



# 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

February 9, 2024

### **Next Steps Concerning Crest Theater Operations and Management External Partnership Selection Process**

With the City of Delray Beach having received a total of five responses, via the recently concluded Request for Letters of Interest process, necessary to gage the marketplace for entities desirous of partnering with our organization to advance programming and services at the Crest Theater, direction is now imminent to receive more details regarding specific approaches to be executed by each organization.

As referenced in the attached electronic mail message, from both Purchasing Manager Peggy Cadeaux and the City's purchasing consultant Kirk Buffington, guidance as outlined now involves invitations to each responding organization to submit formal offers to operate and manage the facility. Information to be outlined would likewise include focus relative to cultural impact, social and community impact, and management and administration.

Remaining solicitation activities will therefore only apply to the five responding organizations that have expressed an interest as outlined. Once this is achieved, guidance for City Commission involvement and participation will be facilitated.

### **Structure for External Forensic Audit Services to Help Finalize Matters Concerning the Town of Highland Beach**

As both the Department of Finance, and the Office of the City Attorney, were recently able to develop an organizational structure necessary to formally commission external audit services to help finalize matters concerning the Town of Highland Beach, please be advised that applicable engagements will now become a function of contractual services rendered, via outside counsel.

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As referenced in the attached electronic mail message from Chief Financial Officer Hugh Dunkley, guidance to this effect also involves the Department of Finance, preparing any and all necessary supporting documentation to highlight respective transactions pertaining to the interlocal service agreement, with the Town of Highland Beach, for fire rescue services between 2016 and present day.

Given the noted eight-year timeframe scope, this exercise will require significant staff time, collaboration, and coordination with external consultants being assigned for this engagement. Once all applicable review and analysis exercises have been achieved, the City Commission will be apprised accordingly, to include discussions regarding options for mediation, as well as other opportunities available for review and consideration.

### **Contract Development Considerations to Support Pompey Park Renovation Program**

As recently reported, various transaction processes are currently being initiated to engage construction managers at risk contract considerations to ultimately implement the Pompey Park Renovation Program.

As referenced in the attached electronic mail message from Director of Public Works Missie Barletto, guidance to the effect likewise involves coordination between internal legal and engineering staff, as well as external consultants recently commissioned, to assist the City of Delray Beach with the creation of both specific solicitations and a contract template.

As the noted process has recently yielded proposals from construction engineering and inspection service firms, necessary to support applicable project management functions, respective evaluation processes are anticipated to be finalized later this month. Recommendations for City Commission review and consideration for approval are therefore expected in the coming weeks thereafter.

## **2024 Classification and Compensation Study**

As committed at the conclusion of the 2022 classification and compensation study, 2024 marks the initiation of a two-year periodic review of market conditions for City of Delray Beach positions that are not supported by either the Police Benevolent Association, the International Association of Firefighters, or the Service Employees International Union.

Guidance to this effect, specifically therefore, involves the commissioning of external consulting services (to work collaboratively with the Department of Human Resources, as noted) to objectively review and evaluate wage, salary, and benefit packages afforded to counterpart positions that operate in other full service municipal governments throughout the Miami Metropolitan Area (full-service cities located in Miami-Dade, Broward, and Palm Beach counties).

With resulting data analysis expected to be presented to the Office of the City Manager, in the next few months, individual compensation adjustment recommendations for positions that have been identified accordingly will become a function of the Fiscal Year 2024-2025 Proposed Budget process.

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

The past few days involved significant work (on part of staff from multiple departments) to prepare for the 2024 Delray Beach Open tennis tournament, taking place, beginning today and concluding Sunday, February 18<sup>th</sup>. Involvement to this effect includes conversion of adjoining public facilities, such as the Delray Beach Community Center, into suitable environments for both player and sponsorship engagement activities, as well as coordinating and scheduling of public safety staff commitments to achieve safe and secure surroundings accordingly.

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Enclosures:

Electronic Mail Message from Kirk Buffington and Peggy Cadeaux - Submittals - Crest Theatre Operations and Management

Electronic Mail Message from Hugh Dunkley – Forensic Audit Services for Highland Beach Interlocal Agreement

Electronic Mail Message from Missie Barletto – Pompey Park Solicitations

Calendar for Business Week of February 5, 2024

CM/Documents/City Commission Information Letter 96

## Cadeaux, Peggy

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**From:** KIRK W BUFFINGTON <kirk.buffington@icloud.com>  
**Sent:** Thursday, February 8, 2024 2:59 PM  
**To:** Cadeaux, Peggy  
**Cc:** Dunkley, Hugh  
**Subject:** Re: Vendor Submittals | RFLI 2024-012 - Crest Theatre Operations And Management

**\*\*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.

At least 21 if not 30

Kirk  
Sent from my iPhone

On Feb 8, 2024, at 10:57 AM, Cadeaux, Peggy <cadeauxp@mydelraybeach.com> wrote:

Good Morning:

As recently advised, the City is proposing to move forward with providing the below firms an "invitation only" Request for Proposals (RFP) opportunity to provide formal submittals for the subject services.

Responding Firms:

1. 27 Productions
2. Old School Square
3. Resident in Delray Beach - (Lori Durante)
4. Upperh, LLC.
5. Windmill Theater

To provide sufficient time to the responding firms, should the RFP be advertised for 21 or more days?

Thanks,

*Ms. Peggy Cadeaux*

**Purchasing Manager | City of Delray Beach**  
Purchasing and Contract Administration Division  
100 N.W. 1st Avenue, Delray Beach, FL 33444  
O: (561) 243-7351 | C: (561) 595-7945  
[CadeauxP@mydelraybeach.com](mailto:CadeauxP@mydelraybeach.com)  
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<image002.png>

**PUBLIC RECORDS NOTE:** Florida has a very broad public records law. Most written communications to or from local officials, employees, or the general public regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

## Terrence R. Moore

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**From:** Dunkley, Hugh  
**Sent:** Friday, February 9, 2024 7:03 AM  
**To:** Terrence R. Moore  
**Subject:** Forensic Audit Services for Highland Beach Interlocal Agreement

Terrence –

Just wanted to update you on the above matter and the manner in which we plan to move forward in responding to the findings of the State Auditor General. It is our intent to engage a forensic audit firm via outside counsel. Pursuant to the directives of the audit report, The City will have to go back as far as 2016 and retrieve records to support the amounts that were billed to Highland Beach. We also will have to calculate the true-ups through the expected termination date of the agreement. This undertaking will undoubtedly consume a significant amount of staff time and effort, especially at a time when we are in the midst of completing our year-end financial audit. All the same, it is our hope to place this matter as a top priority, so as to address the findings of the Auditor General in a timely manner.

As always, please advise if you have any questions.

Regards,



**Hugh B. Dunkley, CPA, CPFO, CGFO**  
Chief Financial Officer  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
(561) 243-6204  
[DunkleyH@mydelraybeach.com](mailto:DunkleyH@mydelraybeach.com)

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PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

## Terrence R. Moore

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**From:** Barletto, Missie  
**Sent:** Tuesday, February 6, 2024 3:09 PM  
**To:** Terrence R. Moore  
**Subject:** Pompey Park Solicitations

Good afternoon Terrence,

Please find the information below on solicitations for the Pompey Park Recreation Center project:

### **RFQ 2023-076, Pompey Park Recreation Center Owner's Representative (remains in cone of silence)**

- Solicitation Posted – 9/19/2023
- Proposals Received – 11/20/2023
- Selection Committee Scoring Meeting – 1/30/2024
- 1<sup>st</sup> Negotiation Meeting – Tentatively scheduled for the last week of February

### **ITBC 2023-062 - Pompey Park Recreation Center**

- Solicitation Posted – 8/11/2023
- NO BIDS RECEIVED – 10/9/2023

Following the solicitation for a standard, design-bid-build contract, in which no bids were received. The City chose to move forward with a Construction Manager At Risk (CMAR) process for procuring services required to construct the recreation center. Since October, engineering staff have been working with a consultant and representatives from the City Attorney's office to create the necessary solicitation and contract templates. We are looking to have these in place within the next few weeks and look forward to the new solicitation, which will be the first CMAR project for our City.

Please let me know if you have any questions.

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

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# February 5, 2024 - February 11, 2024

February 2024							March 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			24	25	26	27	28	29	30
							31						

## Monday, February 5

- D. D'Andrea - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:30am - 12:00pm Various (Various)
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 4:00pm Various Follow-Up (CM Office) - Terrence R. Moore

## Tuesday, February 6

- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM Office) ↻
- 10:00am - 11:00am Compile Information Letter Report - Updated Timeline for Implementation of Pompey Park Renovation Program
- 11:30am - 12:30pm Wells Fargo (Wells Fargo)
- 2:00pm - 3:00pm Compile Information Letter Report - 2024 Classification and Compensation Study (CM Office) - Terrence R.
- 3:30pm - 4:00pm Delray Beach CRA: Special Meeting (City Hall, 100 NW 1st Ave, Delray Beach, FL 33444) - Community Redevelopment
- 4:00pm - 9:00pm February 6th Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 4:00pm - 5:00pm Workshop Meeting (CC)
- 5:00pm - 8:00pm Regular Commission Meeting (CC)

## Wednesday, February 7

- 12:00am M. Barletto - Out →
- Chief Tomey - Out
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 9:00am - 10:00am Agenda Review Meeting (February 20th CC Meeting) - Conference Room - City Hall 1st Floor
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 2:00pm - 2:30pm Follow-Up Discussion Regarding Homelessness Related Issue (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 4:00pm - 4:30pm Follow-up Regarding Property Platting

## Thursday, February 8

- ← M. Barletto - Out →
- 8:00am - 9:00am Compile Information Letter Report - External Forensic Audit Services to Help Finalize Matters Concerning the
- 8:30am - 9:30am Compile Information Letter Report - Next Steps Concerning Old School Square External Partnership Selection
- 11:30am - 12:00pm Performance Contracting (TBD) - Edwards, Kent
- 1:30pm - 2:00pm Highland Beach (City Managers Conference Room) - Billingsley, Joyce
- 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) ↻
- 3:00pm - 3:30pm CANCELED - Delray Beach CRA: Special Meeting
- 3:30pm - 4:30pm Monthly Meeting with Renee Jadusingh (CRA)
- 4:00pm - 5:00pm Monthly Meeting with Renee Jadusingh (CRA)
- 4:00pm - 4:30pm Employee Spotlight Interview (Conference Room)

## Friday, February 9

- ← 12:00am M. Barletto - Out →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 2:00pm - 3:30pm Begin Duane D'Andrea Annual Performance Evaluation (CM Office)
- 4:30pm - 5:30pm M. Cooper/Mort. (CM Office/Conference Call)
- 6:00pm - 7:00pm Cornell Opening (Cornell Art Museum)

## Saturday, February 10

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻

## Sunday, February 11