



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

May 26, 2023

Have a Safe and Enjoyable Memorial Day Weekend!

Conclusion of Professional Engagement with CBRE

With City Commission's recent decision to not move forward with any of the public-private partnership redevelopment proposals for the municipal golf course, please be advised that the Office of the City Manager has achieved a mutual understanding with leadership of real estate consulting firm CBRE to conclude its current professional collaboration.

As referenced in the attached electronic mail message from CBRE Senior Vice President Lee Ann Korst, guidance to this effect recognizes CBRE's involvement in helping the City compile the Congress Avenue Corridor Study (as discussed publicly during last week's workshop meeting), as well as direction to no longer perform consultation work concerning public-private partnership related possibilities for a new city hall facility.

Final transactions to conclude all associated contracts with CBRE are to therefore be processed during the next few weeks.

Considerations Regarding the Possibility of a Multicultural Resources Center

In response to an expressed interest recently offered publicly by Commissioner Angela Burns relative to the possibility of the City ultimately supporting the presence of a multicultural resource center in our community, I've visited with Director of Neighborhood and Community Services Sam Walthour to discuss space availability that may support such a consideration at the Neighborhood Resources Center (NRC) located on Southwest 12th Avenue.

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As referenced in the attached electronic mail message from Mr. Walthour, although several tenant organizations currently occupy space at NRC, an opportunity may exist via a spatial analysis review of the facility's building plans to determine a footprint that could suitably support this environment.

Direction is therefore being offered to host a workshop meeting on August 8th, enabling City Commission to formally review and consider direction.

Survey Administration to Support Current Disparity Study

With significant progress currently underway to advance delivery of the first phase of the disparity study which will ultimately help the City formally determine whether impediments exist within our organization for both women and minority owned businesses to successfully compete for municipal contracts, please be advised that survey instruments are currently being administered to consider applicable metrics and data analytics.

As noted in the attached electronic mail message from Assistant City Manager Jeff Oris, specific outcomes to this effect include an actual determination of the number of underrepresented firms in our marketplace (i.e., the Miami Metropolitan Area consisting of Miami-Dade, Broward, and Palm Beach counties). Other specific guidance to this effect involves benchmarking with other public sector agencies to help achieve a level of response and participation that otherwise would not become possible.

With the conclusion of administration activities anticipated in the next few months, a formal City Commission presentation of findings will be offered during a following workshop meeting.

Position Restructure for Economic Development Function

As the City's economic development function is a singular position role and function that serves as an agent of the Office of the City Manager, the recent

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departure of Sara Maxfield has led to an evaluation of specific duties and responsibilities, to help develop a recruitment profile for her replacement.

With Assistant City Manager Jeff Oris' background also involving substantive economic development related experience and expertise (including a long-standing designation as a Certified Economic Developer), I will support his recommendation to restructure this position to that of an economic development manager.

Guidance to this effect will likewise enable the City of Delray Beach to secure the services of a professional with a more generalist background, who can facilitate a myriad of projects and initiatives based on related goals and objectives of Delray Beach as both a municipality and a community (via the engagement of applicable planning principles for our organizational and community dynamics, and not necessarily based on strict interpretations and/or definitions of traditional economic development practices and functions).

Applicable recruitment and candidate selection processes are currently being executed. Once a final selection is made, the Office of the City Manager will advise accordingly.

Calendar of Meetings, Activities, and Functions

Later today, the City of Delray Beach will host this month's meeting of the Palm Beach County City Manager's Association, to take place at Arts Garage.

As was the case when hosting this event in our community last year, this is another opportunity to showcase both achievements and quality of life offerings available in Delray Beach to other appointed local government officials throughout Palm Beach County, highlighted by numerous contributions recently directed by our city administration.

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Today's experience will likewise include a brief presentation relative to our recent Blue Flag Beach designation and the noted significance, as well as the annual appearance of Palm Beach County Property Appraiser Dorothy Jacks, who will provide an update relative to assessed property valuation estimates for the coming fiscal year.

With the coming business week being abbreviated due to Memorial Day, no information letter will be issued next Friday. Weekly reporting will resume Friday, June 9th.

Enclosures:

Electronic Mail Message from Lee Ann Korst, CBRE – CBRE's Work Completion
Electronic Mail Message from Sammie Walthour - Prospect of a Multicultural Resources Center
Room Assignment Schematic – Neighborhood Resources Center
Electronic Mail Message from Jeff Oris – Disparity Study Survey
Calendar for Business Week of May 22, 2023

CM/Documents/City Commission Information Letter 70

Oris, Jeff

From: Korst, Lee Ann @ Jacksonville <LeeAnn.Korst@cbre.com>
Sent: Wednesday, May 24, 2023 12:24 PM
To: Oris, Jeff
Subject: CBRE's work completion

****Please be cautious****

This email originated from outside of The City of Delray Beach. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jeff,

CBRE has been proud to serve as the City's real estate advisor over the past year or so. We are writing to confirm that the contracted scope of work related to the golf course and municipal complex P3 projects as well as Congress Avenue study have concluded. Final billing for the golf course and municipal complex P3 projects was submitted for the period ending April 30, 2023. Given the Commission presentation for the Congress Avenue project was the last milestone and it was delivered last week, the final invoice of \$98,750 will be billed in the next two weeks.

Thank you for the privilege of serving the City of Delray Beach. Should the City require additional real estate services in the future, please call on the CBRE team as appropriate. For our records, if you would please also confirm services rendered and agreement with this email, we would appreciate it.

Best regards,

Lee Ann

Lee Ann Korst (she/her)

Senior Vice President

Southeast Regional Manager

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Terrence R. Moore

From: Walthour, Sammie
Sent: Thursday, May 25, 2023 4:28 PM
To: Terrence R. Moore
Subject: Considerations Regarding the Prospect of a Multicultural Resources Center
Attachments: Neighborhood Resource Center Phase I Mapping Hours.pdf

Mr. Manager,

The topic raised recently by Commissioner Angela Burns regarding the prospect of establishing a multicultural resources center in the city, provides an excellent opportunity for the City Commission to consider expanding the mix of services currently being offered at the Neighborhood Resource Center (NRC) with a complementary set of services designed to reach groups with specific needs.

Attached for your information is the NRC floor plan which reflects the availability of office space that could potentially be used to launch the expressed idea. My staff and I stand ready to participate in the process and discussion as appropriate.

Should you have any questions or need anything else, please advise.

Thanks,

Sammie L. Walthour, MSM, Director
Neighborhood & Community Services Department
100 NW First Avenue
Delray Beach, FL 33444
Work: (561) 243-7240
Mobile: (561) 400-4511
www.delraybeachfl.gov

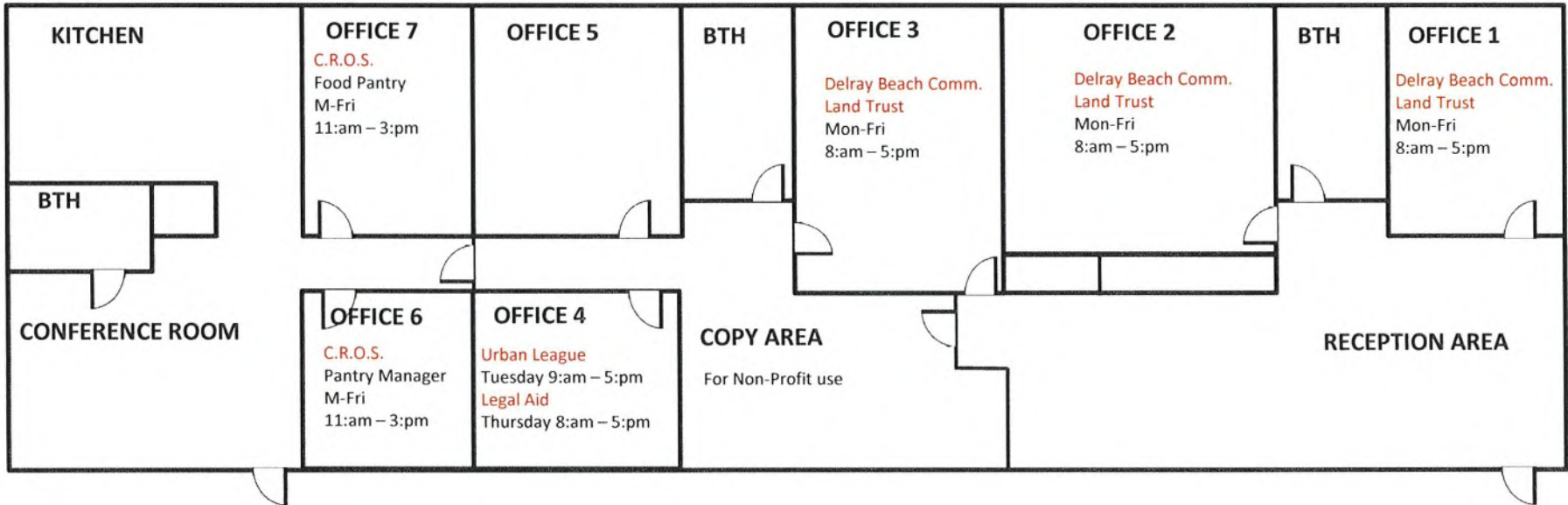


TRUST: Transparency – Respect – Unconditional support – Shared vision - Teamwork

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.

Neighborhood Resource Center, Phase I

ROOM ASSIGNMENT



Terrence R. Moore

From: Oris, Jeff
Sent: Friday, May 26, 2023 12:32 AM
To: Terrence R. Moore
Subject: Disparity Study Survey

Mr. Moore,

Keen Independent Research, the firm the City has engaged to examine participation of minority and woman-owned firms in its contracts as well as conditions in our local marketplace, has informed us that they are almost completed with examining the City's contracts over the 2019-2021 period and they will shortly begin the survey task of their analysis.

Representatives of the Keen Independent Team will be reaching out by telephone to minority and woman-owned businesses in the City's local contracting marketplace consisting of Miami-Dade, Broward, and Palm Beach counties (as they comprise the Miami-Fort Lauderdale, West Palm Beach Metropolitan Statistical Area). Keen Independent has indicated that they expect to reach out to approximately 1,000 firms noted in available databases that provide the kind of goods and services that the City regularly purchases. Each firm will be asked a series of questions to determine their availability to contract with Delray Beach and whether the firms are interested in such opportunities. The survey results will serve as the basis for determining the population of available minority and woman-owned business to compare to the total population of firms available to contract with the City. Results from the survey will also provide information regarding the impediments the target firms face in trying to do business with local governments and other such items may assist in understanding why any disparity in contracting might exist if, in-fact, any disparity is found.

It is anticipated that the survey will take several months to complete with results being available sometime close to the end of summer 2023.

Jeffrey L. Oris, CEcD
Assistant City Manager
City of Delray Beach, FL

May 22, 2023 - May 28, 2023

May 2023							June 2023							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13		4	5	6	7	8	9	10
14	15	16	17	18	19	20		11	12	13	14	15	16	17
21	22	23	24	25	26	27		18	19	20	21	22	23	24
28	29	30	31					25	26	27	28	29	30	

Monday, May 22

- 12:00am H. Dunkley - Out →
- K. Edwards - Out
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:45am New employee orientation - date change to May 22 (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 10:00am Mission Square Retirement Corporation (CM Office/Conference Call)
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 2:00pm - 3:00pm Examination of Setback and Other Residential Construction and Permitting Approvals in the Settlers Vicinity (CM Office) - Terrence R. Moore

Tuesday, May 23

- ← H. Dunkley - Out →
- 12:00am D. Rangel - Out →
- 8:30am - 9:30am Partners Meeting (Bee's Knee's Diner - 2410 N Federal Hwy) - Terrence R. Moore
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 10:30am - 11:00am ICO Salute to Black Excellence (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Public Safety Grant (Phone Conference) - DeCoste, Tennille
- 2:00pm - 3:00pm Compile Information Letter Report - Conclusion of CBRE Involvement and Professional Engagement (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Compile Information Letter Report - Survey Administration to Disparity Study (CM Office) - Terrence R. Moore

Wednesday, May 24

- ← H. Dunkley - Out →
- ← D. Rangel - Out →
- 12:00am J. Stacy - Out →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City)
- 9:00am - 10:00am Agenda Review Meeting (June 6 CC Meeting)
- 10:30am - 11:00am Settlement Authority For Worker's Comp (CM)
- 11:00am - 1:00pm Public Works Appreciation Luncheon (Delray)
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
- 3:00pm - 4:00pm Compile Information Letter Report - Position
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's)
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

Thursday, May 25

- ← 12:00am H. Dunkley - Out →
- ← D. Rangel - Out →
- ← J. Stacy - Out →
- 8:30am - 9:30am Compile Information Letter Report - (CM Office)
- 10:00am - 10:30am Sammie Walthour - Bi-weekly Meeting with ACM Jeff Oris (City Manager's Office) - Walthour, Sammie ↻
- 10:30am - 11:30am Compile Information Letter Report - Considerations Regarding the Prospect of a Multicultural
- 11:30am - 12:00pm CANCELLED - JANAI BOWENS - BI-WEEKLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻
- 11:30am - 11:45am Constituent Meeting (First Floor conference room)
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻

Friday, May 26

- ← 12:00am D. Rangel - Out →
- ← 8:00pm J. Stacy - Out →
- 12:00am Hassan - Out →
- 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 ↻
- 9:30am - 11:00am Various (Various)
- 10:30am - 2:00pm 10:00 AM - PALM BEACH CITY/COUNTY MANAGER'S ASSOCIATION LUNCHEON (Arts Garage (94 NE 2nd Ave., Delray Beach, FL 33444, United States))
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻

Saturday, May 27

- ← Hassan - Out →
- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻

Sunday, May 28

- ← Hassan - Out →