



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



April 14, 2023

Initiation of Professional Fire Fighters of Delray Beach Local 1842 Collective Bargaining Agreement Negotiations

Earlier this month, the Office of the City Manager was notified by leadership of the Professional Fire Fighters of Delray Beach Local 1842 relative to negotiations to achieve a successor collective bargaining agreement with the City of Delray Beach.

As referenced in the attached letter from local president Craig Mahoney dated April 1, 2023, guidance to this effect involves his commitment to serve as lead negotiator accordingly. The Office of the City Manager has since likewise appointed several members of the Executive Leadership Team to engage the bargaining process. These include Director of Human Resources Duane D'Andrea; Chief Financial Officer Hugh Dunkley; Fire Rescue Chief L. Keith Tomey III; and Assistant Fire Rescue Chief Greg Giaccone.

As initial dialogue meetings involving both parties are anticipated to commence during the next couple weeks, we all look forward to reaching fair and equitable agreement provisions to ultimately be presented for City Commission review and consideration.

Functionality of Advanced Metering Infrastructure to Support Accuracy for Measuring Water Usage

To help the City of Delray Beach consistently secure accurate calculation of water usage involving all Department of Utilities customers, please be advised that staff supporting these operations are currently engaging with an external utility services infrastructure company, Badger Meter, to perform various tasks necessary to ensure accuracy of individual customer account water usage.

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As referenced in the attached electronic mail message from Director of Utilities Hassan Hadjimiry, guidance to this effect includes replacement of defective meters and communication devices.

Given the technical nature of this process, as well as the need to achieve both accuracy and reliability accordingly, this exercise, to include the aforementioned collaboration with Badger Meter, will remain a function of daily operations of the Department of Utilities for the coming months.

Direction Regarding Development of Education and Workforce Development Related Goals and Objectives

With the recent selection of Ms. Janai R. Bowens as Education and Workforce Development Coordinator, direction is currently being offered to enable an expanded collaborative approach for achieving related goals, objectives, and outcomes that are in the best interests of the City of Delray Beach as both a municipality and a community.

As noted in the attached electronic mail message from Ms. Bowens, she is currently therefore engaging with both educational and community leadership; for the purposes of personal introductions, as well as to objectively assess opportunities available to augment the educational and workforce environment in Delray Beach.

A workshop meeting to enable City Commission's ability to offer direction and guidance accordingly will take place via the May 2nd session.

Selection of Facilitator Consultant to Engage 2023 Goal Setting Session

The Office of the City Manager is pleased to report that a formal selection of a facilitator to assist with this year's City Commission and Executive Leadership Team goal setting session was recently offered.

Ms. Michelle Ferguson, of local government management consulting firm Raftelis, Inc., brings nearly 25 years of management experience with and for local governments throughout the United States.

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Prior to beginning her management consulting career, she served various leadership roles in the public sector, including upper echelon positions with both Overland Park, Kansas and Arlington County, Virginia. Significant facilitator functions include recent direct assistance to the City of Boca Raton, including applicable goal setting and strategic outlook development support to that organization.

Direction is likewise underway to have Ms. Ferguson host individual meetings with both elected officials and key staff members to prepare for the May 12th goal setting event. Although guidance is currently anticipated to be able to accomplish this exercise via a one-day session, all involved will prepare to remain available for a portion of the following day should it become necessary to do so.

Calendar of Meetings, Activities, and Functions

With Delray Beach currently being the center of the professional tennis universe this weekend via Billie Jean King Cup, as well as the annual Delray Affair, staff in virtually all departments and sections of municipal operations have worked quite diligently to prepare accordingly.

Guidance to this effect includes ancillary organizational logistics relative to parking and traffic management, as well as applicable collaboration with all external partners for both events, specifically the United States Tennis Association, the Palm Beach County Sports Commission, and the Greater Delray Beach Chamber of Commerce.

Despite the concurrent scheduling of both large-scale events, all involved are confident that patrons visiting both Downtown Delray Beach and the Delray Beach Tennis Center will have an enjoyable and well-organized experience.

Enclosures: Letter from Craig Mahoney - Professional Fire Fighters of Delray Beach Local 1842; Electronic Mail Message from Hassan Hadjimiry - Advanced Metering Infrastructure; Electronic Mail Message from Janai Bowens Education and Workforce Updates; Professional Biography for Michelle Ferguson; Calendar for Business Week of April 10, 2023; CM/Documents/City Commission Information Letter 66



PROFESS ORAL FIRE P16BTERS OF DELRA1f BEACH Loe.AL 1MI

CRAIG MAHONEY
PRESIDENT

JONWOERTZ
VICEPRESIDENT

CRISTA MOCKENHAUPT
SECRETARY TREASURER

April 1, 2023

Terrence R. Moore, ICMA-CM
City Manager
100 NW 2nd Ave
Delray Beach, FL 33444

Mr. Moore:

As you are aware IAFF local 1842 represents two PERC bargaining units in the City of Delray Beach: PERC certification numbers 204 and 1959. Both bargaining units have collective bargaining agreements with the city that will expire on September 30, 2023. Per the duration article written notice is required to commence bargaining; Article 51 of unit 204 states written notice can be issued between April 1 and May 1, 2023; and Article 48 of unit 1959 written notice may be issued between March 1 and April 1, 2023.

Please accept this letter as notice of IAFF local 1842's intent to start collectively bargaining both units' agreements immediately. I will serve as the union's lead negotiator and the union is available any time, at the city's earliest convenience, to start the negotiation process. Please provide me with dates and times the city's negotiation team is available to meet.

Thank you for your consideration and attention to this matter.

Regards,

Craig Mahoney

Terrence R. Moore

From: Hadjimiry, Hassan
Sent: Monday, April 10, 2023 1:37 PM
To: Terrence R. Moore
Subject: Advanced Metering Infrastructure - water meters

Mr. Moore,

Please be advised that upon review of the customer statistics and water consumption reports, it was apparent that there are some sporadic issues with the City's Advanced Metering Infrastructure (AMI) water meters concerning radio communication failures and equipment malfunctions.

In 2016, all City of Delray Beach water meters were replaced with Badger Meters. These water meters utilize radio frequency, gateway interface and antennas to communicate with the Utilities Billing Division, reporting customers water usages for billing purposes.

We are currently working directly with Badger Meter to properly pinpoint the issues and address them accordingly.



Hassan Hadjimiry, P.E.

Utilities Director

City of Delray Beach

434 S. Swinton Avenue

Delray Beach, FL 33444

561.243.7303

[8] hadiimiryh@mydelraybeach.com

Terrence R. Moore

From: Bowens, Janai
Sent: Tuesday, April 11, 2023 4:42 PM
To: Terrence R. Moore
Cc: Oris, Jeff
Subject: City Commission Information Letter Email

Bowens, Janai
Tuesday, April 11th, 2023
Terrence R. Moore
Education and Workforce Updates

It is with great pleasure that I offer updates regarding my work as the Education and Workforce Development Coordinator for the City of Delray Beach. Since my start date of March 6th, 2023, I have developed a mission of ensuring equitable, accessible, and high-quality education and workforce opportunities for all Delray Beach students and residents. To ensure the success of this mission, I developed a thirty-day plan which consisted of collaborating with strategic partners who will advance the goals and priorities of the City's education and workforce related needs. These partners include Palm Beach County, School District of Palm Beach County, Palm Beach State College, Healthier Delray, Delray Beach Libraries, and other key stakeholders. Each collaborative partner has committed to the development of sustainable initiatives that are wholly accessible to all students and residents.

As a result of the collaborative planning with key partners, residents, and guidance from the Education Board, there are opportunities available to leverage the educational and workforce environment in Delray Beach. These opportunities are apparent in the areas of academic success and proficiency, school enrollment, mental health and wellness, and workforce pathways within Delray Beach Public Schools. With the established collaborative partners, a strategic initiatives and partnership plan has been created to increase K-12 reading and mathematics proficiency, student enrollment patterns, mental health resources, and career and technical programming in Delray Beach Public Schools.

As implementation commences, I will provide data regarding the assessment of progress, community impact, and the plan for adapting and modifying for continuous improvement. This data analysis will also be the basis of recommendations for additional programs, projects, and partnerships within the City.

Janai Bowens, MBA M.Ed
Education and Workforce Coordinator
City of Delray Beach
100 NW 1st Avenue
Delray Beach, Florida 33444
561-243-7231-office
bowensj@mydelraybeach.com



Michelle Ferguson

FACILITATOR
Vice President

PROFILE

Michelle has nearly 25 years of management experience with and for local governments across the country.

As organizational assessment practice leader for The Novak Consulting Group, Michelle spearheaded the work of nearly 200 local government reviews in some of the foremost governments across the country. Michelle has completed detailed organizational reviews of entire jurisdictions and recommended improvements to the structure, staffing, and processes within departments of all sizes. Specific department reviews have included development review, parks and recreation, public works, human services, human resources, capital budgeting, and finance.

As a Lean certified professional, Michelle excels at helping local governments continuously improve and rely on data to make informed choices about services to the public. She is skilled in project management, process improvement strategies, performance measurement, consent building, and public process design. Additionally, she has provided customized training in the development and use of performance measures to assist numerous organizations continuously improve service delivery.

Michelle is also a skilled facilitator, able to bring diverse groups of people together to articulate shared visions and priorities. She has led strategic planning engagements at the community, organizational, and department levels, and she has facilitated numerous staff and governing body retreats.

Michelle began her consulting career in 2005 following ten years of direct experience in local government management, which included serving as assistant county manager in Arlington County, Virginia. During her tenure with Arlington County, Michelle oversaw the daily management and implementation of the County's capital program. She also led the organization-wide performance measurement initiative establishing their Balanced Scorecard. Before Arlington County, Michelle served as assistant city manager in Overland Park, Kansas.

Michelle earned a bachelor's degree in political science from Loyola University-Chicago and a master's degree in public administration from the University of Kansas. She is a member of the International City/County Management Association. She also served as the president of the Metropolitan Association of Local Government Assistants in Washington, D.C, and has presented at state and national conferences on topics such as strategic planning, effective governing bodies, and council-staff relations.



Specialties

- Organizational assessment
- Staffing analysis
- Process improvement
- Performance management
- Capital planning
- Strategic planning
- Facilitation
- Community engagement

Professional History

- Raftelis: Vice President (2021-present), Senior Manager (2020-2021); Organizational Assessment Practice Leader, The Novak Consulting Group (2009-2020)
- Management Partners: Senior Management Advisor (2005-2009)
- Arlington County, Virginia: Assistant County Manager (2002-2005)
- City of Overland Park, Kansas: Assistant City Manager (1996-2002)

Education

- Master of Public Administration - University of Kansas (1998)
- Bachelor of Arts in Political Science - Loyola University, Chicago (1996)

Certifications

- Lean Certified

Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)

April 10, 2023 - April 16, 2023

April 2023							May 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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		23	24	25	26	27	28	29	30	31			
						28							
						30							

Monday, April 10

- 11:17:30am - 8:30am Begin CIL** (CM Office)0
- 9:00am - 9:30am CM Moore mtg w/HR & CA Re: SEIU Leadership Agenda** (City Manager's Office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Functionality of AMI** (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm 3:00pm ET Zoom: Jason Le6n + Terrence Moore re: MSO Board**
(<https://divsearch.zoom.us/j/8656353531B?pwd=Z04vWkIDcESZQTNQQtjZySzkzRWd0Zz09>) - Jason Leon, CPA

Tuesday, April 11

- 11:19:00am - 9:45am Mtg w/Commissioner Long, M. Barletto. C. Buisson. A. Gianniotis & J. Josemond Re: Orientation Concerning Future Parking Relative to Policies & Recommendations** (City Manager's Conference Room) - Terrence R. Moore
- 11:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates** (City Manager's Office) - Rangel, Delores0
- 10:00am - 10:30am Delray Beach Audit Entrance Conference** (Microsoft Teams Meeting) - ILENE GAYLE
- 11:00am - 11:30am FORMER AMERICAN LEGION PROPERTY UNSOLICITED LEASE PROPOSAL** (CM CONFERENCE ROOM) - Maxfield, Sara
- 12:00pm - 3:00pm Compile Information Letter Report -Direction Regarding Development of Education and Workforce Development Related Goals and Objectives** (CM Office) - Terrence
- 3:30pm - 4:30pm 3:30pm - PARTNERSHIP/ COLLABORATIVE MEETING** (CITY MANAGER'S OFFICE) - [ens_Janai](#)

Wednesday, April 12

- 11:17:30am - 8:30am Kiwanis Club of Delray** (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445))0
- 11:30am - 9:00am Sam Metott Bi-Weekly Meeting** (Office of the City Manager) - Terrence R. Moore O
- 11:10:30am - 11:30am Compile Information Letter Report - Selection of Facilitator Consultant to Engage 2023 Goal Setting Session** (CM Office)
- 1:30pm - 2:00pm Facility Rental Policy Review (Dr. Davidyan, CM Moore & P&R Director Metott)** (Microsoft Teams Meeting) -
- 2:00pm - 3:00pm Compile Information Letter Report - Initiation of IAFF Collective Bargaining Agreement Negotiations** (CM Office) -
- 2:00pm - 2:0pm Jay S cy Bi-Weekly Meeting** (City Manager Office-) Vilain, Amanda'..)
- 3:00pm - 4:00pm VM Boylston mtg w/CA Gelin & CM Moore** (1st Floor Conference Room) - Rangel, Delores
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting** (City Manager's

Thursday, April 13

- 2:00am Anthea - Out**
- 2:00am Duane - Out**
- 11:19:00am - 11:00am Guest Speaker at Elders Table** (Community Primitive Baptist Church)
- 11:10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris** (City Manager's Office) - Walthour, Sammie O
- 11:30am - 12:00pm CANCELLED FOR TODAY - JANAI BOWENS - BI-WEEKLY MEETING** (CM CONFERENCE ROOM) - Oris, Jeff0
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting** (Office of the City Manager) - Vega, Brenda0
- 11:13:00pm - 4:30pm Various** (Various) O
- 11:30pm - 4:30pm NW Neighborhood Capital Project Implementation, Scheduling and Programming** (CITY MANAGER'S CONFERENCE ROOM) - Vega, Brenda0
- 5:00pm - 6:00pm Compile and Deliver** (C M Office)

Friday, April 14

- 12:00am Anthea - Out**
- 12:00am Duane - Out**
- 7:30am - 9:00am Finalize CIL** (CM Office)0
- 8:00am - 8:30am Process Truist HEL** (CM Office)
- 9:00am -10:00am Comm. Boylston mtg w/CM Moore Re: Bi-Weekly Updates** (City Manager's Office) - Rangel, Delores0
- 10:00am - 10:30am 10:00AM -JANAI BOWENS BI-WEEKLY MEETING** (CM OFFICE) - Bowens, Janai
- 10:30am - 12:00pm Various** (Various)
- 10:30am - 11:00am Wells Fargo** (Wells Fargo)
- 12:00pm - 4:00pm Various, CIL Notes. etc.** (CM Office)0

Saturday, April 15

- 10:00am - 11:00am Delray Beach Tennis Center** (Hard Court #1) O

Sunday, April 16