



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

February 10, 2023

Authorization of Contractual Services Necessary to Convert Catherine Strong Park Tennis Courts to Pickleball Facilities

Both the Office of the City Manager and that of Director of Parks and Recreation are pleased to report that procurement processes necessary to convert Catherine Strong Park tennis courts to pickleball facilities is currently being finalized.

As referenced in the attached electronic mail message from Mr. Metott, direction to this effect involves the enhancement of the facility from four temporary courts to six dedicated pickleball courts. Additionally, guidance is being offered to install two more pickleball courts soon after demolition of existing modular buildings located in proximity, to likewise result in a total of eight permanent facilities for the community to enjoy.

Applicable resurfacing and adjustments to perimeter fencing are therefore anticipated to begin as soon as possible.

Progress Regarding Time and Attendance Solution Project

Since the August 16, 2022 City Commission meeting, contractual authorization has been given to engage the services of software developer Kronos, Inc. to provide integrated and interdepartmental time and attendance solutions necessary for effective workforce management. Please be advised that significant progress has been made towards achieving the respective goals and objectives.

As referenced in the attached memorandum exchange between Chief Technical Director Jay Stacy and Administrative Services Manager Kristina Maricic, outcomes to this effect include compilation of data necessary to configure the software application to accommodate the City of Delray Beach's business structure, policies and procedures, and collective bargaining agreements.

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Meeting this milestone will now likewise enable staff involved in the process to view the system as configured by Kronos, to ensure that each department's needs and requirements have been achieved accordingly. Guidance to this effect will also support continuous integration into the existing Tyler New World platform, yielding the elimination of manual timesheets, while advancing accountability in all operations.

The current trajectory based on progress as outlined involves Phase I of implementation commencing in the next few months. Meanwhile, much appreciation to all staff involved with the implementation of this highly anticipated effort to achieve more efficiencies in operations as a result.

Status and Direction Regarding Implementation of Parking and Curbside Management Plan

As the Office of the City Manager, as well as leadership of both the Department of Development Services and the Department of Public Works continue to experience inquires relative to the status of implementing the City's recently initiated Parking and Curbside Management Plan, please be advised that this effort involves administration of a guidance document that recommends short-term, mid-term, and long-term goals for the proper management of pedestrian and vehicular safety and flow on the Atlantic Avenue corridor.

Associated guidance from the Delray Beach Parking and Curbside Management Plan likewise provides staff with a framework for decision making relative issues and challenges that may arise along the corridor. Such includes implementation of a structure for parking rates, as well as potential advancements in technology to ultimately help alleviate traffic congestion issues that are typically experienced.

Staff from involved departments anticipate offering specific considerations for City Commission review and evaluation in the next few months. Meanwhile, we wish to continue to emphasize that this overall exercise involves a holistic approach for integral recommendations that work together to properly manage activities at the curb.

Ancillary Community Policing Engagement Practices

Since Russ Mager's appointment as Chief of Police last summer, direction has been offered via the echelons of the Delray Beach Police Department to advance community policing practices to address specific incidences of crime more proactively in areas of the community that may have been adversely impacted accordingly.

As referenced in the attached electronic mail message from Chief Mager, guidance to this effect involves establishment of a problem oriented policing unit, particularly for nighttime hours to specifically help combat property crime.

As both Chief Mager and members of his command staff have recently initiated communications to various community stakeholder groups relative to anticipated responsiveness and effectiveness, all concerned can likewise look forward to the execution of more collaborative efforts to keep both our city and its neighborhoods safe.

Follow-Up Clarity Regarding Public Nuisance Appeals Processes

Last week's report included an update regarding the merits of establishing and supporting a public nuisance appeals panel to help provide a means for an ancillary due process relative to code violations issued in our community.

Since last Friday, follow-up dialogue has resulted in guidance to simply continue to process violations in accordance with current processes involving the Code Enforcement Board and the Delray Beach Special Magistrate.

Direction is likewise now being offered to cease considerations relative to a public nuisance appeals panel, with the expectation that the aforementioned practices and protocols remain effective.

Calendar of Meetings, Activities, and Functions

As noted via last week's report, initial tasks associated with Fiscal Year 2023-2024 Proposed Budget processes are currently being initiated. A specific engagement to this effect directed earlier this week involves review of data analytics necessary to support considerations to update the City's fleet management fee structure.

As briefly discussed during the January 17th regular City Commission meeting, the current fleet management fee structure hasn't been updated in years, resulting in some degree of challenge relative to administering interdepartmental capital replacement functions. Applicable pending recommendations to involve a series of revised internal budget and expenditure allocation practices should become rudimentary.

Enclosures:

Electronic Mail Message from Sam Metott - Catherine Strong Park (CSP) Pickleball
Google Aerial Photo – Catherine Strong Park and Immediate Vicinity
Memorandum Involving Jay Stacy and Kristina Maricic – Time and Attendance Solution Project Status Report
Electronic Mail Message from Chief Mager – Police Chief – Community Engagement and Crime
Calendar for Business Week of February 6, 2023

CM/Documents/City Commission Information Letter 59

Terrence R. Moore

From: Metott, Samuel
Sent: Friday, February 10, 2023 8:35 AM
To: Terrence R. Moore
Cc: Hanson, Amy
Subject: Pickleball Court Conversion at CSP
Attachments: CSP Pickleball.jpg

Hello,

As we discussed, we are currently finalizing arrangements to convert the tennis courts at Catherine Strong Park to permanent pickleball courts. We are making enhancements to the facilities to increase the current number of courts from 4 to 6. Additionally, once the demolition of the modular units is completed, we are planning for two additional courts to be included afterward. The attached image highlights the current facility improvement area (blue) and the future additional pickleball court space (yellow).

Our team is working with the vendor to schedule the project as soon as possible. We will convey a specific start date once it has been confirmed.

Sincerely,

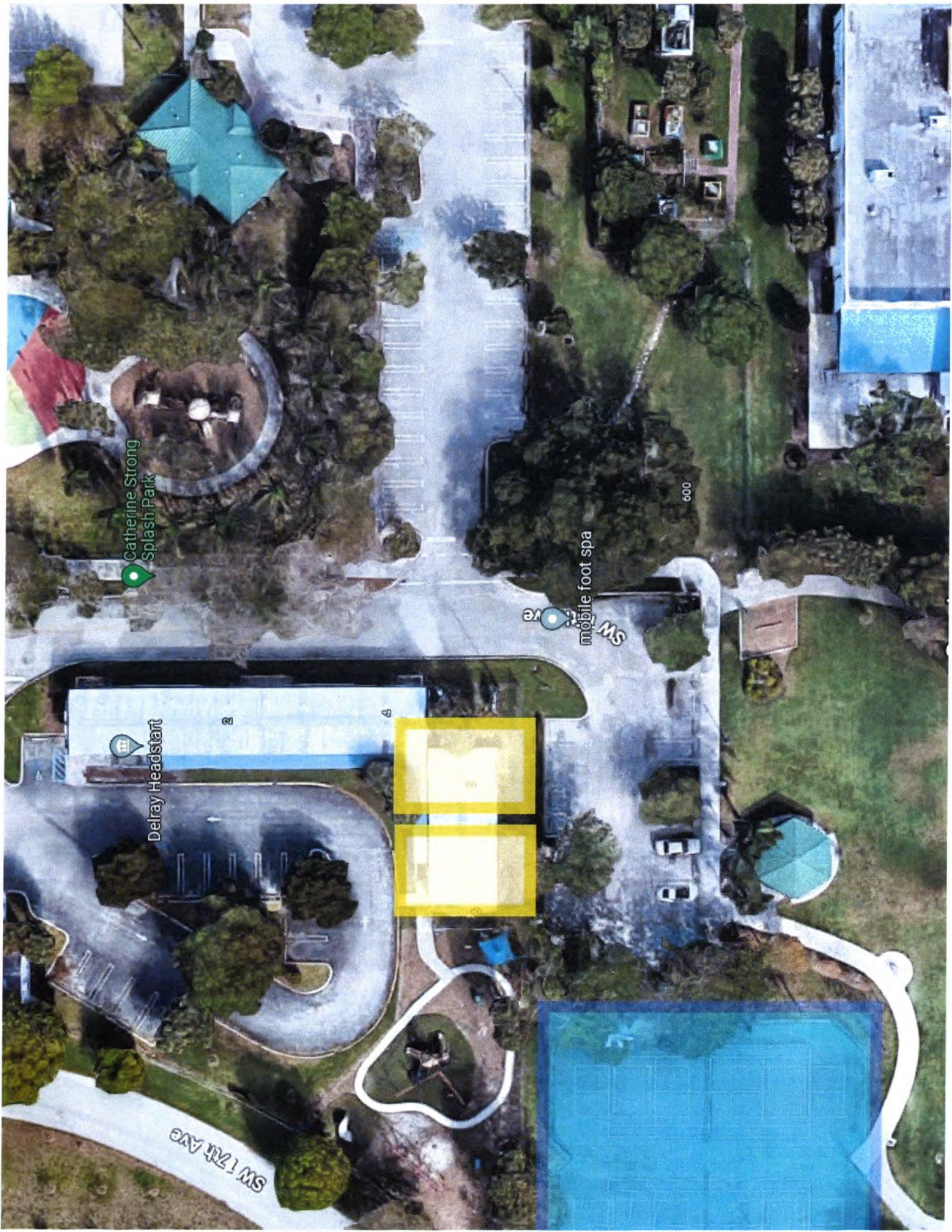
Sam Metott



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](tel:561-243-7251)
MetottS@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.



Catherine Strong
Splash Park

Delray Headstart

mobile foot spa

600

SW 17th Ave



MEMORANDUM

TO: Jay Stacy, Chief Technical Director

FROM: Kristina Maricic, Administrative Services Manager

SUBJECT: Time and Attendance Solution Project Status Report

DATE: February 3, 2023

Background

On August 16, 2022, the City Commission approved Resolution No. 121-22 to award an Agreement to Kronos Incorporated for Time and Attendance Solution and services for effective workforce management.

Time and Attendance solution includes specific features needed for our Public Safety Departments as well as consolidation to one system for the rest of the City's needs. Agreement provides software as a service subscription, configuration, training services for City staff, and time clock rentals.

City-wide implementation of a Time and Attendance solution will eliminate the manual timesheets currently in place, reduce potential for human error, and promote accountability within the workforce. This will address inconsistencies with the current processes, strengthening internal controls, providing for more effective and efficient utilization of resources, and ensuring compliance with city policies and procedures.

Highlights - Completed Action Items

After Commission approval of Resolution No. 121-22, Project Managers selected the Core Project Team consisting of Executive Sponsor, Steering Committee, Project Manager, Technical and Business Experts, and attended introduction and planning meetings with the vendor. Project Team attended a Kick-Off meeting, and Business Structures learning webinar in October. During the last few months, numerous project team fundamentals, business structure, and touch-base meetings were held with the vendor, Project Team, and Subject Matter Experts (SMEs) to gather information regarding pay codes, pay and accrual rules, City's business structure, policies and procedures,

collective bargaining agreements, positions, departments, general ledger accounts, and City's payroll processes. Project team resources also attended Cloud and Technical strategy, Telestaff overview, and Dimensions integration meetings. Technical resource(s) met with City's Payroll Coordinators to review current payroll processes as well as with Tyler experts for Dimensions-Tyler integration. Existing time clocks and software were reviewed, and preliminary team was selected to test new time clocks. Single sign-on testing and troubleshooting also started.

- Selection of Core Project Team – end of August 2022
- Introduction of Kronos Project Manager and Solution Consultant – early September 2022
- Introduction meeting to review goals and expectations - September 15, 2022
- Project Planning/Schedule meeting - September 26, 2022
- Project Kick-Off Meeting with Core Project Team – October 4, 2022
- Business Structures learning webinar for Core Project Team – October 14, 2022
- Requirements gathering meetings – started October 17, 2022
- Technical strategy meeting - November 8, 2022
- Review of existing time clocks/software and test team selection– November 9, 2022
- Business Structures meeting – started November 17, 2022
- Cloud strategy meeting - November 30, 2022
- Telestaff Overview meeting – December 1, 2022
- Meeting with Payroll Coordinators (Finance) – January 5, 2023
- Integration discussion with Tyler - January 6, 2023
- Dimensions Integration meeting and introduction of Integration consultant – January 18, 2023
- Weekly Touch-Base meetings – started January 20, 2023
- Pay codes discussion – January 24, 2023
- Troubleshooting/Testing sign on – February 2 & 3, 2023 (ongoing)

Project Team Resources

City's Business, Technical, and Subject Matter Experts from various departments, managed by the Project Manager and supported by the Executive Sponsor and the Steering Committee, have been collaborating with Kronos on the solution development/configuration.

Executive Sponsor

Jay Stacy – Chief Technical Director

Steering Committee

Jay Stacy – Chief Technical Director

Hugh Dunkley – Finance Director

Duane D'Andrea – Human Resources Director

Project Manager

Kristina Maricic – Administrative Services Manager

Technical Experts

Giampaolo Ciaffoni – Application Support Specialist, IT

Marlo Dahl – Police Technology Manager, Police

Mike Garcia – Fire technology Manager, Fire

Business Experts

Carmen Aleman –Chief Accounting Officer, Finance
Mary Black –Payroll and Records Management Coordinator, Fire
Alexandria DeFranco –Benefits Manager, Human Resources
Kristina Maricic –Administrative Services Manager, Police
Glenda Rivera – Accountant, Finance

Subject Matter Experts (SMEs)/Additional Resources

Gina Carter – Communications Director
Jennifer Reynolds – IT Project Manager-Hardware, IT
Edwin Hernandez – Police Officer, Police
Angela Randazzo – Police Payroll Coordinator, Police
Clayton Gilbert – Building Maintenance Superintendent – Public Works/Building Maintenance
Cecelia Shade – Budget Coordinator, Fire
Pame' Williams – Executive Assistant – Public Works/Administration
Viemy Rijo – Administrative Assistant – Public Works/Engineering
Kathryn Monaco – Administrative Assistant – Utilities Water/Sewer Network
Ilonka Weinstein – Administrative Assistant – Parks and Recreation
Susan Matson - Administrative Assistant – Parks and Recreation
Kelly Ann Simmons – Department Coordinator – Utilities/Administration
Nereida Martinez – Payroll Administrator, Finance
Alberta Gaum-Rickard – PT Payroll Administrator, Finance
Pateria Braxton – Administrative Assistant – Public Works/Administration
Stephanie Hicks – Executive Assistant – Public Works/Administration
Robbin Williams – Administrative Assistant – Public Works/Streets Maintenance

Kronos Resources

Shannon Whelchel – Project Manager
Angel Dulaney-Brady – Senior Solution Consultant (Dimensions)
David Gomez – Solution Consultant (Telestaff)
Kenny Nix – Solution Consultant
Christian Howe – Integration Consultant (Dimensions)
Steven Pickett – Technology Consultant

Currently In-Progress

During February 2023, the project team's schedule includes a two-hour User Planning Workshop where strategies for communications and training will be discussed, as well as Dimensions and Telestaff Solution Development Workshops, where Kronos will demonstrate configured solution. Project manager and IT Project Manager-Hardware will also meet with Kronos to discuss time clocks and continue sign-on testing.

User Planning Workshop -Communications and Training – February 8
Solution Development Workshops – Dimensions – February 6 & 10, 17 (Tentative)
Solution Development Workshop – Telestaff – February 27 (Tentative)
End To End Solution (Dimensions/Telestaff Integration) – February 28 (Tentative)
Time Clock Discussion – February 8

Next Steps

After the Communications and Training Workshop, the team will start development of the Communications plan to communicate project and organizational change to the employees, as well as the Training plan to train end users. We will begin User Acceptance testing with SMEs and Business Experts to ensure solution configuration meets City's needs. In addition, ID badge testing with new timeclocks will be under way as well as overview of Telestaff in the Cloud environment.

- Development of Communications plan
- Development of Training plan (Train-The-Trainer)
- ID badge/Timeclock Testing
- User Acceptance Testing
- Workforce Telestaff Overview in the Cloud Environments

Projected Go-Live Date:

Projected Go-Live for the first group (Phased deployment) is between July 21 and August 31, 2023.

Terrence R. Moore

From: Mager, Russ
Sent: Thursday, February 9, 2023 9:04 AM
To: Terrence R. Moore
Subject: Police Chief - community engagement and crime

As a new chief, (August 31, 2022) I realize the importance of community engagement and community trust. As crime statistics are often used as a measure of an agency's success, one must also include a two-pronged approach which includes community relations - their comfort level regarding our officers and the agency as a whole. The other is addressing crime occurring within that community. Our agency is fully engaged with this community policing model, and we will continue building on these relationships and addressing crime.

I have met with various community members to include residents, homeowner associations, business owners, school officials, and faith-based organizations to strengthen our agency's relationships. These relationships will allow for information sharing and collaborative efforts to address needs within our community.

As property crimes have increased nationwide, it has also affected our county. These crimes include the following: stolen vehicles, burglary to vehicles, burglary to residences / business', theft of catalytic converters and shoplifting. The sheer volume of property crime and losses associated has compelled me to consider creating a Problem Oriented Policing Unit. This unit will address active known offenders, crime trends, follow up investigations and problems within our city.

I look forward to making positive changes within our agency, addressing community issues and concerns and keeping our city safe.

Chief Russ E. Mager
Delray Beach Police Department
Ph: 561-243-7846
Web: www.mydelraybeach.com



February 6, 2023 - February 12, 2023

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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March 2023

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Monday, February 6

- 12:00am Duane 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 Proposed Structure for Fleet Management/Rental Charges (CM Office) - Terrence R. Moore
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 1:00pm - 4:00pm Hold for Education/Workforce Coordinator interviews (First Floor Conference Room) - Bast, Dot
- 4:00pm - 5:00pm Compile Information Letter Report - Implementation of Time and Attendance Program (TITLE) (CM Office) - Terrence R. Moore

Tuesday, February 7

- ← Duane ooo →
- 7:30am - 8:30am Compile 2/8/2023 Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 8:30am - 9:00am Education Workforce Coordinator Interview Panel Debriefing (Conference Room - City Manager) - Vega, Brenda
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Follow-Up Regarding Fire Rescue Operational Analysis Review (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Meeting with Delores re: Events (CM's Office) - Vega, Brenda
- 11:30am - 12:30pm Compile Information Letter Report - Ancillary
- 2:00pm - 4:00pm Workshop
- 2:00pm - 8:00pm February 7th Commission Meetings - Viewing of
- 4:00pm - 7:00pm City Commission Regular Meeting ↻

Wednesday, February 8

- ← 12:00am Duane 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 - 10:00am Agenda Review Meeting (February 21 CC Meeting) (City Hall 1st Floor Conference Room) - Conference Room -
- 9:30am - 10:00am Executive Leadership Team Meeting (1st Floor Conference Room) - Vega, Brenda
- 10:00am - 10:30am Travel Time
- 10:30am - 11:30am GFWC Woman's Club Meeting (505 SE 5th Ave (505 SE 5th Ave, Delray Beach, Florida 33483))
- 2:00pm - 2:30pm Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) -
- 3:30pm - 4:00pm Direction & Guidance to Support & Administer
- 4:00pm - 4:30pm Step 3 Grievance re: Lt. Bryce Clough (Conference

Thursday, February 9

- Gina 1/2 day Florida Municipal Communicators Association Board meeting.
- 8:30am - 9:30am Compile Information Letter Report - Authorization of Contractual Services Necessary to Convert Catherine Strong Park Tennis Courts to Pickleball Facilities (CM
- 9:00am - 9:30am FW: Duane D'Andrea Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Compile Information Letter Report - Status and Direction Regarding Implementation of Curbside Management Plan (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Compile Information Letter Report - Follow-Up Clarity Regarding Public Nuisance Appeals Panel (CM
- 2:00pm - 3:30pm Various (Various) ↻
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ↻

Friday, February 10

- Gina @ Florida Municipal Communicators Association Board meeting.
- Sara ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Giannotes Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Follow-Up Analysis Regarding Tiered Employment Structure Considerations (CM Office) - Terrence R. Moore
- 2:00pm - 3:00pm Considerations for Active Shooter Training (Conference Room - City Manager) - Vega, Brenda
- 3:00pm - 4:00pm Impact Fee Assessment (Conference Room - City Manager) - Vega, Brenda

Saturday, February 11

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Begin Duane D'Andrea Annual Performance Evaluation (CM Office)
- 6:30pm - 9:00pm Evening of Black Excellence Under the Stars 2023

Sunday, February 12