



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 27, 2021

Old School Square Proposal Consideration Process

Given recent direction to engage in a selection process to consider proposals from either management companies, entertainment groups, non-profit agencies, and/or other organizations interested in working with the City of Delray Beach relative to Old School Square, and its future opportunities to advance arts and cultural programming in our community, please be advised that arrangements are currently being made to proceed as outlined. As referenced in the attached draft solicitation timetable, activities, including applicable evaluation, negotiations, and award phases, are currently anticipated to take approximately 22 weeks. Likewise, Director of Purchasing Jennifer Alvarez will work with leadership from Parks and Recreation, Education, Development Services, and Public Works beginning next week to help initiate a draft invitation. Once this task has been completed, ancillary thoughts and suggestions relative to specific goals, objectives, and visions are to be summarized, resulting in a formal solicitation outreach effort immediately thereafter. Given the associated public process, the current lessee, Old School Square Center for the Arts, Inc., will also have an opportunity to submit a proposal if they so desire to do so. However, all interested parties will be subjected to applicable due diligence reviews, including respective financial stewardship and capabilities background, as well as an evaluation of previous performance and related experiences.

Charrette Initiative to Help Support Green Building Certification Ordinance Considerations

In response to consensus offered during the August 10th regular meeting relative to securing ancillary community input regarding the proposed Delray Beach Green Building Certification Ordinance, arrangements are being made to host a charrette engagement as noted Monday, October 11th at 6:00pm at the Delray Beach Library. Guidance to this effect likewise includes invitations to both the business and residential community via social

City Commission Information Letter

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media distribution, as well as via direct contact with those who have already offered input and participation accordingly. Given this timeframe, all involved anticipate being able to offer a follow-up public presentation respectively via the November 9th workshop session. An opportunity to consider formal adoption is possible during the December 14th regular meeting.

Status and Pending Direction Concerning the Delray Beach Wayfinding Signage Program

Given the City Commission's authorization of an interlocal agreement with the Delray Beach Community Redevelopment Agency (CRA) to transfer the Wayfinding Project to city administration as a function of daily operations and implementation, please be advised that my office recently hosted a meeting with CRA leadership to discuss respective installation activities and timeframes. As referenced in the attached matrix summaries from Director of Public Works Missie Barletto, specific locations have been identified, including right-of-way areas involving the Florida Department of Transportation (FDOT). Arrangements are underway to secure necessary permits from FDOT. Likewise, with the present conclusion of the Northeast 3rd Avenue Streetscape Project, ancillary wayfinding signage as noted will begin now and continue into the coming weeks.

Direction and Update Concerning Collaborative Seawall Repair Efforts

In response to a letter that was forwarded to me directly at the beginning of the month from Delray Summit, Inc. relative to the status of various seawall repairs at the end of Lowry Street and the Intracoastal Waterway, please be advised that I was recently able to visit with Director of Public Works Missie Barletto and members of her team to discuss status accordingly. All involved are happy to report that significant progress has been achieved, including sealing of the leaking portion of the seawall, as well as advancing an updated maintenance

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schedule respectively. Additionally, plans to raise the seawall cap are scheduled for implementation in the coming fiscal year. Leadership of Delray Summit, Inc. was therefore advised as noted, as all concerned appear to be appreciative of the efforts outlined and summarized. Meanwhile, Director Barletto was kind enough to share additional photographs of actual seawall improvements in other areas of the community, to offer a sense of progress to date.

Calendar of Activities, Meetings and Functions

In addition to the varied professional dynamics I've enjoyed during my first month of service as Delray Beach City Manager, yielding numerous opportunities to contribute impactful and lasting positive and productive outcomes for both the organization and the community, I was also able to successfully close on the purchase of my new home here in the Delray Beach Corporate Limits earlier this week. I am therefore proud to share with the world that I am now a Delray Beach homeowner, as I look forward to experiencing a wonderful quality of life existence as a result. Additionally, and as I've shared during the position interview and selection consideration process, I've always been a resident of each community I've served throughout my career to date. Clearly, Delray Beach deserves no less.

Enclosures:

Matrix Summary – Draft Solicitation Timetable for Old School Square Proposal Consideration Process
Notes and Details Schematics from Kimley Horn – Delray Beach Wayfinding
Letter from Delray Summit, Inc. – (Pervious) Seawall Issues Vicinity of Lowry Street and the Intracoastal Waterway
Work Order from Boca Dock and Seawall LLC – C/O Delray Summit
Photographs of Seawall Improvement Progression in Various Areas of Delray Beach
Calendar for Business Week of August 23, 2021

CM/Documents/City Commission Information Letter 3

Draft Solicitation Timeline



Solicitation Phase Activities

Evaluation Phase Activities

Negotiation Phase Activities

Award Phase Activities

Activities	Solicitation Phase Activities	Evaluation Phase Activities	Negotiation Phase Activities	Award Phase Activities
	Identify Lead Department	Proposals Distributed to Selection Committee	Identify Negotiating Team	Post Notice of Intent to Award
	Draft Scope, requirements, outcomes with Lead Department - 2 weeks	Selection Committee review of proposals - 2 weeks	Schedule and publicly notice meetings - 1 week	Bid Protest Notice Period - 3 Business Days
	Approve solicitation - concurrent	Proposals reviewed for responsiveness (concurrent)	Conduct Negotiations - 2 weeks	Submit for legal review - 2 weeks
	Advertise - 30 days - issue addenda and respond to questions	Selection Committee meeting(s) (Publicly Noticed) - 2 weeks	Draft/Finalize contract with legal, vendor and departments - 1 week	Lead Dept & Purchasing draft Agenda item - Concurrent routing contract to vendor for signature 1 week
	During Advertisement, establish Selection Committee - concurrent	Oral Presentations if needed (publicly noticed) - 2 weeks	Additional Due Diligence/Responsibility Review as needed (Financials, past performance, litigation, risk considerations, etc.)	Approval process through Legistar and Commission, CMO Briefings - 2 weeks
	Receive responses	Due Diligence, reference checks, responsibility determination (concurrent)		Commission Award
	Approximate 7-8 weeks for Solicitation Phase	Approximate 5-6 weeks for Evaluation Phase	Approximate 3-4 weeks for Negotiation Phase	Approximate 5-6 weeks for Award Phase

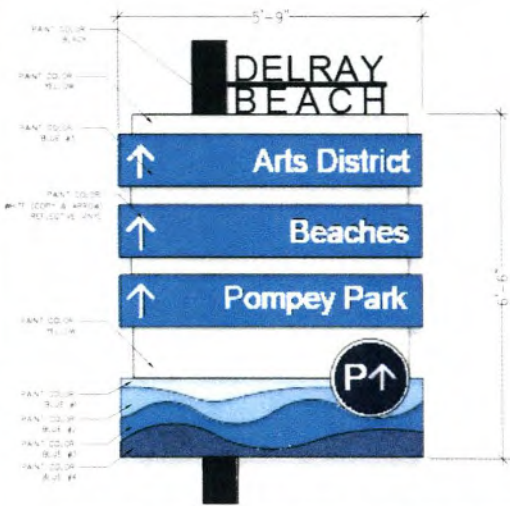
***Approximate total 20-22 weeks**

* Should the City receive a Bid Protest, the timeline may be extended by 1-1.5 months

Location Number/Sign ID #	LOCATION	NOTES
A2	NE 2nd Ave. Palm Ct	
A3	George Bush Blvd. Palm Ct	
A8	NE 2nd Ave. NE 4TH St	
A9	NE 2nd Ave. NE 2ND ST	
A24	E Atlantic Ave. NE 1st Ave	Replaces existing sign
A25	E Atlantic Ave. SE 2nd Ave	Replaces existing sign
A27	E Atlantic Ave. NE 3rd Ave	Replaces existing sign
A28	E Atlantic Ave. SE 3rd Ave	Replaces existing sign
A33	F Atlantic Ave	
A40	S Swanton Ave. SE 10th St	
A41	S Swanton Ave	
A42	SW 1st St. SW 1st Ave	
A43	NW 4th Ave. NE 1st St	
A44	N Swanton Ave. NE 1st St	Replaces existing sign
A45	NE 1st St. N Swanton Ave	Replaces existing sign
A46	NE 1st St. NE 1st Ave	Replaces existing sign
P1	W Atlantic Ave. SW 2nd Ave	
P2	W Atlantic Ave. NW 1st Ave	Replaces existing sign
P3	E Atlantic Ave. NE 2nd Ave	Replaces existing sign
P4	NE 2nd Ave	
P5	F Atlantic Ave. Palm Square	Replaces existing sign
DX	NW 10th Ave. NW 2nd St	Replaces existing sign
DX	NW 5th Ave	
D1	SW 2nd Ave	Replaces existing sign
D2	SW 1st Ave	
D3	NW 1st Ave	Replaces existing sign
D4	NW 1st Ave	Replaces existing sign
D5	NW 1st Ave. NW 1st ST	Replaces existing sign
D6	NW 1st Ave	Two sided Sign
D7	SE 1st Ave	Replaces existing sign. two sided sign
D8.3	NE 1st Ave. NE 1st St	
D9.1	NE 1st St. Railroad Ave	
D9.2	NE 3rd Ave. Arnie's Alley	
D10	E Atlantic Ave. Palm Square	Replaces existing sign

CITY OF DELRAY BEACH R/W PERMIT:

- CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE DONE TO FOOT PROPERTY DURING DEMOLITION, RELOCATION AND/OR INSTALLATION ACTIVITIES AT HIS SOLE EXPENSE
- PERMITEE WILL COORDINATE ALL WORK WITH CITY'S PROJECT MANAGER
- PERMITEE WILL RESTORE THE RIGHT OF WAY AS A MINIMUM TO ITS ORIGINAL CONDITION OR BETTER IN ACCORDANCE WITH LATEST STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION OR AS DIRECTED BY CITY PROJECT MANAGER
- RESTRICTED HOURS OF OPERATION FOR LANE CLOSURES WILL BE FROM 9:00 AM TO 3:30 PM (MONDAY-FRIDAYS), UNLESS OTHERWISE APPROVED BY THE CITY OF DELRAY BEACH
- PERMITEE WILL COORDINATE (I.E. PRE-CONSTRUCTION MEETINGS, INSPECTIONS, FINAL ACCEPTANCE OF WORK, ETC) WITH CITY PROJECT MANAGER. COORDINATION WILL INCLUDE PRE-CONSTRUCTION, CERTIFICATION ACCEPTANCE AND FINAL APPROVAL. IS CONTINGENT UPON CONFORMITY OF ALL WORK COMPLETED ACCORDING TO THIS PERMIT AND THE RESTORATION OF THE RIGHT OF WAY
- ALL MATERIALS AND CONSTRUCTION WITHIN CITY OF DELRAY BEACH PROPERTIES OR RIGHT-OF-WAY SHALL CONFORM TO THE CITY'S ENGINEERING STANDARDS AND CITY CONSTRUCTION DETAILS
- ALL MAINTENANCE OF TRAFFIC CONTROL DEVICES FOR THIS PROJECT WILL BE IN COMPLIANCE WITH FOOT'S CURRENT EDITION OF THE FOOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION (NOTICES 100-800 SERIES) AND THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). THE CITY ENGINEER OR HIS DESIGNEE RESERVES THE RIGHT TO DIRECT THE REMOVAL/RELOCATION/MODIFICATION OF ANY TRAFFIC DEVICES AT THE PERMITEE'S SOLE EXPENSE. SPECIAL ATTENTION WILL BE GIVEN TO NOTICES 102-811, 102-812, 102-813, 102-814, 102-815, 102-816, AND 102-860
- SOODED AREAS WILL BE IN ACCORDANCE WITH FOOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION (NOX STD-010 AND SECTIONS 162, 181, 182, 183, AND 187 OF THE FOOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION). ALL DISBURSED AREAS WILL BE SOODED WITHIN THE 10' PERK OF INSTALLATION OF SAID PERMITTED WORK
- IT IS THE PERMITEE'S RESPONSIBILITY TO OBTAIN FINAL ACCEPTANCE OF PERMITTED WORK (COMPLETED) AND THE RESTORATION OF THE RIGHT-OF-WAY FROM THE CITY OF DELRAY BEACH PRIOR TO USAGE



TYPICAL COLOR FABRICATION (SEE SHEET CS-03 FOR COLORS AND FABRICATION NOTES)



SIGN TYPE A1.1



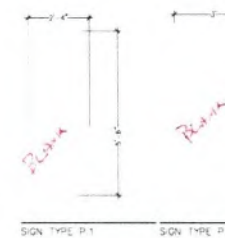
SIGN TYPE A1.2



SIGN TYPE A2.2



SIGN TYPE A3.1

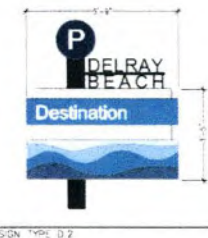


SIGN TYPE P.1

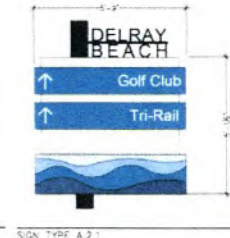
SIGN TYPE P.2



SIGN TYPE D1



SIGN TYPE D2



SIGN TYPE A2.1

Kimley»Horn

NOTES AND DETAILS

DELRAY BEACH WAYFINDING
PREPARED FOR
DELRAY BEACH CRA

Location Number/Sign ID #	LOCATION	NOTES	PROPERTY INFORMATION	MILE MARKER
A1	S Federal Hwy. Bond Way	Replaces existing median sign	FDOT R/W	10.775
A4	S Federal Hwy. George Bush Blvd		FDOT R/W	10.495
A16	1-95 off ramp. W Atlantic Ave	Replaces existing sign	FDOT R/W	7.374
A17	W Atlantic Ave. NW 11th Ave		FDOT R/W	7.576
A18	W Atlantic Ave. SW 5th Ave		FDOT R/W	7.953
A19	W Atlantic Ave. NW 5th Ave		FDOT R/W	7.953
A20	W Atlantic Ave. SW 2nd Ave		FDOT R/W	8.143
A21	W Atlantic Ave. NW 1st Ave	Replaces existing sign	FDOT R/W	8.206
A22	W Atlantic Ave. SW 1st Ave		FDOT R/W	8.207
A23	W Atlantic Ave. SW 1st Ave	Replaces existing sign	FDOT R/W	8.705
A26	E Atlantic Ave. NE 2nd Ave		FDOT R/W	8.85
A29	N Federal Hwy. E Atlantic Ave		FDOT R/W	1.045
A30	S Federal Hwy. E Atlantic Ave		FDOT R/W	9.69
A31	E Atlantic Ave. SE 7th Ave	Replaces existing sign	FDOT R/W	8.705
A32	E Atlantic Ave. Palm Square		FDOT R/W	8.75
A34	HWY A1A	Replaces existing sign	FDOT R/W	9.72
A36	S Federal Hwy. SE 2nd St		FDOT R/W	9.44
D11	N Ocean Blvd	Replaces existing sign	FDOT R/W	9.906
GP1	N Federal Hwy		FDOT R/W	11.768



FDOT GENERAL NOTES:

- CONTRACTOR SHALL REPAIR ANY AND ALL DAMAGE DONE TO FOOT PROPERTY DURING DEMOLITION, RELOCATION AND/OR INSTALLATION ACTIVITIES AT HIS SOLE EXPENSE.
- OWNERSHIP OF ALL SUITABLE EXCAVATED MATERIALS, AS DETERMINED BY THE DEPARTMENT, SHALL REMAIN IN THE DEPARTMENT UNTIL A FINAL ACCEPTANCE OF THE PERMITTED PROJECT IS FULFILLED. EXCAVATED MATERIALS SHALL BE HAULED BY THE PERMITTEE, AT THEIR COST AND EXPENSE FROM THE SITE TO THE PALM BEACH OPERATIONS CENTER OR STOCKPILED IN THOSE AREAS AS DIRECTED BY THE DEPARTMENT, INCLUDING ANNUAL TILLINGS.
- PERMITTEE WILL COORDINATE ALL WORK WITH (TBD DURING GAF PERMITTING PROCESS). COORDINATION WILL INCLUDE A PRE-CONSTRUCTION MEETING.
- IT IS THE PERMITTEE'S RESPONSIBILITY TO OBTAIN FINAL ACCEPTANCE OR PERMITTED WORK (COMPLETED) AND THE RESTORATION OF THE RIGHT-OF-WAY FROM THE FOOT PRIOR TO USAGE.
- PERMITTEE WILL RESTORE THE RIGHT OF WAY AS A MINIMUM TO ITS ORIGINAL CONDITION OR BETTER IN ACCORDANCE WITH FDOT LATEST STANDARD SPECIFICATION FOR ROAD AND BRIDGE CONSTRUCTION OR AS DIRECTED BY THE RESIDENT OPERATIONS ENGINEER.
- RESTRICTED HOURS OF OPERATION FOR LANE CLOSURES WILL BE FROM 6:00 AM TO 3:30 PM (MONDAY-FRIDAY), UNLESS OTHERWISE APPROVED BY THE OPERATIONS ENGINEER, OR DESIGNER.
- PERMITTEE WILL COORDINATE (I.E. PRE-CONSTRUCTION MEETINGS, INSPECTIONS, FINAL ACCEPTANCE OF WORK, ETC.) WITH SHAWNA DOLAN OF LOUIS BERGER AT 202-784-1736 OR EMAIL SDOLAN@LOUISBERGER.COM. COORDINATION WILL INCLUDE PRE-CONSTRUCTION CERTIFICATION, ACCEPTANCE AND FINAL APPROVAL. IS CONTINGENT UPON CONFORMITY OF ALL WORK COMPLETED ACCORDING TO THIS PERMIT AND THE RESTORATION OF THE RIGHT OF WAY.
- ALL MATERIALS AND CONSTRUCTION WITHIN THE FLORIDA DEPARTMENT OF TRANSPORTATION DESIGN (FDOT) RIGHT-OF-WAY SHALL CONFORM TO THE LATEST VERSION OF FDOT STANDARD PLANS FOR ROADS AND BRIDGE CONSTRUCTION AND LATEST VERSION OF THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
- ALL MAINTENANCE OF TRAFFIC (MOT) FOR THIS PROJECT WILL BE IN COMPLIANCE WITH THE DEPARTMENT'S CURRENT EDITION OF THE FDOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION (INDEX 102-100 SERIES) AND THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). THE OPERATIONS ENGINEER OR HIS DESIGNEE RESERVES THE RIGHT TO DIRECT THE NATIONAL/REGULATORY MODIFICATION OF ANY TRAFFIC DEVICES AT THE PERMITTEE'S SOLE EXPENSE. SPECIAL ATTENTION WILL BE GIVEN TO INDICES 102-411, 102-412, 102-413, 102-414, 102-415, 102-416, AND 102-440.
- SCOOED AREAS WILL BE IN ACCORDANCE WITH FDOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION INDEX 570-20 AND SECTIONS 162, 161, 162, 163, AND 167 OF THE FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION. ALL DISTURBED AREAS WILL BE SCOOED WITHIN ONE (1) WEEK OF INSTALLATION OF SAID PERMITTED WORK.
- IT IS THE PERMITTEE'S RESPONSIBILITY TO OBTAIN FINAL ACCEPTANCE OF PERMITTED WORK (COMPLETED) AND THE RESTORATION OF THE RIGHT-OF-WAY FROM THE FOOT PRIOR TO USAGE.

Kimley»Horn

**NOTES AND DETAILS
FDOT ROW SIGNS**

**DELRAY BEACH
WAYFINDING
PREPARED FOR
DELRAY BEACH CRA**



Delray Summit, Inc.

1000 Lowry Street · Delray Beach, Florida 33483
Phone: 561-278-2050 · Fax: 561-749-2956
Delraysummit1000@gmail.com

*Original to
Cm Moore*

July 28, 2021

City of Delray Beach
Office of Mayor
Shelly Petrolia
100 NW First Avenue
Delray Beach, FL 33444

Mayor Petrolia,

We have voiced our concern on several occasions regarding the sea wall that is on City property at the end of Lowry Street and the Intracoastal but have not received any response. During high tides and major rainstorms, water from the Intracoastal is seeping through the seawall and up through the ground flooding the street. This is an issue that needs to be addressed immediately as it affects all the owners at the Delray Summit Condominium. It is especially concerning after what happened at the Champlain Towers in Surfside and we do not want to take a chance of this affecting the integrity of our building.

We had Boca Dock and Seawall inspect the seawall and attached are the recommended repairs. We are repairing our portion of the seawall this week and we are happy to move forward with the portions belonging to the city, but we do expect the City of Delray Beach to reimburse us for this cost, as it is City property.

Please respond as soon as possible as we would like for this to be repaired prior to any hurricanes we may get this year.

Regards,

Delray Summit Board of Governors
Delray Summit, Inc.
1000 Lowry Street
Delray Beach, FL 33483
Telephone: 561-278-2050
Fax: 561-749-2956
delraysummit1000@gmail.com

Boca Dock and Seawall LLC

271 Goolsby Blvd. Deerfield Beach, Fl. 33442
Office 561-750-4255 954-570-8572
pvsmarine@aol.com
License # U-21826

City of Delray Beach c/o Delray Summit
1000 Lowery Street
Delray Beach, Fl. 33483

Jo Anne 561-278-2050

July 23, 2021

delraysummit1000@gmail.com

Seawall sealing is as follows:

The seals that are on each side of the (10) seawall pilings in the parking lot area are to be pressure cleaned to remove any marine growth and old loose seals. New seals will be applied to each side of the pilings using a marine grade hydraulic grout, the new seals will start at the top of the seawall and will extend down into the berm at the bottom of the canal a minimum of 12". The land mass behind each piling and seam will be probed with a water wand to collapse any voids behind the seawall and any voids that are found will be filled to the existing surrounding grade with concrete sand.

Price as specified: \$1,650.00 to be paid upon completion of the specified work.

The sealing work is guaranteed for a period of 2 years against further loss through any of the piling seams.

Boca Dock and Seawall LLC

City of Delray Beach

Gary Meyer cell: 954-290-3889

Date:

Docks Seawalls

Licensed Insured









August 23, 2021 - August 29, 2021

August 2021							September 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday, August 23

- < Renee ooo >
- 8:00am - 9:00am Begin CIL (CM Office)
 - 8:30am - 9:00am PBA Negotiations (CM Office) - D'Andrea, Duane
 - 9:00am - 9:30am Collaborative Considerations for Support the Sister Cities Program (Delray Beach City Hall Office of the City)
 - 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Conference Room) - Rangel, Delores ↻
 - 11:30am - 12:30pm Compile Information Letter Report - Status and Pending Direction Concerning the Delray Beach Wayfinding
 - 2:00pm - 3:00pm Economic Development Synergy and Strategy (CM Office) - Moore, Terrence
 - 3:00pm - 4:00pm VM Johnson Budget Mtg w/CM Moore, ACM Tavares & John Lege (1st Floor Conference Room) - Rangel, Delores
 - 4:00pm - 4:30pm VM Johnson Mtg Re: OSS w/CM Moore & CA
 - 4:30pm - 5:30pm Final Walk Through (Townhome)

Tuesday, August 24

- < 12:00am Renee ooo >
- 8:00am - 9:00am Compile Information Letter Report - Direction and Update Concerning Collaborative Seawall Repair Efforts (CM)
 - 9:00am - 10:00am Interdepartmental Collaborations Concerning Public Information Office Functions and Responsibilities (CM)
 - 10:00am - 10:30am Meeting with Chief Tomey re: Fire Marshall (City Manager's Office) - Vega, Brenda
 - 10:30am - 11:30am Compile Information Letter Report - Proposal Consideration Processes Regarding Old School Square (CM Office)
 - 11:30am - 12:30pm Expectations for Collaboration Involving Public Works and Utilities (CM Office) - Moore, Terrence
 - 12:30pm - 1:30pm Shirt Pickup (Cleaners)
 - 1:30pm - 2:00pm Call Commissioner Casale (CM Office)
 - 2:00pm - 3:00pm Beach Parking Administration (CMO) - Vega,
 - 3:30pm - 7:30pm August 24th Budget Workshop Meeting -

Wednesday, August 25

- 8:45am - 9:00am Travel Time
- 9:00am - 12:30pm CM - Fire Department Meet & Greet (Fire Station 111 - Training Room) - Rangel, Delores
- 2:00pm - 3:00pm Compile Information Letter Report - Charrette Initiative to Support Green Building Certification Ordinance Considerations (CM Office) - Moore, Terrence
- 3:00pm - 5:00pm Closing on Townhome (100 East Linton Boulevard, Suite 305A, Delray Beach, Florida)
- 4:30pm - 5:30pm Finish CIL (CM Office)
- 6:30pm - 7:00pm Call Mr. F. James (CM Office)

Thursday, August 26

- 12:00am Duncan ooo >
- Katerri ooo
- 8:45am - 9:00am Travel Time
 - 9:00am - 12:30pm CM - Fire Dept. Meet & Greet (Fire Station 111 - Training Room) - Rangel, Delores
 - 12:00pm - 1:00pm Call Cube Smart. Notification to Vacate Unit (CM Office)
 - 2:00pm - 3:30pm Various (Various) ↻
 - 3:00pm - 5:30pm Driver License and Tag Registration (Various)
 - 5:00pm - 6:00pm Call Richard Radcliffe, PBC (CM Office)
 - 6:00pm - 7:00pm John Sullivan (Townhome)

Friday, August 27

- < Duncan ooo >
- 7:30am - 8:30am Finish CIL (CM Office)
 - 8:00am - 8:30am See Brenda. Paul Cairo (CM Office)
 - 8:45am - 9:00am Travel Time
 - 9:00am - 11:15am CM - Fire Dept. Meet & Greet (Fire Station 111 - Training Room) - Rangel, Delores
 - 11:30am - 12:00pm Travel Time
 - 12:00pm - 1:30pm PBCMA Meeting (IN PERSON) - City of Greenacres - RSVP REQUIRED (Community Center, 501 Swain Blvd,
 - 1:30pm - 2:00pm Travel Time
 - 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly
 - 3:00pm - 4:00pm Process AT&T Universe, et al. (CM Office)
 - 4:30pm - 5:30pm Lang Realty Delray Beach (East Atlantic Avenue)
 - 6:00pm - 7:00pm Townhome (Townhome)

Saturday, August 28

- < Duncan ooo >
- 11:00am - 1:30pm Various, CIL Notes, etc. (CM Office)
 - 12:00pm - 1:30pm NIMS (FEMA) Training (CM Office)
 - 1:30pm - 2:30pm Address Change Notifications (CM Office/Home)

Sunday, August 29

- < Duncan ooo >