



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

June 10, 2022

Policies and Automation Protocols to Implement Payroll Time and Attendance Integration System Administration

In response to issues and opportunities to enhance payroll system administration practices (as outlined via the most recent internal audit review, analysis, and resulting report on the subject), please be advised that direction is currently being offered to integrate a single software application package (for employee time and attendance) necessary to integrate the City's existing payroll, scheduling, and other related administrative functions.

As referenced in the attached electronic mail message from Director of Finance Hugh Dunkley, several proposals from technology firms will be evaluated during the next several weeks, resulting in a recommendation for respective contractual services to be offered for City Commission review and consideration for authorization immediately thereafter.

Once aforementioned software application contracts are authorized, employees in all departments will be required to process hours of operation, time and attendance, and other related logistics as a function of daily operations. Meanwhile, Finance, Human Resources, and Information Technology are all currently working collaboratively to prepare for applicable transition processes.

Format for Charrette Workshop to Support Development of Long-Term Vision for the Old School Square Complex

City administration is preparing for a public charrette workshop scheduled for 6 pm, on Thursday, June 23rd, at the Fieldhouse at Old School Square. This event is meant to garner valuable public input regarding a long-term vision for programming at the Old School Square. Direction to this effect involves public outreach efforts to encourage engagement including marketing efforts via the City's various social media platforms, as well as our website and community newsletter.

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Although arrangements to host this workshop do not involve the employment of external consultants, we are collaborating with our existing strategic partner, the Treasure Coast Regional Planning Council, to help serve as an event facilitator. Additionally, the meeting will be recorded, and made available to the public via both social media and the City's website.

Clarity Regarding Payments for Delray Beach Public Library Parking Garage Access

As briefly mentioned during the May 24th joint workshop meeting presentation concerning financial support and collaboration involving non-profit organizations, the City's involvement with the Delray Beach Public Library to this effect actually exceeds its over \$1.4 million annual contribution towards its continuing presence in our community. In addition to the noted \$1.4 million, an ancillary yearly expenditure ranging anywhere between \$25,000 to \$39,000 for its access to the South County Courthouse parking garage has been paid.

As referenced in the attached excerpts from a four-party agreement involving the City of Delray Beach, Palm Beach County, the Delray Beach Public Library, and the Delray Beach Community Redevelopment Agency, shared maintenance costs associated with the parking garage are a responsibility for all parties. However, for at least the past seven years, the City has been paying the library's portion of the operations and maintenance costs.

Given the associated complexities, direction is being offered to engage with the City Commission relative to applicable policy considerations to address the question formally as to whether the City should continue this level of ancillary support, vis-à-vis the provisions of the cost share agreement.

Non-Profit Organization Presentations to Support Annual Funding Request Considerations

As leadership in both the Office of the City Manager and the Department of Finance continue to finalize Fiscal Year 2022-2023 Proposed Budget considerations, including opportunities to evaluate external support requests, please be advised that direction is being offered to host a workshop meeting

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Tuesday, August 16th, to host presentations by the City's non-profit partners relative to respective financial support.

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris (as well as a reiteration via the May 24th Joint City Commission/CRA Workshop Meeting), total financial obligations supported by the City of Delray Beach for non-profit organizational collaboration and partnership (excluding the Delray Beach Public Library) for the current fiscal year total \$320,200. With leadership of several organizations having expressed an interest to expand implementation of ancillary goals and objectives, applicable review and evaluation of funding requests will be administered concurrently.

Calendar of Meetings, Activities, and Functions

This week marked the conclusion of individual departmental budget review meetings necessary to evaluate considerations for the Fiscal Year 2022-2023 Proposed Budget. Current related (and remaining) tasks include capital improvement program scheduling and allocation recommendations, as well as revenue forecasting and modeling based on recent valuation estimates as reported by the Office of Palm Beach County Property Appraiser.

Both the Office of the City Manager and the Department of Finance are looking forward to providing timely balanced budget recommendations, to be initiated publicly via the July 12th workshop session.

Enclosures:

Electronic Mail Message from Hugh Dunkley – Status: Time and Attendance Software Selection
Electronic Mail Message from Jeff Oris – Relevant Section in Library Agreement
Excerpts from Four Party Agreement Regarding South County Courthouse
Electronic Mail Message from Jeff Oris – Non-Profit Annual Funding
Calendar for Business Week of June 6, 2022

CM/Documents/City Commission Information Letter 33

Terrence R. Moore

From: Dunkley, Hugh
Sent: Thursday, June 9, 2022 3:03 PM
To: Terrence R. Moore
Cc: D'Andrea, Duane; Stacy, Jay; Thezine, Laura
Subject: Status: Time and Attendance Software Selection

Mr. Moore –

In connection with the recent internal audit of the City's time and attendance processes, I would like to give you an update on where we are in regards to coming up with solutions that will address some of the findings that were outlined in the City's Internal Audit Report.

The Finance Department as well as the departments of Human Resources and Information Technology are currently evaluating several proposals for time and attendance systems which, in our professional opinion, will greatly minimize the internal control weaknesses that were presented in the report of our internal auditor. The eventual software that is chosen will significantly eliminate a lot of the paper-based processes that are currently in place by automating timekeeping, thereby increasing productivity and reducing errors. It is our hope to have a recommendation to you in the ensuing weeks; however, our evaluation might include some site visits, so that the Evaluation Team can ascertain the degree to which the software that we are considering can best meet our needs. We will keep you abreast of our findings and hope to make a recommendation in the very near future.

Again, we thank you for the opportunity to improve upon the internal control processes of the City.



Hugh B. Dunkley, CPA, CGFO

Finance Director
City of Delray Beach
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" 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.

PLEASE NOTE: Pursuant to Florida's Government in the Sunshine Act (a.k.a. "Sunshine Law"), e-mails containing city business should be directed to either: all City Commissioners or only 1 City Commissioner at a time and should not include prior responses from other Commissioners in order to avoid the perception that a third party is acting as a liaison between Commissioners. "

Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, June 9, 2022 9:37 AM
To: Terrence R. Moore
Subject: Relevant section in Library Agreement
Attachments: Library Agreement - page 1.pdf; Library Agreement - page 13 -14.pdf

Mr. Moore,

Please find attached the first page of the 4-party agreement between Palm Beach County, the City of Delray Beach, the Delray Beach Community Redevelopment Agency, and the Delray Beach Public Library regarding construction, maintenance, and use of the South County Courthouse Parking Garage which identifies and lays out the purpose of the agreement.

Also attached, pages 13-14 of the agreement which includes Section 10 Operations and Maintenance of the Parking Garage and Surface Parking which includes the provision specifically outlining that the Library shall be responsible for 31% of the operations and maintenance cost of the parking facilities, along with a schedule for informing the library of budgeted cost for the next fiscal year and billing the library for these costs early in the fiscal year.

Jeff Oris, CEcD
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R2002 1980

AGREEMENT

This Agreement is made and entered into on ^{NOV-12-2002} _____ between the Palm Beach County ("County"), a political subdivision of the State of Florida, and the City of Delray Beach ("City"), a municipal corporation existing under the laws of the State of Florida, and the Delray Beach Public Library, ("Library"), a Florida Corporation Not for Profit with a tax id number of 59-0217683 and the Delray Beach Community Redevelopment Agency ("Agency"), an agency established pursuant to Florida Statute Section 163, Part III.

WITNESSTH

WHEREAS, the City, the Agency and County first entered into an interlocal agreement on August 12, 1986 (R86-1201), for the purpose of siting the South' County Courthouse, which Interlocal Agreement was subsequently amended twice on August 17, 1993 and January 14, 1997; and

WHEREAS, pursuant to that Interlocal Agreement the County constructed a courthouse and other governmental facilities and currently is planning an expansion to those facilities, and

WHEREAS, the City and the Library wish to locate a new library on the property adjacent to the County Courthouse (a property originally intended to be conveyed to the County), share parking between the library and the courthouse, and reserve the City's option to fund a future parking structure expansion on the County property for its needs; and

•WHEREAS, the Library and the County are agreeing to a development and funding plan for the shared facilities, and

WHEREAS, the City has short and long term obligations toward the development of both the Library, as the owner of the Library property, and to the County pursuant to the interlocal Agreement; and

WHEREAS, this Agreement will terminate the original Interlocal Agreement, as amended, and incorporates various terms of that agreement into this Agreement.

NOW THEREFORE, in conjunction with the mutual covenants, promises and representations contained herein, the parties hereto agree as follows.

Section I: Purpose

9.09 The City agrees to grant the County, at no cost to the County, a temporary parking easement for contractor personal vehicles during Courthouse Phase I construction. The location of the easement shall be determined prior to the commencement of Phase I, however the City is aware that the preferred location is within two blocks of the site in order to minimize the likelihood of contractors parking in adjacent residential and unauthorized areas.

9.10 The City agrees to grant the County, at no cost to the County, a temporary parking easement for contractor personal vehicles during Courthouse - Phase III construction. The location of the easement shall be determined prior to the commencement of Phase III, however, the City is aware that the preferred location is within two blocks of the site in order to minimize the likelihood of contractors parking in adjacent residential and unauthorized areas.

9.11 The City agrees to grant the Library, at no cost to the Library, a temporary parking easement for contractor personal vehicles during the construction of the Library. The location of the easement shall be determined prior to the commencement of construction of the Library, however, the City is aware that the preferred location is within two blocks of the Library site in order to minimize the likelihood of contractors parking in adjacent residential and unauthorized areas.

9.12 The County understands that the City is the owner of the Library Property and intends to lease with option to buy same to the Library pursuant to the terms of ground lease agreement. The City agrees to ensure that the terms of its ground lease are consistent and in no way conflict with the terms, permitted uses or rights granted to the Library pursuant to this Agreement. In the event that there is a disagreement between the terms of this Agreement and the ground lease agreement, the terms of this Agreement shall prevail.

9.13 In order to construct the Parking Facilities in such a manner that a future expansion is possible without significant impact to the Courthouse and Library's operations, the City agrees to pay \$200,000 and the CRA \$334,000, toward the cost of construction of the Parking Facilities. The City and CRA shall provide such funds to the County within 30 days of receipt of invoice from the County. Such invoice will be sent to the City and CRA ~~only~~ after the County having received a construction cost from the contractor of the Parking Facilities. Neither the County nor the Library shall have any obligation to re-pay the City or the CRA for these funds in the event that an expansion to the Parking Facilities does not occur. All obligations and/or rights with respect to the parties and expansion of the Parking Facilities are set forth Section 11 of this Agreement.

Section. 10: Operation and Maintenance of the Parking Garage and Surface Parking

10.01 The Parking Master Plan assumes non-exclusive use of all parking spaces by the County, Library and its employees and visitors, both the County and the Library agree hereby with that assumption, The County agrees that it will employ reasonable operational measures to direct its employees to use the garage spaces, starting at the top and working down. The Library agrees that it will employ reasonable operational measures to direct its employees to park in the southern most surface parking spaces.

10.02 The County shall be physically responsible for the operation and maintenance of the Parking Facilities and the Library shall annually pay the County 31% of all on-site operation and maintenance costs including capital renewal and replacement costs, utilities, and security

10.021 BY April 1 annually, the County shall submit an operations and maintenance budget to the Library for the next fiscal year.

10.022 On November 1 annually, the County shall invoice the Library for the entire amount due to the County for that fiscal year, commencing upon the occupancy of the Library or October 1, 2004, whichever occurs first.

10.023 In the event that the allocation of parking spaces to each party to this Agreement changes as a result of Section 11 of this Agreement, the pro rata share of the operating and maintenance costs described in this subsection will be reallocated among the parties accordingly.

10.03 The County and the Library shall meet periodically to discuss issues regarding the use, operations and maintenance of the Parking Facilities. The County and the Library both agree that no fee will be assessed to users of the Parking Facilities. In the event that either the Library or the County believes that there is a reason to consider the assessment of fees, this issue shall be brought up through the periodic meeting process described in this Section.

Section 11: Options to Expand Parking Garage

11.01 In the event that the City chooses to expand the structured parking on the Courthouse Property, the City shall provide notice to the County as well as all other parties to this Agreement at least one year in advance of the desired construction commencement date. Such notice shall not be delivered prior to the completion of the Courthouse Expansion Project and the construction of the library. Within 90 days of receipt of the notice, the County shall review the request and initiate an amendment to this Agreement which includes the terms and conditions under which the expansion to the structured parking can proceed, which will at a minimum include; 1) the City agreeing to be responsible for all costs associated with the expansion, 2) the temporary parking accommodations to provide similar parking facilities for the library and courthouse

Vega, Brenda

From: Terrence R. Moore
Sent: Friday, June 10, 2022 8:08 AM
To: Vega, Brenda
Subject: FW: Non-Profit Annual Funding

From: Oris, Jeff <OrisJ@mydelraybeach.com>
Sent: Thursday, June 9, 2022 6:40 PM
To: Terrence R. Moore <moore@mydelraybeach.com>
Subject: Non-Profit Annual Funding

As per the request of the City Commission, preparations are underway to invite and receive presentations from the six non-profit organizations currently receiving funding from the City. The non-profits being invited are those that received funding in the City's FY 2021-2022 General Fund Budget thus, this list does not include organizations that received funding through the City's Community Development Block Grant (CDBG) program, nor through the City's Law Enforcement Trust Fund (LETF). Both the CDBG and the LETF have specific selection and review criteria and are approved by the City Commission outside of the annual budget process.

The six include the following:

- The Boys & Girls Club of Palm Beach
- Achievement Centers for Children and Families
- The Delray Beach Historical Society
- Friends of Sandoway House Nature Center
- Expressing and Preserving Our Cultural Heritage (EPOCH) aka Spady Museum
- The Delray Beach Public Library

The following Table shows each of the five (5) non-profit organizations that is currently being funding, the term of their funding, when their funding agreement expires (5 of the organizations have multi-year funding agreements and one, the Delray Beach Public Library has been annually funded), the annual amount of their funding and the total amount funded over the length of their multi-year agreement.

Non-Profit Funding Agreements

Agency Name	Length of Funding Agreement	Annual Funding	Total Funding Over Life of Agreement	Purpose of Agreement
Boys and Girls Club of Palm Beach	5 years (9/30/26)	\$25,000	\$125,000	To support collaborative initiatives that provide educational and developmental opportunities for under-privileged youth using positive role models to create ongoing and caring relationships;
The Friends of Sandoway House Nature Center	5 years (9/30/26)	\$21,200	\$106,000	To manage and keep the Sandoway Discovery Center open year-round, provide tours and educational programming and operate certain exhibits.
Achievement Center for Children and Families	5 years (9/30/2026)	\$143,000	\$715,000	Two Separate Agreements: 1)\$62,000 per year to provide funding of and operation of programs at Pine Grove Elementary and Village Academy; 2) \$81,000 per year to provide programming in early learning, after school time, and summer learning, as well as an array of family support services.
Expressing and Preserving Our Cultural Heritage (EPOCH) (aka Spady Museum)	5 years (9/30/26)	\$31,000	\$155,000	To manage, operate and keep the Spady Cultural Heritage Museum open year-round, provide educational programming, maintain exhibits intended to recognize the achievements of African-Americans, host an annual MLK Day Breakfast and produce community forums to encourage discussion on race relations, diversity, and inclusion
Delray Beach Historical Society	5 years (9/30/26)	\$100,000	\$500,000	\$50,000 each year for an Archivist, \$50,000 each year for DBHS to operate the Learning Center and Archives in a manner that further the goals of the City, keep the Center & Archives open to the public year round, archive and store acceptable materials, produce at least one major exhibit each year and provide tours and educational programming. Endeavor to serve at least 3,500 visitors per year.
FUNDING TOTALS		\$320,200	\$1,601,000	

These five non-profits are funded at a total amount to the City of \$320,200 per year or \$1,601,000 over the five years in which all the funding agreements run concurrently.

As mentioned above, the City also provides direct funding in the current fiscal year to the Delray Beach Public Library. The Library DOES NOT have a multi-year funding agreement but has been funded in the amount of \$1,453,500 each year since FY 2009-2010.

Please let me know if you require any additional information.

Jeff Oris, CEcD
Assistant City Manager
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561-243-7144 – office
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June 6, 2022 - June 12, 2022

June 2022						July 2022								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	4					1	2	
5	6	7	8	9	10	11		3	4	5	6	7	8	9
12	13	14	15	16	17	18		10	11	12	13	14	15	16
19	20	21	22	23	24	25		17	18	19	20	21	22	23
26	27	28	29	30				24	25	26	27	28	29	30
														31

Monday, June 6

- 12:00am Lynn ooo →
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 10:00am Review Outcome of Code Officer Review/Report (CM Office) - Terrence R. Moore
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda &
- 10:00am - 11:00am Mayor/CM Agenda Review for the 6/14
- 11:00am - 11:30am Joycelyn Patrick (Delray Beach City Hall Office of
- 11:30am - 12:00pm password
- 2:00pm - 2:30pm Call Mr. Max Weinberg re: Old School Square
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 3:30pm - 4:00pm Various Preparation Follow-Up Concerning
- 4:00pm - 5:00pm Finalization of Fiscal Year 2022-2023 Proposed

Wednesday, June 8

- ← Lynn ooo →
- ← Chief Tomey ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 10:45am - 11:30am Concentra/City of Delray Beach meeting (City Hall, Delray Beach 100 NW 1st Avenue, Delray Beach, FL 33444) -
- 2:00pm - 3:00pm Follow-Up Direction Regarding OSS Charette Initiative (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Compile Information Letter Report - Charette
- 3:30pm - 4:00pm KB (CM/Conference Call)
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts
- 4:00pm - 5:00pm Compile Information Letter Report - Policy and
- 5:30pm - 6:30pm Compile and Deliver... (CM Office)

Friday, June 10

- ← Lynn ooo →
- ← 12:00am Chief Tomey ooo
- Chief Sims ooo
- Sara ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re:
- 9:00am - 10:00am Copy: Barwick Park Ribbon Cutting (Barwick
- 9:30am - 10:30am ICMAA High Performance Leadership Academy
- 10:00am - 10:30am Travel Time
- 11:00am - 12:00pm Direction and Guidance Relative to
- 11:30am - 1:30pm Various (Various)
- 3:00pm - 3:30pm Meeting with Sharon Beaudoin (Conference
- 3:30pm - 4:30pm IP (Various)

Tuesday, June 7

- ← Lynn ooo →
- 12:00am Chief Tomey ooo →
- 8:00am - 9:00am Compile June 8th Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Compile Information Letter Report - Non-Profit Organization Presentations to Support Annual Funding Request Considerations (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Finalization of Fiscal Year 2022-2023 Proposed Budget Considerations (Comprehensive) (CM Office) - Terrence R. Moore
- 3:00pm - 8:00pm June 7th Workshop & Regular Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 3:00pm - 3:30pm City Commission Workshop re: Municipal Golf Course Public/Private Partnership Selection Process

Thursday, June 9

- ← Lynn ooo →
- ← Chief Tomey ooo →
- 8:30am - 9:30am Compile Information Letter Report - Clarity Regarding Payments for Library Parking Lot Access (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Meeting with Debra Lewis to Discuss Respective Opportunities to Work Collaboratively (Conference Room - City Manager) - Terrence R. Moore
- 11:30am - 12:30pm Begin J. Oris Six Month Performance Review (CM Office)
- 2:00pm - 2:30pm Vice Mayor Frankel (Various)
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm Various (Various)
- 5:30pm - 6:30pm ICMA Coach Connect (CM Office)

Saturday, June 11

- ← Lynn ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office)
- 12:00pm - 2:00pm Begin Gina Carter Annual Performance Evaluation (CM Office)
- 4:00pm - 8:00pm Pride Delray Beach Festival and Concert

Sunday, June 12

- ← 12:00am Lynn ooo

More Items...