



CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

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



City Commission Information Letter

February 16, 2024

Next Steps Regarding Golf Course Upgrades, Renovations, and Management Services Agreement Consideration Process

With the City of Delray Beach currently experiencing interest from external parties, via the recently initiated Request for Information process necessary to gauge the marketplace for entities desirous of working with our organization to advance operations and management services at Delray Beach Municipal Golf Course, please be advised that direction is to soon be offered to secure additional information regarding specific proposal details.

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 will soon involve a responding Request for Proposal process, to likewise include specific management approaches for golf course operations and maintenance, as well as applicable cost and facility enhancement considerations.

With remaining solicitation activities to be administered during the coming weeks, specific recommendations for City Commission review and involvement will be offered soon thereafter.

Renewal of Blue Flag Beach Designation

Both the Office of the City Manager and that of Director of Public Works Missie Barletto are pleased to report that the City of Delray Beach has achieved the first step necessary to secure a second consecutive Blue Flag Beach Designation.

As noted in the attached electronic mail message from Ms. Barletto, outcomes to this effect are the result of continuous adherence to strict environmental monitoring standards, yielding formal recognition that our community's beach is one of the safest in the world in terms of water quality and public safety.

SERVICE • **P**ERFORMANCE • **I**NTEGRITY • **R**ESPONSIBLE • **I**NNOVATIVE • **T**EAMWORK

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Given progress as outlined, arrangements are being made to host an awards ceremony and presentation, to include hoisting a new “blue flag” to showcase recognition accordingly, Wednesday, May 8th.

Expansion of Downtown Recycling

With the recent selection of Ms. Mary Wozny to the position of Sanitation Administrator, the Department of Neighborhood and Community Services has since been able to work collaboratively with Waste Management and other partners to expand community recycling programming to benefit the downtown vicinity.

As noted in the attached electronic mail message, from Director of Neighborhood and Community Services Sam Walthour, arrangements to this effect included hosting stakeholder meetings with leadership of the Downtown Development Authority (DDA), the Chamber of Commerce, Waste Management, and the Solid Waste Authority of Palm Beach County (SWA) to achieve collaboration relative to strategic organization and outreach accordingly. This specifically involves individual business engagement to ascertain levels of interest for additional recycling services in the area, as well as cost effective logistics for respective collection and distributions activities.

The results of a recent DDA administered survey indicate that over 20 businesses are supportive of the expansion of downtown area recycling programs. Given this outcome, as well as SWA’s commitment to work closely with the City of Delray Beach to help identify additional locations for recyclable cardboard collection, all involved hope to provide more recycling access as outlined within the next few months.

United States Department of Justice Community Relations Service

My office hosted a meeting yesterday afternoon with leadership of the Delray Beach Police Department and United States Department of Justice Conciliation Specialist Reginald Malden to discuss details of that agency’s Community Relations Service (CRS) program.

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As the mission of CRS is to provide facilitation, mediation, training, and consultation services that improve communities' abilities to problem solve and build capacity via opportunities that otherwise would not become available, invitations for future partnership as noted with local law enforcement agencies are currently being made available. For Delray Beach, this involves connecting with the CRS Southeastern Regional Field Office in Miami.

With the Police Department continuing to advance neighborhood and community outreach and applicable collaboration efforts, the Office of the Chief of Police is being empowered to consider engagement with CRS to potentially achieve ancillary assistance and support accordingly.

Calendar of Meetings, Activities, and Functions

Earlier this week, both Assistant City Manager Jeff Oris and I were given an opportunity to tour the real crime center operations, at the Delray Beach Police Department. This engagement afforded us an orientation relative to technical functionality, as well as effective outcomes relative to crime prevention and resolution that would otherwise not become possible.

The Office of the City Manager is supportive of this feature of law enforcement services, as our organization will now become more responsive relative to keeping Delray Beach safe and secure.

With next business week being abbreviated due to the President's Day holiday weekend, no information letter will be issued Friday, February 23rd. Weekly reporting as noted will likewise resume Friday, March 1st.

Enclosures:

Electronic Mail Message from Kirk Buffington and Peggy Cadeaux – Vendor Submittals – Golf Course Management Firms
Electronic Mail Message from Missie Barletto – Blue Flag Beach Designation
Electronic Mail Message from Sam Walthour – Expansion of Downtown Recycling
Calendar for Business Week of February 12, 2024

CM/Documents/City Commission Information Letter 97

Terrence R. Moore

From: Cadeaux, Peggy
Sent: Thursday, February 15, 2024 4:35 PM
To: Terrence R. Moore
Cc: Dunkley, Hugh
Subject: FW: Vendor Submittals | RFI 2024-013 - Golf Course Management Firms

Hello:

Please see the below email thread for your review.

All the best,

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



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.

From: Cadeaux, Peggy
Sent: Thursday, February 15, 2024 4:34 PM
To: 'KIRK W BUFFINGTON' <kirk.buffington@icloud.com>
Cc: Dunkley, Hugh <DunkleyH@mydelraybeach.com>
Subject: RE: Vendor Submittals | RFI 2024-013 - Golf Course Management Firms

Truly appreciated.

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



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From: KIRK W BUFFINGTON <kirk.buffington@icloud.com>
Sent: Thursday, February 15, 2024 4:30 PM
To: Cadeaux, Peggy <cadeauxp@mydelraybeach.com>
Cc: Dunkley, Hugh <DunkleyH@mydelraybeach.com>
Subject: Re: Vendor Submittals | RFI 2024-013 - Golf Course Management Firms

****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.

Based on my review of the initial RFI I would recommend a Request for Proposal (RFP) to further the city's interests in the Delray Beach Municipal Golf Course and developing it's highest, best use and value.

KIRK W BUFFINGTON, FNIGP, NIGP-CPP, CPPO, C.P.M., MBA, MLS
Strategic Sourcing Consultant-*helping the public sector, serve the public*
Co-Author, "Legal Aspects of Public Procurement", 3rd Edition
Kirk.buffington@att.net
Mobile (954)608-7455

On Feb 15, 2024, at 10:38 AM, Cadeaux, Peggy <cadeauxp@mydelraybeach.com> wrote:

Good Morning:

The provided Request for Information (RFI) opens on February 21, 2024. We are seeking direction on whether the issuance of a Request for Proposals (RFP) is the best procurement method to utilize after the release of the RFI?

<image003.png> 2024-013 RFI Golf Course Management Firms

All the best,

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

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From: Glenn Voeltner <kirk.buffington@att.net>
Sent: Wednesday, February 14, 2024 5:41 PM
To: Cadeaux, Peggy <cadeauxp@mydelraybeach.com>

Cc: Dunkley, Hugh <DunkleyH@mydelraybeach.com>

Subject: Re: Vendor Submittals | RFI 2024-013 - Golf Course Management Firms

****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.

I will review what has been released. I would also suggest we have a conversation so I have an idea of what expectations might be on this project. How is Friday, after the staff meeting?

Kirk

On Feb 14, 2024, at 5:18 PM, Cadeaux, Peggy
<cadeauxp@mydelraybeach.com> wrote:

Good Afternoon:

The Purchasing and Contract Administration Division has issued “RFI 2024-013 - Golf Course Management Firms” to engage interested vendors who would like to supply golf course management services and/or best strategies currently available in the market for a possible formal solicitation. The premise of the RFI entailed language such as: “The City’s preference is for interested parties to provide the upgrades, renovations, and management services with a potential long-term lease or other contractual arrangement to develop the Delray Beach Golf Course at limited to no cost to the City.”

Guidance is requested to ensure the proper procurement method is selected to formally engage all interested firms once the RFI opens on February 21, 2024 at 2:00 PM.

Your insight is truly appreciated as always.

All the best,

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

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Terrence R. Moore

From: Barletto, Missie
Sent: Thursday, February 15, 2024 4:59 PM
To: Terrence R. Moore
Subject: Blue Flag Beach Designation

Good Afternoon Terrence,

The City has recently received notification from the American Shore and Beach Preservation Association (ASBPA) that our 2024/2025 Blue Flag application was approved by the National Blue Flag Jury and has been moved along to the International Blue Flag Jury for review. We anticipate hearing back from the International Blue Flag jury about our application in April. In anticipation of the Blue Flag Award a second year, we have started organizing for this year's Blue Flag Award Ceremony, currently scheduled for May 8 @ 10AM. This event will be held at the A1A & Atlantic Flag Pole / Pavilion location and will be an opportunity for our City leaders and staff to celebrate the award receipt and hoist the new season's flag.

As you know, each Blue Flag award is given for only one year and a new application must be submitted for consideration each year. This is done to ensure that each beach flying the Blue Flag continues to maintain the high environmental and public safety standards that qualify the beach to be included in this prestigious listing. The Delray Municipal Beach was the first such award in the continental United States, sharing that distinction with a beach in California. Again this year, these are the only two beaches in the continental US that are being considered for Blue Flag designation. Beginning next week, our beach visitors will find that we have replaced the Blue Flag Beach information boards in the dune beside each pavilion with new digital information boards that will be installed inside each of the pavilions to avoid blocking the view of the ocean. The digital boards will provide continuous information about water quality and surf conditions, as well as a map of the beach and educational videos and other information.

In addition to the Blue Flag award event, the ASBPA Program Coordinator will be having her quarterly Blue Flag Interest meeting for other Florida beach managers and municipal leaders to attend and learn more about the Blue Flag Award at the Swinton Operations Center on May 7.

We are looking forward to our second year of Blue Flag designation and hope to be sharing that good news in April.

Missie

Missie Barletto | Public Works Director

☎ 561-243-7000 ext. 4104 | ☎ 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444



CITY OF DELRAY BEACH

Terrence R. Moore

From: Walthour, Sammie
Sent: Tuesday, February 13, 2024 5:20 PM
To: Terrence R. Moore
Cc: Oris, Jeff
Subject: Expansion of Downtown Recycling

Mr. Manager,

Collaborative efforts are currently underway with Waste Management (WM) and community stakeholders to expand recycling opportunities in the downtown district. Mary Wozny, the new Sanitation Division Administrator and downtown recycling team lead for the department, has made significant progress as noted below:

- o Held downtown stakeholder meetings with the Downtown Development Authority (DDA), Delray Beach Chamber of Commerce, Solid Waste Authority (SWA) and WM.
- o The DDA distributed a survey to businesses with responses indicating an interest in recycling. Primary concerns are cost and space/logistics.
- o The DDA will provide SWA and the City with the contact information of businesses interested in recycling for targeted outreach.
- o Working with SWA to increase the number of public cardboard recycling drop off locations on City property. Right now, there are two (2) locations with a total of five (5) cardboard recycling dumpsters on City property and we are verifying additional locations for public use throughout the City that are on private property (businesses).

As increased access to recycling is realized in the months ahead, we will keep you posted.

Thanks,

Sammie L. Walthour, MSM, Director
Neighborhood and Community Services Department
100 NW First Avenue
Delray Beach, FL 33444
Work: (561) 243-7240
Mobile: (561) 400-4511
www.delraybeachfl.gov



TRUST: Transparency – Respect – Unconditional support – Shared vision - Teamwork

February 12, 2024 - February 18, 2024

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29		

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, February 12

- Chief Tomey - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 9:30am Ancillary Direction Regarding Water Utility Meter Reading Operational Structure (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 11:30am RTCC Tour with Mr. Moore and Mr. Oris - Screciu, Beatrice
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻
- 3:00pm - 3:30pm Follow-up Direction and Guidance to Support Neighborhood Planner Function (CM Office) - Terrence R. Moore

Tuesday, February 13

- 8:00am - 9:30am Various (Various)
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 11:00am - 12:00pm Compile Information Letter Report - Next Steps Regarding Golf Course Operations and Management Agreement Consideration Process (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Initiation of Downtown Recycling (CM Office) - Terrence R. Moore
- 3:30pm - 4:00pm Follow-Up Discussion Regarding Water Utility Billing (CM Office) - Terrence R. Moore
- 6:15pm - 8:15pm Delray Beach Open VIP Sponsor Party (On-site in the Hospitality Pavillion)

Wednesday, February 14

- 12:00am L. Gelin - Out →
- K. Edwards - Out 1/2 day
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) - Terrence R. Moore ↻
- 10:00am - 11:00am Compile Information Letter Report - Renewal of Blue Flag Designation (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Process FCCMA Matrix (CM Office)
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager Office) - Vilain, Amanda ↻
- 2:30pm - 3:30pm Discussion Regarding Community Concern (CM)
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's

Thursday, February 15

- ← L. Gelin - Out →
- 9:00am - 10:00am Compile Information Letter Report - United States Department of Justice Community Relations Service (CM Office)
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 2:00pm - 3:00pm Department of Justice/Community Relations Service Introduction (CM Conference) - Terrence R. Moore
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻

Friday, February 16

- ← 12:00am L. Gelin - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 9:00am - 9:30am Various Clarity (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Considerations Regarding XLB Little League Traveling Program (CM Confernece) - Terrence R. Moore
- 11:00am - 12:30pm Various (Various)
- 12:00pm - 1:30pm Employees Birthday Month Celebration (City Hall 1st Fl Conference Room)
- 2:00pm - 3:30pm Begin Sam Metott Annual Performance Evaluation (CM Office)
- 4:00pm - 5:00pm Process P&G Travels (CM Office)

Saturday, February 17

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

Sunday, February 18