



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 6, 2022

Happy Mother's Day!

Gulfstream Transition to Electronic Permit/Inspection Services

As city administration has been working closely with leadership of the Town of Gulfstream to advance considerations to revise its Interlocal Agreement with the City of Delray Beach governing building permitting and inspection services, please find the attached notification letter to Town Manager Greg Dunham that outlines terms and provisions necessary to continue the intergovernmental relationship as outlined.

As referenced, direction to this effect is necessary to support the pending transition to the City of Delray Beach's electronic building permit review software system. The Town of Gulfstream will be required to utilize the City of Delray Beach's software system, alleviating the need and practice of accepting hard copies of plans. Additional requirements as outlined include Gulfstream identifying and assigning specific staff members who will become responsible for planning/zoning review activities on their behalf, as well as a financial contribution of its percentage of the City's annual maintenance and subscription fees for the pending software system, including storage of records in a cloud-based system.

Recommendations to authorize a new Interlocal Agreement will be offered publicly for City Commission review and consideration. Meanwhile, much appreciation to leadership and staff in both Information Technology and Development Services for their work in advancing progress that will yield more efficient processes accordingly.

Acceptance in Florida League of Cities Race to Zero Initiative

The Office of the City Manager was recently notified by the Florida League of

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Cities (FLC) that the City of Delray Beach has been approved to participate in its Race to Zero initiative. As reflected in the title of this program, “race to zero” is a metaphor to commit participating cities to move operations toward net zero carbon emissions.

As noted in the attached electronic mail message from Sustainability Officer Kent Edwards, a greenhouse gas inventory assessment that was completed by the City of Delray Beach in 2019 will enable FLC to provide technical assistance in developing a specific action plan, to include science-based targets for 2030. Commitments to this effect involve reducing carbon emissions by at least 50% by 2030, with net zero emissions by 2050; to adopt a plan during the next year for meeting 2030 and 2050 targets, to include initiation of implementation strategies; as well as to offer respective periodic progress reports accordingly.

Direction to this effect will become an integral function of operations for the City’s Office of Sustainability, to include applicable interface and engagement with all appropriate departments. Related updates and guidance are to be included with the July 19th workshop meeting on the subject, as well as prospective engagements with the City’s Green Implementation Advancement Board.

Existing Solid Waste and Recycling Franchise Agreement

As previously reported, the City of Delray Beach exercised its right to renew its franchise agreement with Waste Management, Inc. for an additional year, enabling the existing contractual relationship to continue until September 30, 2023.

Direction is being offered for staff in respective departments to administer functions and activities accordingly, with applicable updates to be offered publicly as this timeframe progresses.

Ancillary Education Related Consultancy Services

As reported back in February, administrative authorization was offered to have the City of Delray Beach to commission local consultancy services firm, Ohana Solutions, to assist our organization with the development of master planning considerations necessary to help advance education related goals and

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objectives for public schools located in the Delray Beach Corporate Limits. Outcomes resulting from this exercise include an overall assessment of future curriculum development at the Delray Full-Service Center, as well as plan development necessary for applicable historic preservation opportunities at this site.

Given the myriad of complexities associated with identifying external financial resources and related budget discussions with the School District of Palm Beach County, direction is being offered to continue consultancy services with Ohana Solutions. Expected deliverables are to include a master plan for all public schools (including pro forma considerations for a technical high school/college curriculum development at the Delray Full-Service Center), as well as a specific plan to identify external revenue sources that would help fund and program desired preservation of historic buildings. Updates and recommendations will be offered in the coming weeks.

Calendar of Meetings, Activities, and Functions

With the annual goal setting meeting scheduled to take place next Friday, final preparations, including individual discussions between Dorothy Ellington and department directors relative to the progress of priorities and objectives initially outlined via last year's exercise, should conclude productively during the next few days. Resulting preparations will enable all involved to efficiently outline a clear and concise course for the coming year on various levels, including major capital initiatives and applicable funding priorities.

Given the associated labor and time commitments, no information letter will be issued next Friday. Reporting as noted will resume Friday, May 20th.

Enclosures:

Letter to Gulfstream Town Manager Greg Dunham – Building Permit Review and Inspection Services
Electronic Mail Message from Kent Edwards – FLC Race to Zero Scholarship
Calendar for Business Week of May 2, 2022

CM/Documents/City Commission Information Letter 30



CITY OF DELRAY BEACH

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100 N.W. 1ST AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7040



April 26, 2022

Gregory L. Dunham, Town Manager
Town of Gulfstream
100 Sea Road
Gulfstream, FL 33483

Subject: Building Permit Review and Inspection Services

Dear Mr. Dunham;

As we recently discussed, the City of Delray Beach (City) is in the process of implementing a new electronic building permit review software system. The Town of Gulfstream (Town) has indicated the desire to continue to utilize the City's Building Division for the review of plans for compliance with the Florida Building Code (FBC), the issuance of permits, and the inspection of structures located in the Town. The Interlocal Agreement (Agreement) between the Town and City adopted on September 30, 2009, and subsequently amended on March 8, 2010, must be revised.

In light of the foregoing, the following terms will be required in any new interlocal agreement entered into with the Town:

1. The Town will utilize the City's chosen software systems.
2. The Town acknowledges that plans for construction will be submitted by applicants to the City via an on-line portal on the City's website. Hard copies of plans will no longer be accepted nor provided to the Town with the issuance of building permits; these documents will now be electronic.
3. The Town will identify its employee(s) who will serve as the planning/zoning reviewer(s) for building permit applications. The Town reviewer(s) will have access to the plans and records as well as the ability to download a PDF of approved plans and permits, if needed.
4. Training is planned for the software system and a reviewer from the Town will be invited to the sessions. Attendance will be mandatory. Upon conclusion of the training, general technical support will be provided by the City's Development Services Technical Strategist and the Town will be billed for these services at the employee's hourly rate plus a percentage to account for benefits, etc.
5. The Town will contribute its percentage of the City's annual maintenance and subscription fees of the software systems, which includes storage of the records in a cloud-based system. The cost to the Town would correlate to the annual percentage of storage utilized for building permit applications submitted for properties in the Town. Current annual fees are estimated at \$330,218. For reference, in FY 20-21, permits from the Town comprised 4% of the total building permits in the City's department; therefore, the annual charge would be approximately \$13,208.

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6. The City frequently utilizes consultant services to augment City staff in managing the volume of building permits and inspections. These consultants bill the City hourly, including travel time. When consultant services are utilized by the City for FBC inspection services provided to the Town, the City will bill the Town for the cost of round-trip travel. In addition, the travel time for City employees will also be assessed and charged, based on the employee's hourly rate, plus a percentage to account for benefits, etc. The City will provide a detailed invoice on a quarterly basis to the Town.

According to Section 3 of the Agreement, either party can cancel the Agreement with 60 days written notice. Please note, this letter serves as notice that the current Agreement needs to be amended within 90 days to continue these services. If the changes in the terms of the Agreement are acceptable to the Town, the City will draft a new interlocal agreement. If the changes in the terms of the Agreement are not acceptable to the Town, I will direct the Development Services Director to establish a strategy for completing permits and inspections for projects currently in the process and a date to stop accepting new Town applications.

Sincerely,



Terrence R. Moore, ICMA-CM
City Manager

Cc: Lynn Gelin, City Attorney
Anthea Gianniotis, Director of Development Services
Steve Tobias, Building Official
Jay Stacy, Director of Information Technology

Terrence R. Moore

From: Edwards, Kent
Sent: Thursday, April 28, 2022 12:29 PM
To: Oris, Jeff
Cc: Terrence R. Moore
Subject: FLC Race to Zero Scholarship

Jeff, I received notification from the Florida League of Cities (FLC) that Delray Beach has been selected for a Florida Race to Zero Cohort scholarship. The scholarship entails assistance from FLC in moving City operations toward net zero carbon emissions. Building on the Greenhouse Gas Inventory that the City completed in 2019, FLC will provide technical assistance in developing an action plan, science-based target for 2030, and high-impact actions that align with the United Nations Race to Zero initiative. Building operations and transportation are the two largest carbon emission sources, which means emission reductions in these areas will be main targets. In addition to reductions in emissions, alternative energy initiatives such as solar energy, and electric vehicles will be necessary to reach carbon neutrality.

Joining the Race to Zero requires commitments by City leadership to:

1. reduce carbon emissions by at least 50% by 2030, with net zero emissions by 2050
2. within 12 months have a plan for meeting 2030 and 2050 targets, and begin implementation
3. report progress publicly

Participating in the FLC Cohort will require designation of a staff lead (me). The staff lead should expect to devote 15 hours per month over the 6-9 month cohort timeframe. This time will be devoted to reading materials to prepare for cohort meetings; studying the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (protocol that the cohort will follow); drafting data requests to FPL and natural gas distributors; collecting fossil fuel and electricity use and emissions data; verification of fuel, electricity and emission data, and entering data into the ClearPath database used by the cohort; analysis of verified data, and formulation of targets and action plan for reduction in emissions. Additional technical support sessions with FLC and/or International Council for Local Environmental Initiatives (ICLEI) may also be needed, depending on the specific data obtained for Delray Beach.

The cities that are participating in the FLC cohort, and the Race to Zero initiative will be identified on the FLC website, and the ICLEI website. ICLEI is a partner in the UN Race to Zero initiative, and the City will sign up with ICLEI to officially join the Race.

Information is due to FLC by April 29, regarding the schedule for cohort meetings, and Data Collection Form regarding the city. I am working on getting this information together, and will submit prior to the due date.

Please let me know if you have any questions.



John Kent Edwards MS, MPH

Sustainability Officer

City of Delray Beach

434 S. Swinton Ave.

Delray Beach, FL 33444

P: 561-243-7349

EdwardsJ@MyDelrayBeach.com

May 2, 2022 - May 8, 2022

May 2022							June 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday, May 2

- 12:00am Chief Sims ooo →
- Amanda OOO
- 7:30am - 8:30am Begin CIL (CM Office)
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 10:00am - 10:30am Various Code Compliance Issues (and Clarification) (CM Office) - Terrence R. Moore
- 10:00am - 10:30am Mayor mtg w/CM Moore Re: Goal Setting (Mayor's Office) - Rangel, Delores ↻
- 10:30am - 11:30am Mayor mtg w/CM & Dorothy Ellington to Discuss Goal Setting (Mayor's Office) - Rangel, Delores
- 2:00pm - 3:00pm Meeting request by DBCLT President, Letter of
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 3:30pm - 4:30pm RM (CM Office)
- 4:30pm - 5:00pm Process JDТ (CM Office)

Wednesday, May 4

- 8:30am - 9:00am Meeting with Thomas Speno re: 227 Palm Trail , Delray Beach (Conference Room - City Manager) - Vega, Brenda
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 10:30am - 11:30am Agenda Review Meeting (May 17 CC Meeting) (City Hall 1st Floor Conference Room) - Conference Room - City Hall 1st Floor
- 11:00am - 12:30pm Police Department FY 2022-23 Budget Review Meeting (Conference Room - City Manager) - Vega, Brenda
- 2:30pm - 4:00pm Department of Development Services FY 2022-23 Budget Review Meeting (Conference Room - City Manager) - Vega, Brenda
- 4:00pm - 4:30pm Meeting with Ingrid Lee and Alysén Nila (Conference Room - City Manager) - Vega, Brenda
- 5:30pm - 6:30pm BB (Various)

Friday, May 6

- ← Janet ooo →
- Chief Tomey ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am CITY OF DELRAY BEACH > Tourism Master Plan - Task Force Meeting
- 9:30am - 10:30am ICMАА High Performance Leadership Academy - Live Event - Moderator ↻
- 10:00am - 11:00am Meeting with Scott Webb re: Potential Development Opportunities (Office of the City Manager 100 NW 1st
- 11:00am - 11:30am Canceled: Payment of Parking Garage Operating and Maintenance expenses (Conference Room - City Hall
- 11:30am - 12:00pm Canceled: 11:30 am Meeting - Andrew Burki v. Nicole Lucas, Michael Moshette, City of Delray Beach (City
- 2:30pm - 3:30pm Follow-Up Review Concerning 3 Wheel Bicycle
- 3:30pm - 4:30pm Palm Beach County Haitian Caribbean Resource

Tuesday, May 3

- ← 8:00pm Chief Sims ooo
- 8:00am - 9:00am Compile May 4th Executive Leadership Team Agenda (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Compile Information Letter Report - Participation in Florida League of Cities Race to Zero Initiative
- 9:30am - 10:00am Zoom RE: Confidential Collective Bargaining Work Product - Ch. 119 Exempt - PBA Pension Counter Proposal to
- 10:00am - 11:30am Department of Utilities FY 2022-23 Budget Review Meeting (Conference Room - City Manager) - Vega, Brenda
- 2:00pm - 3:00pm Compile Information Letter Report - Educational Consultancy Recommendations Concerning... (CM Office) - Terrence
- 3:00pm - 3:15pm Milagro Center Tribute Video
- 4:00pm - 7:00pm City Commission Regular Meeting ↻
- 4:00pm - 8:00pm May 3rd Regular Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

Thursday, May 5

- 12:00am Janet ooo →
- 9:00am - 10:00am IT FY 2022-23 Budget Review Meeting (Conference Room - City Manager) - Vega, Brenda
- 10:00am - 11:00am Considerations Regarding Police Chief Selection Process (CM Office) - Terrence R. Moore
- 11:00am - 12:00pm Compile Information Letter Report - Solid Waste and Recycling Services (CM Office) - Terrence R. Moore
- 12:00pm - 1:00pm PDA Group 4 Meeting (Zoom <https://us02web.zoom.us/j/84935159943?pwd=TG1HVEZ3aW4rSkZwM>)
- 1:30pm - 2:00pm Belinda Merceron Claim (Conference Room - City
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly
- 2:00pm - 2:30pm Follow-Up Analysis Concerning City Vehicle
- 3:00pm - 4:30pm Various (Various) ↻
- 4:00pm - 5:00pm Compile Information Letter Report - Notification
- 5:30pm - 6:45pm Kiwanis Club of Delray Beach (Tim Finnegan's Irish

Saturday, May 7

- ← Janet ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻
- 11:30am - 1:00pm Finish Missie Barletto's Performance Evaluation
- 12:00pm - 2:00pm Begin Hassan Hadjimiry Annual Performance Evaluation (CM Office)

Sunday, May 8

- ← Janet ooo →