



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 17, 2023

Current Direction Regarding CBRE Involvement, Review, and Analysis to Support New City Hall Partnership Considerations

As staff continues to work with representatives of commercial real estate consulting firm CBRE to finalize selection processes associated with current Delray Beach Municipal Golf Course public-private partnership proposal considerations, please be advised that applicable time and resource commitments are now being augmented to ultimately support such for external collaborative opportunities for a new city hall facility.

As referenced in the attached memorandum from Director of Economic Development Sara Maxfield, guidance to this effect presently involves incorporating spatial analysis metrics (as first contemplated in 2019) and applying anticipated needs into massing concepts to help achieve a vision for a new facility. With this task taking into consideration several properties currently owned by both the City of Delray Beach and the Delray Beach Community Redevelopment Agency (CRA), leadership of the CRA has been asked to work closely with various members of the Executive Leadership Team to engage appropriately.

Direction is likewise being offered to present initial study results publicly during an upcoming City Commission workshop meeting. This session will therefore enable an opportunity for respective feedback and guidance for next steps accordingly.

Initiation of Phase I of Disparity Study and Associated Tasks

Given the January 17th City Commission meeting authorization to select firm Keen Independent Research to help the City of Delray Beach to conduct a disparity study to determine whether adverse impacts and/or inequities has existed in awarding municipal contracts for minority and/or women owned

vendors and businesses, please be advised that initial work progress engagement was formally initiated earlier week.

As referenced in the attached memorandum from Keen principals Dave Keen and Joseph Broad, current direction relative to Phase I to this effect involves significant data collection, to include such involving past vendors, as well as specific types of service delivery and commodity contracts. Additionally, a review of the existing marketplace will be offered to help determine the availability of minority and women owned vendors and companies vis-à-vis external contracting opportunities; to likewise help the City evaluate the extent of any disparities that may have existed.

Resulting statistical analysis should likewise reveal any disparities that might have been experienced as outlined, paving the way for guidance for policy recommendations accordingly.

Update Concerning Enterprise Resource Planning Software Application and Administration

Given productive efforts currently underway relative to time and attendance, updates to the City's utility billing system, and interdepartmental financial reporting integration, staff is now working to finalize transaction considerations necessary to support the acquisition of an enterprise resource planning (ERP) software package that will enable the City of Delray Beach to efficiently improve level of service functions accordingly.

As referenced in the attached electronic mail message from Assistant Director of Information Technology Don Marese, functionality to this effect will likewise consolidate existing disparate software applications into a single operating system. Outcomes to this effect will also assist with our organization's business continuity plan, by relocating servers to an offsite hosted environment; contributing to the City's ability to continue respective operations during hurricanes and/or other emergency events.

With the Department of Information Technology having determined that the best option for ERP implementation is a transition to an updated Tyler Munis platform,

recommendations for City Commission review and consideration will be offered publicly during the next couple months.

Integration of Active Shooter Training

As both my office and that of Chief of Police Russ Mager recently hosted a meeting with external security interests to ultimately help our law enforcement review and evaluate current practices and protocols associated with active shooter training for our organization, please be advised that annual exercises to this effect remain a function of municipal operations. Additionally, direction is now being offered via leadership of both the Delray Beach Police Department and the Delray Beach Fire Rescue Department to collaborate interdepartmentally to make active shooter training a more comprehensive endeavor. This will likewise include such for city employees that work in municipal facilities, with regards as to how they should respond if faced with an active shooter event.

With program development being updated by both Police and Fire Rescue during the next few weeks, guidance for all departments relative to training will be forthcoming, scheduled, and executed accordingly.

Calendar of Meetings, Activities, and Functions

As city administration continues to cultivate positive and productive working relationships with our community's non-profit partners relative to collaborative project and program implementation, efforts to this effect directed during the past couple weeks included such involving both the Delray Beach Historical Society and Sandoway House.

This specifically involves revisions to agreements that each of these organizations enjoy with the City of Delray Beach to offer a more responsive and attentive focus, including such for various physical enhancements and operations for grounds and facilities. Given that contractual provisions are

City Commission Information Letter

February 17, 2023

Page 4

being revised accordingly, recommendations for City Commission review and consideration will soon be offered publicly.

With next business week being abbreviated due to the Presidents Day holiday, no information letter will be issued Friday, February 24th. Weekly reporting as noted will likewise resume Friday, March 3rd. Meanwhile, please enjoy the extended weekend, as well as the continued pageantry of the Delray Beach Open.

Enclosures:

Memorandum from Sara Maxfield – Municipal Complex Update

Memorandum to Jeff Oris from Keen Independent Research – City of Delray Beach Disparity Study Phase I Summary

Electronic Mail Message from Don Marese – ERP Application Update

Calendar for Business Week of February 13, 2023

CM/Documents/City Commission Information Letter 60

From: Maxfield, Sara <maxfields@mydelraybeach.com>
Sent: Monday, February 13, 2023 12:19 PM
To: Oris, Jeff <OrisJ@mydelraybeach.com>; Terrence R. Moore <moore@mydelraybeach.com>
Subject: Municipal Complex Update

Good morning,

City staff and our consultants at CBRE have completed phase 1 of the project which includes, defining the City's requirements for a future facility by way of reviewing the previous needs assessment (2019) by Carnahan, Proctor and Cross and CPZ Architects. City staff provided additional feedback on anticipated space needs for the consultant's consideration. Currently, Directors of Planning and Public Works are working closely with Economic Development and CBRE to finalize the massing study contemplating four mixed use commercial sites on City and CRA owned properties. The studies are intended to visually and mathematically demonstrate to stakeholders, the scale and density of the development that can be achieved. We have examined several iterations and provided technical edits to be incorporated into the final product. We expect to present the massing study at a future workshop at which we will gather feedback and direction from the commission to inform next steps.

Efforts running in tandem to those previous outlined include an updated cost estimation summary. CPC and CPZ previously delivered a construction cost estimate for the facility. We have initiated an update of those figures to reflect post-COVID changes in construction costs, inflation, and supply chain issues.

We look forward to the workshop to better understand the expectations as we move forward with the next phases of this project which include : assessing available value and required finance, financial analysis of likely revenue available to the City as a result of this redevelopment, taking into account tax revenue, ground lease revenue (if applicable), etc., recommendations for financing any remaining "gap" between the construction cost estimates from Phase 1 and the development revenue available as a result of the analysis in Phase 2.

Phase 3 will include the activities necessary to engage the developer market, should commission choose to move forward with a public private partnership model.

Terrence, let me know if you need additional detail.

Sara Maxfield, CEcD, EDFP. | Director, Economic Development | (she/her/hers)
561-243-7013 | maxfields@mydelraybeach.com | 100 N.W. 1st Avenue, Delray Beach, Florida 33444

CITY OF DELRAY BEACH



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.



- Research
- Analysis
- Strategy
- Implementation

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■
keenindependent.com

TO: Jeff Oris, Assistant City Manager, City of Delray Beach

FROM: Dave Keen and Joseph Broad

DATE: February 16, 2023

City of Delray Beach Disparity Study Phase 1 Summary

The City of Delray Beach seeks to ensure equitable opportunities for minority- and woman-owned businesses in its contracting and procurement. The following provides a summary of planned Keen Independent activities in the first phase of the City of Delray Beach Disparity Study.

The City engaged Keen Independent Research (Keen Independent) to examine participation of minority- and woman-owned firms in its contracts as well as conditions in the local marketplace.

Keen Independent is a national equity consulting firm. Beginning in 1989, team members have completed more than 200 studies throughout the country and have successfully defended minority and woman business enterprise programs if challenged. Local firm, the Mosaic Group, will be assisting in the study.

Meetings, communications, community engagement and surveys. Keen Independent will engage the local business community throughout the study. We will create a study webpage, hotline and email address where community members can learn more. We will also produce a study fact sheet and communications materials for City distribution.

The study team will survey thousands of businesses in the local marketplace that might be available to work with the City, even if they have not in the past. As part of the survey, businesses owners, managers and representatives can share their experiences in the local marketplace. Businesses can also participate in follow-up in-depth interviews. The availability survey will be used to develop benchmarks for the share of City contract dollars that might go to minority- and woman-owned businesses if there were a level playing field for those companies in the local marketplace.

Analysis of legal framework and existing procurement policies. The Keen Independent study team will review and evaluate current case law so that study methods follow court requirements. The study team will also review City programs, contracting and procurement practices as well as prime contractor practices related to construction, construction-related professional services, other professional services and general services and commodities.

Contract data collection and analysis. Keen Independent will collect and analyze City contract data as well as any available subcontract information for the past three fiscal years. Keen Independent will determine ownership information for each company receiving a City procurement. We will then report the share of City contract dollars going to minority- and woman-owned businesses by group and by industry.

Preliminary disparity analysis and reports. Keen Independent will perform disparity analyses to compare the percentage of contract dollars going to minority- and woman-owned businesses with what might be expected based on the availability analysis. Based on these results, Keen Independent will evaluate the need

to expand marketplace analyses in the second phase of the study, which will include the development of recommendations for City consideration.

Terrence R. Moore

From: Marese, Don
Sent: Tuesday, February 14, 2023 11:27 AM
To: Terrence R. Moore
Subject: ERP Application update

Mr. Moore,

The Department of Information Technology has been working with City employees to demonstrate the functionality of Enterprise Resource Planning (ERP) software applications, obtain references and fact sheets and answer any outstanding questions from the team. The new ERP system will include functionality for Finance, Procurement, Human Resources and Utility Billing. This system will improve efficiencies and processes in Financial reporting and level of services.

The City is currently operating under multiple disparate software applications which were installed in 1986 and 2016 and these systems are at "End of Life" and will no longer be supported by the vendors in the next few years. We are closely working with Tyler Technologies on acquisition of their flagship product – Munis, for replacement of these individual systems. The Munis Public Administration software package will be procured as Software as a Service (SaaS) and will be in a hosted environment. This will eliminate the need of additional Server hardware, patching and data backups on site and will provide additional means of Business Continuity and resilience during hurricane and emergency conditions. We will bring this item forward to Commission in the next few months for approval and expect implementation of the complete system to be completed in 36 months.

Regards,
Don Marese
Assistant IT Director
City of Delray Beach
150 NW 1st Avenue
Delray Beach, FL 33444
561-243-7146

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February 13, 2023 - February 19, 2023

February 2023

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				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
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Monday, February 13

- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 12:00pm Tour of Atlantic Crossing with Don DeVere, Vice President Mixed Use Development (Meet at the corner of 7th and Atlantic in front of the project) - Vega, Brenda
- 2:00pm - 3:00pm Compile Information Letter Report - Current Direction Regarding CBRE Review and Analysis Regarding New City Hall Partnership Considerations (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Canceled: Cancelled - Comm. Johnson Mtg w/CM Moore Re: Weekly Updates (Commission Conference Room) - Rangel, Delores ↻
- 4:00pm - 5:00pm Prep for Town Hall Meeting (Conference Room - City Hall 1st Floor) - Inglese, Cathy

Tuesday, February 14

- 12:00am Gina ooo →
- 9:00am - 10:00am Compile Information Letter Report - Update Concerning ERP Software Modules and Pending Application Practices (CM Office) - Terrence R. Moore
- 10:00am - 11:00am Copy: Special Events Review and Considerations (Conference Room - City Manager) - Vega, Brenda
- 11:30am - 12:00pm Historic Carver Site (Microsoft Teams Meeting) - Vega, Brenda
- 2:00pm - 3:00pm The Friends of Sandoway House Nature Center Agreement (Conference Room - City Manager) - Vega, Brenda
- 3:00pm - 4:00pm Interview for Education & Workforce Coordinator. (First Floor Conference Room) - Bast, Dot
- 6:15pm - 8:00pm VIP Sponsor Party (Hospitality Tent)

Wednesday, February 15

- ← Gina ooo →
- 12:00am Gina ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 10:00am Hold for second interview Education & Workforce Coordinator (City Manager's Conference Room) - Bast, Dot
- 11:00am - 12:00pm Compile Information Letter Report - Considerations to Expand Active Shooter Training (CM Office) -
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager
- 3:00pm - 4:00pm Process Return (Various)
- 4:00pm - 5:00pm Follow-Up Regarding Fire Rescue Operational
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's
- 5:00pm - 5:30pm Conference Call Involving Ed. Coord. Candidates

Thursday, February 16

- ← Gina ooo →
- ← Gina ooo →
- 12:00am Lynn ooo →
- 9:00am - 10:00am Disparity Study (Conference Room - City Manager) - Vega, Brenda
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 11:00am - 12:00pm Compile Information Letter Report - Initiation of Phase I of Disparity Study and Associated Tasks (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 5:00pm - 6:00pm Compile and Deliver (CM Office) - Terrence R. Moore

Friday, February 17

- ← Gina ooo →
- ← 12:00am Gina ooo →
- ← Lynn ooo →
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates (City Manager's Office) - Rangel, Delores ↻
- 9:00am - 9:30am Commissioner Boylston re: Preliminary Analysis to Support Fire Rescue Operational Mid-Year Budget Adjustment
- 9:20am - 9:50am Lawson Boulevard Update with Comm. Boylston (Conference Room - City Manager) - Vega, Brenda
- 10:30am - 12:00pm Various (Various)
- 11:00am - 12:00pm Don Kolodz Quarterly Meeting re: Tourism Master Plan (Microsoft Teams Meeting) - Vega, Brenda ↻
- 3:00pm - 4:00pm Process P&G Travel (CM Office) - Terrence R.
- 4:30pm - 5:00pm Process KOP (CM Office)

Saturday, February 18

- ← Gina ooo →
- ← Lynn ooo →
- 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 Hugh Dunkley Annual Performance Evaluation (CM Office)

Sunday, February 19

- ← Gina ooo →
- ← Lynn ooo →