



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



1993 • 2001 • 2017

## City Commission Information Letter

July 28, 2023

### **External Resources and Strategies to Support Large-Scale Capital Improvement Project Development and Implementation**

In response to observations offered during the July 11<sup>th</sup> proposed budget workshop session relative to pending large-scale capital improvement project development and implementation and applicable professional focus to achieve as outlined. Please be advised that the City of Delray Beach currently enjoys collaborative strategies that involve both external and internal resources to achieve accordingly.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to this effect involves specific consulting agreements for individual larger projects. Notable to this effect include design contracts, as well as owner's representative agreements and construction engineering and inspection (CEI) services. These agreements, coupled with the City of Delray Beach's internal professional staff, will likewise enable productive project implementation outcomes for which the community will be proud.

A follow-up presentation to this effect, to coincide with the initiation of various capital improvements at the beginning of the new fiscal year, will be offered publicly during the October 10<sup>th</sup> regular meeting.

### **Current Status and Direction Regarding Disparity Study**

As the Office of the City Manager hosted a meeting yesterday with representatives of Keen Independent Research to discuss status and direction regarding the current City of Delray Beach Disparity Study. Please be advised that guidance to this effect now involves completion of Phase I of this exercise.

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, specific scope of Phase I involved surveying both women and minority owned businesses based here in South Florida.

SERVICE • PERFORMANCE • INTEGRITY • RESPONSIBLE • INNOVATIVE • TEAMWORK

## City Commission Information Letter

July 28, 2023

Page 2

The primary reason for this task was to ascertain availability, compatibility, and desire for such companies to secure municipal work from the City of Delray Beach. Information gathered was likewise employed to help evaluate as to whether or not disparity gaps exist. Although metrics to this effect are generally small in scope, a degree of disparity appears to be evident at this time.

Leadership of Keen Independent Research will likewise join us for a public presentation of their conclusions and recommendations to date during a City Commission meeting in the next couple months. This exercise will therefore provide an opportunity for policy guidance and direction accordingly as well.

### **Selection of New Economic Development Manager**

The Office of the City Manager is pleased to report that the selection process necessary to appointment an economic development manager to serve both our organization and community concluded earlier this week.

Mr. Rob Evans brings to the City of Delray Beach nearly 28 years of related experience to this role. He currently serves as Director of Business Development and Workforce Services for the Greater Fort Lauderdale Alliance (Broward County's public-private economic development agency).

Having made numerous professional contributions in positions primarily based in Florida and California, his previous roles included positions with CareerSource Broward, T-Mobile, and other capacities related to business development and strategic partnership facilitation. Mr. Evans' educational background includes an undergraduate degree in business administration from Hofstra University, as well as study abroad experience at The Pontifical Catholic University of Chile.

As Mr. Evans will begin service with the City of Delray Beach during the next few weeks, he will be introduced publicly during a following City Commission meeting.

## **Accreditation from National Institute of Governmental Purchasing for Quality Procurement Process Designation**

Both the Office of the City Manager and that of Chief Financial Officer Hugh Dunkley are pleased to report that the City's Purchasing and Contract Administration Division was recently recognized by the National Institute of Governmental Purchasing (NIGP) for achieving best practices in quality procurement related operations.

As referenced in the attached electronic mail message from Purchasing Assistant Mikerna Saintil (including a notification of congratulations from NIGP), outcomes to this effect were the result of the City of Delray Beach meeting various metrics and standards supportive of ethical practices and continuous improvement in purchasing and procurement operations for our organization.

As this achievement represents the first time that the City Delray Beach secured this recognition and designation, a formal award presentation, to be facilitated by a local NIGP agent, will be offered publicly during an upcoming regular City Commission meeting. Meanwhile, as the accreditation will be effective for an initial period of three years, the City's website will be updated to help recognize and reflect this accomplishment.

Likewise, a well-deserved congratulations to all staff in the Purchasing and Contract Administration Division for their continued work to implement process improvements worthy as noted.

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

An integral focus for this week's Executive Leadership Team meeting included dialogue and additional clarity regarding protocols for staff engagement with external partner organizations. This specifically included follow-up guidance relative to tasks and project implementation requests of the City of Delray Beach

## City Commission Information Letter

July 28, 2023

Page 4

by external entities, as well as organizational structure for considering requests accordingly. Guidance to this effect primarily applies to Public Works, Utilities, Police, and Fire Rescue.

Communication of practices as outlined will likewise continue with partner organizations in our community, enabling a professional focus for responsiveness and attentiveness, while ultimately not compromising staff priorities and work progress schedules.

#### Enclosures:

Electronic Mail Message from Missie Barletto – Major Capital Project(s) Implementation Strategies  
Matrix Report from Public Works – Capital Improvement Projects Status Report  
Electronic Mail Message from Jeff Oris – Disparity Study Phase I Summary Report  
Resume for Rob Evans – New Economic Development Manager  
Electronic Mail Message from Peggy Cadeaux/Mikerna Saintil – QPPD Accreditation  
Matrix Report – QPPD Feedback for the City of Delray Beach  
Calendar for Business Week of July 24, 2023

CM/Documents/City Commission Information Letter 77

## Terrence R. Moore

---

**From:** Barletto, Missie  
**Sent:** Thursday, July 27, 2023 5:56 PM  
**To:** Terrence R. Moore  
**Subject:** Capital Project  
**Attachments:** PW Monthly CIP Project Status - June 2023 highlights.pdf

Public Works staff has enjoyed a very productive year and looks forward to the coming year to continue to implement the major projects that the Commission and community envision. While our project list is robust, it is not overwhelming or beyond the staff's ability to manage. I look forward to providing a presentation to Commission concerning the year in review, and an advance look at the coming year/s for Commission on October 10. In the meantime, I have attached the Monthly CIP Project Status Report for June 2023 that includes the works in progress, both large and small, and the current status. There are a lot of projects on the list, but staff fits this workload neatly into a 40-hour work week. We have an amazing CIP Team here at the City of Delray Beach.

The spreadsheet attached provides project highlights. If you find anything interesting, or you would like a deeper dive into the world of project management spreadsheets, I have a fully detailed one I would be happy to share. Thank you for providing the opportunity to share this information.

Missie

**Missie Barletto** | Public Works Director

☎ 561-243-7000 ext. 4104 | ☎ 239-707-2371 | ✉ [barlettom@mydelraybeach.com](mailto: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.

**CITY OF DELRAY BEACH DPW ENGINEERING CAPITAL IMPROVEMENT PROJECTS**

PROJECT NAME	PROJECT NUMBER	PROJECT DESCRIPTION	PROJECT MANAGER	FUNDING SOURCE	CURRENT PHASE	CONSULTANT / CONTRACTOR	PROJECT STATUS	CURRENT PHASE START DATE	CURRENT PHASE ANTICIPATED COMPLETION DATE	CURRENT PHASE % COMPLETE
Beach Surveys (2023 Monitoring)	17-081	Annual Survey / Monitoring - Permit in place for beach nourishment events, beach survey monitoring required annually as a permit requirement.	Buisson	BEACH	Procurement	Aptim Environmental & Infrastructure, LLC	A service authorization for 2023 surveys was received 3/30/2023. The SA was reviewed and comments were provided 3/31/23; the revised SA was received and will be presented to Commission for approval May 16.	April 2023	March 2024	0%
Turtle Monitoring (2023 Season)	17-081	Annual Sea Turtle Nest monitoring and reporting. Nest monitoring occurs daily from March 1 until October 31 annually.	Buisson	BEACH	Monitoring	Ecological Associates, Inc.	Contract amendment complete and PO issued. Sea turtle monitoring services commenced March 1 and will continue daily through October 31.	January 2022	January 2024	0%
Dune Management Services	17-081	Semi-annual dune maintenance activities including trimming, exotic removal and native replantings.	Buisson	BEACH	Annual Services	WGI, Inc.	Proposal negotiations complete, Requisition / PO were requested and issued to the consultant in December 2022. First dune trimming event is anticipated is scheduled for the first week in May.	January 2023	December 2023	0%
Coastal Management Plan	17-081	Coastal Management Plan - Dune Assessment and Eradication Plan, Analysis and Documentation of Existing Information, Beach Promenade Master Plan Manual, Coastal Management Plan.	Buisson	BEACH	Procurement	Aptim Environmental & Infrastructure, LLC	A Service Authorization (SA) was executed and a PO was issued in June 2022. A project kick-off meeting was held 6/13/22. Dune inventory services were performed in June and July 2022. A draft of the proposed sea turtle ordinance was received in October for review. The draft dune report was received in March and is presently under review.	March 2022	Summer 2023	35%
Rehabilitation of Crest Theater at Old School Square	22-023	Finish renovation improvements to the interior of the Crest Theater facility	Buisson	GC	Procurement	CEI: Baxter & Woodman Architect; Walters-Zackria Contractor (proposed); Harbour Construction	FY2023 budget to include \$ 1,350,000.00 CEI Service Authorization was received in August and PO was issued 8/29/2022. Walters-Zackria (WZA) agreement was approved October 11 by the City Commission. WZA completed a bid package that was provided to Harbour Construction for construction bid. The Harbour Construction agreement was approved by Commission on December 6, 2022. A construction kick-off meeting was held January 9. The permit change of contractor has been submitted to the Building department and is pending issuance. On-site work commenced in February and is ongoing.	October 2023	October 2024	5%
Palm Trail Neighborhood Improvements	23-010	Creation of a plan for the neighborhood to address traffic calming and safety concerns, identify potential future improvements to stormwater and provide an inventory of specimen trees and opportunities to add additional trees.	Gonzales-Soto	GC	Study	TBD	11/3/22-Setup meeting with Chen Moore Consultant. 12/5/22-Emailed Chen Moore and proposal. 1/31/23-Chen Moore sent similar project to review and memo was sent to Eng Div Manager for approval to use consultant. 3/8/23-Response to comments were provided to Chen Moore. Will be requesting an update on the Final SA. 4/3/23-Will review the final SA for approval 5/5/23-No update. 7/5/23-Email has been sent to Consultant to continue with SA.	TBD	September 2023	0%
Citywide Canal Outfalls	TBD	Citywide assessment of canal outfalls to geolocate XYZ storm drains including upstream inlets, catch basins, pipes and outfalls.	Gonzales-Soto	STORM	Study	TBD	11/3/22-Gather all the data to send to Aptim for a quote. 12/5/22. Gathering information for Aptim. 1/31/22-Updating CIP sheet and writing memo cover to update CIP Project Scope. 3/8/23-Agenda Item will be on the commissioner's meeting in March/April. 4/3/23-Agenda Item will most likely go in April 5/5/23-Agenda Item has been added to Mid May commission Meeting. 7/5/23-Agenda has been approved by commission. Will look for a consultant to start on design.	TBD	September 2023	0%
Citywide Wastop Check Valve Installation	23-002	Systematically install city standard WaStop inline check valves on outfall pipes to reduce nuisance flooding from King Tides, projected sea level rise, and major storm events such as hurricanes.	Gonzales-Soto	STORM	Construction	TBD	11/3/22-Finalize which outfalls need to be added to the wastop list. 12/5/22-Updated excel sheet, waiting for quote to tv all the pipes from outfall to upstream drainage structure. 1/31/23-Internal meeting discussed that an agenda item needs to be added to the commission meeting asap for approval of the grant. 3/8/23-Wapro sales associate attended a meeting with the city to answer all questions. The excel sheet from aptim was obtained and the excel sheet will be updated during the month of March. 4/3/23-Quotes will be received for TVing and Cleaning of all pipes that are a good candidate to add a wastop. 5/5/23-Read Broward College Solicitation. 7/5/23-There is a meeting on 7/6/23 to discuss how to proceed with JOC.	TBD	September 2023	9%
Stormwater Tax Roll (2023 Calendar Year)	N/A	Annual Stormwater Tax Roll (process begins each year in May)	Gonzales-Soto	STORM	Tax Roll	N/A	2023 Stormwater Tax Roll work will commence in May 2022. 1/31/23-Nothing at this moment. 3/8/23-No update at this moment. 4/3/23-No update at this time. 5/5/23- Tax Roll will start soon. 7/5/23-Consultants have meet with the PBC Senior Tax Roll Programmer Analyst to prepare the TRIM file.	May 2023	October 2023	0%
Lakeview Drainage Improvements	21-003	Deficient drainage infrastructure requires design and replacement of stormwater system that connects the golf course lake to the community lake. Persistent problem with runoff on the west end of Lakeview Blvd.	Gonzales-Soto	STORM	Design	Baxter and Woodman, Inc.	Kickoff meeting occurred 2/10/22. 3/29/22-Technical Report submitted by B&W. Comments sent back. 5/3/22-Technical Memorandum submitted, 5/25/22-FINAL Technical memorandum has been reviewed and approved, 8/26/22-75% plans were submitted. 10/4/22- Comments were sent over and waiting on revised plans. 11/4/22-Review plans and comments. 4/3/23-The last part of the plans will be reviewed this month. 5/5/23-Review was postponed until 5/17/23. 7/5/23-Will reach out to consultant to finish study.	January 2022	Summer 2023	95%
LWDD L-32 Canal Stormwater Outfalls	22-019	Design, permitting, and construction observation for the reconstruction of 2 stormwater outfall pipes discharging into LWDD canals. Location 1 discharges from Bishop Dr. and Location 2 discharges from Dorson Way. Both entail repair/reconstruction of an existing 18" pipe and adjacent canal embankment.	Gonzales-Soto	STORM	Design	WGI, Inc.	8/1/22-Plans have been received from WGI. Comments will be provided back to WGI. The city will be televising the existing outfall pipes to determine the pipe conditions. 8/26/22- Site visit will be completed next week to see if we can get an early approval to start work while the LWDD permit is still under review. 10/4/22-Project has been completed. 11/3/22-Waiting to verify if FDEP permit has been closed. 12/5/22-Waiting on response from consultant. 1/31/23-FDEP as issued the permit. WGI has submitted the compliance paperwork today. 4/3/23-requested an update on the FDEP Permit. 5/5/23-Will send another email for update. 7/5/23-Another email was sent today to Stephen cherry for a response.	June 2022	Summer 2023	97%
Lake Ida Water Quality Monitoring	21-008	Palm Beach County MSA / NPDES Permit No. FLS000019-004 requires that cities of Boynton Beach and Delray Beach submit a Targeted Water Quality Monitoring Plan for Lake Ida. Water Boundary Identification (WBI) # 3262A. The monthly rainfall report will include ave rainfall for the lake and rainfall that fell on the lake between sampling events. An annual report will analyze the variance in monthly sampling, evaluate seasonal patterns and evaluate the relationships between rainfall distributions and abundance to water quality.	Gonzales-Soto	STORM	Planning	City of Boynton Beach South Florida Engineering & Consulting LLC	8/1/22-Last monthly report has been provided for one year. Yearly meeting will be held week of 8/8/22 to discuss the data collected over a year span. This is to prepare for the NPDES Report. There was a meeting to discuss the yearly report and the City would like to move forward with improving water quality in Lake Ida. We have had a meeting with the National Wildlife Refuge Association to discuss floating wetlands in lake ida. 11/4/22-Email was sent to the county to setup a meeting. 12/5/22-Wating on response. 1/31/23-Palm Beach County has shown some interest in the partnership. No response from FDOT or LWDD but they did say they are interested. Goal is setup meeting with the Wildlife Refuge Association. 3/8/23-I have emailed Patrick Willie to see if he can get the County to respond but there is no response. 4/3/23-Meeting has been setup to discuss the partnership with the county. 5/5/23-A site visit will be completed. 7/5/23-A meeting will be setup to go with Spencer on the 7th of June.	September 2021	Fall 2023	60%

**CITY OF DELRAY BEACH DPW ENGINEERING CAPITAL IMPROVEMENT PROJECTS**

PROJECT NAME	PROJECT NUMBER	PROJECT DESCRIPTION	PROJECT MANAGER	FUNDING SOURCE	CURRENT PHASE	CONSULTANT / CONTRACTOR	PROJECT STATUS	CURRENT PHASE START DATE	CURRENT PHASE ANTICIPATED COMPLETION DATE	CURRENT PHASE % COMPLETE
NW 13th Street Drainage Complaint	N/A	Ongoing flooding complaint from owner of 1300 NW 13th St. Determine a solution that will prevent property from receiving runoff from surrounding streets.	Gonzales-Soto	N/A	Planning	N/A	9/1/22-Waiting on signed Drainage Easement so we can add to the commissioner's meeting. 10/4/22-Drainage easement was reviewed and we tried to use the plat as a reference to the sketch and legal description. We cannot do that so we need to get a surveyor to provide a sketch and legal description and then re-execute the easement. 11/3/22-Waiting on PO Req approval. 12/5/22-Sketch and legal will be submitted by consultant 12/12/22. 1/31/23-Legal review has been provided but waiting on the physical copies to arrive in the mail. 3/8/24-Item has been added to the April Agenda. 4/3/23-Verifying if the agenda item was approved. 5/5/23-Submitted CIP Project for swales. 7/5/23- Meeting has been set for the 7th of June.	May 2022	Fall 2023	45%
Atlantic Crossing Dewatering Issue	N/A	601 E Atlantic Ave & 777 E Atlantic Ave - Atlantic Crossing, several commercial multi-use buildings, is broken into 2 phases. Installation of subsurface parking on Phase 1 required dewatering into City's stormwater collection system. City has concerns with approach and condition of pipes	Gonzales-Soto	N/A	Construction Phase I	Urban5 Constructors, LLC (private)	8/1/22-Dewatering had occurred for the last two years. Tv results were provided to determine what the contractors needed to do in order to continue using the City's drainage system to continue dewatering for another 2 years. After reviewing the TV results, informed contractor that they must line 668+ linear ft. 9/1/22- I have asked Shenandoah to ask if lining the draining system is possible without having the proper connections. 10/4/22-The contractor must line the areas that can be accessibly lined. 11/4/22- the contractor must add a box between their unapproved connection to the city's stormwater system and must line the pipe. 1/31/22-Email will be sent to Atlantic crossing to ask for update. 3/8/23-There is a meeting that was setup to discuss the requirement that atlantic crossing needs to do. 4/3/23-call 1-800 sunshine ((800) 432-4770) to show all utilities running in the area. 5/5/23-Called sunshine. 7/5/23-Soft dig was completed and the conflict areas were not found. It is not the responsibility of the Developer to find the conflict areas. Patrick has taken over the issue.	May 2020	May 2024	100%
Various Storm Drain CCTV & Lining Investigations	N/A	Pipe lining for FY 2023	Gonzales-Soto	STORM	Planning	Shenandoah General Construction Co.	12/5/22-Any TVing and Lining will be put on pause until NE 1st st is resolved. 1/31/23- NE 1st is being resolved by Daisy so any other TVing is still on pause. 3/8/23-Daisy has approved using the lining account to line 2101 Lake Dr. 4/3/23-Shenandoah has been notified of approval to start lining. 5/5/23-Talked to Michael and lining needs to be scheduled soon. 7/5/23-Several emails have been sent to Shenandoah to schedule lining but there is no response.	TBD	TBD	10%
Citywide Public Seawall Inspection	22-020	Citywide public seawall inspection for seawall repair and replacement planning	Gonzales-Soto	STORM	Study	Aptim Environmental & Infrastructure, LLC	NTP issued 08/23/2022. Expect to be finished at the end of November 2022. Field inspection was done. Draft report is in. Initial review was completed and revision is requested. 5/5/23-None	September 2022	Summer 2023	80%
LWDD L-33 Pipe Inspection	22-024	L-33 Box Culvert Inspection and Assessment Report	Gonzales-Soto	STORM	Study	WGI, Inc.	To renew LWDD Piping, Paving and Parking license agreement, L33 Box culvert needs to be inspected every 5 years. An assessment report needs to be signed and sealed by Florida PE and send to LWDD for recertification. Inspection was completed. The culvert structure is good but there is heavy sediment which needs to be cleaned out. Survey shows LWDD cannal bottom is 12" higher than culvert bottom. Need engineer certification letter to close this project. 5/5/23-Agenda item will be in May commission meeting. 7/5/23-Engineer certificate will be requested from consultant.	September 2022	Summer 2023	90%
ADA Self-Evaluation and Transition Plan #1 (Phase 1 / Construction Package 2)	16-099 Phase I	The scope of work includes the addition of missing sidewalk segments and correction of the existing ADA deficiencies, as identified in the Transition Plan	Kaufman	GAS TAX	Construction	Wynn & Sons Environmental Construction Co. Inc.	KCI prepared plans, October 2020. PO issued to Wynn & Sons on 2/16/22. DPW met with contractor on 7/28/22 to discuss construction approach and plan set. Contractor is working to secure a lot for staging area and stake out ROW, construction is anticipated to begin toward end of September 2022. Contractor executed agreement on 9/29/22 with CRA to use lot for staging. Staging area setup on 11/2/22. Contractor began work along SW 1st St on 11/17/22, contractor began work along SW 2nd St on 4/6/23	November 2022	Summer 2023	70%
ADA Self-Evaluation and Transition Plan #2 (Phase 2 Evaluation)	21-006	Development of Phase 2 of the ADA Self-Evaluation and Transition Plan. Phase I of the ADA Self-Evaluation and Transition Plan was completed under Project No. 16-099. Package 1, Package 2 and Package 3 of construction documents were also completed under Project No. 16-099	Kaufman	SURTAX	Study	Kimley-Horn & Associates, Inc.	Draft of Transition Plan update rcvd February 2022. Engineering to complete review and schedule meeting with consultant to discuss next steps, status update meeting with consultant occurred on 8/8/22, status meeting occurred with consultant on 10/12/22, consultant to provide all data via FTP download, link for all files provided on 11/10/22	July 2021	Fall 2023	75%
Stormwater Utility Rate Study	21-002	Assesment of City's current stormwater rates and methodology to improve rate and process	Kaufman	STORM	Study	Black & Veatch Corporation	NTP issued 02/2022. Impervious Area Capture was done. Proposed rate structure was submitted. Try to test if implementation can be done in-house. Option 1 - Increase Revenues and revise the rate structure - was approved by Commission on 4/18/23. The 2023 Stormwater Tax Roll will be calculated based on the newly approved rates and structure. Consultant agreement was amended and work has begun on Phase 2 for implementation	February 2022	Summer 2023	95%
CCTV Equipment Study	22-027	Feasibility assessment of in-house CCTV pipe inspection equipment	Kaufman	STORM	Study	N/A	Presentation was made to upper management. Option 1 with purchasing core equipment is the preferred alternative. Waiting for next FY funding. Around \$150K.	TBD	TBD	0%
Stormwater Master Plan 2023 Update	23-001	Update to previous Stormwater Master Plan completed in 2019. Study work to begin in FY 22-23 and be completed in FY 23-24.	Kaufman	STORM	Study	Aptim Environmental & Infrastructure, LLC	Project to begin in FY 22-23. To update 2019 stormwater master plan with new projected climate change, new survey of adequency and condition of the drainage facilities and new recommendation list that will contribute to the City's strategic plan. Consultant submitted proposal to City on 4/17/23	Spring 2023	Spring 2024	0%
Beach Pedestrian Access Drainage Improvements	TBD	The project aims to reduce the amount of windblown sand onto the paved beach access points. This should both create a cleaner, more aesthetic beach access and reduce the amount of shower drain maintenance due to sand clogging.	Kovner	BEACH	Design & Construction	TBD	No Change. Scheduled for kick off meeting with WGI on site (7/7/23).	TBD	TBD	0%
Swinton Ave & Atlantic Ave Intersection Improvements	19-011	Project includes the need for the realignment of the intersection to account for safer pedestrian and vehicular movements. Also included is traffic signal timing analysis of this intersection and the intersection of SE 2nd Ave and E Atlantic Ave taking into account valet operations within the 2 blocks of E Atlantic Ave between the 2 intersections	Kovner	SURTAX	Design	TBD	No Change. Waiting on RFQ results (cone of silence is in effect).	TBD	TBD	0%
Tropic Isle Neighborhood Improvements - Phase 2	19-015	The Tropic Isle Neighborhood is located immediately east of Federal Highway, bordered by Linton Blvd on the north, Intracoastal Water Way (ICWW) on the east, and C-15 Canal on the south. The City plans to invest in infrastructure improvements including roadway paving, stormwater management, water main, sanitary sewer and lighting improvements. The area includes a total of approximately 5.75 miles of roadways.	Kovner	SURTAX STORM	Engineering Phase 2	Kimley-Horn & Associates, Inc.	Consultant submitted 30% engineering plans. Performing an initial walkthrough to discuss plans next week. Waiting on Public Works to Submit 30% Comments back to Kimley Horn. Meeting with staff on 7/6/23 to discuss drainage issues and postponed public outreach meeting until August 2023 with HOA due to meeting room AC replacement schedule.	August 2022	August 2024	15%

**CITY OF DELRAY BEACH DPW ENGINEERING CAPITAL IMPROVEMENT PROJECTS**

PROJECT NAME	PROJECT NUMBER	PROJECT DESCRIPTION	PROJECT MANAGER	FUNDING SOURCE	CURRENT PHASE	CONSULTANT / CONTRACTOR	PROJECT STATUS	CURRENT PHASE START DATE	CURRENT PHASE ANTICIPATED COMPLETION DATE	CURRENT PHASE % COMPLETE
Atlantic Dunes Park Seawall Phase 1	17-096	The City received a legislative appropriation for Phase 1 of this project for FY 18/19. Phase 1 includes design on the complete project (seawalls, parking lot and park improvements) and construction of the seawalls.	Kovner	SURTAX	Construction	Construct Co.	Contractor received Substantial Completion. Waiting on Contractor to call for creation of the punch list for final inspection. Waiting for Contractor to complete punch list items. Final Completion date is 6/30/23 which will NOT be met.	July 2021	July 2023	90%
Fire Station No. 113 Building Replacement	16-012	Construction of new Fire Station No. 113 utilizing a design-build approach. Currently contracted for Phase 1 only, which includes Preliminary Design and permitting drawings	Kovner	SURTAX	Design-Build	Gulf Building, LLC	Demolition is completed. Contractor wants to begin early site improvements but the City will not approve the start of the work until a Site Plan is approved. No Change. Project passed Board of Adjustment meeting and currently scheduled for SPRAB meeting on 7/24/23. Still working on early work package to begin drainage construction.	July 2022	Summer 2024	30%
Reclaimed Water Expansion - Area 10	17-133	Expansion of the Reclaimed Water System.	Kovner	WATER & SEWER	Construction	DBE Utility Services	Contractor received Substantial Completion. Waiting on Contractor to complete the punch list for final inspection (working this week). Submitted SFWMD Grant with Certification of Completion and As-Builts. Contractor has financial problems with paving sub-contractor who will not correct deficiencies in the paving punch list. Project is on hold. SFWMD approved the grant portion of the project.	June 2021	Summer 2023	90%
Barwick Road Complete Streets (Atlantic Ave to Lake Ida Rd)	17-072 (17-077 old #)	Design of Pedestrian and Bicycle multi-use trails & sidewalks on Barwick Road, a federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). LAP Project No. 441532-1	Kovner	GC	Design	McMahon & Associates, Inc.	Going over FDOT ERC Comments with Consultant. FDOT is reviewing the Production Plans. Tentatively scheduled for advertisement in July and bid in November 2023. CEI services have been advertised.	March 2022	Summer 2023	85%
Lindell Blvd Complete Streets (South of Linton Blvd to Canal Point Way)	17-074	Design of Pedestrian and Bicycle multi-use trails & sidewalks on Barwick Road, a federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). LAP Project No. 41533-1	Kovner	GC	Design	Kimley-Horn & Associates, Inc.	Commission agenda for FPL lights tentatively scheduled for 3/6. Discussing City and FDOT specifications with the City Attorney. Specifications will be used from Lowson. Waiting on final Specifications for FDOT submittal. No Change. FDOT is reviewing the Production Plans. Tentatively scheduled for advertisement in July and bid in November 2023. CEI services have been advertised.	March 2022	Summer 2023	90%
Lowson Blvd /SW 10th St Pedestrian Bridge, Roadway & Bicycle Improvements (Dover Rd to SE 5th Ave)	17-004 17-076 (ped bridge) (17-009 old #)	Roadway reconstruction and bicycle/pedestrian upgrades on Lowson Blvd from Dover Road to Federal Highway. Two pedestrian bridges will be constructed over the E-4 canal on either side of Lowson Boulevard. Federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). LAP Project No. 436896-1	Kovner	GC	Construction	E&M Equipment Corp.	Production piling for the pedestrian bridge are scheduled to begin installation this week starting on south west corner. Contractor begins working in School Zone next week. Piling have all been cut to grade no additional work on bridge. Contractor continues to install drainage system. Contractor continues to work in school zone to complete roadway before school begins in September 2023. Pedestrian bridge scheduled for delivery in September 2023.	January 2022	December 2023	55%
Replacement of Thomas Street Pump Station	18-017	Pump station has surpassed it's useful life and was identified in Stormwater Master Plan as needing improvements to adapt to rising tides. This project will replace the existing stormwater pump station with a new pump station with increased capacity and redundancy.	Kovner	STORM	Design	Mock, Roos & Associates, Inc.	Easement agreements are tied up in Law Department (south property for construction easement). CEI scope was completed. 100% plan. should be submitted in May 2023. Temporary Easement Request still in Law Department for approvals. No Change.	September 2020	Summer 2023	95%
Historic Marine Way Seawall, Roadway and Drainage Improvements	17-047	Roadway, utility, seawall, pump station and stormwater improvements for Marine Way and Marina Historic District	Kovner	SURTAX	Design	WGI, Inc.	Next 90% submittal is requested by the end of May 2023. Public outreach meeting occurred on 2/15/23. Pre-application with Historic Preservation Board scheduled for 5/10/23. Returned 100% markup plans to WGI last week. WGI submitted plans to Historic Board for next meeting.	October 2019	September 2023	85%
Northwest Neighborhood Improvements	17-020	Design and preparation of a complete set of construction contract documents, specifications, permits, and project cost estimate, and requirements for roadway milling and resurfacing or reconstruction and alley way paving with permeable pavement, and associated components in the NW Neighborhood complete street design.	Krane	GC (CRA)	Design	Baxter and Woodman, Inc.	BWR re-submittal of Phase 1 60% plans: May 23, 2023. o Traffic calming, signing and marking, landscape & irrigation o Splitting plans into PG&D and Utilities o Photometric plans include proposed decorative LED pole locations.	December 2021	Winter 2024	40%
Citywide Wayfinding Signage	21-007	Permitting services, limited bidding assistance, and limited construction phase services. The City of Delray Beach will bid the wayfinding signage and gateway signage to hire a contractor that will implement a previously-designed plan set prepared under a separate agreement with the Delray Beach CRA.	Krane	GC (CRA)	Permitting	Kimley-Horn & Associates, Inc.	Non-Mandatory Pre-Bid Conference   ITBC 2023-014 - DELRAY BEACH WAYFINDING SIGNAGE PROJECT on June 5, 2023 at 930 am. Bids are due 7/12/23	October 2021	Spring 2023	98%
Osceola Park Neighborhood Improvements Phase 1	16-095	Neighborhood improvements including roadway milling and resurfacing or reconstruction, and alley way paving, water, sewer and storm improvements. ADA accessibility sidewalk improvements.	Krane	GC (CRA)	Construction	RIC-MAN Construction, Inc.	Phase I - Construction is complete. A substantial completion walkthrough for Phase 1 was held on 9/2/21. The project was determined to be substantially complete as of 8/24/21. Punchlist items remain to be completed. Final Completion walkthrough scheduled for 12/13/21. Pending closeout of the project. As No change 5/31/23	June 2020	December 2021	98%
Osceola Park Neighborhood Improvements Phase 2	16-095	Neighborhood improvements including roadway milling and resurfacing or reconstruction, and alley way paving, water, sewer and storm improvements. ADA accessibility sidewalk improvements.	Krane	GC (CRA)	Construction	RIC-MAN Construction, Inc.	The contractor working on Substantial completion As No change 3/31/23 Contractor continued working on punch list items on various streets. Many items completed, but work remains on others as 4/28/23 - Contractor started asphalt paving, 5/30/23	October 2021	July 2023	90%
SW Neighborhood Pervious Alleys	17-103	The project scope includes improvements to 3 alleyways and upgrades to underground utilities and drainage. This project will introduce pervious concrete and improve the drainage within the area.	Krane	GC (CRA)	Construction	TBD	Final design completed June 2023, Public Works is exploring the JOC program for construction	TBD	TBD	90%
SE 1st Ave	16-095	The SE 1st Ave the scope of work includes milling and resurfacing the road, construction of the new permeable parking, improved area drainage, construction of a new sidewalk meeting ADA standards	Krane	GC (CRA)	Construction	TBD	Final design completed June 2023, Public Works is exploring the JOC program for construction	TBD	TBD	90%



**CITY OF DELRAY BEACH DPW ENGINEERING CAPITAL IMPROVEMENT PROJECTS**

PROJECT NAME	PROJECT NUMBER	PROJECT DESCRIPTION	PROJECT MANAGER	FUNDING SOURCE	CURRENT PHASE	CONSULTANT / CONTRACTOR	PROJECT STATUS	CURRENT PHASE START DATE	CURRENT PHASE ANTICIPATED COMPLETION DATE	CURRENT PHASE % COMPLETE
SW Neighborhood CRA (SW 3rd Ct / SW 4th St / SW 6th St / SW 7th Ave)	17-108	Project includes resurfacing/reconstruction of roadways, construction of new permeable pavement alleyways, rehabilitation of the existing potable water, sanitary and storm sewer systems, improved area drainage and landscaping, new reclaimed water mains, improvements to sidewalk deficiencies meeting ADA standards; and improvements to the area's street lighting (LED) along the roadways addition of lighting (LED) along the alleys.	Krane	GC (CRA)	Construction	RIC-MAN Construction, Inc.	Contractor started asphalt paving, 5/31/23. City can start the closeout process	March 2020	December 2021	100%
Catherine Drive Pavement Rehabilitation and Intersection with Linton Boulevard	20-001	Palm Beach County is installing a traffic signal at the intersection. As a condition to install the traffic signal, the City needs to include an outbound (southbound) left-turn lane and a wider inbound (northbound) receiving lane on Catherine Dr. The City needs to provide the design and construction support services.	Krane	GF SURTAX	Design	Engenuity Group, Inc.	Catherine Dr desing was completed in May and Project Manager sent it to Amand and Jason on 5/25/23 ITBC contract, plans, specs, and pay items for review and send to purchasing for bid.	January 2021	May 2023	90%
Pompey Park Community Center & Campus Design Services	16-102	The design and construction of the Master Plan for Pompey Park Improvements, including Aquatic and Community centers. Proposed improvements will include a new building, new refurbished fields and amenities, additional parking, lighting, and landscaping. Additional on-site improvements will provide off-site connectivity for pedestrians and cyclists.	Matthews	GC (CRA)	Design	Justin Architects (formerly Known as Cartaya and Associates Architects P.A.)	The Bid Documents will be submitted to the Purchasing Department for review and bid advertisement scheduling by 7/7/23. It is anticipated that the project will be advertised for bids in Late July/ early August 2023.	June 2021	August 2023	99%
Island Drive Seawall, Roadway and Bridge Improvements	19-014	Repairs to the pilings and understructure of the bridge and the construction of a new seawall.	Matthews	SURTAX WATER & SEWER	Construction	Custom Built Marine Construction, Inc.	The construction is complete. The project is in the closeout process.	December 2021	June 2023	100%
Historic Train Depot	16-080	Reconstruction of On/Off Site Train Depot Building. Project includes reconstruction of the Historic Train Depot that was destroyed by fire on 2/25/2020.	Matthews	SURTAX	Design-Build	SynergyNDS, Inc.	Construction is ongoing. Work on the interior buildout of the clinic potion of the building continues. The next project progress meeting is scheduled for 7/14/23. It is anticipated that an amendment to increase the contract value with Synergy NDS will be submitted to the City Commission for consideration in July or August 2023.	January 2022	November 2023	40%
Intracoastal Waterway Watermain Crossings	17-156	The installation of two new 16" water mains under the intracoastal waterway through existing easements and the potential lining of three existing 12" water mains.	Matthews	WATER & SEWER	Construction	Intercounty Engineering, Inc.	On 6/27/22, the City terminated the Agreement with the contractor and submitted a bond claim to the Surety company which was denied. The matter is with the City's legal department.	May 2020	PENDING DISPUTE	70%
George Bush Blvd Roadway, Pedestrian and Bicycle Improvements (NE 2nd Ave to Hwy A1A)	17-116	Construction of bicycle and pedestrian facilities and roadway restoration/reconstruction on George Bush Blvd. from NW 2nd Avenue to SR-A1A. This is a federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). FDOT managed design and construction via agreement with the city.	Matthews	N/A	Construction	Ranger Construction Industries, Inc. (FDOT managed)	As of Friday 6/16/23, FDOT issued Final Acceptance to the contractor for the project. The City is now responsible for the maintenance.	July 2021	June 2023	100%
Homewood Blvd Roadway, Pedestrian and Bicycle Improvements (Old Germantown Rd to Lowson Blvd)	17-115	Bicycle and pedestrian amenities and roadway reconstruction on Homewood Blvd. from Lowson to Old Germantown Road. This is a federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). FDOT managed design and construction via agreement with the city.	Matthews	GC SURTAX	Construction	Ranger Construction Industries, Inc. (FDOT managed)	Project is complete.	January 2022	June 2023	100%
N. Swinton Ave Roadway, Utility, Pedestrian and Bicycle Improvements (Lake Ida Rd to SW 36th Ave City limits)	19-012 (19-037 old #)	Roadway and utility improvements to include pavement rehabilitation, sidewalk connectivity, traffic calming, ADA accessibility, drainage, potable water, wastewater, lighting and landscaping - all while preserving historic character of neighborhood. Design and construction to be CITY funded.	Palacio	SURTAX WATER & SEWER	Design	WGI, Inc.	WGI submitted revised 100% plans, Engineers Estimate and Technical Specifications on 6/21/23 based on final comments from the City. Schedule of Bid Prices are currently being revised by WGI. Therefore, purchasing can initiated the ITBC process. The City is still on the process to finalize right of way (ROW) acquisition on 7 locations to accommodate new sidewalks along the project. Only one of the ROW dedication packages has been received. The City continues to follow up with the homeowner on this request. Solicitation for CEI services was advertised on 4/12/23. Purchasing is currently reviewing the information received. There is and issue, where a utility pole and guy wires are in conflict to the propose sidewalk on N Swinton Ave and NW 8th street. It was agreed between FPL and the City that upgrading/replacing guy pole and install a sidewalk guy is the best option, based on the current conditions of that particular location. FPL is in the proceeds to design the new pole.	February 2021	June 2023	97%
Old Germantown Rd Complete Streets (Park Access Road to S Congress Ave)	20-016	Complete Streets project to include road diet, pedestrian and bicycle multi-use trails, sidewalks, swales and pedestrian-scale lighting. A federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). LAP Project No. 444377-1	Palacio	GC	Design	Propel Engineering, Inc.	Propel Engineering submitted to FDOT and the City the 30% design submittals along with Engineer's Estimate on 2/21/2023. City of Delray Beach provided comments to 30% plans and engineer's estimate on 3/22/2023. FDOT provided comments to 30% plans on 4/13/2023. Propel Eng. is currently incorporating comments into the plans. A meeting between Propel Eng. and the City was held on 5/19/23 to discuss progress. A follow up progress meeting was held on 7/3/23. Propel provided revised proposal for additional segment on 22 Ave, along old Germantown rd. The city approved proposal on 5/23/23. The City had several discussions with PBCT and FP&L to address an issue with a wood pole and guy wires that are in conflict with sidewalk design at the east end of the project. However, based on feedback, it was decided to design the sidewalk in front of the wood pole with modifications to the radius.	August 2022	Winter 2023/2024	60%

**CITY OF DELRAY BEACH DPW ENGINEERING CAPITAL IMPROVEMENT PROJECTS**

PROJECT NAME	PROJECT NUMBER	PROJECT DESCRIPTION	PROJECT MANAGER	FUNDING SOURCE	CURRENT PHASE	CONSULTANT / CONTRACTOR	PROJECT STATUS	CURRENT PHASE START DATE	CURRENT PHASE ANTICIPATED COMPLETION DATE	CURRENT PHASE % COMPLETE
Lindell Boulevard Loop Connection to Brant Dr Bridge (along Blue Jay Trn, Carl Bolter Dr & Avocet Rd)	20-015	Complete Streets project to include road diet, pedestrian and bicycle multi-use trails, sidewalks, swales and pedestrian-scale lighting. A federally funded grant project awarded by the Transportation Planning Agency (TPA) of Palm Beach County with oversight by the Florida Department of Transportation (FDOT). LAP Project No. 441568-1	Palacio	TBD	Design	TBD	Draft RFQ was sent to purchasing for review on 9/13/22, final RFQ package was sent to purchasing on 10/10/22, RFQ was advertised on 2/24/23, with proposals due on 3/29/23. However, based on Addendum # 4, proposals for the RFQ was re-scheduled for 4/5/23. Solicitation for bids(Design) was submitted and the City received 2 bids. Technical scoring meeting was held on 5/18/23. The design contract was awarded to KHA. A negotiation meeting with KHA was held on 6/29/23, where the city disagreed on certain items of the proposal. KHA is going to revise and resubmit the proposal for review.	March 2023	February 2025	0%
Andrews Avenue Roadway Improvements (Vista Del Mar Dr to E Atlantic Ave)	23-005	Complete Streets project between Atlantic Ave and George Bush Blvd includes the implementation of traffic calming, sidewalk continuity, bicycle accommodations via sharrows and landscaping. Project was initiated in response to resident concerns.	Palacio	GAS TAX	Study	TBD	A pre-application meeting was scheduled for early-January 2023 with TPA to discuss the project and funding opportunity with their 2023 solicitation due mid-February 2023. DPW worked with City PIO to create SurveyMonkey, which live in December along with door hangers, survey results received on 12/21/22, DPW went to Commission in early Jan 2023 for concurrence on submitting application. On 4/13/23, a conference call was held between KHA and the City of Delray Beach to discuss alternatives (concept level design). Proposal was submitted on 5/5/23. However, the City rejected and requested KHA to revise and resubmit proposal due to discrepancies with the scope. Revised proposal was submitted to the city. The city is currently in process to review revised proposal.	TBD	TBD	0%
Public Right-of-Way ADA Improvements	16-099	The scope of work includes multiple phases of Self-Evaluation & Transition Plan to address ADA deficiencies on City sidewalks and driveways within the public ROW, including the addition of missing sidewalk segments and correction of the existing ADA deficiencies.	TBD	GAS TAX	Study Design Construction	TBD	Using Transition Plan Phase 1, Four separate design and construction packages were developed to address these deficiencies. Construction of Package 1 is complete, Package 2 is under construction, Packages 3 and 4 are pending. Self-Evaluation & Transition Plan Phase 2 is ongoing and Phase 3 is planned for the future	Ongoing	TBD	Ongoing
City-wide Stormwater Drain Art	23-006	Install mural art on stormwater drains to promote awareness of "no dumping" among public. The project is a part of public outreach to call for action in protecting our natural resources.	TBD	Storm	Study	TBD	Project was presented to art board and the board is recommending the project to city commissioners. The project is liked but however this is no funding. Need to look for external funding source to support the project	TBD	TBD	0%

## Terrence R. Moore

---

**From:** Oris, Jeff  
**Sent:** Thursday, July 27, 2023 6:00 PM  
**To:** Terrence R. Moore  
**Subject:** Disparity Study Phase I Summary Report

Mr. Moore,

Keen Independent, with whom the City has engaged to undertake a Disparity Study, has submitted to the City a draft summary report of their Phase I findings. As you may recall, the City separated the study through the RFP process into two phases. Phase I was designed to provide an idea of the availability of women and minority-owned businesses located in the South Florida market that perform the key types of services for which the City contracts, the City's utilization of such businesses, and a basic calculation as to whether the City has a disparity between availability and utilization of these identified businesses. Phase II is designed for Keen to finalize, through additional research, whether a statistically significant disparity exists in the utilization of woman and minority-owned businesses, determine the extent to which disparities can be attributed to various factors such as race, gender, ethnicity, or other neutral factors such as length of time in business, to engage the public with respect to disparities and potential methods to mitigate the disparities, and to offer final recommendations for disparity mitigation if found to be needed.

Keen's Draft Phase I Summary Report indicates that some disparities may exist as the number of woman-owned or minority-owned firms available to do work for the City exist in a higher percentage of all such businesses than the percentage which the City is utilizing them. This disparity appears to exist with all groups reviewed (including those owned by women, African Americans, Native Americans, and Hispanic Americans) except for Asian American-owned firms. It is important to note that while disparities appear to exist, we do not yet know why they exist and if their cause is race, ethnicity or gender-related. The final determination of disparity would be a function of information collected in the Study's Phase II. Though no legally justifiable proof of any disparities has been offered, Keen Independent has included in the Phase I Summary Report several recommendations of activities the City could undertake immediately to reduce disparities and to better prepare for information gathering for the future.

I would suggest Keen Independent be scheduled to present the Phase I findings at an upcoming City Commission meeting so the Commission can make a determination regarding whether or not to proceed with Phase II of the Study.

Please let me know if you have any questions or require any additional information.

**Jeff Oris, CEcD**  
**Assistant City Manager**  
**City of Delray Beach**  
**100 NW 1<sup>st</sup> Avenue**  
**Delray Beach, Florida 33444**  
**561-243-7144 – office**  
**561-696-4114 - mobile**  
[orisj@mydelraybeach.com](mailto:orisj@mydelraybeach.com)



[www.DelrayBeachFL.gov](http://www.DelrayBeachFL.gov) - Facebook: [@CityofDelrayBeach](https://www.facebook.com/CityofDelrayBeach) - Instagram: [@CityofDelrayBeachFL](https://www.instagram.com/CityofDelrayBeachFL) - Twitter: [@CityDelrayBeach](https://twitter.com/CityDelrayBeach) - YouTube: [@CityofDelrayBeach](https://www.youtube.com/@CityofDelrayBeach)

# ROB EVANS

---

## EXPERIENCE

- 2021- Present **The Greater Fort Lauderdale Alliance (Liaison to CareerSource Broward)** Fort Lauderdale, FL  
**Director of Business Development & Workforce Services**
- As the Director of Workforce Development at the Greater Fort Lauderdale Alliance, I have addressed workforce issues at both existing and new companies in Broward County. I also provided direct assistance and guidance to these companies in securing Employer Training Grant programs from both state and local governments. I have met with hundreds of local companies to promote recruiting and training services that resulted in \$2.8M in Workforce Partnerships in 2022.
- 2019-2021 **CareerSource Broward**  
**Business Services Intermediary – Technology & Construction Industries**
- Developed and created a detailed strategic plan for engaging corporations to support the goals and key objectives of CareerSource Broward. Maintained a pipeline of key partnerships through prospecting potential relationships with regional technology associations, government agencies, school boards, universities, and local companies. Directed the Technology & Construction strategy to support the continual enhancement of workforce development programs.
- 2016-2019 **ABC Security (Founder)** Fort Lauderdale, FL  
**Director of Strategic Partnerships & Alliances**
- Founded ABC Security, a technology solutions company that specialized in designing and installing customized Access Control, CCTV, and Alarm Systems in South Florida Commercial Buildings.
  - Developed Strategic Partnerships with companies to host educational seminars that generated 250 leads per quarter, \$1M Sales Pipeline, 80 RFP responses, and \$300K in closed contracts.
  - Successfully sold ABC Security to Florida State Security.
- 2012-2015 **KitBoost (Founder)** Mountain View, CA  
**Director of Business Development & Partnerships**
- Negotiated \$150K contract with Peter Relan's Venture Capital Company YouWeb to develop sample code, sample games, and technical documentation for their seed stage company OpenKit.
  - Worked with Venture Capital Executives, Game Studios, and iOS/Android Developer community to onboard Apps to the OpenKit platform by performing SDK integrations.
  - Negotiated \$250K contract to develop iOS educational Apps for Baby Genuis Company.
  - Built Citrix's Salesforce Go-To Meeting hybrid App for their Summit.
- 2011-2012 **INDEEO (Startup)** Palo Alto, CA  
**Director of Business Development & Partnerships**
- Developed Strategic Partnerships with Universities to promote and sell iDraw software subscriptions and educated customers on how to use the iPad drawing App for graphic design projects.
  - Won "Best App" award by Apple, averaging over 15K downloads per month.
- 2007-2009 **T-Mobile** Seattle, WA  
**Senior Partner Development Manager for Wireless Carriers in Latin America**
- Developed Strategic Partnership with Orange Telecom that generated \$20M in cost reductions.
  - Expanded T-Mobiles international roaming footprint in Latin America by launching and negotiating 15+ new roaming agreements that brought in \$30M in annual revenue.
- 2002-2007 **REDD (Founder)** San Diego, CA
- Developed exclusive partnerships with small business owners to create a Lead Generation collaborative marketing network called REDD that marketed services performed by over thirty local businesses.
  - Secured \$15K collaborative marketing budget from small business owners and produced TV, radio, social media, and print advertising campaigns that generated 100's of leads per month and \$50K in monthly revenue.
- 2000-2001 **AirFiber (Nortel Networks Startup)** San Diego, CA  
**Director of Business Development and OEM Partnerships**
- Developed and implemented Airfiber's process for responding to RFP's, Trials, and Product Demos.
  - Established qualifying metrics and performed due diligence on over twenty prospective new business opportunities successfully negotiated Trial Agreements to install Wireless Optical Networks in the US, Europe, and Japan.

1995-2000 **Nortel Networks, CALA** Sunrise, FL  
***New Business Development & Proposal Manager-Latin America***

- Evaluated customer requirements to determine product solutions, technology choice, strategic pricing, financing options, and commercial terms that were included in Nortel's RFP submissions.
- Developed Strategic Partnerships and Supply Agreements with OEM vendors and "in-country" service providers in the county of Brazil that gave Nortel proposal the submission a \$250M competitive advantage when responding to The BellSouth Brazil RFP.
- Won the BellSouth Brazil Proposal to build the first Wireless Network in Brazil which brought in \$1B in revenue. The network was installed in less than 16 months which was recognized in the industry as the fastest installation of the largest Wireless Network in the history of wireless.

---

#### EDUCATION

May 1995 **Hofstra University** Hempstead, New York  
*Bachelor of Business Administration Major: Finance & Banking (3.4GPA)*

Aug 1995 **The Pontifical Catholic University of Chile** Santiago, Chile  
*Spanish Study Abroad Program*

---

#### PROJECTS

Present **BSO, Mission United, Prosperity Broward & The Learning Alliance** Fort Lauderdale, FL

- Working with The Learning Alliance to get their online programs registered with the Department of Education and CareerSource Broward. Collaborating with Community Partners; Prosperity Broward Partnership, Broward County Sheriff Office, and United Way Mission United Program for Veterans.

Present **Greater Fort Lauderdale Alliance BRAVO Action Team** Fort Lauderdale, FL

- Met with over 100 Broward County Companies to educate them on OJT, QRT, and IWT Local and State training grants that resulted in \$2.8M in Workforce Partnerships in 2022.

---

#### ACHIEVEMENTS

2010 **Google Chrome Hackathon** Mountain View, CA

- Raised **\$150K** from Silicon Valley Tech Companies to fund a three-day Developer **Hackathon at Google's** Headquarters in Mountain View.
- Promoted and Marketed Hackathon to Silicon **Valley iOS/Android APP** Developer Meet up Community.
- First prize Hackathon winner Ban.jo went on to raise **over \$120M** in Venture Capital and scaled to over two hundred employees.

2015 **Code 4 Good Hackathon at FAU Tech runway** Boca Raton, FL

- Raised **\$100K** from Quantum Foundation to fund a two-Developer **Hackathon** that gave engineers, designers, and entrepreneurs an environment to build software that enhanced the quality of life in underserved communities.
- Collaborated directly with Dane Cane, CEO of Modernizing Medicine; South Florida's fastest growing privately held technology company eight years in a row.

---

#### OTHER

- **Technical Skills:** Microsoft Access, Microsoft Office, Customer Relationship Management (CRM), HubSpot, Salesforce, Mobile Applications, Android, iOS, Jira, GitHub, Agile. Scrum, SDK, Platforms.
- **Relevant Skills:** Strategic Partner Development, Partner Development, Account Management, OEM & VAR Channels, Alliances, Contract Negotiations, Critical Thinking, Working with **C-level executives**, Team Building, Pipeline, Lead Generation, Sales Funnel, Empathy, Excellent Communication Skills, Customer Focused.
- **Certifications:** M&A Business Brokers Intermediary – Business & Mobile App Valuations
- **Languages:** Spanish (Fluent), English (Native), Learning Portuguese

## Terrence R. Moore

---

**From:** Cadeaux, Peggy  
**Sent:** Friday, July 14, 2023 4:49 PM  
**To:** Dunkley, Hugh; Terrence R. Moore  
**Subject:** FW: Congratulations on earning QPPD accreditation!  
**Attachments:** QPPD Feedback for the The City of Delray Beach.pdf

Great news!!!

**From:** Saintil, Mikerna <[saintilm@mydelraybeach.com](mailto:saintilm@mydelraybeach.com)>  
**Sent:** Friday, July 14, 2023 4:47 PM  
**To:** Cadeaux, Peggy <[cadeauxp@mydelraybeach.com](mailto:cadeauxp@mydelraybeach.com)>  
**Subject:** FW: Congratulations on earning QPPD accreditation!

**From:** Chanda Taylor Carpenter <[CCarpenter@nigp.org](mailto:CCarpenter@nigp.org)>  
**Sent:** Friday, July 14, 2023 4:45 PM  
**To:** Saintil, Mikerna <[saintilm@mydelraybeach.com](mailto:saintilm@mydelraybeach.com)>  
**Subject:** Congratulations on earning QPPD accreditation!

**\*\*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.

Congratulations, Mikerna!

After reviewing The City of Delray Beach application and supporting documentation for QPPD accreditation, I'm happy to share with you the good news that your entity has demonstrated alignment with the QPPD standard. Your active accreditation period expires July 14, 2026.

I have updated your entity record in our member database to reflect your entity's achievement. The letter and certificate will be mailed to the attention of Ms. Peggy Cadeaux, Purchasing Manager. They should arrive in the next couple of weeks; the trophy should arrive in the next two weeks or so (via UPS).

To assist you on your journey of continuous improvement, we have attached a copy of some feedback on specific elements of the application that you may find beneficial.

On behalf of NIGP and the NIGP staff, please extend our message of congratulations and thanks to your entire team and organization for this accomplishment and their commitment to professional procurement practice. Truly, well done!

Please let me know if you have any questions.

Best,  
Chanda

**Chanda Carpenter**  
**Director of Content Research and Design**  
NIGP: The Institute for Public Procurement  
2411 Dulles Corner Park, Suite 350

Herndon, VA 20171  
703.736.8900 x2275  
Direct: 703.429.2593





## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 1: Does the Chief Procurement Officer play a role in the development of the entity's strategic plan?	Yes	1	
Criterion 2: Does Procurement have a defined role in the entity's emergency preparedness plan?	Yes	1	
Criterion 3: Does the Continuity of Operations Plan (COOP) specify how Procurement will continue its essential functions during an emergency event, including how communications and the delegation of procurement authority will be handled?	Yes	1	
Criterion 4: Does Procurement have access to legal counsel to assist on legal issues that impact the procurement process?	Yes	1	
Criterion 5: Are checks and balances in place to ensure separation of duties between the procurement function and the requisitioning and receiving functions?	Yes	1	
Criterion 6: Are all aspects of procurement that are delegated to Individuals outside of Procurement defined?	Yes	1	
Criterion 7: Are procurement activities that are delegated to individuals outside of Procurement, monitored and controlled by Procurement?	Yes	1	
Criterion 8: Is initial and ongoing training mandated for individuals outside the Procurement Department with delegated authority?	Yes	1	I scored this a "Yes" since as I understand it, the City's only delegation is P-Cards.
Criterion 9: Is initial and ongoing training mandated for Procurement Department staff with delegated authority?	Yes	1	
Criterion 10: Is there a formal document adopted by the governing body of the entity that provides or delegates authority to Procurement to conduct and manage all aspects of procurement processes?	Yes	1	
Criterion 11: Does the Procurement Department have centralized purchasing authority for its entity?	Yes	1	
Criterion 12: Does the Procurement Department review and recommend the dollar thresholds up to which Procurement staff and individuals with delegated authority can award solicitations and sign contracts?	Yes	1	
Criterion 13: Does the Procurement Department have the authority to recommend or approve sole source purchases?	Yes	1	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 14: Does the Procurement Department have the authority to recommend or approve emergency purchases?	Yes	1	
Criterion 15: Is the Procurement Department responsible for the procurement of nonprofessional services?	Yes	1	
Criterion 16: Is the Procurement Department responsible for the procurement of professional services?	Yes	1	
Criterion 17: Is the Procurement Department responsible for the procurement of construction services?	Yes	1	
Criterion 18: Does the entity have specific authority to use the various project delivery methods (e.g., design-bid-build, design-build, and construction manager at risk) based on consideration of entity priorities and project characteristics such as timing, cost, and risk?	Yes	1	While I scored this as "Yes" please note a direct reference to the authority to use these alternative delivery methods would be preferable. What was offered is a broad statement lacking specifics.
Criterion 19: Does Procurement approve or deny solicitation/award protests?	Yes	0	This does not meet the criterion. The documentation indicates that the City Manager makes the final determination.
Criterion 20: Does Procurement approve or deny contract disputes?	Yes	1	
Criterion 21: Does the Procurement Department have the authority to debar suppliers?	Yes	1	
Criterion 22: Does the Procurement Department have the authority to notify the appropriate internal individual regarding violations of procurement policies or the procurement code of ethics?	Yes	1	
Criterion 23: Does Procurement conduct or participate in lease vs. purchase decisions?	Yes	1	
Criterion 24: Does the Procurement Department monitor transactions to determine which goods or services might be included in blanket or term contracts?	Yes	1	
Criterion 25: Does the Procurement Department have a defined process to review procurement card transactions for irregular/inappropriate activity?	Yes	1	
Criterion 26: Does the Procurement Department review the scope of work, including specifications, and collaborate with stakeholders on modifications?	Yes	1	
Criterion 27: Does the Procurement Department utilize performance-based contracts (not an RFP) in which the emphasis is on the outcome of the work rather than the precise manner in which the work is to be performed?	Yes	1	Perfect example in Criterion 27!

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 28: Does the Procurement Department engage in best value procurements (price is not the primary award factor) in which responses are evaluated based on pre-determined criteria?	Yes	1	
Criterion 29: Does the Procurement Department participate in the identification and control of entity assets (non-expendable property)?	Yes	1	
Criterion 30: Does the head of the supply management function (warehouse) report to the Chief Procurement Officer?	No	0	
Criterion 31: Does the Procurement Department have a presence on the entity's website?	Yes	1	
Criterion 32: Does Procurement post on the Procurement Department webpage its own mission statement?	Yes	1	
Criterion 33: Is the Procurement Department's mission statement a short, memorable statement of the reason Procurement exists, i.e., its purpose?	Yes	1	
Criterion 34: Does Procurement post on the Procurement Department webpage its own vision statement?	Yes	1	
Criterion 35: Is the Procurement Department's vision statement a short statement that describes what Procurement strives for and wants to achieve?	Yes	0	This does not meet the criterion. Please review the links to Vision Statements. Please note, in general they point to the future state.
Criterion 36: Does Procurement post on the Procurement Department webpage its own values statement(s)?	Yes	1	
Criterion 37: Does Procurement's value statement(s) explicitly define how everyone will conduct themselves while carrying out the Procurement Department's mission (e.g., ethically, with integrity)?	Yes	1	
Criterion 38: Do the Procurement Department's mission, vision, and values support those of the entity?	Yes	1	
Criterion 39: Does the Procurement Department operate according to its own strategic plan?	Yes	1	
Criterion 40: Does the Procurement Department's strategic plan include goals and corresponding SMART objectives to achieve those goals?	Yes	1	
Criterion 41: Is the Procurement Department's strategic plan updated regularly, at least every five years? *	Yes	1	
Criterion 42: Does the entity's strategic plan specifically include goals and measurable objectives that are Procurement's contributions to the entity's strategic plan?	Yes	1	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 43: Is the Chief Procurement Officer's position at the same level as the heads of other departments (e.g., Finance Director, Utilities Director, IT Director) in the organizational reporting structure?	No	0	
Criterion 44: Does the entity have a procurement credit card (PCard) program?	Yes	1	
Criterion 45: Does the Procurement Department utilize electronic records or imaging software for records management consistent with regulation or statute (in lieu of paper files)?	Yes	1	
Criterion 46: Does the entity have a multi-year technology plan for procurement operations that includes enhancements of existing technology or new technology implementations specific to procurement?	No	0	
Criterion 47: Does the Procurement Department have an Intranet or other technology platform, e.g., Microsoft Teams, that provides templates, forms, and guidance to internal stakeholders?	Yes	1	
Criterion 48: Does the Procurement Department have an interactive website that allows suppliers to self-register to do business with the entity?	Yes	1	
Criterion 49: Does the Procurement Department's software platform allow suppliers to view their transactions and upload deliverables (e.g., invoices, reports)?	Yes	1	
Criterion 50: Are all public-facing procurement documents (e.g., solicitations, contracts, notices) and webpage in Americans with Disabilities (ADA) accessible format?	Yes	1	
Criterion 51: Does the Procurement Department use specialized tools such as bar code technology, automated fixed asset tracking, or RFID to manage property inventory or assets?	No	0	
Criterion 52: Does the Procurement Department's solicitation technology software integrate with the financial system for funds verification and invoice payment?	Yes	1	
Criterion 53: Does the Procurement Department information technology system have an automated workflow for approvals of requisitions and purchase orders?	Yes	1	
Criterion 54: Does the Procurement Department information technology system use "push technology" to automatically notify potential bidders/proposers of available procurement opportunities?	Yes	1	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 55: Does the Procurement Department information technology system have the functionality to generate a bid tabulation for evaluation? Provide a screen shot of an evaluation created by your information technology system.	Yes	1	
Criterion 56: Does the Procurement Department information technology system prepare and distribute notices of award?	Yes	1	
Criterion 57: Does the Procurement Department information technology system use a commodity/services code structure to group and track purchases (e.g., NIGP commodity code, NAICS code)?	Yes	1	
Criterion 58: Does the Procurement Department information technology system create purchase orders automatically to replenish standard inventory items?	Yes	1	
Criterion 59: Does the Procurement Department information technology system accumulate usage data for inventory contract items?	Yes	1	
Criterion 60: Does the Procurement Department information technology system track spend for each contract?	Yes	1	
Criterion 61: Does the Procurement Department information technology system prepare supplier performance information reports (e.g., complaints, service level, quality, deliveries)?	Yes	1	
Criterion 62: Is the workflow from the Procurement Department information technology system accessible to requisitioners to track the status of their requisitions and purchases?	Yes	1	
Criterion 63: Does the Procurement Department use the information technology system's reporting capability?	Yes	1	
Criterion 64: Does the Procurement Department information technology system house a library of terms and conditions for solicitation development?	Yes	1	
Criterion 65: Does the Procurement Department use the library of terms and conditions within its information technology system for contract creation?	Yes	1	
Criterion 66: Does the Procurement Department information technology system allow for electronic review and approval of solicitations and contracts?	Yes	1	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 67: Does the Procurement Department information technology system include contract administration functionality that automatically provides notices of pending/upcoming performance milestones, payments, and other deliverables?	Yes	1	
Criterion 68: Does the Procurement Department regularly order contracted goods and services through online supplier websites?	Yes	1	
Criterion 69: Does the entity use punchout catalogs to automate the process of catalog buying?	Yes	1	
Criterion 70: Does the Procurement Department accept electronic informal solicitation responses/quotes through the procurement information technology system?	Yes	1	
Criterion 71: Does the Procurement Department accept sealed/formal bid solicitations through the procurement information technology system?	Yes	1	
Criterion 72: Does the Procurement Department accept sealed/formal requests for proposals/qualifications through the procurement information technology system?	Yes	1	
Criterion 73: Are formal electronic solicitation responses sealed until the opening date and time?	Yes	1	
Criterion 74: Is there a Procurement Manual, that governs the practices of the procurement function?	Yes	1	
Criterion 75: Has the Procurement Manual been updated or revised within the last five years?	Yes	1	
Criterion 76: Is the Procurement Manual available in electronic format or posted to the entity's Intranet?	Yes	1	
Criterion 77: For each dollar threshold, is the process described by which goods and services must be procured?	Yes	1	
Criterion 78: Does Procurement post information for suppliers on the Procurement Department webpage on how to do business with the entity?	Yes	1	
Criterion 79: Beyond a general Code of Conduct for all employees, does the Procurement Department have a specific Code of Ethics or Ethics Policy that prescribes the appropriate conduct of governmental, and procurement professional individuals involved in the procurement process?	Yes	1	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 80: Does the Procurement Department have a Code of Ethics or Ethics Policy that prescribes the appropriate conduct of suppliers, contractors, or their agents?	Yes	1	While I said "Yes" on this one, please note that Vendor Code of Ethics can go beyond a simple "no gifts" and "Cone of Silence" basic structure.
Criterion 81: Does the Procurement Department publish a list of factors to determine if a supplier is responsible (the supplier has the capacity and capability to perform the work specified)?	Yes	1	
Criterion 82: Does the Procurement Department publish a list of factors to determine if a supplier's offer is responsive?	Yes	1	
Criterion 83: Does the Procurement Department use solicitation and contract templates?	Yes	1	
Criterion 84: Is the Procurement Department required to publicly post or advertise solicitations?	Yes	0	This does not meet the criterion. The documentation provided is a sample not the legal requirement to do so.
Criterion 85: Is the Procurement Department required to document the reasons to award to other than the apparent low bidder?	Yes	1	Not exactly in what you cited but in the Best Value section.
Criterion 86: Does the Procurement Department provide a process for handling minor irregularities or informalities in competitive (formal) solicitations?	Yes	1	
Criterion 87: Does the entity have a policy or procedure on how change orders are approved?	Yes	1	
Criterion 88: Does the Procurement Department publish its protest and appeal procedures?	Yes	1	
Criterion 89: Does the Procurement Department publish its debarment procedures?	Yes	1	
Criterion 90: Does the Procurement Department conduct ongoing market research to secure economic information, market trends or changes in seasonal and fluctuating markets?	Yes	1	Please note, the citation mainly implies departments conduct the research.
Criterion 91: Does the Procurement Department use the results of its market analysis report(s) in planning and preparing for upcoming procurements?	Yes	1	
Criterion 92: Does the Procurement Department regularly conduct spend analyses?	Yes	1	
Criterion 93: Does the Procurement Department develop recommendations from the spend analyses?	Yes	0	This does not meet the criterion. The information provided is a Price Analysis (a very good one) but is not a Spend Analysis. Please review the definition.

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 94: Does the Procurement Department perform value analysis?	Yes	0	This does not meet the criterion. The information provided is a Price Analysis. Please review the definition.
Criterion 95: Does the Procurement Department have an established process for the approval of an item for standardization?	Yes	1	
Criterion 96: Are brand names avoided or expressly stated to be only descriptive (identifying salient features) and not restrictive?	Yes	1	
Criterion 97: Does the entity use qualified products lists (QPL)?	No	0	
Criterion 98: Are third-party sources that prepare specifications for public contracts prohibited from submitting an offer for that contract?	Yes	1	
Criterion 99: Does Procurement promote its contributions to the achievement of entity goals through an ongoing series of planned initiatives?	Yes	0	No documentation provided.
Criterion 100: Does the Procurement Department track cost savings or cost containment generated from its procurement practices?	Yes	1	Excellent sample!
Criterion 101: Does the Procurement Department conduct customer satisfaction surveys for its internal clients and department end users at least one time per year?	No	0	
Criterion 102: Does the Procurement Department conduct external customer (supplier) satisfaction surveys at least every two years?	No	0	
Criterion 103: What actions for improvement of procurement processes have resulted from internal or external satisfaction surveys?	No	0	
Criterion 104: Does the Procurement Department conduct supplier outreach and training at least two times per year?	Yes	0	This does not meet the criterion. Please review the sample cited. The documentation provided is specific to bids, not general vendor outreach or training. Software training for staff was also cited but does not meet the criterion either.
Criterion 105: Does the Procurement Department conduct supplier kickoff meetings for newly awarded contracts?	Yes	1	
Criterion 106: Does the Procurement Department have policies to support an economic/supplier diversity sustainability program?	Yes	1	
Criterion 107: Does the Procurement Department have policies to support an environmental sustainability program?	Yes	1	



## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 108: Does the Procurement Department have policies to support a social sustainability program?	Yes	1	
Criterion 109: Does the Procurement Department engage internal stakeholders regarding the economic/supplier diversity, environmental, and social sustainability programs?	No	0	
Criterion 110: Does the Procurement Department have a sustainable purchasing policy or procedure?	Yes	1	
Criterion 111: Does the Procurement Department conduct a benchmark of its activities against established key performance indicators (KPIs) at least once every two years?	Yes	1	
Criterion 112: Does the Procurement Department report its performance to the entity executive leadership?	Yes	1	
Criterion 113: Do Procurement procedures direct staff to examine the warehouse and fixed asset inventories prior to making purchases to reduce or eliminate duplication?	No	0	
Criterion 114: Does the Procurement Department work with other entities to create cooperative contracts?	Yes	1	
Criterion 115: Is the Procurement Department required to review the solicitation and award methods of a cooperative procurement agreement for compliance with Procurement's policies prior to use?	Yes	1	It would be better if the citation clearly stated that Procurement reviews the proposed coop and allows/disallows its usage.
Criterion 116: Does the Procurement Department conduct analyses regarding the benefits prior to using cooperative procurement agreements?	Yes	1	
Criterion 117: Does the Procurement Department have written procedures for timely identification, reporting, and disposal of surplus or scrap items?	Yes	1	
Criterion 118: Are technical, experience, and other professional qualifications included in job descriptions for management and professional positions?	Yes	1	
Criterion 119: Does the Procurement Department require professional certification either as a condition of employment or a requirement within a specified period of time after being hired?	Yes	1	
Criterion 120: Does the Procurement Department conduct an orientation program for new employees with procurement or delegated procurement authority?	No	0	

## QPPD Feedback for The City of Delray Beach

Criterion	Applicant Responses	Scores	Comments
Criterion 121: Does the entity provide funding for training programs or conferences, specific to procurement and related functions?	Yes	1	
Criterion 122: Does the Procurement Department provide funding for candidates seeking professional certification or recertification?	Yes	1	
Criterion 123: Does the Procurement Department provide funding for membership in local, state, or national procurement associations?	Yes	1	
		<b>105</b>	

# July 24, 2023 - July 30, 2023

July 2023							August 2023						
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	31		
30	31												

## Monday, July 24

- 12:00am G. Carter - Out →
- 12:00am K. Tomey - Out →
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 9:30am - 10:30am Compile Information Letter Report - Strategies and Practices (External and Internal Programming, Large Scale
- 11:00am - 12:00pm Laura Simon (DDA)
- 1:30pm - 2:00pm Dels Alt (Various)
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 4:00pm - 5:00pm Clarity Regarding Holiday Events Pay
- 6:00pm - 7:00pm South Central Regional Wastewater Treatment

## Tuesday, July 25

- ← G. Carter - Out →
- ← K. Tomey - Out →
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Compile Information Letter Report - QPPD Accreditation (CM Office) - Terrence R. Moore
- 1:30pm - 2:30pm FCCMA Awards and Scholarships Committee (Microsoft Teams Meeting) - Carol Russell
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (City Hall, 100 NW 1st Ave, Delray Beach, FL 33444) - Community Redevelopment Agency
- 4:00pm - 5:30pm Various (Various)

## Wednesday, July 26

- ← G. Carter - Out →
- ← K. Tomey - Out →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Agenda Review Meeting (August 8th CC Meeting) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 1:00pm HOLD - PBC League of Cities General Membership Meeting (TBD) - Vega, Brenda ↻
- 2:00pm - 2:30pm HBP (Various)
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 4:00pm - 5:00pm Compile Information Letter Report - Progress Regarding Phase I of Disparity Study (CM Office) - Terrence R.

## Thursday, July 27

- ← G. Carter - Out →
- ← K. Tomey - Out →
- 9:00am - 10:00am Update And Clarity Regarding Quality for Processing (CM Conference) - Terrence R. Moore
- 10:00am - 11:00am Compile Information Letter Report - Selection of New Economic Development Manager (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Current Trajectory Phase 2 Implementation-Keen Independent Research (CM Conference) - Terrence R. Moore
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re: Updates & Agenda (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 ↻

## Friday, July 28

- ← 12:00am G. Carter - Out
- ← 12:00am K. Tomey - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻

## Saturday, July 29

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Begin ICMA Credentialed Manager Annual Reporting (CM Office)

## Sunday, July 30