant agreement evaluation process for the Citizen Corps/CERT grant program.
- Conducts grant reviews and scoring of application on behalf of the Citizen Corps/CERT Program.
- Developed Statewide program budgets guidelines for Request for Proposals (RFP) based on program needs and expectations, sponsor requirements, and existing/pending funding constraints.
- Define and resolve any issues related to pre-award activities in accordance with federal, state, funding agency/sponsor, and institutional policies and regulations.
- Provide guidance to programs on pre-award issues, including but not limited to applicable regulations, interpretation of solicitations and funding announcements, proposal preparation, budget development, contract terms, pre-award account requests and cost share (match) requirements.
- Upon award distribution, establish regular, joint communication channels with designated program contact to ensure compliance and shared understanding of guidelines and responsibilities.
- Conducted mandatory on-site/desktop monitoring using strong understanding of OMB Circulars, CFR, funding agency regulations and internal financial management controls and systems.
- Assist in enhancing compliance to maintain a transparent audit trail with clean reconciliation to the grant files and general ledger.

**Grant/Contract Manager Duties:**

- Managed Homeland Security Grant Agreements Files.
- Systematically handled the financial management of the programs, consisting of compilation of budget and expenditure data.
- Coordinated pre-and-post –award activities, including but not limited to, proposal development, budget building, preparation of project timelines, dissemination of grant opportunities, workshop coordination, maintenance of grant annual reports, and newsletters.
- Analyzed processed reports and reimbursements for counties within the State of Florida.
- Created spreadsheets, track expenditures, demographics, and created PowerPoint presentations.
- Planning, conducting, managing, and reporting on behalf of the State to ensure a successful outcome.

**Emergency Support Function (Activation):**

- Served as the Human Services Branch Deputy Branch Director.
  - ✓ Direct Supervisor on Alpha Shift.
  - ✓ Attended daily planning meetings to revise and update daily situational reports for the State of Florida.
  - ✓ Coordinates the delivery of mass care, social services, sheltering, and other humanitarian related services to disaster survivors and responders.
    - ***ESF-6: Mass Care***

- *ESF-11: Food and Water*
- *ESF-15: Volunteers and Donations*
- *ESF-17: Animals and Agriculture*

EMERGENCY CARE HELP ORGANIZATION  
EMPLOYMENT SPECIALIST /

MARCH 2010/ DECEMBER 2010

**FAMILY SHELTER PROGRAM DIRECTOR (Apprentice)**

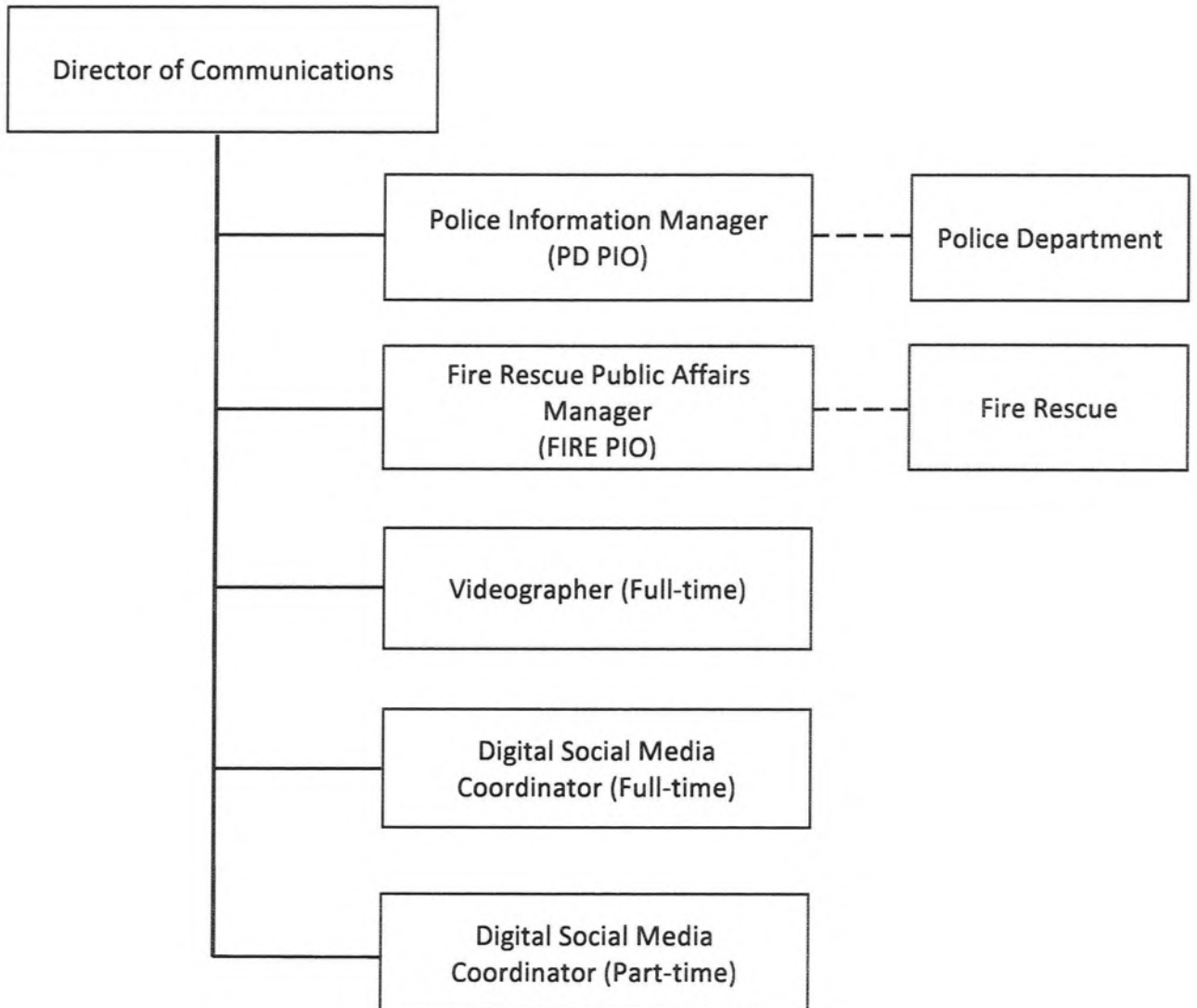
- Grant Reporting (United Way)/ Management for the Employment Assistance Program (EAP).
- Conduct initial assessments and develop case plans for potential clients.
- Responsible for placing individuals in the most appropriate employment setting.
- Taught job counseling skills to participants on job expectations; communication between participant, colleagues, and supervisors.
- Create business reports to solicit funds from various companies for donations.
- Submit timely monthly reports detailing activities of case files to my supervisor.
- Remain abreast of new trends by attending workshops, seminars, conferences, meeting, etc. as needed.
- Present company's information at Job fairs.
- Maintain good relationships with employers and community agencies.
- Conducting employability skills seminars.
- Developed new program plans and restructured the design layout for the family shelter facilities.

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*References: Furnished Upon Request*



# Communications Organizational Chart



## Terrence R. Moore

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**From:** Metott, Samuel  
**Sent:** Friday, November 4, 2022 6:17 AM  
**To:** Terrence R. Moore  
**Cc:** Hanson, Amy  
**Subject:** Parks & Recreation Facility Use

Good Morning,

As we discussed, our team will begin to review and offer suggestions to update our procedures when handling requests for use of facilities. We will also look to neighboring municipalities for some best practices and policies.

Please let us know if we can be of further assistance.

Sincerely,

Sam Metott



**Samuel R. Metott, C.P.R.E.**  
**Director of Parks & Recreation**  
**City of Delray Beach**  
**Parks & Recreation Department**  
50 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
P: [561-243-7251](tel:561-243-7251)  
[MetottS@MyDelrayBeach.com](mailto: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.

# October 31, 2022 - November 6, 2022

| October 2022 |    |    |    |    |    |    | November 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    |    |    | 1  |               |    | 1  | 2  | 3  | 4  | 5  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  | 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 | 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 | 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 | 27            | 28 | 29 | 30 |    |    |    |
| 30           | 31 |    |    |    |    |    |               |    |    |    |    |    |    |

## Monday, October 31

- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 9:00am November 1st Workshop Meeting Beginning Time (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Comm. Johnson mtg w/CM Moore & Cheryl Young-Moffett Re: FAU Education Initiative (Commission
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: State of City Dialogue Preparation (City Manager's Office) - Rangel, Delores ↻
- 11:30am - 12:30pm Auto Service (Various)
- 2:30pm - 3:00pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 3:30pm External Towing Services Selection Process (Conference Room - City Manager) - Vega, Brenda
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 3:30pm - 4:30pm Organizational Structure to Support
- 4:30pm - 5:00pm Parker Zelle (CM Office)

## Tuesday, November 1

- 8:00am - 9:00am Compile November 2, 2022 Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Compile Information Letter Report - (CM Office)
- 11:00am - 12:00pm Reemphasize Direction and Guidance for Operating Police Vehicles (Conference Room - City Manager) - Vega, Brenda
- 12:00pm - 1:00pm Various (Various)
- 2:00pm - 3:00pm Compile Information Letter Report - Organizational Alignment of Communications Functions (CM Office) - Terrence R. Moore
- 3:00pm - 8:00pm November 1st Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

## Wednesday, November 2

- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 9:00am - 10:00am Agenda Review Meeting (November 15 CC Meeting) (City Hall 1st Floor Conference Room) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 12:30pm Compile Information Letter Report - Selection of New Purchasing Manager (CM Office) - Terrence R. Moore
- 1:00pm - 2:30pm Auto (Various) (Various)
- 3:00pm - 4:30pm Various (Various)

## Thursday, November 3

- 12:00am Missie ooo →
- 9:00am - 10:00am Compile Information Letter Report - Timeframe to Convert Catherine Strong Tennis Courts to Permanent Pickleball Facilities (CM Office) - Terrence R. Moore
- 9:30am - 10:30am Compile Information Letter Report - Updated Process to Formally Consider Parks and Recreation Facility Usage
- 10:30am - 11:30am Organizational Structural Considerations Involving Special Events Operations (CM Office) - Terrence R.
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ↻
- 5:30pm - 6:45pm Kiwanis Club of Delray Beach (Tim Finnegan's Irish Pub (2885 South Federal Highway, Delray Beach, FL 33483)) - Ezra

## Friday, November 4

- ← Missie ooo →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 11:00am - 11:30am SMARSH Software (Conference Room - City Manager) - Vega, Brenda
- 1:00pm - 3:00pm Canceled: Pre-Deposition Meeting for Terrence Moore - Ferrigan v. City of Delray Beach (In person - City Manager's Office - City Hall - 100 N.W. 1st Avenue, Delray Beach, FL 33444) - Lenegar-Hood, Cynthia
- 2:30pm - 3:30pm Interlocal Agreement with DDA re: Old School Square (Conference Room - City Manager) - Vega, Brenda

## Saturday, November 5

- ← Missie ooo →
- 10:00am - 12:30pm Guns and Hoses Softball Game (Miller Park/Field)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, November 6

- ← Missie ooo →