



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 Summary

February 13, 2026

Ancillary Guidance: Old School Square Campus Management & Operations Feasibility Study

- City Commission directed a feasibility study to evaluate long-term management and operational models for the Old School Square (OSS) campus.
- The study will include market analysis to assess event types, entertainment uses, and potential business partnerships.
- National cultural facilities advisory firm Webb Mgmt has been engaged to conduct the analysis and identify additional facility improvements for highest and best use.
- Findings and recommendations, supported by community engagement, are expected to be presented in the coming months.

Guidelines for Downtown Maintenance & Beautification Efforts

- City leadership met with Public Works, Parks & Recreation, and Neighborhood & Community Services to clarify roles, coordination, and response protocols following the January 22 DDA workshop.
- Departments coordinate with FDOT and Palm Beach County on traffic signals, roadway maintenance, and right-of-way infrastructure issues.
- Parks & Recreation maintains six downtown park properties, including medians, public safety facilities, library grounds, beach promenade areas, and parking lots.
- Neighborhood & Community Services oversees daily litter and graffiti abatement, landscaping response, trash receptacle replacement, and decorative street fixture maintenance.



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Guidance to Establish Downtown Beautification Task Force

- Direction is underway to finalize the structure of a Downtown Beautification Task Force to improve coordination and outcomes.
- Recommended membership includes representatives from Public Works, Parks & Recreation, Neighborhood & Community Services, CRA, and the DDA.
- Inclusion of a qualified area resident (e.g., architect, landscape professional, arborist) is recommended to add technical expertise.
- Formal approval to establish the task force is scheduled for consideration at the March 9 regular meeting.

Trash & Waste Removal Protocols at Palm Tran Bus Stations

- The Sanitation Division coordinated with Palm Tran and Waste Management to improve trash removal and shelter maintenance.
- Waste Management services bus shelter trash receptacles weekly, with additional response to complaints as needed.
- City staff conduct daily checks at high-ridership shelters, addressing litter, graffiti, stickers, and signage outside normal service schedules.
- Collaboration with Public Works and the Police Department supports receptacle replacement and addresses unauthorized use to keep shelters clean and accessible.



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City Commission Information Letter

February 13, 2026

Happy Valentines Day!

Ancillary Guidance to Direct Old School Square Campus Management and Operations Feasibility Study

To accompany last week's City Commission direction regarding project scope for the Crest Theater Building Renovation Program, please also be advised of specific guidance to proceed with a feasibility study that will ultimately offer considerations for long-term management and operations of the Old School Square campus (OSS).

Direction to this effect likewise involves external consultancy services that will provide market analysis and evaluation to ultimately determine capabilities for specific types of events, entertainment, and applicable business collaborations. This exercise will also yield a list of additional improvements to OSS to help achieve highest and best use of all facilities noted.

Since last month's joint workshop meeting involving the Delray Beach Downtown Development Authority (DDA), the City of Delray Beach has initiated a transaction process to support a purchase order for services involving nationally based cultural facilities organizational and advisory firm, Webb Mgmt, to begin work as outlined.

Given the noted process (including significant community engagement and interaction with both current users and residents/stakeholders), a presentation of resulting recommendations are anticipated in the next few months.

Guidelines for Various Downtown Maintenance and Beautification Efforts

In response to observations offered during the January 22nd joint workshop session involving DDA concerning routine maintenance activities in respective vicinities, the Office of the City Manager hosted a follow-up meeting with

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City Commission Information Letter

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leadership of Public Works, Parks and Recreation, and Neighborhood and Community Services to confirm protocols for responsiveness and attentiveness accordingly.

As referenced in the attached memorandum from Director of Public Works Missie Barletto, Director of Parks and Recreation Sam Metott, and Director of Neighborhood and Community Services Jeri Pryor, commitments to this effect include coordination with both the Florida Department of Transportation and Palm Beach County relative to traffic management and various right-of-way issues. This specifically involves traffic light coordination, roadway maintenance, and other infrastructure concerns.

As far as contributions from Parks and Recreation, routine maintenance of six park properties located within the downtown area (including both public safety headquarter facilities, the Delray Beach Public Library, the beach promenade, median maintenance along West Atlantic Avenue, including the gateway feature, and various parking lots), are a consistent aspect of respective operations.

Finally, both the Clean and Safe and Sanitation Divisions of the Department of Neighborhood and Community Services are responsible for general maintenance activities such as litter and graffiti abatement, landscaping and tree response, trash receptacle replacement activities, as well as electrical repair and functionality for decorative City owned street poles and panels, are all core responsibilities for respectively daily operations.

Direction is currently imminent to therefore continuously advise both DDA leadership and other interested parties of applicable policies, practices, and jurisdictional responsibilities.

Guidance to Establish Downtown Beautification Task Force

Given aforementioned clarity relative to various downtown maintenance and beautification efforts involving the City of Delray Beach, guidance is currently imminent to finalize a recommended organizational structure to support recent direction to create a downtown beautification task force.

City Commission Information Letter

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Based on benchmarked observations from other communities involved in similar efforts, suggestions for membership composition include staff representation from involved departments such as Public Works, Parks and Recreation, and Neighborhood and Community Services.

Additionally, given the aggregate role and function of the Delray Beach Community Redevelopment Agency, a representative from this organization is also appropriate.

The attention and focus offered by DDA in these regards also warrants their respective involvement.

Finally, merit exists for an area resident with relevant professional and/or educational qualifications (architect, landscape professional, arborists, etc.) also merits consideration.

Recommendations to formally approve the creation of the Delray Beach Downtown Beautification Task Force will therefore be publicly offered via the March 9th regular meeting.

Trash and Waste Removal Response and Protocols at Palm Tran Bus Stations

In response to frequent observations of unsightly conditions at Palm Tran bus shelters here in our community, leadership of the Sanitation Division of the Department of Neighborhood and Community Services was recently asked to contact that organization's staff to help improve alignment with protocols and schedules for onsite trash removal and other facility maintenance activities.

As referenced in the attached electronic mail message from Sanitation Administrator Mary Wozny, efforts to this effect involve various collaborations with Waste Management, Inc. This notably includes servicing trash receptacles at bus shelters once a week, as well as responding to specific complaints on an as needed basis.

Specific roles and functions of City of Delray Beach staff regarding this matter include daily visits to high-ridership bus shelters. These experiences frequently

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lead to abatement of any additional litter or trash issues that may arise outside of Waste Management's normal route service. Neighborhood and Community Services staff also remove graffiti, including paint, signs, and stickers from shelter facilities.

Other collaborations to this effect include working closely with the Department of Public Works to replace trash receptacles at the 26 bus shelters located in the Delray Beach Corporate Limits, as well as the Delray Beach Police Department to address any unauthorized use of facilities by individuals to help keep locations tidy, clean, and comfortably accessible for Palm Tran riders.

Calendar of Meetings, Activities, and Functions

Consistent with the Office of the City Manager's recently reiterated commitment to maintain City Commission meeting agenda organizational structure as originally outlined and committed (via publication one week in advance of pending sessions), an integral focus for this week's Executive Leadership dialogue included updated administrative and operational protocols to help ensure continuous obligations accordingly.

This included guidance that final agenda transmittal submissions to the Office of the City Clerk are realized by noon each Thursday prior to the week of formal distribution and publication, as well as other expectations for applicable intradepartmental and interdepartmental practices that will contribute to directives and respective performance expectations.

With next business week being abbreviated due to the Presidents' Day holiday, no information letter will be issued next Friday. Weekly reporting as noted will likewise resume Friday, February 27th.

Enclosures:

Firm Profile – Webb Mgmt

Memorandum from Samuel Metott – Downtown Maintenance & Beautification

Electronic Mail Message from Mary Wozny Via Jeri Pryor – Bus Stop Maintenance Information

Calendar for Business Week of February 9, 2026

CM/Documents/City Commission Information Letter 174

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Firm Profile



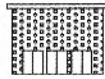
Webb Mgmt is a leading provider of advisory services for the development and operation of cultural facilities, organizations, agencies, and districts. With over 500 completed assignments, our clients include municipalities, colleges and universities, nonprofit arts organizations, community and private foundations, commercial developers, economic development agencies, and various friends of the arts.

Our mission is to advance the arts and culture sectors with sound planning and research. We value:

- A passion for finding **achievable and sustainable strategies** for every assignment, organization, and community.
- The **integrity to pursue the right answer** as opposed to the easy answer.
- A commitment to **collaboration and partnerships**.
- A belief in the positive and **beneficial impacts of the arts and creative industries** on people, communities, and society.

Our work is not intended to sit on a bookshelf, but rather to provide direction, a detailed roadmap, and, oftentimes, a fundraising tool for those charged with turning project concepts into reality. Founded in 1997, our firm has provided planning and analysis for arts and cultural projects across North America for almost 30 years. Our team, headed by principal Duncan Webb, has training in arts administration, programming, business, finance, and research.

Firm Services



CULTURAL FACILITY DEVELOPMENT & OPERATIONS

One side of our practice is focused on the development and operation of arts, cultural, and entertainment facilities.



CULTURAL RESEARCH & PLANNING

The other side of our practice provides research and advisory services to the arts sector.

Market & Needs Assessments: Studies that consider whether and what facilities should be developed, improved, or expanded based on community needs, engagement with users and stakeholders, geodemographic analysis, and market conditions and opportunities.

Business Planning: Plans for the operation of arts and cultural facilities that address how they should be programmed, operated, and sustained. This work is often completed right after the needs assessment, combining to form a complete feasibility study. Business planning also frequently includes developing projections on a proposed facility's potential economic impacts and social benefits.

Cultural District Planning: Studies that evaluate the need and opportunity for the development of cultural districts, addressing market conditions, the built environment, positioning and identity, district management, and funding strategies.

Project Development: Once a project has been defined and begins to advance, we inform clients on specific issues such as financing options, real estate and site issues, project team selection and management, operating partnerships, executive search support, operational costs, project management, and bridge or start-up programming.

Research: Primary and secondary organizational and sector-wide research, including audience satisfaction, market capacity, and programming demand. Services include surveys, focus groups, demographic research, audience analysis, mapping, and benchmarking.

Strategic Planning: Strategic plans for cultural organizations and facilities addressing long-term planning, capacity building, audience development, earned revenue growth, capital plans, organizational evolution, staff reorganization, and board development.

Sector Assessments: Comprehensive analysis of cultural ecologies ranging cities, counties, and districts. These assessments often address community needs, cultural infrastructure, cultural asset mapping and evaluation, and gap analysis.

Cultural Planning: Sector assessments are often paired with cultural planning and visioning efforts, including stakeholder engagement, policy development, data analysis, and working to identify recommendations on strategies to foster thriving, authentic arts sectors.

Grantmaking Advisory Services: Analysis, evaluation, and community engagement to support the development or revision of municipally and community-funded grantmaking initiatives and policies.

Relevant Experience

Webb Mgmt has completed over 500 feasibility studies, business plans, and strategic plans related to the development, expansion, and operation of arts and cultural facilities. Here is a selection of recent and relevant projects.

Past Projects

Florida Gulf Coast University Arts Center Feasibility Study, Ft Myers, FL (2020 and 2025)

Mayo Center for the Arts Expansion Study, Morristown, NJ (2018 and 2025)

South Florida State College Arts Center Strategic Plan, Avon Park, FL (2024)

Cultural Hub Feasibility Study, Paradise, CA (2024)

Performing Arts Center Market Study Update, Johns Creek, GA (2024)

Community Arts Center Market Study, Vancouver, WA (2024)

Neo-City Arts Center Feasibility Study, Osceola County, FL (2023)

Atlanta Symphony New Facility Feasibility Study, Atlanta, GA (2023)

Kiawah Island Arts Center Feasibility Study, Town of Kiawah Island, SC (2022)

New Art Center Expansion Feasibility Study, Newton, MA (2022)

Broadway Theatre Redevelopment Business Plan, Myrtle Beach, SC (2021)

Theatre Under the Stars Education Center Feasibility Study, Houston, TX (2021)

Carolina Theatre Redevelopment Business Plan, Spartanburg, SC (2019)

College of Coastal Georgia Arts Center Feasibility Study, Brunswick, GA (2018)

Hilton Head Arts Facilities Feasibility Study, Hilton Head, SC (2017)

Civic Center Feasibility Study, Pembroke Pines, FL (2015)

Seminole Theater Renovation Business Plan, Homestead, FL (2014)

Miller Theater Redevelopment Business Plan, Augusta, GA (2011)

Capital Theater Renovation Business Plan, Clearwater, FL (2008)

Sample Projects

1 City of Pompano Beach

POMPANO BEACH, FL | 2010 & 2024

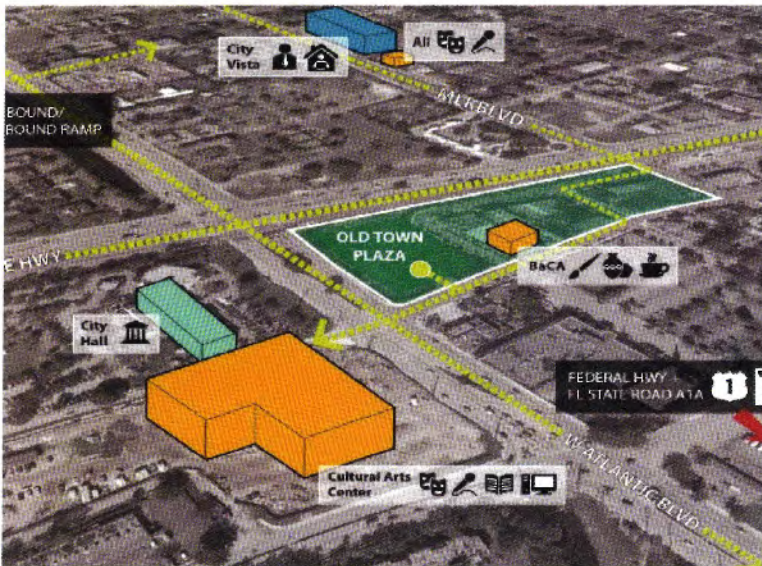


Image courtesy of the City of Pompano Beach

In 2010, The Pompano Beach Community Redevelopment Agency (PBCRA) had the opportunity to establish new cultural facilities as part of a civic campus proposed to include a new Broward County Library, City Hall, and mixed use restaurant and retail components. At this juncture, the PBCRA engaged Webb Mgmt to help assess the demand and opportunities for cultural facilities as part of this campus.

Specifically, PBCRA wanted to understand if there was adequate cause to develop cultural facilities within 30,000-square feet of available space on the second floor of the new library. Webb Mgmt’s assessed the desire for cultural programs and space, identifying facility development opportunities and suggesting how new spaces might be configured to meet that demand.

We were then asked to develop business plans for three facility development opportunities, including a new Cultural Center, artist studios to be developed in a former hotel, and a cultural and community center celebrating Pompano’s rich African-American history. Working with another firm, Theater Consultants Collaborative, we developed and assessed a number of space programs to understand the physical implications and capital costs of these recommendations.

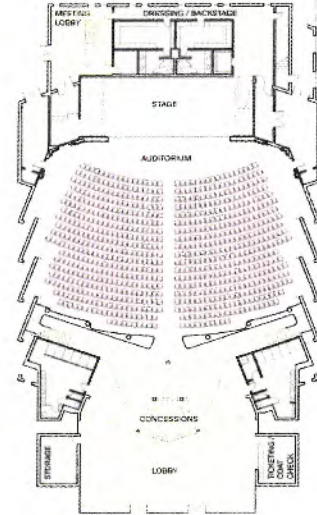
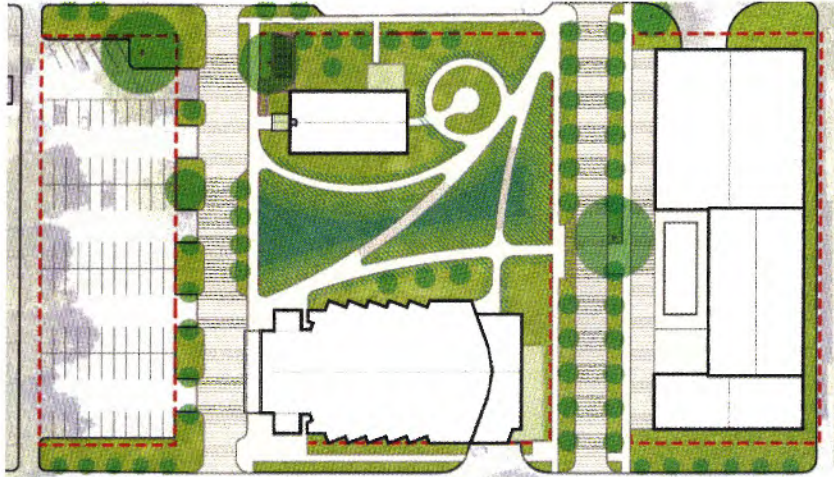
Under separate contracts, we planned for the improved operations of the City of Pompano Beach’s amphitheater, and then developed a business model for the combined operation of all of these facilities. Finally, we supported the City of Pompano Beach as it engaged a third-party operator for its amphitheater.

In 2024, as part of the development of Pompano Beach’s New Downtown, the City of Pompano Beach hired Webb Mgmt again, this time to conduct a feasibility study for a new performing arts center to anchor the district’s planned retail and nightlife corridor. Our team conducted a careful market analysis, taking into account the competition from performing arts facilities of various sizes managed by a single regional nonprofit and a high-profile center breaking ground in Boca Raton. Identifying a meaningful gap in the market for indoor live music presenting, we recommended a flexible flat-floor music venue that could also house civic and community events.

Sample Projects

2 Tomball Economic Development Corporation

TOMBALL, TX | 2025-2026



Images courtesy of the Tomball EDC & Syncho-Corp

In Fall 2025, Webb Mgmt was hired by the Tomball Economic Development Corporation (the EDC) to conduct a feasibility study on the possible redevelopment of the former First Baptist Church campus into a set of community-serving arts and entertainment facilities, which would be renamed Legacy Square.

This study began with an assessment that explored the community demand and market opportunities for these kinds of facilities. That assessment included a scan of the market area for potential audiences and participants for any future programs at Legacy Square. We conducted interviews with regional artists, arts organizations, and arts educators on their need for facilities, and completed a review of the existing facilities already serving the market area, while also considering the broader goals of the Tomball community and how the Legacy Square project might support those goals. This assessment concluded that key elements of the campus can and should be developed into

community-serving arts facilities. Specifically, we recommended that the original chapel on the campus be redeveloped as a visual arts exhibition and teaching center, that the former fellowship hall be renovated as an arts education center, and that the original main sanctuary building be redeveloped into a flexible 800 to 1,000-seat performance space that could support a wide range of arts and entertainment programs.

We have now begun the second phase of this study, a business plan that will investigate how these recommended facilities should be programmed, operated, and financially sustained. The key to this phase of work will be the identification and initial discussions with local organizations interested in partnering on the programming and operations of the three main project components. We will also project the economic impact of the redeveloped campus, forecasting the impacts of the operating organization(s) and the campus' audiences on the regional economy.

Sample Projects

3 Charlotte County Cultural Center

PUNTA GORDA, FLI | 2025

Before it was destroyed by Hurricane Ian in 2022, the former Charlotte County Cultural Center was outfitted with a 500-seat theater, fitness studios, and community programming spaces. After it closed, Charlotte County began seeking feedback from its residents on whether the center should be replaced and how the former center's site could best be utilized.

In 2025, the county hired a team of consultants to consider the development of a set of civic facilities on that site, including: a new library, a history center, a new theater, and a community center. As part of that team, Webb Mgmt was retained to confirm the market opportunity and community demand for the theater, and then to develop a business plan for the recommended theatrical facilities.

Our needs assessment considered key forces and trends in the arts and cultural sectors, the characteristics of Charlotte County as a market for live arts and cultural programs, demand for new theatrical and cultural spaces on the part of Charlotte County arts organizations, and the current supply of facilities serving the county.

We concluded that a strong case could be made to bring back a theater for Charlotte County residents, artists, arts organizations, and arts educators with a similar size and shape as the previous venue. We also concluded that the combination of the theater and the community center spaces into one project would make the center a more vital asset for Charlotte County residents.

The second part of our study was a business plan that considered how the new center should be programmed, operated, and financially sustained. After identifying and considering four

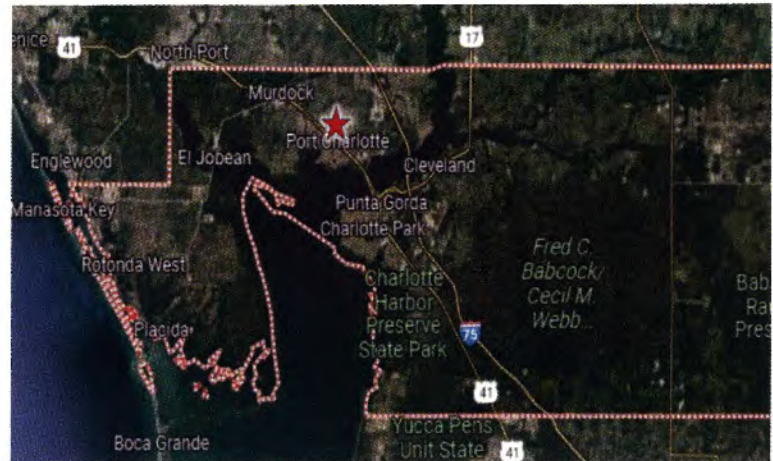


Image courtesy of Charlotte County, Florida

possible operating models, our research found the strongest case for establishing the new center under the leadership of Charlotte County's Community Services Department, given their experience with similar facilities and the potential relationship to a new library if developed in proximity to the center.

We then described a programming plan for the recommended center's facilities, with a focus on rentals to local nonprofits and commercial entities, plus the activation of various spaces with educational programming. With a programming approach in mind, we were able to project a pro-forma operating budget for the new center, projecting costs and earned revenues through the first five years of operations.

Charlotte County leadership is now reviewing our research internally and strategizing on how best to collect further feedback from the local community representatives as plans for the project's phasing and funding evolve.

Delray Beach
Florida



1993•2001•2017

February 11, 2026

TO: Terrence Moore, City Manager, ICMA-CM

FROM: Samuel Metott, Parks & Recreation Director

THROUGH: Missie Barletto, Director of Public Works
Jeri Pryor, Director of Neighborhood & Community Services

SUBJECT: Downtown Maintenance & Beautification

This memorandum provides a structured overview of departmental roles and responsibilities related to Downtown Maintenance and Beautification. It outlines the coordinated operational framework currently in place across City departments to support Atlantic Avenue and the surrounding downtown district.

Public Works Department

- Roadway maintenance and repair
 - Traffic signal coordination and functionality
 - Right-of-way infrastructure management
 - Streetscape hardscape maintenance (curb, sidewalk, structural elements)
 - Coordination with FDOT and Palm Beach County on jurisdictional roadways
 - Sidewalk Café permit coordination (with Business Services)
 - Maintenance of City Facilities (Police, Fire, Library, parking lots)
 - Parking Management
-

Neighborhood & Community Services

Clean & Safe Division

- Daily litter removal and debris control
 - Graffiti abatement
 - Trash receptacle service and replacement
 - Sanitation services in public spaces
 - Tree trimming and landscape response within right-of-way
 - Electrical maintenance of decorative City-owned street poles and panels
 - Rapid-response service for quality-of-life concerns
-

Delray Beach
Florida



1993*2001*2017

Parks & Recreation Department

- Routine maintenance of six downtown park properties
- Landscape maintenance of Public Safety Headquarters & the Delray Beach Public Library
- Beach promenade maintenance
- West Atlantic Avenue median maintenance (including gateway feature)
- Landscape management in assigned City parking lots
- Turf, horticulture, irrigation, and amenity inspections
- Event support within park boundaries
- Preventative maintenance and scheduled inspection cycles

Operational Alignment

The downtown maintenance and beautification model operates under:

- Clearly defined jurisdictional boundaries
- Established interdepartmental communication channels
- Coordinated work order and escalation protocols
- Routine inspection cycles supplemented by responsive service

Conclusion

The January 22 workshop reaffirmed that downtown beautification responsibilities are clearly assigned and actively managed through coordinated departmental efforts. The City remains committed to maintaining Atlantic Avenue and the surrounding downtown district at a high standard reflective of community expectations.

Sincerely,

Samuel Metott



Samuel R. Metott, C.P.R.E.
Director of Parks & Recreation
City of Delray Beach
Parks & Recreation Department
50 NW 1st Avenue
Delray Beach, FL 33444
P: 561-243-7251
MetottS@MyDelrayBeach.com

Terrence R. Moore

From: Pryor, Jeri
Sent: Thursday, February 12, 2026 10:53 AM
To: Terrence R. Moore
Subject: FW: bus stop maintenance information

Jeri Pryor, Director
Neighborhood & Community Services Department
100 NW 1st Avenue
Delray Beach, Fl 33444
561-243-7240
pryorj@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: Wozny, Mary <WoznyM@mydelraybeach.com>
Sent: Wednesday, February 11, 2026 2:28 PM
To: Pryor, Jeri <PryorJ@mydelraybeach.com>
Subject: bus stop maintenance information

Good afternoon Jeri,

This information is from Laterrica Hodges, Palm Tran Facilities Assistant:

“Of the approximately 3,000 bus stops throughout Palm Beach County, Palm Tran maintains 1,800 shelters. In addition, there are approximately 40 municipalities that own, maintain, and manage their own shelters and associated amenities. At Palm Tran, our high-ridership locations are serviced 3–4 times per week, while the remaining locations are serviced 1–2 times per week. Our contractors follow a route-by-route maintenance schedule to ensure bus stops, shelters, and bench locations are maintained in good condition.”

Any comments or concerns about Palm Tran bus stops can be directly reported to Palm Tran via their web form: https://web.palmtran.org/marketing_comment_form/indexFR.php

Waste Management (WM) services the trash receptacles at the bus shelters once a week (the day depends on the route) and also on an “as needed” basis for complaints.

A Sanitation Officer checks high-ridership bus shelters daily, to abate any litter or trash issues that arise and report concerns. Sanitation Officers also remove graffiti, including paint, signs, and stickers, from bus shelters.

The Sanitation Division partnered with Public Works to replace trash receptacles at 26 bus shelters throughout the City. We continue to work to replace trash receptacles at the bus shelters where they are needed. Public Works provides maintenance to the shelters, such as fixing broken glass or benches. They also provide power washing services for bus shelters when needed or requested among other routine maintenance.

The Sanitation Division works closely with the Police Department and our waste hauler, WM, to manage any unauthorized use of the bus shelters by individuals in order to keep the shelters clean and accessible for Palm Tran riders.

Thank you,
Mary

We've partnered with Recycle Coach! For your collection schedule, to report missed pickups, the "What Goes Where" search tool, and weekly quizzes please download the FREE app by scanning the QR code below!



Download the app today



Mary Wozny, LEED[®] Green Associate™
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100 NW 1st Ave
Delray Beach, FL 33444
P: 561-243-7509
C: 561-914-6422
WoznyM@MyDelrayBeach.com

February 9, 2026 - February 15, 2026

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
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March 2026

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29	30	31				

Monday, February 9

- 7:00am - 8:30am Begin CIL (CM Office) ☺
- 8:30am - 8:40am New employee orientation (Conference Room - HR Depot) - Bast, Dot ☺
- 10:00am - 11:00am Mayor Meeting w/CM Moore Re: Agenda & Updates (CM Office) - Terrence R. Moore ☺
- 10:00am - 10:30am Format and Goals and Objectives Expectations for the City Manager's Annual Performance Evaluation (CM Office)
- 10:30am - 11:00am Analysis and Considerations to Support Non-Represented Employees Pay Grade Adjustment (CM Office) -
- 2:00pm - 2:30pm E. Georgiev: Biweekly Touchbase (CM Office) -
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re:
- 3:00pm - 3:30pm Analysis and Considerations to Support
- 3:30pm - 4:00pm Considerations Regarding Fire Rescue
- 3:45pm - 4:00pm Follow-Up Regarding School Leadership (CM
- 4:00pm - 5:00pm Commissioner Markert Meeting w/CM Moore

Tuesday, February 10

- 9:00am - 10:00am Compile Information Letter Report - Guidelines for Various Downtown Maintenance and Beautification Efforts (CM Office) - Terrence R. Moore
- 9:30am - 10:30am Compile Information Letter Report - Ancillary Guidance to Facilitate Old School Square Management and Operations Feasibility Study (CM Office) - Terrence R. Moore
- 12:00pm - 12:30pm ICMA CoachConnect Conversation with Crystal Hayes
(<https://icma.instaviser.com/events/71ba3ce6-7549-4ec0-b326-a1adcd>)
- 2:30pm - 3:00pm Debrief Regarding Noise Ordinance Town Hall (CM Office/*****Teams for Jeri only*****) - Terrence R. Moore
- 3:00pm - 4:00pm Office of the City Manager Shadow and Mentor Session - Wen Filis-Aime (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 4:00pm - 5:00pm CRA Touchbase Meeting: Renee Jadusingh (CRA Office) - Terrence R. Moore ☺

Wednesday, February 11

- 7:30am - 8:30am Kiwanis Club of Delray (American Legion Post #65. 263 NE 5th Avenue, Delray Beach, Florida) ☺
- 9:00am - 10:00am Agenda Review Meeting (February 24 CC Meeting) (Conference Room - City Hall 1st Floor) - Conference Room -
- 9:00am - 10:00am Weekly Meeting with the Executive Leadership
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) -
- 10:00am - 10:30am Gina Carter Bi-Weekly Meeting (CM Office) -
- 11:00am - 12:00pm Commissioner Casale Meeting w/CM Moore
- 11:00am - 11:30am Analysis and Considerations to Support
- 2:00pm - 2:30pm Jay Stacy: Biweekly Touchbase (CM Office) -
- 2:30pm - 3:30pm Compile Information Letter Report -
- 3:30pm - 4:00pm Accreditation Review: Strategic Planning, Risk
- 4:00pm - 5:00pm Fire Chief Martin Meeting w/ CM Moore (CM
- 6:00pm - 8:30pm Various (Various)

Thursday, February 12

- 9:00am - 10:00am Follow-Up Guidance and Tasks to Support Economic Development Synergy (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Jerri Pryor - Biweekly Touchbase (CM Office) - Terrence R. Moore ☺
- 10:30am - 11:30am Compile Information Letter Report - Trash and Waste Removal Protocols at Palm Tran Bus Stations (CM Office) - Terrence R. Moore
- 11:30am - 12:00pm Janai Bowens - Biweekly Touchbase (CM Office) - Terrence R. Moore ☺
- 1:30pm - 2:30pm Sister Cities 2026 Italy Focus and Upcoming Initiatives (CM CONFERENCE ROOM) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ☺
- 5:00pm - 6:00pm Compile and Deliver (CM Office) - Terrence R. Moore

Friday, February 13

- 7:30am - 9:00am Finalize CIL (CM Office) ☺
- 9:00am - 10:00am Process Various (Various)
- 11:00am - 11:30am Armando's Virtual Retirement "party" (Human Resources Conference Room)
- 11:00am - 11:30am Hold for Armando's virtual retirement party (Microsoft Teams Meeting) - Bast, Dot
- 11:30am - 1:00pm Various (Various)
- 3:00pm - 4:00pm Various (Various)
- 3:30pm - 5:00pm Finish Chief Hunter Six Month Performance Evaluation (CM Office)

Saturday, February 14

- 8:30am - 10:00am Finalize Chief Darrell Hunter Six Month Performance Evaluation (CM Office)
- 10:00am - 11:30am Delray Beach Tennis Center (Delray Beach Tennis Center) ☺
- 11:30am - 1:00pm Various, CIL Notes, etc. (CM Office) ☺

Sunday, February 15