



CITY OF DELRAY BEACH

CITY MANAGER'S OFFICE

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



City Commission Information Letter

November 19, 2021

New Assistant City Manager

After initiating a nation-wide recruitment effort which yielded over 80 applications throughout the month of October, the Office of the City Manager is pleased to report that the selection process to appoint a new assistant city manager to replace Duncan Tavares successfully concluded earlier this week.

Mr. Stan Morris brings to the City of Delray Beach over 30 years of local government experience. He currently serves as Sunny Isles Beach Deputy City Manager, a position he's held for nearly nine years, helping to offer leadership and guidance as noted for a \$100 million municipal operation.

A native of South Florida, Mr. Morris earned a Bachelor of Public Administration degree from Florida International University, as well as a Master of Public Administration from Florida Atlantic University. Previous professional experiences include positions with the municipal governments of Coral Gables, Tamarac, Broward County, and Southwest Ranches.

Mr. Morris will begin his new role with the City of Delray Beach Monday, November 29th, enabling him to enjoy a brief interaction with Mr. Tavares before he concludes his service with the organization the following day.

Meanwhile, I wish to offer my appreciation to Director of Human Resources Duane D'Andrea, Chief of Police Javaro Sims, Chief of Fire Rescue Keith Tomey, Director of Development Services Anthea Gianniotis, and Director of Neighborhood and Community Services Sammie Walthour, for serving as the interview panel integral to this selection process.

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**Strategy and Considerations to Advance City of Delray Beach
Minority and Women-Owned Business Participation**

Please be advised that staff is currently working to prepare follow-up considerations relative to an updated Request for Proposal or other external review process necessary to effectively evaluate if barriers exist relative to minority and women-owned business enterprise (MWBE) participation in the City of Delray's contracting process.

As referenced in the attached electronic mail message from Director of Purchasing Jennifer Alvarez, I've asked staff involved in the review and analysis of data to offer a summary as to what efforts have been undertaken or considered to-date to help eliminate barriers and increase participation.

Noted efforts have included the removal of high performance and bid bond threshold requirements, as well as offering optional pre-bid meetings (as opposed to mandatory meetings). However, although direction to this effect has been made available, an ability to track actual outcomes to measure success respectively has yet to be documented.

As the City's goal is to increase MWBE awareness, interest, and participation in our procurement and contracting process, all involved are now working to further develop a more specific series of tasks necessary to achieve the desired outcomes. Efforts will include service considerations and recommendations from professional management consulting firms to incorporate guidelines and strategies accordingly. A thorough update, including follow-up considerations for City Commission review, will be offered via the February 1st regular meeting.

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Economic Development Synergy for the Congress Avenue and Military Trail Corridors

As both the Office of the City Manager and the Department of Development Services continue to receive inquiries relative to the focus and direction for economic development and policy engagement possibilities to benefit the Congress Avenue and Military Trail corridors, please be advised that considerations are presently being offered to engage external support services to help the City of Delray Beach objectively develop applicable goals and objectives.

Current guidance involves an analysis of existing land-use regulations and zoning designations, as well as collaborating with local stakeholders such as the Treasure Coast Regional Planning Council, given the City's relationship with the organization, and Palm Beach County, because of their jurisdictional property located adjacent to the Delray Beach Tri-Rail Station.

Recommendations for City Commission review and consideration are anticipated early in the new year. Meanwhile, Director of Economic Development Sara Maxfield will work closely with Development Services to determine specific strategies to help all involved proceed as outlined.

Interdepartmental Collaboration to Support Delray Beach Sustainability Goals and Objectives

As I've recently begun to dedicate more time to reviewing various sustainability goals and objectives, please be advised that formal direction is currently being offered to have all departments and sections of municipal operations collaborate with the Sustainability Section of the Office of the City Manager to facilitate contributions as noted.

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As referenced in the attached listing of initiatives as compiled and presented during Wednesday's Executive Leadership Team meeting by Sustainability Officer Kent Edwards, guidance includes opportunities to achieve various efficiencies in operations, as well as partnership with Florida Power & Light and other external stakeholders to achieve measurable results.

Additional information relative to progress and outcomes in these regards will be included with annual departmental proposed budget considerations, enabling commitments to be offered publicly.

Calendar of Activities, Meetings and Functions

Yesterday offered several productive opportunities to engage with additional external partners and community stakeholders. This included a tour of operations at the Delray Beach Public Library (hosted by Executive Director Karen Ronald and several of her colleagues), as well as participation in last evening's Pompey Park Project community outreach meeting to discuss the latest updates and considerations relative to the planned project implementation. All involved with both exercises were extremely professional and informative, yielding positive and forward-thinking momentum as a result.

With the coming days functioning as an abbreviated work week because of the Thanksgiving holiday, no information letter will be issued Friday, November 26th. Weekly reporting will resume Friday, December 3rd.

Meanwhile, my best wishes to all for a very happy, safe, and enjoyable extended holiday weekend.

Enclosures:

Resume – Stan Morris

Electronic Mail Message from Jennifer Alvarez – Increasing Competition in City Contracts

Background Information from Kent Edwards – Sustainability and Resilience Goals, Objectives and Policies

Calendar for Business Week of November 15, 2021

CM/Documents/City Commission Information Letter 12

STAN MORRIS

SUMMARY:

- 29 years of municipal government experience
- Proven leader, researcher and problem solver
- Resourceful administrator with excellent communication skills, written and verbal
- Master's and Bachelor's Degrees in Public Administration
- Visionary

EMPLOYMENT HISTORY:

2013 – Present

**CITY OF SUNNY ISLES BEACH
DEPUTY CITY MANAGER**

- Oversight of day to day administration of City government with staff of 228 employees
- Responsible for \$100 million budget
- Make public presentations before Governmental Boards and Agencies
- Create policies and procedures
- Secure and oversee contracts for services
- Responsible for all personnel actions

2006-2013

**TOWN OF SOUTHWEST RANCHES
OWNER, CODE SERVICES INCORPORATED (TOWN CONSULTANT)
INTERM TOWN ADMINISTRATOR**

- Business owner of private company providing contractual governmental code enforcement services
- Administered day to day operations
- Created policies and procedures
- Monitored profit and loss statements
- Secured and oversaw contracts for services

1997-2006

**BROWARD COUNTY
ASSISTANT TO THE DIRECTOR – BUILDING CODE SERVICES**

- Assisted director in planning, coordinating, and supervising the programs in the Building Code Services Division with a staff of 162
- Monitored and regulated contracts and permit programs
- Administered quasi-judicial boards and hearings
- Settled real estate liens, fines and acted as divisional liaison with attorney's office

1995-1997

**CITY OF TAMARAC
SUPERVISOR – COMMUNITY DEVELOPMENT DIVISION**

- Responsible for the administration and oversight of policies and procedures of the code enforcement division
- Prepared and managed division budget
- Presented and prosecuted code enforcement violations

1989-1995

**CITY OF CORAL GABLES
PUBLIC WORKS/CODE INSPECTOR**

EDUCATION:

FLORIDA ATLANTIC UNIVERSITY
Master of Public Administration – 2004

FLORIDA INTERNATIONAL UNIVERSITY
Bachelor of Public Administration – 1992

Terrence R. Moore

From: Alvarez, Jennifer
Sent: Wednesday, November 17, 2021 5:27 PM
To: Terrence R. Moore
Cc: Barletto, Missie; Triestman, Ilyse; Lege, John; Stacy, Jay; D'Andrea, Duane
Subject: Increasing Competition in City Contracts

Good Evening CM Moore-

As discussed, the Purchasing Department has implemented a number of strategies to increase competition and eliminate barriers for vendors wishing to do business with the city, with a focus on inclusion for small and minority/women-owned firms. These efforts have produced a significant increase in the number of solicitation responses received, which is a performance metric for the Purchasing Department. As a result, since 2018, when data collection to this effect was initiated, the City has seen an increase of 150% in the number of responses to competitive solicitations. A brief summary of our efforts to date is included below, as well as initiatives that will be undertaken in the near future to expand these efforts.

Actions taken to date:

- Eradicating burdensome minimum qualification requirements
- Eliminating mandatory pre-bid/pre-proposal conferences
- Bid bonds and performance and payment bonds are only required as per statute
- Scrutinizing and reducing proprietary/sole source purchases
- Eliminating the specification of "brand names" without allowing acceptable equivalents
- Outreach - "How to Do Business" workshops in partnership with Chambers of Commerce and Office of Equal Business Opportunity
- Participating in reverse vendor fairs in conjunction with all municipalities and counties regionally.

Upcoming Initiatives include:

- Simplifying/streamlining bidding documents
- Improving the speed of payments to vendors
- Establishing perpetual vendor pools of contractors
- Appropriately modifying insurance levels to ensure requirements are not overly burdensome
- Re-initiating outreach efforts that were impacted by COVID-19
- Modifying systems to allow data collection for minority vendors

I'm happy to continue to make our City more business friendly,



Jennifer Alvarez, M.P.A., CPPO
Director of Purchasing
City of Delray Beach
100 N.W. 1st Avenue
Delray Beach, FL 33444

Facebook: @CityofDelrayBeach - Instagram: @CityofDelrayBeachFL - Twitter: @CityDelrayBeach

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 be subject to public disclosure.

Terrence R. Moore

From: Edwards, Kent
Sent: Thursday, November 18, 2021 12:20 PM
To: Terrence R. Moore
Cc: Wozny, Mary
Subject: Sustainability Backup Information for Letter to Commission
Attachments: Local Green Gov Cert- Add Pts 111821.docx; Nov 16 ELT Sustainability and Resilience Refs.docx

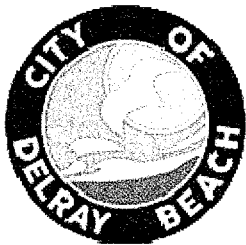
Terrence, thank you for including the Sustainability item in your Letter to Commission.

As requested I have attached some backup information. The Local Green Gov document is a slightly edited version of what you reviewed previously. I removed bolding and Department names which were preliminary information at this point. The main point is still present and I believe more focused.

Also attached is a listing of some of the priority Goals, Objectives and Policies from the City Comprehensive Plan. These are directly copied from the Plan.

Please let me know if you have any questions, or if revision is needed.

Best,
Kent



John Kent Edwards MS, MPH
Sustainability Officer
City of Delray Beach
434 S. Swinton Ave.
Delray Beach, FL 33444
P: 561-243-7349
EdwardsJ@MyDelrayBeach.com

Sustainability and Resilience Goals, Objectives and Policies

“Always Delray” Comprehensive Plan

CME 3.1.6

Actively seek funding for the implementation of projects and capital improvements in vulnerable areas associated adaptation strategies from sources such Federal and State grants and technical expertise assistance (in-kind); local storm water utility fees; Capital Improvement Plan prioritization; public/private partnerships; and other sources.

CSR 1.2.2

Within two years of completion of the inventory, develop greenhouse gas reduction strategies that strive to reduce the largest sources of emissions for City operations and communitywide

CSR 5.1.5

Undertake energy and water audits and retro-commissioning of operations for City facilities and sources of energy use, such as streetlights, within three (3) years to develop an energy and water efficiency capital retrofit program with a return on investment analysis showing costs and benefits of a citywide retrofit program. Implement a recurring program of retro-commissioning every eight (8) years on City facilities. [Complete by 2022]

CSR 7.1.2

Build on the work of the Green Implementation Advancement Board, previous Sustainability Reports and recommendations of the City’s Green Task Force by developing a Sustainability and Climate Action Plan that prioritizes actions, recommendations and outcomes to reduce greenhouse gas emissions. Update the Sustainability and Climate Action Plan recommendations every five (5) years. [Complete by 2025]

CSR 7.1.3

Review and update the City’s procurement guidelines to address the importance of energy efficiency, renewable energy, reductions in greenhouse gas emissions, recycling, and other sustainable practices; create a purchasing policy providing preference for the procurement of safe, healthy, and environmentally responsible products. Policy PFE 7.2.1, 7.2.3

CSR 8.5.3

Incorporate sea level rise, flooding and climate information into the planning, siting, construction, replacement and maintenance of public infrastructure, including roads, in a manner that is cost-effective and that maximizes the use of the infrastructure throughout its expected life span.

CSR 8.5.15

Prior to incorporating a new project to the Capital Improvements Element, review for resiliency, including future flooding and heat conditions, and account for the impacts from climate change, including but not limited to, sea level rise and storm surge.

PFE 2.2

Reduction of Water Demand Reduce demand through year-round conservation and treatment plant enhancements to ensure that potable water is available to meet long term consumption demands,

PFE 2.5

Enhanced Potable Water System Capacity Improve the potable water supply and distribution system to enhance capacity and reduce leakage.

PFE 7.3

Implement programs to “harden” existing facilities and prevent disruption of service as a result of natural or other disasters.

Local Green Government Certification
Potential Criteria for Additional Points

City-wide

- A2g- Develop an environmental purchasing plan
- A4d- Employ green cleaning and maintenance procedures
- A2a- Monitor and track local government energy use
 - A2b- Develop a local government energy reduction plan
- A2c- Monitor and track local government water use
 - A2d- Develop a local government water reduction plan
- A2e- Monitor and track local government solid waste generation/ recycling rates
- A3b- Alternative Fuel Vehicle Purchase- Vehicle purchasing, Budget Development
- A6a- Adopt an FGBC or LEED standard (Silver) as official minimum criteria for new local gov buildings
- B4b- Provide green building or green local government education materials
- B4d- Maintain an active student/teacher education program
- H3b- Conduct or refer to special training on one or more green city/county programs

- C4a- Enact and enforce a Florida Friendly rain sensor ordinance for all irrigation systems
- S1a- Seek FDEP plant operations excellence award
- S1c- Sanitary sewer overflow abatement
- S2a- Conduct energy audit of treatment facilities
- S4c- Enforce watering restrictions during meter reads
- S5g- Enable customers to track and analyze their usage via the internet

Selected City Departments

- D1a- Team with tourism department on eco-tourism campaign
- A6b- Adopt green cleaning/maintenance practices available from FL DEP
- A6c- Enact green landscaping ordinance for local government buildings
- A6d- Utilize renewable energy on energy efficient local government buildings
- E1b- Use renewable energy as backup/ emergency power

November 15, 2021 - November 21, 2021

November 2021

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

December 2021

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

Monday, November 15

- ← Sara OOO →
- Amanda remote
- 8:00am - 8:30am Final Budget Adjustment Considerations to
- 8:00am - 8:15am Meeting with Hassan Hadjimiry (City Manager's
- 8:30am - 8:40am New employee orientation (First Floor Conference
- 9:00am - 10:00am Begin CIL (CM Office)
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda &
- 11:30am - 12:30pm Follow-Up Direction Concerning the Initiation
- 12:00pm - 12:30pm Follow-Up Direction Concerning the Initiation
- 2:00pm - 2:30pm Dash Travel (Dash Travel)
- 2:00pm - 3:00pm Cigna Presentation - EAP for First Responders
- 3:00pm - 4:00pm VM Johnson Mtg w/CM Moore Re: Agenda &
- 4:00pm - 5:00pm Considerations and Discussion on Options
- 5:30pm - 6:30pm Process Travel (CM Office)

Tuesday, November 16

- ← Sara OOO →
- 8:00am - 9:00am Meeting with Duncan Tavares (City Manager's Office) - Vega, Brenda
- 9:00am - 10:00am Solid Waste Collection Service Selection Process
- 10:30am - 11:30am Introduction Meeting with Mr. James McCray (City Manager's Office 100 NW 1st Avenue, Delray Beach, FL 33444) -
- 11:30am - 12:30pm Compile Information Letter Report - Strategies to Advance Minority and Women Owned Business
- 2:00pm - 3:00pm Light Spillage from 626 SE 4th Avenue (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 3:00pm - 4:00pm Compile Information Letter Report - New Assistant City Manager (CM Office) - Terrence R. Moore
- 4:00pm - 8:00pm November 16th Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 4:00pm - 6:30pm City Commission Regular Meeting ↻

Wednesday, November 17

- ← Sara OOO →
- Amanda OOO
- 9:00am - 11:00am Executive Leadership Team Meeting (Commission Chambers) - Vega, Brenda ↻
- 11:00am - 12:00pm Process to Appoint OSS Selection Committee/Panel (CM Office) - Terrence R. Moore
- 1:30pm - 2:30pm Compile Information Letter Report - Economic Development Synergy for the Military Trail and Congress Avenue Corridors/Lake Ida (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Meeting with Nick Uhren, Palm Beach Transportation Planning Agency (Office of the City Manager 100 NW 1st Ave, Delray Beach FL - City Manager's Conference Room) - Vega, Brenda
- 4:00pm - 6:00pm CRA Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander, Tracy

Thursday, November 18

- ← Sara OOO →
- 12:00am Duane ooo →
- 9:00am - 10:00am Delray Beach Library Tour (100 W Atlantic Ave, Delray Beach, FL 33444) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Interdepartmental Collaboration to Support Sustainable Delray Beach Goals and Objectives (CM Office) - Terrence R. Moore
- 12:30pm - 1:00pm UTB Holiday Party (UTB Department)
- 2:00pm - 3:30pm Various (Various) ↻
- 4:00pm - 5:00pm Various (CM Office)
- 4:30pm - 5:00pm CM Moore-Chief Tomey (City Manager's office) - Billingsley, Joyce
- 6:00pm - 7:00pm Community Meeting at Pompey Park (1101 NW 2nd St, Delray Beach, FL 33444)

Friday, November 19

- ← 12:00am Sara OOO
- ← 12:00am Duane ooo
- 12:00am Janet OOO →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Follow-Up Discussion and Considerations Regarding the Use of Boca Raton's Training Facility (Conference
- 10:00am - 11:00am Meet and Greet for Pedro Herrera (First Floor Conference Room) - Inglese, Cathy
- 11:00am - 12:00pm Issues and Opportunities with Respect to the
- 12:00pm - 12:30pm Finance Holiday Party (1st Floor Conferece
- 12:30pm - 1:00pm Fire Rescue Holiday Party (Arts Garage)
- 2:00pm - 2:30pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly
- 2:00pm - 3:30pm FW: City and County Manager Virtual Think Tank
- 4:00pm - 5:00pm Considerations to Expand Emergency Red Alert

Saturday, November 20

- ← Janet OOO →
- 7:00am - 9:00am 35th Annual Delray Beach Turkey Trot (Anchor Park 340 S Ocean Blvd, Delray Beach, FL 33483)
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 12:00pm - 2:00pm Begin Brenda Vega Annual Performance Evaluation (CM Office)

Sunday, November 21

- ← Janet OOO →