



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 27, 2022

Have an Enjoyable and Safe Memorial Day Weekend!

Historical Analysis of Ad Valorem and Debt Millage and Resulting Revenue Outcomes

As city administration prepares for general obligation bond transaction considerations to help finance a myriad of long deferred capital projects and programs, the Department of Finance was asked to generate the attached 35-year historical trend analysis that summarizes both operating and debt millage rates for the City of Delray Beach. The report also includes final property assessed values for each year since 1986, as well as respective growth rates and total calculations.

As referenced, the debt millage rate has fluctuated during this period based on changes in assessed valuation. However, since 2012, the debt millage has decreased annually, reflective of consistent increases in taxable assessed property values in our community accordingly.

Meanwhile, as the two existing general obligation bonds (Series 2005 and Series 2013, both issued for the costs of acquisition, construction, reconstruction, and equipping of new and certain parks and recreation centers, including a parking garage and other furnishings) will be paid off in Fiscal Year 2024, formal referendum considerations for March 2023 represents a suitable timeline for respective community outreach.

Community Outreach Efforts Relative to Proposed Water Utility Rate Structure

In response to observations and concerns shared during last week's regular City Commission meeting deliberation regarding the current proposed water utility rate structure, please be advised that leadership from both the Department of

City Commission Information Letter

May 27, 2022

Page 2

Utilities and the Department of Finance are currently engaging with residents and other community stakeholders regarding the urgency of this matter.

Outcomes to this effect likewise involved a follow-up personal visit late last week from Director of Utilities Hassan Hadjimiry with individuals that spoke during the May 17th session to this effect (including formal group interests that they've represented), as well as ancillary external communication from Director of Finance Hugh Dunkley anticipated to take place next week.

Pertinent feedback and responses to inquiries resulting from these exercises will likewise be offered as part of the now rescheduled second ordinance reading via the June 7th City Commission meeting. Additional analysis to help clarify recommendations regarding timeline for rates to become effective, as well as responses concerning higher than average water consumption, will also be included to help further support respective considerations.

Quarterly Recycling Activity Notice from the Solid Waste Authority

With the City of Delray Beach's continued involvement with the Solid Waste Authority of Palm Beach County (SWA) relative to dual stream recycling programming, the attached notification letter (and accompanying revenue sharing calculation report) from SWA Recycling Manager Brian Elkins was recently delivered to the Office of the City Manager, summarizing both level of activity in our community, as well as resulting revenue sharing outcomes for the second quarter of the current fiscal year.

As referenced, overall recycling activity throughout Palm Beach County is healthy, resulting in more than 22,730 tons of marketable recyclables that generated nearly \$184,000 in net shared revenue. Delray Beach likewise received a credit for recycling over 2,299 tons of material for this period. With this outcome representing approximately 10.11% of countywide activity share, the City of Delray Beach has received \$21,360 for community efforts as noted.

Affordable Housing Advisory Committee

As I've recently experienced inquiries relative to the Office of the City Manager's authority concerning the ability to both assign staff and meeting schedules for the City of Delray Beach Affordable Housing Advisory Committee (AHAC), I was able to review associated bylaws with Director of Neighborhood and Community Services Sammie Walthour to help further clarify details accordingly.

As referenced, provisions include guidance for meeting scheduling, involving a minimum of three sessions annually. Additionally, with the formation of AHAC being a requirement to guide program strategies to support our participation in the State Housing Initiative Partnership (SHIP) Program (and resulting financial allocations), ancillary committee discussions are, at times, warranted. For these reasons, AHAC has convened a total of seven meetings since March 2021, resulting in not only a myriad of related recommendations for City Commission review and consideration, but also to effectively demonstrate the City's respective commitments to SHIP.

With remaining tasks to include a review of land development regulation text amendment considerations regarding workforce and affordable housing (as likewise related to, and required of the Delray Beach Comprehensive Plan), two additional meetings, to include involvement and support from leadership and staff from both Neighborhood and Community Services and Development Services, are reasonable. All involved are therefore looking forward to both realistic and productive outcomes as a result.

Calendar of Meetings, Activities, and Functions

As previously shared, Delray Beach will serve as host meeting for the May 2022 Palm Beach County City Management Association monthly meeting. As this session is taking place today at Art's Garage, I wish to publicly offer my appreciation to Marjorie Waldo and her team for their respective support, assistance, and hospitality, further enabling our ability to have us showcase our community in a manner that would otherwise not be possible.

As I will attend this year's Florida City/County Management Association Annual Conference (in Orlando) from Wednesday, June 1st through Saturday, June 4th,

City Commission Information Letter

May 27, 2022

Page 4

no information letter report will be issued next week. Reporting as noted will therefore resume Friday, June 10th. Meanwhile, please enjoy the holiday weekend and stay well.

Enclosures:

City of Delray Beach Millage and Tax Revenue Analysis from 1986 to 2022
Letter and Accompanying Statistical Performance Report from Solid Water Authority – Dual Stream Recycling
Bylaws for the City of Delray Beach Affordable Housing Advisory Committee
Calendar for Business Week of May 23, 2022

CM/Documents/City Commission Information Letter 32

CITY OF DELRAY BEACH
MILLAGE AND TAX REVENUE PROJECTIONS

YEAR	OPERATING MILLAGE \$1/\$1000	DEBT MILLAGE \$1/\$1000	TOTAL MILLAGE \$1/\$1000	FINAL ASSESSED VALUES	ASSESSED VALUE GROWTH
1986	4.9781	0.5924	5.5705	1,660,886,068	13.74%
1987	5.0925	0.7199	5.8124	1,781,267,288	7.25%
1988	5.2991	0.7009	6.0000	1,847,231,360	3.70%
1989	5.3306	0.6694	6.0000	1,919,202,547	3.90%
1990	5.6259	0.5741	6.2000	2,201,749,552	14.72%
1991	6.1500	1.0000	7.1500	2,337,148,027	6.15%
1992	6.0800	1.0700	7.1500	2,518,897,622	7.78%
1993	6.2000	0.9500	7.1500	2,470,870,887	-1.91%
1994	6.8600	1.1400	8.0000	2,435,480,625	-1.43%
1995	6.8800	1.0700	7.9500	2,468,533,385	1.36%
1996	6.8700	1.0300	7.9000	2,541,583,271	2.96%
1997	6.9500	0.9000	7.8500	2,631,550,201	3.54%
1998	6.9500	0.8500	7.8000	2,758,936,396	4.84%
1999	6.9100	0.7900	7.7000	2,963,826,969	7.43%
2000	6.9100	0.7400	7.6500	3,169,823,854	6.95%
2001	7.2600	0.0000	7.2600	3,393,573,636	7.06%
2001	0.0000	0.6900	0.6900	3,394,052,179	7.07%
2002	7.3700	0.0000	7.3700	3,759,600,909	10.79%
2002	0.0000	0.6300	0.6300	3,760,079,452	10.78%
2003	7.4400	0.0000	7.4400	4,151,462,658	10.42%
2003	0.0000	0.5600	0.5600	4,151,941,201	10.42%
2004	7.5200	0.0000	7.5200	4,705,803,129	13.35%
2004	0.0000	0.4800	0.4800	4,706,853,272	13.37%
2005	7.4500	0.0000	7.4500	5,377,691,728	14.28%
2005	0.0000	0.5500	0.5500	5,378,741,871	14.27%
2006	7.4500	0.0000	7.4500	6,451,499,363	19.97%
2006	0.0000	0.5500	0.5500	6,452,549,506	19.96%
2007	6.8600	0.0000	6.8600	8,362,590,396	29.62%
2007	0.0000	0.4400	0.4400	8,363,640,539	29.62%
2008	6.1449	0.0000	6.1449	8,692,058,600	3.94%
2008	0.0000	0.4334	0.4334	8,693,165,099	3.94%
2009	6.3900	0.0000	6.3900	8,149,606,528	-6.24%
2009	0.0000	0.4604	0.4604	8,150,962,994	-6.24%
2010	7.1900	0.0000	7.1900	7,010,118,472	-13.98%
2010	0.0000	0.5316	0.5316	7,011,761,248	-13.98%
2011	7.1900	0.0000	7.1900	6,167,344,910	-12.02%
2011	0.0000	0.6002	0.6002	6,169,336,270	-12.01%
2012	7.1900	0.0000	7.1900	6,149,055,201	-0.30%
2012	0.0000	0.6133	0.6133	6,151,046,561	-0.30%
2013	7.1992	0.0000	7.1992	6,207,019,373	0.943%
2013	0.0000	0.6041	0.6041	6,209,261,043	0.946%
2014	7.1611	0.0000	7.1611	6,594,864,216	6.248%
2014	0.0000	0.3453	0.3453	6,596,833,672	6.242%
2015	7.1611	0.0000	7.1611	7,239,395,652	9.773%
2015	0.0000	0.3028	0.3028	7,241,365,108	9.770%

**CITY OF DELRAY BEACH
MILLAGE AND TAX REVENUE PROJECTIONS**

2016	7.0611	0.0000	7.0611	7,981,341,482	10.249%
2016	0.0000	0.2756	0.2756	7,984,439,599	10.262%
2017	6.9611	0.0000	6.9611	8,799,184,526	10.247%
2017	0.0000	0.2496	0.2496	8,802,511,887	10.246%
2018	6.8611	0.0000	6.8611	9,610,320,394	9.218%
2018	0.0000	0.2289	0.2289	9,613,960,862	9.218%
2019	6.7611	0.0000	6.7611	10,415,841,153	8.38%
2019	0.0000	0.2108	0.2108	10,419,571,812	8.38%
2020	6.6611	0.0000	6.6611	11,089,878,317	6.47%
2020	0.0000	0.2034	0.2034	11,096,607,476	6.50%
2021	6.6611	0.0000	6.6611	11,888,367,678	7.20%
2021	0.0000	0.1886	0.1886	11,895,315,119	7.20%
2022	6.6611	0.0000	6.6611	12,501,909,398	5.16%
2022	0.0000	0.1792	0.1792	12,511,877,086	5.18%



YOUR PARTNER FOR
SOLID WASTE SOLUTIONS

May 4, 2022

Delray Beach
Terrence Moore, City Manager
100 NW 1st Avenue
Delray Beach, FL 33444

Terrence Moore,

The Solid Waste Authority of Palm Beach County (SWA) thanks your municipality and its residents for your continued commitment to making Palm Beach County's dual stream recycling program successful.

We are excited to write that the recycling markets for Q2 of FY 2022 are still strong and that we continued to have a positive net recycling revenue. This means that there is Municipal Recycling Revenue to share with our municipal partners for Q2 of FY 2022.

In Q2 overall, there were more than 22,730 tons of marketable recyclables that equaled more than \$183,670 in net shared recycling revenue. Your municipality received credit for recycling 2,299.19 tons of blue and yellow bin material, which equates to \$21,351.59 for your municipality.

Please be sure to forward this letter and the attached recycling reports and Municipal Recycling Revenue check to your Sustainability, Public Works, Budget or Finance offices. This will assist in making sure the check is deposited appropriately and all parties are kept aware of the Recycling Revenue Share Program's success.

We are always looking for ways to continue to improve Palm Beach County's recycling program to keep positive recycling revenue. Recently, we installed a robot that is to target specific higher-valued blue bin mixed plastics and cartons. Once this robot matures in its ability to recognize these materials, we expect to produce a higher quality commodity. And later this calendar year we are planning on completing a comprehensive upgrade to the container (blue bin) processing line that incorporates state of the art optical scanners for more efficient sorting. Both actions should bring us a greater recycling revenue return if the markets remain the same.

We again thank you and your residents for continuing to Recycle Right, and for contributing to the success of our dual stream recycling program.

For more information on Palm Beach County's recycling program, including helpful guides for what goes in the yellow bin, the blue bin and the trash bin, visit our website at SWA.org/RecycleRight. Should your municipality want the SWA to assist you with municipal-specific educational materials and graphics, please let me know.

Sincerely,

Brian Elkins
Recycling Manager
Solid Waste Authority of Palm Beach County

Enclosed: Revenue Sharing by City FY22 Report
Revenue Sharing Calculation FY22
Revenue Sharing Net FY22

DATE 04/22/2022
 TIME 08:10:20

SOLID WASTE AUTHORITY OF PBC
 REVENUE SHARING CALCULATION FOR CMF YR 2022

RPT: REV_SHARE_CALC.RPT
 PAGE: 1

JURISDICTION	SELF HAUL	PARTICIPATING	SINGLE FAM	MOBILE HOME	MULTI FAM	TOT UNTS	TOT TERU'S	SHARE
BELLE GLADE	Y	Y	2,004	847	2,927	5,778	0	0.00%
BOCA RATON	Y	Y	19,880	0	27,667	47,547	0	0.00%
BOYNTON BCH	Y	Y	14,491	442	24,468	39,401	0	0.00%
LAKE PARK	Y	Y	1,419	0	2,247	3,666	0	0.00%
LAKE WORTH	Y	Y	7,719	674	8,855	17,248	0	0.00%
MANALAPAN	Y	Y	233	0	83	316	0	0.00%
PALM BEACH	Y	Y	2,461	0	6,513	8,974	0	0.00%
NORTH PALM BCH	Y	Y	2,521	0	5,134	7,655	0	0.00%
DIST 1	N	Y	34,578	4,772	31,091	70,441	62,668	12.66%
DIST 2	N	Y	23,994	2,955	14,436	41,385	37,776	7.63%
DIST 3	N	Y	44,404	4,006	30,399	78,809	71,209	14.38%
DIST 4	N	Y	28,709	249	48,383	77,341	65,245	13.18%
DIST 5	N	Y	444	301	483	1,228	1,107	0.22%
DIST 6	N	Y	13,047	367	7,899	21,313	19,338	3.91%
ATLANTIS	N	Y	941	0	281	1,222	1,152	0.23%
BRINY BREEZES	N	Y	0	480	0	480	480	0.10%
CLOUD LAKE	N	Y	45	0	18	63	59	0.01%
DELRAY BCH	N	Y	11,723	130	24,541	36,394	30,259	6.11%
GLEN RIDGE	N	Y	86	0	10	96	94	0.02%
GREENACRES	N	Y	4,955	957	11,487	17,399	14,527	2.93%
GULF STREAM	N	Y	351	0	324	675	594	0.12%
HAVERHILL	N	Y	625	0	83	708	687	0.14%
HIGHLAND BCH	N	Y	218	0	3,920	4,138	3,158	0.64%
HYPOLUXO	N	Y	99	53	1,958	2,110	1,621	0.33%
JUNO BCH	N	Y	393	312	2,476	3,181	2,562	0.52%
JUPITER	N	Y	13,598	163	16,391	30,152	26,054	5.26%
JUPITER INLET	N	Y	223	0	0	223	223	0.05%
LAKE CLARKE SHORES	N	Y	1,115	0	363	1,478	1,387	0.28%
LANTANA	N	Y	2,402	50	3,220	5,672	4,867	0.98%
LOXAHATCHEE GROVES	N	Y	1,108	123	28	1,259	1,252	0.25%
MANGONIA PARK	N	Y	201	0	541	742	607	0.12%
OCEAN RIDGE	N	Y	532	0	987	1,519	1,272	0.26%
PAHOKEE	N	Y	1,001	324	375	1,700	1,606	0.32%
PALM BEACH GARDENS	N	Y	14,245	369	16,154	30,768	26,730	5.40%
PALM BCH SHORES	N	Y	317	0	961	1,278	1,038	0.21%
RIVIERA BCH	N	Y	6,919	625	10,196	17,740	15,191	3.07%
SOUTH BAY	N	Y	563	102	352	1,017	929	0.19%
TEQUESTA	N	Y	1,585	0	1,623	3,208	2,802	0.57%
SO. PALM BCH	N	Y	3	0	1,881	1,884	1,414	0.29%
VILLAGE OF GOLF	N	Y	169	1	3	173	172	0.03%
PALM SPRINGS	N	Y	2,795	190	7,257	10,242	8,428	1.70%
ROYAL PALM BCH	N	Y	9,573	0	4,684	14,257	13,086	2.64%
WELLINGTON	N	Y	16,886	9	7,493	24,388	22,515	4.55%
WEST PALM BCH	N	Y	19,939	84	36,896	56,919	47,695	9.63%
WESTLAKE	N	Y	656	0	0	656	656	0.13%
BOCA RATON UNTS BY OTHER	N	Y	1,411	0	3,597	5,008	4,109	0.83%
PALM BEACH UNTS BY OTHER	N	Y	0	0	192	192	144	0.03%
NORTH PALM BCH UNTS BY OT	N	Y	0	0	417	417	313	0.06%
TOTAL UNITS			310,581	18,585	369,294	698,460	495,026	99.98%

DATE 04/22/2022
 TIME 08:10:37

SOLID WASTE AUTHORITY OF PBC
 REVENUE SHARING BY CITY FOR FY 2021 - 2022

RPT: REV_SHARE_CITY.RPT
 PAGE: 1

JURISDICTION	PARTICI PATING	SELF HAUL	SHARE	TONS	Q1 REVENUE	TONS	Q2 REVENUE	TONS	Q3 REVENUE	TONS	Q4 REVENUE	ANNUAL REV
BELLE GLADE	Y	Y				7.92	63.99					
BOCA RATON	Y	Y			1,371.43		11,081.15					
BOYNTON BCH	Y	Y			821.89		6,640.87					
LAKE PARK	Y	Y			58.94		476.24					
LAKE WORTH	Y	Y			469.42		3,792.91					
MANALAPAN	Y	Y			5.09		41.13					
PALM BEACH	Y	Y			436.45		3,526.52					
NORTH PALM BCH	Y	Y			242.45		1,959.00					
DIST 1	Y	N	12.66		2,446.20		19,765.30					
DIST 2	Y	N	7.63		1,474.29		11,912.26					
DIST 3	Y	N	14.38		2,778.54		22,450.60					
DIST 4	Y	N	13.18		2,546.68		20,577.17					
DIST 5	Y	N	0.22		42.51		343.48					
DIST 6	Y	N	3.91		755.50		6,104.44					
ATLANTIS	Y	N	0.23		44.44		359.08					
BRINY BREEZES	Y	N	0.10		19.32		156.11					
CLOUD LAKE	Y	N	0.01		1.93		15.59					
DELRAY BCH	Y	N	6.11		1,180.59		9,539.17					
GLEN RIDGE	Y	N	0.02		3.86		31.19					
GREENACRES	Y	N	2.93		566.14		4,574.41					
GULF STREAM	Y	N	0.12		23.19		187.38					
HAVERHILL	Y	N	0.14		27.05		218.56					
HIGHLAND BCH	Y	N	0.64		123.66		999.17					
HYPOLUXO	Y	N	0.33		63.76		515.18					
JUNO BCH	Y	N	0.52		100.48		811.88					
JUPITER	Y	N	5.26		1,016.35		8,212.11					
JUPITER INLET	Y	N	0.05		9.66		78.05					
LAKE CLARKE SHORES	Y	N	0.28		54.10		437.13					
LANTANA	Y	N	0.98		189.36		1,530.03					
LIXAHATCHEE GROVES	Y	N	0.25		48.31		390.34					
MANGONIA PARK	Y	N	0.12		23.19		187.38					
OCEAN RIDGE	Y	N	0.26		50.24		405.94					
PAHOKEE	Y	N	0.32		61.83		499.59					
PALM BEACH GARDENS	Y	N	5.40		1,043.40		8,430.67					
PALM BCH SHORES	Y	N	0.21		40.58		327.89					
RIVIERA BCH	Y	N	3.07		593.19		4,792.98					
SOUTH BAY	Y	N	0.19		36.71		296.62					
TEQUESTA	Y	N	0.57		110.14		889.93					
SO. PALM BCH	Y	N	0.29		56.03		452.72					
VILLAGE OF GOLF	Y	N	0.03		5.80		46.86					
PALM SPRINGS	Y	N	1.70		328.48		2,654.12					
ROYAL PALM BCH	Y	N	2.64		510.11		4,121.69					
WELLINGTON	Y	N	4.55		879.16		7,103.61					
WEST PALM BCH	Y	N	9.63		1,860.73		15,034.70					
WESTLAKE	Y	N	0.13		25.12		202.97					
BOCA RATON UNITS BY OTHER	Y	N	0.83		160.37		1,295.79					
PALM BEACH UNITS BY OTHER	Y	N	0.03		5.80		46.86					
NORTH PALM BCH UNITS BY OT	Y	N	0.06		11.59		93.65					
TOTAL			99.98			22,731.98	183,674.41					

DATE 04/22/2022
 TIME 08:10:36

SOLID WASTE AUTHORITY OF PBC
 REVENUE SHARING NET FOR FY 2021 - 2022

RPT: REV_SHARE_NET.RPT
 PAGE: 1

	Q1	Q2	Q3	Q4
Total Tons of Residential Loads Delivered to MRF (A)		20,947.41		
Total Tons of Commercial Loads Delivered to MRF (B)		5,251.43		
Total Tons of Acceptable Loads Delivered to MRF (A+B)		26,198.84		
Tons Sold (C)		14,352.86		
Total Gross Revenue (D)			2,884,061.22	
Weighted Average Market Price of Tons Sold (D/C)			200.94	
Residential Hauled Tons to SWA:				
Self Haul Tons (E)		3,413.59		
Combined Haul Tons (F)		19,322.27		
Total Resi Tons (G=E+F)		22,735.86		
Net Revenue Calculation:				
Total Gross Revenue (D)			2,884,061.22	
MRF Fee - Per Ton (J)		92.55		
Less Total MRF Fee (K=J*(A+B))			2,424,702.64	
Total Net Revenue (L = D-K)			459,358.58	
Commercial portion of Net Revenue (M=(B/(A+B))*L)			92,076.19	
Residential portion of Net Revenue (N=(A/(A+B))*L)			367,282.39	
Program Resi Net Revenue per Ton (O=N/G)			\$ 16.15	
Sharing %			50%	
Net Revenue Share per Ton			\$ 8.08	

BYLAWS
THE CITY OF DELRAY BEACH
AFFORDABLE HOUSING ADVISORY COMMITTEE

Article I: General.

The Affordable Housing Advisory Committee (hereinafter referred to as “the Committee”) shall be governed by Florida Statute City’s Rules of Procedure adopted by the Delray Beach City Commission on March 25, 2021, Procedures for Quasi-Judicial Hearings adopted by the Delray Beach City Commission on March 17, 2017, the Land Development Regulations, the Code of Ordinances, the Advisory Board Member Manual, and the Bylaws adopted herein.

Article II: Officers.

1. The Committee shall elect a Chairperson, Vice Chairperson, and any other officer the Committee deems necessary annually in the month of September, or as soon thereafter as possible, by a majority vote of its members present and voting at the time of election.
2. The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, shall preside at all proceedings of the Committee and shall rule on all points of order and procedure.

Article III: City Staff Assigned to Committee

1. The Committee Clerk, appointed by the City Manager shall record proceedings of the Committee, if recorded, keep minutes of proceedings and place on the subsequent meeting agenda for approval by the Committee, take roll calls, record votes of the Committee and carry out related duties pertaining to preparation, posting, and distribution of agenda, distribution of materials to Committee members. The Committee Clerk’s designee shall assume the aforementioned duties in the absence of the Committee Clerk.
2. The Staff Liaison, appointed by the City Manager, is responsible for creating, preparing, and distributing the agenda and will make every effort to deliver a complete agenda to the Committee no later than 5:00 p.m. at least 5 business days prior to the regular meeting.
3. If a Committee Clerk is not assigned to the Committee, the Staff Liaison shall be responsible for the responsibilities assigned to the Committee Clerk as well as the Staff Liaison.

Article IV: Hearings, Quorum, Order of Business, Conflicts

1. **Schedule.** Unless approved by the City Manager or the City Manager’s Designee and otherwise advertised, regular meetings of the Committee will take place a minimum of three times a year on the second Thursday of the month at 6:00 p.m. If the meeting is adjourned, any unfinished business shall be considered at the next regular meeting or at a time and place set by the Committee.
2. **Workshops and Special Meetings.** Committee Members will be required to attend an Annual Training Workshop. Otherwise, Workshops or Special Meetings may only be scheduled at the discretion of the Commission, City Manager, or the City Manager’s Designee.
3. **Quorum.** A quorum is required to conduct a meeting. A quorum shall consist of six members. If no quorum exists within thirty (30) minutes after the designated meeting time or if a quorum is lost, the meeting shall be adjourned. The names of the members present and the time of adjournment shall be recorded in the minutes by the Committee Clerk.

4. **Motions and Voting.** All recommendations of the Committee require a vote of a majority of its members present and voting. Votes taken on recommendations to the Commission shall be by roll call and shall be recorded by the Committee Clerk. The Chair shall call for the vote and announce the results, which will be recorded by the Committee Clerk. Every member who is present must vote, unless the member has publicly stated that the member is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes.
5. **Recommendations to City Commission.** In all cases, when the Committee has voted affirmatively to recommend issues for action or consideration by the City Commission, the following process should be followed:
 - a. A majority of the Committee's members present at the meeting must vote affirmatively to send an issue to the City Commission for consideration, information, or action.
 - b. The Staff Liaison communicates the request of the advisory committee via a transmittal letter signed by the Chair of the advisory committee, to the Mayor and members of the City Commission.
 - c. The City Commissioners may choose to take action. If action is taken, the advisory committee will be informed, usually through a letter from the Mayor or City Manager to the Chair of the advisory committee, indicating the action taken.
6. **Public Meetings.** All meetings shall be open to the public.
7. **Agenda.** The Staff Liaison shall prepare the Agenda and make every effort to deliver a complete agenda to the Committee no later than 5:00 p.m. five business days before the regular meeting. The agenda, as well as lengthy reports and standard documents that are part of the agenda's back-up documentation, shall be available for review by the public. Items will be addressed individually in the order presented on the Agenda, unless reordered upon approval by a majority of the Committee. An item may be added to a subsequent agenda if a majority of the Committee so directs, either by consensus or by vote of the Committee.
8. **Conflicts.** No Committee Member shall vote on a matter if the Committee Member has a voting conflict pursuant to Sections 112.3143 or 286.011, Florida Statutes.
9. **Compliance with Code of Ethics.** Committee Members shall comply with the rules as described in Sections 2-441 to 2-448 of the Palm Beach County Code of Ethics and the State of Florida Code of Ethics, codified in Part III of Chapter 112 of the Florida Statutes.

Article V. Absences, Removal from Office.

Committee Members may be suspended or removed from the Committee in accordance with the procedures for removal set forth in Sec. 32.15 and 32.17 of the City's Code of Ordinances.

Article VI. Parliamentary Procedure

Except to the extent City's Rules of Procedure or Procedures for Quasi-Judicial Hearings indicate otherwise, Robert's Rules of Order shall be the final authority concerning questions of parliamentary procedures.

Article VII. Adoption, Amendments, Required Review, Effective Date

These general rules or subsequent amendments:

1. Shall be adopted by the Committee by a majority vote of members present and voting at the time of adoptions.
2. May be amended by the Committee by a majority of members present and voting at the time of adoption of the amendment, however, said amendment will require approval of the City Commission.
3. Shall be reviewed by the Committee every two years.
4. Shall become effective upon approval by the City Commission.
5. Were adopted by the Committee on this 2nd day of November, 2021.

Andrea J Bruton
Chairperson, Affordable Housing Advisory
Committee

6. Were approved by the City Commission and become effective on this 7th day of December 2021.

ATTEST:

Katerri Johnson
Katerri Johnson, City Clerk

CITY OF DELRAY BEACH
Shelly Petrolia
Shelly Petrolia, Mayor

Approved as to form and Legal Sufficiency:

Lynn Golin
Lynn Golin, City Attorney

May 23, 2022 - May 29, 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 23

- ← Gina ooo →
- ← Gina ooo →
- 8:00am - 9:00am Begin CIL (CM Office)
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (1st Floor Conference Room) - Rangel, Delores ↻
- 10:00am - 10:30am Scenario Outlines for Proposed Water Utility Rate Billing Structure (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Various Follow-Up (CM Office) - Terrence R. Moore
- 2:00pm - 2:30pm Meeting with re: Bella Homes (City Manager's Office) - Vega, Brenda
- 3:00pm - 4:00pm Preparations and Guidance to Support Upcoming OSS Charette Event (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM Moore Re: Agenda and Updates (Commission Conference Room) -

Wednesday, May 25

- ← Gina ooo →
- ← Gina ooo →
- ← Hugh ooo →
- Brenda ooo
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room)
- 9:00am - 10:00am Agenda Review Meeting (June 7 CC Meeting)
- 11:30am - 1:00pm HOLD - PBC League of Cities General
- 2:00pm - 3:00pm Compile Information Letter Report - Community
- 3:00pm - 4:00pm Missie Barletto Annual Performance Evaluation
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

Friday, May 27

- ← Gina ooo →
- ← Gina ooo →
- ← 12:00am Hugh ooo
- ← 12:00am Katerri ooo
- ← 12:00am Sammie ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 10:00am Comm. Boylston mtg w/CM Moore Re: Bank of America (Bank of America)
- 10:15am - 11:15am Various (Various)
- 10:45am - 11:00am sound check at Arts Garage
- 12:00pm - 2:00pm PBCCMA (Monthly) Meeting (Arts Garage) -
- 1:30pm - 2:00pm Process Electronic Transactions (CM Office)
- 4:00pm - 5:00pm Biweekly City Attorney (CM Office) - Moore,
- 5:00pm - 6:30pm Various (Various)

Tuesday, May 24

- ← Gina ooo →
- ← Gina ooo →
- 12:00am Hugh ooo →
- Sam ooo (pm)
- 8:30am - 9:30am Compile Information Letter Report - Authority Concerning Affordable Housing Committee Meeting Scheduling
- 9:30am - 11:00am Various (Various)
- 10:00am - 11:00am Canceled: CGI Digital Workforce Development Platform (Microsoft Teams Meeting) - Vega, Brenda
- 11:00am - 12:00pm Department of Parks & Recreation FY 2022-23 Budget Review Meeting (Conference Room - City Manager) - Vega,
- 2:00pm - 4:00pm Delray Beach CRA: Workshop Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,
- 4:00pm - 6:00pm Delray Beach CRA: Regular Board Meeting (Arts Warehouse, 313 NE 3rd Street, Delray Beach, FL 33444) - Waterlander,

Thursday, May 26

- ← Gina ooo →
- ← Gina ooo →
- ← Hugh ooo →
- 12:00am Katerri ooo →
- 12:00am Sammie ooo →
- 9:00am - 10:00am Compile Information Letter Report - Recycling Activity Notice from Solid Waste Authority (CM Office) - Terrence R. Moore
- 10:00am - 10:45am Meeting Mark Baron re: Tennis Tournament and Concert (Office of the City Manager) - Vega, Brenda
- 11:00am - 11:30am Montre Bennett Roots Cultural Festivals Inc. - Vega, Brenda
- 2:00pm - 3:00pm Compile Information Letter Report - Schedule for Debt Service Millage Rate Structure (CM Office) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ↻

Saturday, May 28

- ← Gina ooo →
- ← Gina ooo →
- 10:00am - 11:00am Delray Beach Tennis Center (Clay Court #8) ↻

Sunday, May 29

- ← Gina ooo →
- ← Gina ooo →