



# CITY OF DELRAY BEACH

OFFICE OF THE CITY MANAGER

100 N.W. 1<sup>ST</sup> AVENUE • DELRAY BEACH • FLORIDA 33444 • (561) 243-7015



## City Commission Information Letter

June 17, 2022

**Happy Juneteenth and Father's Day!**

### **Dialogue Involving the Office of the Palm Beach County Property Appraiser to Help Support Long Term Ad Valorem Revenue Forecasting Considerations**

As both the Office of the City Manager and the Department of Finance recently received notification from Palm Beach County Property Appraiser Dorothy Jacks relative to our community's estimate of taxable value, please be advised that ancillary direction involves a meeting with both Ms. Jacks and her team to help provide additional background information from the City necessary to yield accurate long-term valuation forecasting. This will include specific dialogue relative to pending new construction projects, as well as clarity concerning zoning and applicable land use designations.

The Office of the City Manager is scheduled to visit with the Office of the Palm Beach County Property Appraiser for this purpose next month, with guidance to include annual meetings with City staff to achieve mutual understanding accordingly. Meanwhile, as referenced in the attached notification letter from Ms. Jacks' office, the current estimated total taxable value in Delray Beach is \$14,175,944,370, of which \$276,911,160 represents the valuation of net new construction (representing a 13.39% increase from last year's final taxable value). Information as outlined is currently being used to finalize revenue projections for the Fiscal Year 2022-2023 Proposed Budget.

### **Administration of Grace Period Involving Recently Adopted Irrigation Ordinance**

In response to direction to administer a 90-day grace period to prepare residents regarding the City's recently adopted irrigation ordinance, please be advised that

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activities and functions are being executed to achieve effective communication and outreach.

As referenced in the attached electronic mail message from Director of Utilities Hassan Hadjimiry, guidance to this effect will involve an upcoming press release, information printed in the July issue of Atlantic Ave Magazine, social media marketing, and an insert included in utility bills (effective during the current billing cycles). Additionally, as enforcement will become the responsibility of the City's Code Enforcement Division, Mr. Hadjimiry will collaborate with leadership of the Department of Neighborhood and Community Services to initiate training and orientation during the next few weeks.

As the new ordinance became effective Wednesday, June 15<sup>th</sup>, the grace period will continue until Thursday, September 15<sup>th</sup>. All involved will work to achieve an effective educational and community outreach effort during this timeframe.

### **Administrative Policy Concerning Resident Initiated Code Enforcement Complaints**

As recently discussed publicly, code enforcement agencies throughout Florida must now adhere to a statute that requires complainants to provide their name, address, and contact telephone number prior to the initiation of an investigation. However, if a code enforcement complaint has been determined to be that of a life, health, and welfare nature, it can be addressed anonymously.

Given the associated complexities and potential challenges that this requirement may create (particularly in residential neighborhoods), direction is being offered to administer ancillary training for Code Enforcement staff. Guidance to this effect will support assurances that employees will abide by recently executed policy and procedures (copy attached).

Meanwhile, all involved will continue to work to resolve code violations on a proactive basis, with the expectation that a decrease in the number of citizen-initiated complaints will be the outcome as time progresses.

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### **Interaction Involving the Cultural Council for Palm Beach County**

As I was recently introduced to Cultural Council for Palm Beach County President and Chief Executive Officer Dave Lawrence, he expressed an interest in working more collaboratively with the City relative to advancing cultural opportunities in our community that would otherwise not become possible. This involves considerations to help enhance both facilities and programming in Delray Beach, as well as an expressed commitment on his part to spend more time participating in public meetings and discussions regarding future visioning exercises, and specific goals and objectives developed as a result. This includes his attendance at next week's charrette workshop regarding the future trajectory for the Old School Square complex.

The Office of the City Manager therefore welcomes opportunities to engage and collaborate with the Cultural Council for Palm Beach County, with the hope that their involvement and support will offer objective feedback and be of benefit to the Delray Beach.

### **Calendar of Meetings, Activities, and Functions**

This past Monday, I chaired my first Block 60 Parking Condominium Association Annual Meeting which addressed various considerations relative to parking and towing policies, and a myriad of authorizations in the respective vicinity.

This marked the first session for Block 60 since September 2020, resulting in the need to approve both financial reports and operational budgets. Likewise, much appreciation to Delray Beach Community Redevelopment Agency Executive Director Renee Jadusingh for her orientation and support.

Enclosures:

Notification Letter from Office of Palm Beach County Appraiser -2022 Estimate of Value  
Electronic Mail Message from Hassan Hadjimiry – ORDINANCE NO. 11-22 – Landscape Irrigation Restriction  
City of Delray Beach Administrative Policy GA-50 – Citizen Complaint Procedures (Code Enforcement)  
Block 60 Parking Condominium Association June 13, 2022 Annual Meeting Agenda  
Calendar for Business Week of June 13, 2022

CM/Documents/City Commission Information Letter 34



**DOROTHY JACKS**  
CFA, AAS  
Palm Beach County Property Appraiser

Governmental Center - Fifth Floor  
301 North Olive Avenue  
West Palm Beach, FL 33401  
tel 561.355.3230  
fax 561.355.3963  
[pbcgov.org/papa](http://pbcgov.org/papa)

**Administration**  
Constantine Dino Maniotis, CFE  
Tax Roll Coordinator  
301 North Olive Avenue, 5th Flr  
West Palm Beach, Florida 33401  
tel 561.355.2681  
fax 561.355.3963  
Email [dmanioti@pbcgov.org](mailto:dmanioti@pbcgov.org)

May 27, 2022

Hugh Dunkley, Finance Director  
**City of Delray Beach**  
100 N.W. First Avenue  
Delray Beach, FL 33444

**Ref: 2022 Estimate of Taxable Value**

Dear Mr. Dunkley:

Pursuant to Chapter 200.065, Florida Statutes, we are hereby providing an estimate of taxable value for the 2022 tax roll for your budget planning purposes.

Our estimate of Total Taxable Value is:     **\$ 14,175,944,370**     (Line 4, DR420)  
Our estimate of Net New Construction is:     **\$ 276,911,160**     (Line 5, DR420)

Please bear in mind of the following dates when you set your first public hearing date:

- Board of County Commissioners has set their dates as September 13th and September 20th
- School Board has set their date September 7th

The Preliminary Certifications of Taxable Value (DR420) will be certified to you electronically on the DOR's eTRIM system on Monday, June 27, 2022 for your millage submission. You are encouraged to return your proposed millage rate, roll-back rate, and your first public hearing date the **week of July 25th and no later than July 29th** due to the tight TRIM schedule for printing the notices.

Thank you again for your cooperation in advance.

Sincerely yours,

  
Constantine Dino Maniotis, CFE  
Tax Roll Coordinator

For: Dorothy Jacks, CFA, AAS  
Property Appraiser

Hand Delivery

**WEST COUNTY SERVICE CENTER**  
2976 State Road 15  
Belle Glade, FL 33430  
tel 561.996.4890  
fax 561.996.1661

**NORTH COUNTY SERVICE CENTER**  
3188 PGA Blvd., Suite 2301  
Palm Beach Gardens, FL 33410  
tel 561.624.6521  
fax 561.624.6565

**MID-WESTERN COMMUNITIES SERVICE CENTER**  
200 Civic Center Way, Suite 200  
Royal Palm Beach, FL 33411  
tel 561.784.1220  
fax 561.784.1241

**SOUTH COUNTY SERVICE CENTER**  
14925 Cumberland Drive  
Delray Beach, FL 33446  
tel 561.276.1250  
fax 561.276.1278



## Terrence R. Moore

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**From:** Hadjimiry, Hassan  
**Sent:** Wednesday, June 15, 2022 11:46 AM  
**To:** Terrence R. Moore  
**Cc:** Gelin, Lynn; Carter, Gina; Walthour, Sammie; Colon Ortega, Rosines  
**Subject:** ORDINANCE NO. 11-22 -Landscape Irrigation Restriction

Mr. Moore,

Upon the adoption of ORDINANCE NO. 11-22 ("Landscape Irrigation Restriction) on June 14, 2022, please be advised that the 90-day grace period will begin on June 15 and end on September 15, 2022.

During the grace period, I will be working diligently with the Office of Communication to provide our customers with information for requirements and implementation of the new ordinance.

Our upcoming activities will include a press release, magazine publications, social media outreach, and utilities bill inserts which are mailed to all customers.

I will also be working closely with the Department of Neighborhood and Community Services for monitoring requirements of the newly adopted ordinance during the grace period and enforcement beginning September 16, 2022.

Respectfully,



**Hassan Hadjimiry, P.E.**

*Utilities Director*

*City of Delray Beach*

*434 S. Swinton Avenue*

*Delray Beach, FL 33444*


 **561.243.7303**

 [hadjimiryh@mydelraybeach.com](mailto:hadjimiryh@mydelraybeach.com)



## CITY OF DELRAY BEACH

### ADMINISTRATIVE POLICIES AND PROCEDURES

<b>DEPARTMENT:</b>	Neighborhood and Community Services Department	<b>POLICY NUMBER:</b>	GA-50
<b>SUBJECT:</b>	Citizen Complaints Procedures	<b>SUPERSEDES:</b>	N/A
<b>REVISION:</b>	N/A	<b>EFFECTIVE DATE:</b>	6/13/2022
<b>APPROVED BY:</b>	 Terrence R. Moore, ICMA-CM, City Manager		

#### PURPOSE

Standard Operation Procedures - Responding to citizen complaints.

The Code Enforcement Division must follow Florida Statute 125.69, effective July 1, 2021.

*"County and Municipal Code Enforcement; Prohibiting code inspectors designated by boards of county commissioners from initiating investigations of potential violations of codes and ordinances by way of anonymous complaints; prohibiting code inspectors from initiating enforcement proceedings for potential violations of codes and ordinances by way of anonymous complaints; prohibiting code enforcement officers from initiating investigations of potential violations of codes and ordinances by way of anonymous complaints; prohibiting code inspectors designated by governing bodies of municipalities from initiating investigations of potential violations of codes and ordinances by way of anonymous complaints; requiring persons who report potential violations of codes and ordinances to provide specified information to the governing body before an investigation occurs, etc."*

#### POLICY

Citizen complaints submitted to the Code Enforcement Division must be recorded using the division's Complaint Receipt Form. Persons reporting complaints must provide their name, address and contact phone number in order for the complaint to be investigated. Code Enforcement will not release the complainant's name or other identifying information. Anyone seeking code case information must submit a "Public Records Request" to the City Clerk's office. Complaints submitted via the GovQA website must include the complainant's name, address and contact phone number in order for the complaint to be investigated.

## PROCEDURE

### Code Enforcement Officer Code Case Procedures:

1. Naviline, Select 9.1.22.1 Main Menu (AS-400)
2. Code Enforcement (12, enter)
3. Case Processing Menu (2, enter)
4. Case Maintenance (1, enter)
5. Add (F6 to add a case)
6. Display by Address
7. Add address and select address
8. Case General Information Screen
9. Under Case type code the following types of complaint identifications can be used
  - AV for abandoned vehicles
  - GC for general complaints
  - HC for housing complaints
  - LC for landscaping complaints
  - NA for lot mowing and trash problems
  - OL for occupational license complaints
  - RW for right-of-way vehicle complaints
  - SI for sign complaints
  - UH for unsafe housing complaints
10. Under origination code use:
  - CC for citizen complaint, PD for Police Dept., etc.
11. Create code case and submit for review and approval to the Code Enforcement Supervisor

I \_\_\_\_\_, have read the Citizen Complaint Policy and Procedures and agree to abide by such as I carry out my duties.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **BLOCK 60 PARKING CONDOMINIUM ASSOCIATION**

## **ANNUAL MEETING** Delray Beach City Hall Downstairs Conference Room Monday, June 13, 2022 2:00 P.M.

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Minutes of Meeting of September 24, 2020**
- 4. 2021-22 Officers of the Board**
  - Review current slate of Officers (2020-21)
  - Review and approve proposed slate of Officers
- 5. Financial Reports**
  - 2020-21 Fiscal Year (unaudited)
- 6. 2021-22 Budget Proposal**
  - Review & Adoption
- 7. New Business: Request for Signage**
  - Parking & Tow Away Signs (Spots 50-58)
- 8. Comments by Directors**
- 9. Comments by Officers**
- 10. Adjourned**



# June 13, 2022 - June 19, 2022

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

## Monday, June 13

- 12:00am Chief Tomey ooo →
- 7:30am - 8:00am LCL (CM Office)
- 8:00am - 9:00am Begin CIL (CM Office)
- 9:00am - 9:30am Meeting with Commissioner Boylston 1:1 (Conference Room - City Manager) - Vega, Brenda
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (1st Floor Conference Room) - Rangel, Delores ↻
- 11:00am - 11:30am SB (CM Office)
- 11:30am - 12:00pm HBJ (CM Office)
- 1:00pm - 2:00pm 2nd Annual Women Veterans Day event in
- 2:00pm - 2:30pm Copy: Block 60 Annual Meeting (Delray Beach City
- 2:30pm - 3:30pm Comm. Johnson mtg w/CM Moore & Others re:
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM
- 6:00pm - 8:00pm 2nd annual Women Veterans Day event in Delray

## Tuesday, June 14

- ← Chief Tomey ooo →
- 7:30am - 8:00am Hassan Hadjimiry - Terrence R. Moore
- 8:30am - 9:30am Compile Information Letter Report - Dialogue Involving Palm Beach County Property Appraiser to Help Support Long-Term Ad Valorem Related Forecasting Considerations (CM
- 10:00am - 10:30am Mayor mtg w/CM Moore & Carl Foster - Re: Pickleball (Mayor's Office) - Rangel, Delores
- 11:00am - 11:30am Clarity Regarding G. Carter Performance Evaluation Format in NeoGov (CM Office) - Terrence R. Moore
- 11:30am - 12:30pm Process P&G Travel (CM Office)
- 3:00pm - 8:00pm June 14th Workshop & Regular Commission Meetings - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice
- 3:00pm - 4:00pm DELRAY BEACH > Tourism Master Plan - City Commission Workshop (Delray Beach City Hall - Commission

## Wednesday, June 15

- ← Chief Tomey ooo →
- 12:00am Sam ooo →
- 12:00am Katerri ooo →
- 12:00am Missie ooo →
- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 10:00am - 11:00am Compile Information Letter Report - Administration of Grace Period Concerning Recently Adopted
- 11:00am - 11:30am Meeting with Janet Meeks re: Caron Foundation (Education Budget) (Conference Room - City Manager) -
- 2:00pm - 3:00pm Detective Paul Pitti Retirement Ceremony (Delray Beach Public Library)
- 3:30pm - 4:30pm Compile Information Letter Report - Policies
- 4:30pm - 5:30pm Various (Various)
- 6:00pm - 7:00pm KB (Various)

## Thursday, June 16

- ← Chief Tomey ooo →
- ← Sam ooo →
- ← Katerri ooo →
- ← Missie ooo →
- 12:00am Sam ooo →
- 12:00am Anthea ooo →
- 12:00am Amanda OOO →
- 8:30am - 9:30am Compile Information Letter Report - Potential Opportunities for Partnership Involving the Cultural Council for
- 10:00am - 11:00am Monthly Meeting with Renee Jadusingh (City Manager's Office) - Vega, Brenda ↻
- 11:00am - 12:00pm Class and comp study Russell Campbell MAG
- 2:00pm - 3:00pm Comm. Casale Mtg w/CM Moore Re: Bi-Weekly
- 3:00pm - 4:30pm Various (Various) ↻

## Friday, June 17

- ← 12:00am Chief Tomey ooo →
- ← Sam ooo →
- ← 12:00am Katerri ooo →
- ← 12:00am Missie ooo →
- ← Sam ooo →
- ← Anthea ooo →
- ← 12:00am Amanda OOO →
- Hassan ooo
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:30am - 10:30am ICMIA High Performance Leadership Academy - Live Event - Mode rator ↻
- 10:00am - 11:00am Meeting with Fire Chief Kerry Koen re:
- 2:00pm - 3:30pm VTT002 - Virtual Think Tank
- 3:00pm - 4:00pm Summarization of Fiscal Year 2022-2023

## Saturday, June 18

- ← Sam ooo →
  - ← Sam ooo →
  - ← Anthea ooo →
  - 9:00am - 10:00am 7th Annual Walk Against Violence and Hate
  - 10:00am - 12:00pm 2022 Community Cleanup (From Atlantic
- More Items...

## Sunday, June 19

- ← Sam ooo →
- ← Sam ooo →
- ← Anthea ooo →