



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

March 15, 2024

Alfred “Zack” Straughn Memorial Dedication

The Office of the City Manager recently hosted a meeting with community members involved in fundraising activities necessary to support the delivery and placement of the Alfred “Zack” Straughn Memorial.

With efforts to this effect formally initiated over two years ago, all involved are now happy to report that respective construction activities are currently imminent, enabling follow-up direction to designate a specific location along the beach to feature this well-deserved recognition of the legacy of Mr. Straughn, and the resulting lasting impacts made in our community as a result.

Leadership of both the Department of Parks and Recreation and the Department of Public Works are therefore now working collaboratively with external organizers and sponsors to yield a permanent location for a memorial structure accordingly. A dedication ceremony is likewise being planned to take place Friday, April 26th.

Atlantic Dunes Parking Lot Drainage Improvement Project

As committed publicly during last week’s City Commission meeting, the Department of Public Works will soon initiate both interim and permanent drainage improvement programs to help remedy issues currently being experienced at the Atlantic Dunes parking lot.

As noted in the attached electronic mail message from Director of Public Works Missie Barletto, current direction to this effect specifically involves both pothole repairs and other efforts to even out the surface in the north parking lot to help prevent ponding until the more substantive improvement project can be completed.

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Major improvements that will ultimately yield long-term significant relief involve the installation of a retention pond on the north side of the lot that will convey stormwater off the parking area surface. The retention pond will overflow into the roadway swale along White Drive, and then into a storm inlet to discharge into the Intracoastal Waterway.

With the long-term improvement project anticipated to begin in May to coincide with the end of high season, applicable purchase orders and other related transactions will be authorized by the Office of the City Manager in the coming weeks, well in advance of commencing project implementation activities as outlined.

Advancements to Support Emergency Life Safety Programming for Municipal Facilities

As a recent discussion held by departmental leadership (involving those with responsibilities that include management and operations of mid to large-scale municipal facilities) determined that some inconsistencies exist relative to emergency life safety planning and practices, please be advised that a function of the Fiscal Year 2024-2025 Proposed Budget process will include recommendations to update such for facilities that require attention accordingly.

As referenced in the attached electronic mail message from Assistant City Manager Jeff Oris, specific facilities and operations to this effect include the Delray Beach Tennis Center, the entire Old School Square campus, as well as all other municipal buildings and structures that support a capacity of at least 50 people.

Guidance to this effect will likewise achieve full compliance of the Florida Fire Prevention Code, ultimately yielding decreases in liability and safety concerns for the City of Delray Beach as a result.

Administration of ClearGov Budget Transparency Platform

With the recent approval of a professional services agreement with cloud-based management software firm ClearGov to assist our organization in advancing transparency and communication outreach relative to Delray Beach's annual

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adopted budgets, please be advised that the Department of Finance is currently working collaboratively with our external partners as noted to begin administration of this platform.

As referenced in the attached February 6, 2024, City Commission meeting agenda transmittal on the subject, guidance to this effect will likewise enable staff to more interactively offer residents and stakeholders the opportunity to review the City's overall budgetary and financial performance. This will likewise include features such as graph and chart analysis regarding both historical and current trends, demographic details, as well as revenue and expenditure experiences via all funds that encompass the City's total fund budget operation. In addition to the clarity offered last year that staff has achieved charter compliance relative to annual adopted budget practices, engaging with ClearGov as outlined will expand our commitment to advance transparency accordingly. While this initiative will become effective at the conclusion of the Fiscal Year 2024-2025 Proposed Budget process, staff will soon benchmark with the City of Boca Raton and other organizations that are also clients of ClearGov to help prepare for a successful launch to this effect beginning in October.

Calendar of Meetings, Activities and Functions

At their insistence, Director of Utilities Hassan Hadjimiry and I met with the national leadership of Badger Meters, Inc. here at City Hall yesterday morning to further discuss commitments relative to Delray Beach's current encoder replacement program, and other pertinent details. This included logistics involving continued external crew logistics and collaboration with involved City staff, as well as ancillary assurances regarding a timeframe for applicable task completion activities.

As previously reported, repair and replacement activities are anticipated to be finalized during the next few months.

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With Tuesday's election day, and staff's necessary attention to prepare for resulting changes in elected official leadership, no information letter will be issued next Friday. Weekly reporting as noted will likewise resume Friday, March 29th.

Enclosures:

Electronic Mail Message from Missie Barletto – Atlantic Dunes Parking Lot Improvements
Electronic Mail Message from Jeff Oris – Emergency Life Safety Programming for Municipal Facilities
February 6, 2024 City Commission Meeting Agenda Transmittal – ClearGov Implementation
Calendar for Business Week of March 11, 2024

CM/Documents/City Commission Information Letter 100

Catalano, Marie

From: Terrence R. Moore
Sent: Tuesday, March 12, 2024 6:03 PM
To: Catalano, Marie
Subject: FW: Atlantic Dunes Parking Lot improvements

Marie:

Please print as noted, to include photos.

Thank you.

Terrence

From: Barletto, Missie <BarlettoM@mydelraybeach.com>
Sent: Tuesday, March 12, 2024 6:01 PM
To: Terrence R. Moore <moore@mydelraybeach.com>
Subject: Atlantic Dunes Parking Lot improvements

Good afternoon Terrence,

Please accept this update on the ongoing issues at the north parking lot at Atlantic Dunes Park. This week Public Works crews were on site filling potholes with road rock to even out the surface in the north parking lot to prevent ponding and hold us over until the more substantial repair can be completed. Please see photos below. We expect to begin the following work in May to coincide with the end of high season. Each parking lot will be closed for approximately 30 days while the work is being completed.

1. Install a retention pond on the North Side Parking Lot that will convey the storm water off the parking lot area. The retention pond will overflow into the roadway swale along White Drive and then into a storm inlet discharging into the Intracoastal Waterway. This will require the loss of 5 parking spaces.
2. Relocate palm trees in the retention pond area (plant new palm trees if required).
3. Mill and Resurface South Parking Lot and install new thermoplastic parking stripping.
4. Resurface North Parking Lot and install new thermoplastic parking stripping.
5. Miscellaneous sodding, concrete, and landscaping restoration.
6. Total Cost for work \$509,031.11
7. Public Works is currently waiting for the Purchase Order to be created. Work is anticipated to start in May 2024 for a duration of 60 days (30 days each parking lot).



Please let me know if you have any questions.
Missie

Missie Barletto | Public Works Director

☎ 561-243-7000 ext. 4104 | 📞 239-707-2371 | ✉ barlettom@mydelraybeach.com | 434 South Swinton Avenue, Delray Beach, Florida 33444

Terrence R. Moore

From: Oris, Jeff
Sent: Thursday, March 14, 2024 6:13 PM
To: Terrence R. Moore
Subject: Emergency Life Safety Programming for Municipal Facilities

I recently participated in a meeting with Fire Rescue Department leadership, the City Attorney, Public Works Director, Parks and Recreation Director, and the Special Events Manager to discuss emergency life safety plans for the Delray Beach Tennis Center and for the Old School Square campus. Such plans lay out actions to take in event of an emergency situation (akin to the card on the back of a hotel room door instructing the occupant of where to go in the event of a fire but prepared on a much larger scale for the entire facility). These plans are of particular importance as we are seeing record attendance at the Delray Open and are seeing more and more events on the Old School Square campus. While these two city-owned properties were the initial reason for the meeting, other city facilities were discussed as the Fire Department noted that such plans are required for facilities with an occupancy over 50 persons and that after significant research, they concluded that such plans for city facilities were either out-dated or they could not be located. Further discussion then focused on a remedy to this situation. All involved ultimately concluded that the City would need to determine the facilities that required a plan and that an outside consultant would need to be engaged to update or create plans for each facility.

A consensus was reached that the first facilities that need to be addressed would be the Tennis Center and Old School Square campus due to the number of attendees at events held at each. Further, budgets would be reviewed to see if a consultant could be engaged prior to the end of the fiscal year, however it was recognized that a program to complete all of the plans will most likely have to be funded starting with funding in the FY 2024-25 budget. Due to the number of facilities that will require new/updated plans, this effort will take time and have to be done across several fiscal years, however, it is a critical component to ensure the safety of residents and visitors to key City facilities.

I will continue to work with the group members to prioritize, schedule and budget for all of the work that is needed to complete the necessary plans. Please let me know if you have any questions or require any additional information regarding this matter.

Jeff Oris, CEcD
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Cover Memorandum/Staff Report

File #: 23-1717

Agenda Date: 2/6/2024

Item #: 6.Q.2.

TO: Mayor and Commissioners
 THROUGH: Hugh Dunkley, Chief Financial Officer
 THROUGH: Terrence R. Moore, ICMA-CM
 DATE: February 6, 2024

APPROVAL OF RESOLUTION NO.16-24 TO AWARD AN AGREEMENT TO CLEARGOV FOR THE IMPLEMENTATION AND ANNUAL MAINTENANCE OF A SOFTWARE PACKAGE THAT INCLUDES LABOR COSTING AND INTERACTIVE ONLINE BUDGET BOOK UTILIZING BUYBOARD RFP NO. 692-23 IN THE AMOUNT OF \$68,084.27.

Recommended Action:

Motion to approve Resolution No.16-24 to award an Agreement to ClearGov for the implementation and annual maintenance of a software package that includes labor costing and an online budget book in the estimated amount of \$68,084.27 through March 31, 2024, utilizing the BuyBoard RFP No. 692-23, and authorizing the City Manager to approve renewal options, in the amounts below, contingent on appropriations of funds and BuyBoard renewing their agreement with ClearGov.

Background:

Staff is seeking approval to implement ClearGov Budgeting and Labor Costing software as a new budget tool that will address process improvements, build staffing scenarios, forecast labor costs (e.g., for union negotiations), and include robust reporting tools to build the City’s Interactive Online Budget Book. Furthermore, the new software will publish a Digital Budget Book that is easy to navigate, easy to understand, and easy to engage, and can be printed with just one click.

The agreement term will start upon full execution of the agreement and will expire on March 31, 2024. If BuyBoard renews their agreement, the contract can then be renewed for two additional one-year terms.

Should the City exercise the renewal options provided in the Agreement, the cumulative Agreement value is provided below.

	One-Time Set Up Fee	Annual Subscription Fee	TOTAL
February 6, 2024 - March 31, 2024	\$ 3,600.00	\$ 4,826.67	\$ 8,426.67
April 1, 2024 - March 31, 2025 (Renewal)	\$ -	\$ 28,960.00	\$ 28,960.00
April 1, 2025 - March 31, 2026 (Renewal)	\$ -	\$ 30,697.60	\$ 30,697.60

Total	\$ 3,600.00	\$ 64,484.27	\$ 68,084.27
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Attachments:

1. P2024-016 ClearGov Agreement
2. Resolution No. 16-24
3. Exhibit A ClearGov
4. CleargovInc Contract
5. Original Proposal No. 692-23
6. Legal Review Checklist

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available in G/L Account - 001-13-000-513.51-25 - Computer Software

Timing of Request:

Timely approval is requested as purchase orders are required to secure these vehicle purchases.

March 11, 2024 - March 17, 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1 2			1 2 3 4 5 6				
3	4	5	6	7	8	9	7	8	9 10 11 12 13				
10	11	12	13	14	15	16	14	15	16 17 18 19 20				
17	18	19	20	21	22	23	21	22	23 24 25 26 27				
24	25	26	27	28	29	30	28	29	30				
31													

Monday, March 11

- 12:00am H. Hadjimiry - Out →
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 9:30am Mr. Marty Dorow (Delray Beach City Hall Office of the City Manager) - Terrence R. Moore
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 12:00pm HOLD for Education and Workforce Development : Follow-Up Meeting with Palm Beach State College (CM conference)
- 2:00pm - 2:30pm Introductory Discussion Regarding Florida Blue (CM conference) - Terrence R. Moore
- 3:00pm - 4:00pm Commissioner Burns mtg w/CM Moore Re: Agenda and Updates (CM Office) - Terrence R. Moore ↻

Tuesday, March 12

- ← H. Hadjimiry - Out →
- 9:00am - 10:00am Compile Information Letter Report - Advancements to Support Emergency Life Safety Programming for Municipal Facilities (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Biweekly Meeting Gina Carter (CM Office) - Terrence R. Moore ↻
- 10:30am - 11:00am Update (Investigation) (CM Office) - Terrence R. Moore
- 11:30am - 2:00pm Various (Various)
- 2:00pm - 3:30pm Begin Hugh Dunkley Annual Performance Evaluation (CM Office)
- 4:00pm - 5:00pm Compile Information Letter Report - Administration of Clear Gov Budget Data Reporting Platform (CM Office) - Terrence R. Moore

Wednesday, March 13

- ← H. Hadjimiry - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 8:30am - 9:00am Sam Metott Bi-Weekly Meeting (Office of the City Manager) - Terrence R. Moore ↻
- 9:00am - 9:30am Sam Metott Bi-Weekly Meeting (CM Office) - Terrence R. Moore ↻
- 10:00am - 11:00am Compile Information Letter Report -Ponding Removal Program to Improve Drainage Conditions at North
- 11:00am - 11:30am Mr. Patrick Glover/Richard Williams (CM Office)
- 2:00pm - 2:30pm Jay Stacy Bi-Weekly Meeting (City Manager)
- 3:00pm - 4:30pm Various (Various) - Terrence R. Moore
- 4:00pm - 4:30pm Chief Tomey Bi-Weekly Meeting (City Manager's)
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

Thursday, March 14

- ← H. Hadjimiry - Out →
- 9:00am - 10:00am Compile Information Letter Report - Alfred "Zack" Straughn Memorial (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 Meeting with Badger Meter Director (CM Office) - Terrence R. Moore
- 11:30am - 12:00pm JANAI BOWENS - BI-WEEKLY MEETING (CM OFFICE) - Oris, Jeff ↻
- 2:00pm - 2:30pm Katerri Johnson Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 3:00pm - 4:30pm Various (Various) ↻
- 3:30pm - 4:30pm Monthly Meeting with Renee Jadusingh (CRA Office) - Vega, Brenda ↻
- 4:00pm - 5:00pm Monthly Meeting with Renee Jadusingh (CM)

Friday, March 15

- ← 12:00am H. Hadjimiry - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Wells Fargo (Wells Fargo Bank - 1500 S Federal Hwy, Delray Beach, FL 33483, United States)
- 10:00am - 10:30am Leon Weekes Environmental Preserve - Ribbon Cutting (Leon Weekes Preserve)
- 11:00am - 12:00pm Third Negotiation Dialogue Concerning EJS Agreement for Former American Legion Building (CM Conference) - Terrence R. Moore
- 12:00pm - 2:00pm Various (Various)
- 2:00pm - 3:00pm Process SWC; FPL; HEL; MM3160 (CM Office)
- 4:00pm - 6:00pm Various (Various)

Saturday, March 16

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:30am - 1:30pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 2:00pm Delray Beach St. Patrick's Day Parade (Atlantic Street)
- 1:00pm - 5:00pm St. Patrick's Day Festival (Old School Square)

Sunday, March 17