



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

August 9, 2024

Selection of New Chief Procurement Officer

Both the Office of the City Manager and that of Chief Financial Officer Hugh Dunkley are pleased to report that the selection process necessary to hire a new chief procurement officer to lead Purchasing Division operations and functions concluded earlier this week.

Mr. Eugene Bitteker brings to the City of Delray Beach nearly 30 years of both management and governmental purchasing and procurement experience. Previous roles and functions to this effect included related positions with the Town of Palm Beach, Palm Tran, the City of Coral Gables, and the Hillsborough Area Regional Transit Authority.

A long-term resident of South Florida, Mr. Bitteker's educational background includes an undergraduate degree in business management from the University of Tampa, as well as advanced coursework to support the goal of achieving the Certified Public Purchasing Officer designation.

As Mr. Bitteker will begin his transition to the City of Delray Beach, beginning next week, he will likewise soon become a fixture during regular City Commission meetings relative to purchasing and procurement related matters.

Federal Funding Procurement for Northwest Neighborhood Infrastructure Improvement Program

As both City of Delray Beach and Delray Beach Community Redevelopment Agency (CRA) administrative leadership are currently collaborating to ultimately implement the Northwest Neighborhood Infrastructure Improvement Program, please be advised that an integral focus to this effect involves procurement of federal funding as a primary financial source to achieve in this regard.

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As referenced in the attached contract amendment from the City's federal lobbyist firm, The Color Nine Group, guidance to this effect involves identification of specific federal grant opportunities, acquisition of resulting federal grant funding on behalf of the City of Delray Beach, as well as applicable administrative and financial transactions services.

Arrangements are likewise now being made to finalize approval of contractual services as outlined for City Commission review and consideration via the September 3rd regular meeting. Meanwhile, direction is also being offered to soon engage with community stakeholders to achieve applicable support outcomes necessary for both the City of Delray Beach and CRA to successfully compete for funding on a national level.

Confirmation of State Legislative Appropriation for Fire Rescue Emergency Response Mobile Traffic Barrier (Blocking Vehicle)

With this year's state legislative outcome to award \$306,000 to our community to help fund an emergency response mobile traffic barrier now currently being coordinated by the Florida Department of Financial Services Division of the State Fire Marshal, please be advised that the Office of the City Manager recently completed the necessary confirmation process to prepare for applicable financial transactions.

As referenced in the attached notification letter from Division of State Fire Marshal Director JoAnne E. Rice, while the defined performance period for this grant award is one year (effective last month), capacity to expand the City's purchase and acquisition of this unit can be expanded beyond this timeframe.

Given current direction regarding budgetary efficiencies and respective matching obligations, the City of Delray Beach will likely execute processes necessary to secure a formal time extension in advance of project expiration.

Follow-Up Considerations Regarding Haitian Community Center Involving Palm Beach County

As staff continues to engage with leadership of the Palm Beach County Board of Commissioners relative to the prospect of a future Haitian community center

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in Delray Beach, please be advised that a preliminary desired consideration to this effect currently involves property owned by the City of Delray Beach located near a Haitian population center.

Both District 7 Palm Beach County Commissioner Mack Bernard and County Administrator Verdenia Baker have likewise expressed a desired criteria for such a facility to be located for immediate neighborhood access to residents that may likewise benefit from future services derived, as well as the potential for ultimate collaboration with existing partner agencies such as the Delray Beach Community Redevelopment Agency.

With Commissioner Bernard having committed to offering a presentation to this effect, via the September 3rd regular City Commission meeting, staff will be available to respond to any specific logistical questions that may arise accordingly. Meanwhile, this dialogue should therefore afford an opportunity for direction so that next steps guidance can be productively achieved.

Calendar of Meetings, Activities and Functions

As part of a recently initiated series of events and activities to encourage employers from various fields to interact and engage with our community, the City of Delray Beach, in collaboration with the Greater Delray Beach Chamber of Commerce, hosted a healthcare job fair yesterday at The Fieldhouse at Old School Square.

As noted in the attached flyer distribution, job seekers and other community stakeholders were likewise provided an opportunity for employment considerations for various healthcare career paths. This included vacancies in nursing, financial and accounting, social work, respiratory care, and various other related support roles and functions.

The event attracted the involvement and participation of notable healthcare and educational institutions such as Delray Medical Center, Boca Regional Hospital,

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Baptist Health, West Boca Medical Center, Florida Atlantic University, Palm Beach State College, and the School District of Palm Beach County.

Much appreciation to both Economic Development Manager Rob Evans and Chamber of Commerce Executive Director Stephanie Immelman, as well as other involved staff for their contributions as outlined.

Enclosures:

Resume for Eugene M. Bitteker

Proposal from The Color Nine Group – Grant Writing and Related Management Services (Northwest Neighborhood)

Letter from JoAnne E. Rice, Division of State Fire Marshal – Notice for Emergency Response Mobile Traffic Barrier

Flyer Distribution – August 8, 2024 Healthcare Job Fair

Calendar for Business Week of August 5, 2024

CM/Documents/City Commission Information Letter 115

July 8, 2024

Eugene M. Bitteker

POSITION APPLYING FOR: CHIEF PROCUREMENT OFFICER

SUMMARY OF QUALIFICATIONS AND SKILLS:

Over thirty years of management experience in governmental purchasing including preparing and monitoring contracts and inventory control.

Bachelor's Degree with a concentration in International Business Management.

Associate's Degree in Business Administration;

Federal Emergency Management Institute FEMA certified for IS-00100.PW, IS-00200, IS-00700 and, IS-00800.B;

Ability to determine procurement methods, develop complex technical specifications including construction and professional service type, in cooperation with internal customers, issue Bid and Request for Proposal packages in accordance with Federal, State and local regulations;

Manage Procurement professionals in issuing procurement documents, bid openings, Request for Proposal review, determination of most responsive responsible offer, and award of contracts in accordance with agency policy. This includes professional, legal and construction services;

Inventory control of parts and equipment inventory, inventory levels, and stock;

Knowledgeable in yearend parts inventory process, Federal and County audits and reviews, and Grant findings;

Developed training programs, instructed training sessions, and performed advisory duties on procurement matters;

I have excellent oral and written communication skills. Authored memorandums and reports for all levels of administrative staff up to the highest level of authority;

Ability to develop guidelines and procedures including external customer qualifications;

Computer skills are working knowledge of MS Office applications, Word, Excel, Adobe, PowerPoint and agency specific financial software programs such as EDEN, AMS Advantage, AS400, and FleetNet. Ability to learn other software applications.

Ability to establish effective working relationships with internal and external customers.

EDUCATION:

Eugene M. Bitteker
2004 Lake Osborne Dr #17
Lake Worth Beach, Florida 33461

May 1999 – December 2007, University of Tampa, Bachelor’s Degree, with a concentration in International Business Management.

May 1995 - May 1999, Hillsborough Community College, Associates Degree, Business Administration.

CONTINUING WORKSHOPS AND EDUCATIONAL SEMINARS:

- I have attained all requirements necessary to apply for the Certified Public Purchasing Buyer CPPB, certification leading to the Certified Public Purchasing Officer CPPO, certification;
- Inventory Storeroom Management Workshop;
- National Institute of Governmental Purchasing (NIGP), Negotiation Strategy Workshop;
- NIGP Successful Negotiations Certificate;
- Federal Transit Administration (FTA), Career Development-Contract Negotiation and, Cost and Price Analysis;
- Federal Transit Administration (FTA), Workshop on 4220.1F Federal Procurement Guidelines;
- Federal Transit Administration (FTA), Career Development-Orientation to Third-Party Contracting;
- Federal Transit Administration (FTA) Career Development-Contract Administration Training on Negotiations with and, Purchasing From, Vendors;
- Hazardous Waste Management Certification;
- Computer Training: Microsoft Office Excel 2007, Microsoft Office Word 2007, WordPerfect, Adobe Reader, Microsoft PowerPoint, continuing

AWARDS:

October 2011 Golden Palm Award Palm Beach County
October 2010 Golden Palm Award Palm Beach County
October 2001 Employee of the Year;
October 2000 Employee of the Month;
October 1998 Florida Transit Association, Pooled Purchase Bus Contract;
October 1994 Employee of the Month;
October 1985 Driver of the Month;

PROFILE:

I resigned my Procurement position from the Town of Palm Beach on February 1, 2023 and have been assisting with a home inspection business for the past year. Previously I held the position of Buyer for the Town of Palm Beach. I was charged with purchasing matters for the Police, Fire Rescue, Human Resources, Information Technologies, and other Town Departments. My duties included communication to, and directing of, the Departments in Purchasing matters and insuring purchases are made in accordance with the Town of Palm Beach’s Purchasing Policies and Procedures. I was also charged with overseeing the Town’s Storeroom and inventory. Before coming to the Town of Palm Beach I was the Manager of Contracts, Procurement and, Stores for Palm Beach County Mass Transit Division, Palm Tran. I directed purchasing operations for Palm Tran and I am directly responsible for the inventory of bus parts at two separate locations. Previous positions were, the Collier County Public Utilities Department, Tri-Rail (South Florida Regional Transportation Authority), as Procurement Manager and Procurement Specialist II for the City of Fort Lauderdale, Florida. Prior to this, I was the Purchasing Supervisor for the City of Coral Gables that included direct responsibility of the Purchasing and Parts Storeroom personnel. My other duties included working with the Director of Procurement to implement

Eugene M. Bitteker
2004 Lake Osborne Dr #17
Lake Worth Beach, Florida 33461

long-term contracts, supervise a Purchasing staff of 5 and work with City Departments. Before going to the City I had over nineteen years of progressively responsible governmental purchasing experience with the Hillsborough Area Regional Transit Authority, a public transit agency in Hillsborough County, Florida. On November 1, 2000 I was promoted to the Procurement Manager position with this transit agency. Previously I supervised the purchasing staff and was assigned the Purchasing Manager's responsibilities on occasion. Responsibilities included representing HART's Purchasing Department at meetings and conferences, preparing and issuing of bid and proposal packages, negotiation of contracts, implement projects for the authority, contract management and insuring compliance with state, Federal and all other applicable governmental regulations.

Some purchasing accomplishments have been the award of a contract for the conversion of Palm Tran's entire fleet of buses to a new fare collection system, awarded a leasing of transit bus tires contract, and a contract for EMP mini hybrid electric fan drive systems for buses. A previous accomplishment was to contract for the construction of buildings and purchase of equipment, vehicles and construction services for a steel wheeled electric streetcar system in Tampa, Florida. I also managed a procurement that resulted in the on time award of a contract for a Major Investment Study of Transportation Alternatives in Hillsborough County, Florida. This procurement required me to form a team of civic leaders and city, county, and state governmental agencies to issue a Request for Proposal in accordance with established purchasing procedures. With my direction the team was able to arrive at a consensus resulting in the awarding of a contract. Another successful procurement resulted in the award of a co-operative multi-year contract for low floor and standard floor diesel powered buses of different sizes that any governmental agency in the State of Florida could purchase from. The success of this procurement required that I bring together transit agencies throughout the state of Florida to meet and agree on a standard type bus specification.

I have been involved in several bid protests. Because my procurements followed local, state and federal requirements and were well documented each protest was successfully resolved at the Executive Directors level.

EMPLOYMENT HISTORY:

September 2016 – Retired, Town of Palm Beach, Palm Beach, Florida, Buyer. My duties include purchasing goods, equipment, and services for the Police, Fire Rescue, Human Resources, Information Technologies, and other Town Departments. My duties include purchasing as needed items, issuing Bids and Request for Quotations, communication to, and directing of, the Departments in Purchasing matters and insuring purchases are made in accordance with the Town of Palm Beach's Purchasing Policies and Procedures. I am also charged with overseeing the Town's Storeroom, inventory within, and year-end inventory audit duties. I directly report to the Purchasing Manager through the Assistant Purchasing Manager.

June 2006 – September 2016, Palm Beach County Palm Tran, West Palm Beach, Florida, Manager Contracts, Procurement and, Stores. I supervise the preparation of contracts and price agreements for services, supplies, material and equipment. Monitor funding. Participate in pre and post bid conferences. Review and approve material requisitions, receivers, stock transfers and inventory adjustments. Oversee the work and provide direction for a Purchasing and Storeroom staff of thirteen employees including Supervisor level employees. Maintain records pertaining to items purchased, cost, delivery, product performance and inventories. Review bid proposals from vendors and enter into contracts. Manage, supervise and coordinate activities of workers concerned with ordering, receiving, storing, issuing and shipping materials. Develop and implement inventory management concepts and direct actions to control

Eugene M. Bitteker
2004 Lake Osborne Dr #17
Lake Worth Beach, Florida 33461

inventory dollar levels and availability. Dispose of surplus parts and equipment inventory in accordance with Palm Beach County's and FTA regulations. Handle employee complaints; recommend hiring, termination and promotion of staff.

September 2004 thru June 2006, Collier County Public Utilities Department, Customer Service Representative; The Home Depot, Naples, Florida, part-time position; City of Fort Lauderdale, Florida, Procurement Specialist II; unemployed seeking work; Tri-Rail (South Florida Regional Transportation Authority), Procurement Manager.

May 2003-September 2004, City of Coral Gables, Purchasing Supervisor. I supervised a staff of five employees. My responsibilities included developing and issuing Bid and Request for Proposal packages, maintaining records, preparing reports and communications for the City Manager and City Commissioners at the request of the Director of Purchasing and to supervise and conduct research on assigned projects. I attended management and City Commissioner meetings with the Director of Purchasing. I insured that my staff followed the City's procurement policies and procedures during the procurement process. Managed operations of the Maintenance Parts Storeroom and personnel.

November 2000-May 2003, HART, Procurement Manager. I oversaw a staff of three Purchasing Agents and one Administrative Assistant. I spoke before the Board of Directors on purchasing matters and performed oral presentations to the Board, senior staff and citizen committees. I managed the procurement of material and services for the authority and monitored the formal bid process to ensure compliance with all federal and state regulations as well as HART's Purchasing Policy. I determined procurement methods requiring knowledge of the Consultant Contractors Negotiation Act (CCNA) process, coordinated research assignments with the Planning and Development Department on future procurements listed in HART's 5-year Plan, delegated work assignments, giving direction and advise to the purchasing staff and provided assistance to senior staff on purchasing matters. My responsibilities included that of the Purchasing Agent III detailed below.

July 1986-November 2000, HART Purchasing Agent III. Responsibilities included, issuing of bids and proposals in accordance with established purchasing policies, knowledge of regulations and requirements in the issuing of bids and proposal using Federal and State of Florida funds. Supervision of purchasing staff and carry out assigned Purchasing Manager duties in his absence. File quarterly reports and meet Disadvantage Business Enterprise (DBE) goals. Daily use of automated financial and inventory computer system, Word, Access, Excel and PowerPoint.

Purchasing Agent II, Issuing of bids, proposals, conduct negotiations with vendors, and issuing of change orders. Procure bus parts, maintenance equipment and supplies and services via telephone and fax quotes. Expedite orders and build a strong working relationship with other transit agencies and government entities. Resolve invoice and accounting problems.

PERSONAL: I enjoy continued education, reading, and to network.

REFERENCES:

- Cliff Cintron, Owner - Better Choice Inspectors, 561-383-0480 cliffbci@outlook.com ;
- Lorraine Szmys, Owner - Szymtek, Inc., 561-241-7147, lszymteklc@aol.com (retired Deputy Executive Director of Palm Tran)
- Ray Ibberson, President – Electric Sales & Service, (800) 432-3132, essmiami@aol.com
- Dixon Davies, President – Power Brake LLC, 813-267-4170, Dixon@powerbrake1.com



August 1, 2024

City of Delray Beach, FL
City Manager's Office
Attn: Jeff Oris, Assistant City Manager
100 NW 1st Avenue
Delray Beach, FL 33444

Dear Mr. Oris,

Please find below a proposal for Grant Writing & Management Services.

Executive Summary

The Color Nine Group, LLC (CNG) is pleased to submit this proposal to provide comprehensive grant writing and management services to the City of Delray Beach, FL. Our expertise in securing federal funding, coupled with our innovative grant tracking software, and our experience securing funding for the city's projects, positions us uniquely to support Delray Beach in identifying, securing, and managing grants to enhance community projects and initiatives.

About The Color Nine Group (CNG)

Founded in 2014, CNG has successfully secured over \$500 million in federal funding and policy changes for a diverse range of clients. Our team of Certified Grant Writers®, including Jayla Dininny, Stephanie Willis, and Laura Wittenbauer are adept at navigating the complexities of grant applications and management. We have developed a unique grant identifying and tracking software program designed to improve clients' chances of securing federal funding by providing analytical interpretations of ideal grant programs.

Our Unique Approach

CNG's tailored approach ensures that each client receives a customized plan to meet their specific needs. Our software tracks every available federal funding opportunity, stores information on grants from the past decade, and includes data from more than a hundred categories to assist in drafting thorough and competitive grant applications. This,

combined with our Certified Grant Writers®, provides the City of Delray Beach with a strategic advantage in securing necessary funds.

Scope of Work

This Scope of Work outlines the services to be provided by The Color Nine Group, LLC (CNG) for the City of Delray Beach, FL, specifically for securing and managing grant funding to support various community projects and initiatives.

Overview

Grant Writing and Application Submission:

This phase is traditionally considered a pre-award activity. The work performed in this step occurs prior to an award being made. Activities include identifying funding opportunities that align with the City's mission and goals. Grant writers draft proposals to outline a project's objectives, budget, and potential outcomes with the goal of receiving a grant award. This process requires thorough research, a deep understanding of the grantor's requirements, and clear communication.

It is important to note that the tasks and end goals of grant writing are different from grants management. Grant writing pertains to the necessary steps to secure grant funding. Grants management occurs after the award has been made and includes the processes of overseeing the projects and activities that must be executed to meet the grant funding goals.

Grant Writing and Application Submission Services

1. Research and Advisory Services:

- Offer guidance on the best approach for specific grants, including strategies for successful application related to the City's funding priorities.

2. Collaboration with Staff:

- Assist the City staff in understanding the specific guidelines and requirements of targeted grants.
- Coordinate with staff to collect necessary information and materials to support a strong proposal tailored to each funding opportunity.

3. Proposal Development:

- Work closely with program staff to create detailed project proposals and budgets that align with the City's goals and objectives.
- Maintain a comprehensive grants calendar to track application deadlines and ensure timely submissions.
- Foster and develop relationships with key stakeholders.

4. **Drafting and Preparation:**
 - Write compelling, clear, and organized grant proposals that address the specific requirements of each grant opportunity.
 - Develop and review budget proposals to ensure accuracy and compliance with the specific requirements of each grant.
 - Verify that all proposals meet the application guidelines and submission deadlines.
5. **Submission and Follow-up:**
 - Submit the grant proposals and necessary reports for approval, ensuring all requirements of each grant are met.
 - Address and answer any questions or requests for additional information from grant agencies related to the grant application.
6. **Reporting and Relationship Management:**
 - Provide stakeholders with regular updates on the progress of grant applications and funded projects.
 - Maintain and strengthen relationships with funders to support ongoing and future funding opportunities.

Grants Management Services

Once a grant is awarded, CNG will manage the grant to ensure compliance and effective utilization of funds. Grants management activities include:

1. **Grant Awarding and Agreement Management:**
 - Manage the receipt of grant awards, ensuring a thorough understanding of the terms and conditions specified in the grant agreement.
 - Ensure all terms, including reporting obligations, project timelines, and deliverables, are documented and communicated throughout the grant's duration.
2. **Grant Administration and Compliance:**
 - Establish a robust system for documenting the effective implementation of funded projects, including financial management and cost monitoring.
 - Ensure City staff are aware of relevant organizational policies, as well as federal, state, and local laws, regulations, and accounting standards to maintain transparency and accountability.
3. **Monitoring and Evaluation:**
 - Assess the progress of funded projects against predetermined targets.
 - Evaluate project outcomes, ensure efficient fund utilization, and make necessary adjustments if challenges arise.
 - Provide timely and accurate reports to grantors and the City to measure the impact of the grant and ensure accountability.
4. **Grant Closeouts, Audits, and Ongoing Relationships:**
 - Ensure proper closeout procedures are followed at the end of each grant period, including final reporting, conducting audits, financial reconciliation, and providing any required documentation to the grantor.

- Maintain a positive and proactive relationship with grantors to support future funding opportunities and continued collaboration.

By adhering to this Scope of Work, The Color Nine Group, LLC (CNG) will support the City of Delray Beach in securing, managing, and maintaining various grants, ensuring compliance and effective utilization of funds to achieve project objectives and enhance community development.

Cost Schedule

1. Grant Research and Identification (Pre-Grant Selection for Application)

- Project Lead/Grant Proposal Writer: \$175 per hour
- Grant Proposal Writer/Researcher: \$135 per hour
- Research Assistant and Office Support: \$50 per hour

2. Grant Writing (Per Grant)

- Small Grants (up to \$50,000): \$5,000 - \$7,500
- Medium Grants (\$50,001 - \$500,000): \$7,501 - \$12,500
- Large Grants (over \$500,000): \$12,501 - \$20,000

3. Grant Management Services

- Option 1 Hourly:
 - Grant Manager: \$150 per hour
- Option 2 Monthly Retainer:
 - Basic (up to 5 grants): \$3,000/month
 - Comprehensive (6-10 grants): \$5,000/month
 - Extensive (more than 10 grants): \$7,500/month

Additional Terms

- Invoicing: Monthly, with payment due within 30 days.

Federal Funding Secured for Delray Beach

CNG's advocacy with Congress and federal agencies has helped the City of Delray Beach secure significant federal funding for various projects over the past few years, including:

- **Water and Wastewater Infrastructure:** \$4,412,729

- **Water Repump Stations:** \$959,757
- **License Plate Reader Program:** \$963,000

Additionally, there are substantial amounts pending approval in the House and Senate, including:

- **Army Corps Sec. 219:** \$1.2 million
- **STAG Cleanwater Infrastructure:** \$1,105,800
- **WRDA 24 Sec. 219 Environmental Infrastructure:** Authorization for spending up to \$57.5 million on water, wastewater, and stormwater infrastructure.

Conclusion

The Color Nine Group, LLC is dedicated to helping the City of Delray Beach achieve its funding goals through strategic grant writing and management services. Our experience in successfully securing other funding for the City, combined with our innovative tools and a tailored approach, ensures that the City can effectively secure and manage the funding needed for its vital projects and initiatives.

We look forward to the opportunity to expand our work with the City of Delray Beach and support its mission to enhance community development and public services.

Sincerely,

Michael Willis
President
The Color Nine Group, LLC



DIVISION OF
STATE FIRE MARSHAL
FLORIDA DEPARTMENT OF FINANCIAL SERVICES



July 1, 2024

SENT VIA ELECTRONIC MAIL ONLY

City of Delray Beach
Giaccone@mydelraybeach.com

Re: Notice of Grant Award for Delray Beach Emergency Response Mobile Traffic Barrier and First Responder Protection

City of Delray Beach:

My name is JoAnne E. Rice, Director of the Division of State Fire Marshal within the Department of Financial Services. On behalf of the Division of State Fire Marshal, it is my privilege to inform you that the 2024 Florida Legislature appropriated funds to support the requested equipment purchase.

This correspondence serves as the notice of the grant award in the amount of \$306,000.00. These grant award funds may be available for distribution to you as early as July 1, 2024, once the appropriate requirements are met.

First, you must complete and email the included Confirmation Form to SFMGrant@MyFloridaCFO.com. Once the Division receives the completed form, an assigned contract manager will schedule an initial meeting with the Contract Manger listed in the Confirmation Form to discuss the scope of the project and next steps. The assigned contract manager will be the main point of contact for all matters relating to this notice of grant award, the grant award funds agreement, and the reimbursement of funds.

Please note, the defined performance period for the grant is one year starting July 1, 2024, and ending June 30, 2025. If your equipment purchase will take longer than one year to complete and meet reimbursement requirements, you must notify your assigned contract manager as soon as possible. Additionally, if you do not meet the one-year requirement, you may need to resubmit your Local Initiative Funding Request Form or Appropriations Project Request Form to the appropriate local parties.

Congratulations, I look forward to working with City of Delray Beach on this important project.

Sincerely,

JoAnne E. Rice, Director
Division of State Fire Marshal

LT/ct

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

JoAnne E. Rice • Director
Division of State Fire Marshal
200 E. Gaines St. • Tallahassee, FL 32399-0340 • Tel. 850-413-3610 • Fax 850-922-1235
Email • joanne.rice@myfloridacfo.com



REGISTER FOR EVENT

HEALTHCARE JOB FAIR

You're invited to meet Palm Beach County's top employers in the healthcare industry. Apply to their current job openings and learn more about Healthcare Career Paths.

10 AM - 1 PM

AUGUST 8, 2024

THE FIELDHOUSE,
AT OLD SCHOOL SQUARE

51 N SWINTON AVE, DELRAY BEACH, FL 33444

Note: Building Entrance is on NE 1st Street, not Swinton Ave



WE ARE HIRING!

JOBS

- Nurses
- Nurses Assistants
- Housekeeping
- Finance & Accounting
- Marketing
- Phlebotomy
- Food Service
- Social Work
- Transportation
- Security
- Customer Service
- Respiratory
- And much more...

THE FIELDHOUSE, AT OLD SCHOOL SQUARE

51 N SWINTON AVE, DELRAY BEACH, FL 33444

IMPORTANT Note: Building Entrance is on NE 1st Street, not Swinton Ave



August 5, 2024 - August 11, 2024

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

Monday, August 5

- 12:00am K. Edwards - Out →
- H. Dunkley - Out
- K. Johnson - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference)
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda &
- 11:30am - 12:30pm Process FPL, HEL, SMC (CM Office)
- 1:45pm - 2:15pm Interview for Chief Procurement Officer (CM
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office)
- 2:00pm - 2:30pm Interview Review Panel Recap (CM COnference) -
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 4:00pm - 5:00pm SEIU Executive Session - Conference Room - City

More Items...

Wednesday, August 7

- ← K. Edwards - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Agenda Review Meeting (August 19th CC Meeting) - Conference Room - City Hall 1st Floor
- 10:00am - 11:00am Follow-Up Direction Concerning Federal Funding for NW Neighborhood Infrastructure Improvement
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 2:00pm - 3:00pm Compile Information Letter Report - Follow-Up Considerations Regarding Haitian Community Center Involving
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 4:00pm - 5:00pm Commissioner Markert Meeting w/CM Moore
- 4:00pm - 4:30pm Clarity and Organization Regarding Public and

Friday, August 9

- ← 12:00am L. Gelin - Out →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (CM Office) ↻
- 10:00am - 11:00am Meeting to Discuss Future Opportunities at Delray Beach Boys and Girls Club (CM Conference) - Terrence R.
- 11:00am - 12:00pm Tourism Update Presentation (CM Conference) - Terrence R. Moore
- 2:00pm - 3:00pm Follow-Up Meeting Regarding Old School Square Branding (CM Conference) - Terrence R. Moore
- 3:00pm - 3:30pm Discussion Regarding Compensation Study (CM Office) - Terrence R. Moore
- 4:00pm - 5:30pm Finish Chief Mager Annual Performance

Tuesday, August 6

- ← K. Edwards - Out →
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (Water Treatment Plant (200 SW 6th St, Delray Beach, FL 33444, United States)) - Terrence R. Moore ↻
- 10:00am - 11:00am Bank of America (Bank of America)
- 11:00am - 12:00pm Compile Information Letter Report - Federal Funding Procurement for Northwest Improvement Program (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Compile Information Letter Report - Confirmation of State Legislative Appropriation for Fire Rescue
- 3:00pm - 4:00pm Follow-Up Direction Concerning Ancillary Revenue and Fund Analysis Forecasts to Support Fiscal Year
- 6:00pm - 9:00pm National Night Out

Thursday, August 8

- ← 12:00am K. Edwards - Out →
- 12:00am L. Gelin - Out →
- 7:30am - 8:30am Hassan Hadjimiry (CM Office)
- 9:00am - 10:00am Compile Information Letter Report - Selection of New Chief Procurement Officer (CM Office) - Terrence R. Moore
- 10:00am - 1:00pm Healthcare Career Fair (The Fieldhouse at Old School Square (51 N Swinton Ave, Delray Beach, FL 33444))
- 10:00am - 11:00am Various (Various)
- 11:00am - 11:30am Brief Meeting Regarding Police Advisory
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re:
- 3:00pm - 4:30pm Various (Various) ↻
- 3:30pm - 4:30pm Monthly Meeting with Renee Jadusingh (CRA
- 4:00pm - 5:00pm Meeting with CRA Regarding Development for a
- 4:00pm - 5:00pm Monthly Meeting with Renee Jadusingh (CRA

Saturday, August 10

- 9:00am - 10:30am Finish ICMA Credentialed Manager Annual Report (CM Office)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻

Sunday, August 11

-