



# 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

October 14, 2022

### **External Community Education to Support General Obligation Bond Referendum Considerations**

With the recent authorization to proceed with two general obligation bond referendums, please be advised that a robust communications plan has been developed to educate the public accordingly beginning in January 2023.

As referenced in the attached summary, direction to this effect involves social media outreach, various printed materials such as postcards and banners to be positioned throughout the community, as well as a QR Code to encourage residents and stakeholders to connect with the City's website.

### **Next Steps Regarding Municipal Complex Public-Private Partnership Proposal Consideration Process**

In response to the direction and authorization offered during the September 19<sup>th</sup> regular meeting to have CBRE work with the City to develop a proposal solicitation process for potential public-private partnership opportunities to support development and construction of new municipal complex facilities, the Office of the City Manager hosted a meeting last week with all involved to outline a specific course of action.

As referenced in the attached summary and timeline of next steps from CBRE, the remainder of this month will be devoted primarily to site analysis activities, as well as other tasks necessary for comprehensive analysis accordingly.

Direction and guidance outlined will enable a formal City Commission workshop engagement via the January 10<sup>th</sup> session.

## **Analysis of Transportation Enhancement Opportunities**

Consistent with guidance offered during the current fiscal-year proposed budget process, staff was able to compile data necessary to consider suitable opportunities to advance transportation outcomes for our community.

As referenced in the attached electronic mail message from Director of Economic Development Sara Maxfield, information to this effect involves reviewing ridership data via Tri-Rail, and other public transit organizations necessary to help the City contemplate applicable opportunities moving forward.

An opportunity for direction and guidance will become available via the November 1<sup>st</sup> Regular City Commission Meeting.

## **Digital Signature Policy to Support Electronic Plan Review Process**

Both the Department of Development Services and Information Technology, in collaboration with the Office of the City Attorney, were recently able to present to the Office of the City Manager a recommended administrative policy necessary to support the acceptance of electronic and digital signatures as a means of authenticating documents and identifying signatories.

As noted in the attached administrative policies and procedures, authorization includes governance of permit application submissions via an electronic form which will be available via the City's website in the coming weeks.

Meanwhile, the Office of Communications is currently working to create and distribute outreach and training materials necessary to help direct a full-scale deployment of the new electronic permitting system for future applicants.

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

An integral function of this week's Executive Leadership Team meeting involved a discussion relative to expectations for departmental budgetary management, specifically line-item administration requirements and guidance necessary to alleviate superfluous budget adjustments throughout the fiscal year. Dialogue

## City Commission Information Letter

October 14, 2022

Page 3

to this effect was also apt, considering the commitments offered during Tuesday evening's meeting relative to pending administrative policy revisions to align with the City's charter provisions concerning periodic budget adjustments and the respective role of the City Commission.

### Enclosures:

Summary Description – General Obligation Bonds (Pending Community Outreach and Education)

Summary and Timeline of Next Steps from CBRE – City of Delray Beach Municipal Complex Analysis

Electronic Mail Message from Sara Maxfield – Transportation Related Considerations (w/Accompanying Map and Data)

Recently Authorized Administrative Policies and Procedures – Electronic & Digital Signatures

Calendar for Business Week of October 10, 2022

CM/Documents/City Commission Information Letter 48

## Terrence R. Moore

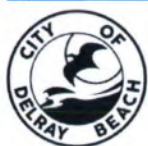
---

**From:** Carter, Gina  
**Sent:** Thursday, October 13, 2022 4:24 PM  
**To:** Terrence R. Moore; Gelin, Lynn  
**Cc:** Barletto, Missie; Metott, Samuel; Tomey, Keith; Mager, Russ  
**Subject:** GO Bond

Good afternoon CM Moore,

With assistance from various department directors and the City Attorney's Office, I have created a comprehensive communications plan for the general obligation bond referendums set for March 2023. The plan includes several printed materials, a dedicated QR Code and friendly URL, established logos and visual guidelines, and a section of the city's website with detailed information to educate the public. The informational campaign is set to begin in January 2023.

### Logos



2023 PUBLIC SAFETY & PARKS  
**GENERAL OBLIGATION BONDS**



Please let me know if you need any further details.



**Gina Carter**  
**Director of Communications**  
City of Delray Beach  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
561-243-7278  
[CarterG@MyDelrayBeach.com](mailto:CarterG@MyDelrayBeach.com)

# CBRE – City of Delray Beach Municipal Complex Analysis

## Summary and Timeline of Next Steps

ACTIVITIES	DATE
Identify potential City owned and CRA sites	October 2022
Review deed restrictions for all identified sites (if applicable)	October 2022
Site analysis <ul style="list-style-type: none"><li>– Massing plans for existing site and CRA sites large enough to hold assemblage</li><li>– Illustrative site plans for each option</li><li>– Calculated potential built area with required parking</li><li>– 3D diagrams to illustrate the concepts</li></ul>	October 2022
Broker Opinion of Value (based on the calculated built area above)	November 2022
Evaluate cost to construct	November 2022
Prepare site selection options Including Strengths, Challenges, Opportunities and Threats (SCOT) analysis	December 2022
Complete City Commission workshop presentation	December 2022
<b>City Commission Workshop</b>	<b>January 10, 2023</b>

## Terrence R. Moore

---

**From:** Maxfield, Sara  
**Sent:** Thursday, October 13, 2022 6:38 PM  
**To:** Terrence R. Moore  
**Cc:** Oris, Jeff  
**Subject:** Update on Transportation Related Considerations  
**Attachments:** Delray Map Final with Fixed Route.pdf; Copy of Downtown Ridership Analysis.xlsx; Copy of 2018 TROLLEY MONTHLY RIDERSHIP REPORT.xlsx; Copy of FT 120918.xlsx

Good evening,

Since the September 19<sup>th</sup> commission meeting, I have been gathering additional data as requested. The CRA has provided historical ridership data for the program that existed within the city during 2019 and 2020 (Downtown Connect) which I have included as an attachment. I have also attached the service area maps for this service. I have included the 2018 Downtown Roundabout ridership as well as the ridership numbers provided to me for the city operated trolley.

The most recent Tri-Rail ridership numbers available are from 2019 and reflect an average number of riders getting off at the Delray Beach station totaling 13,880 on weekdays and 2,869 for Saturdays and Sundays. Total average number of riders getting on at the Delray Beach station are 822 for weekdays and 219 for Saturdays and Sundays respectively, indicating more riders travel to Delray Beach then out of Delray Beach.

This information will be further analyzed by my office and presented in a concise format for ease of understanding prior to the end of the month for distribution as you see fit. Please let me know if you have any additional questions related to the information provided.

Warm regards,

Sara

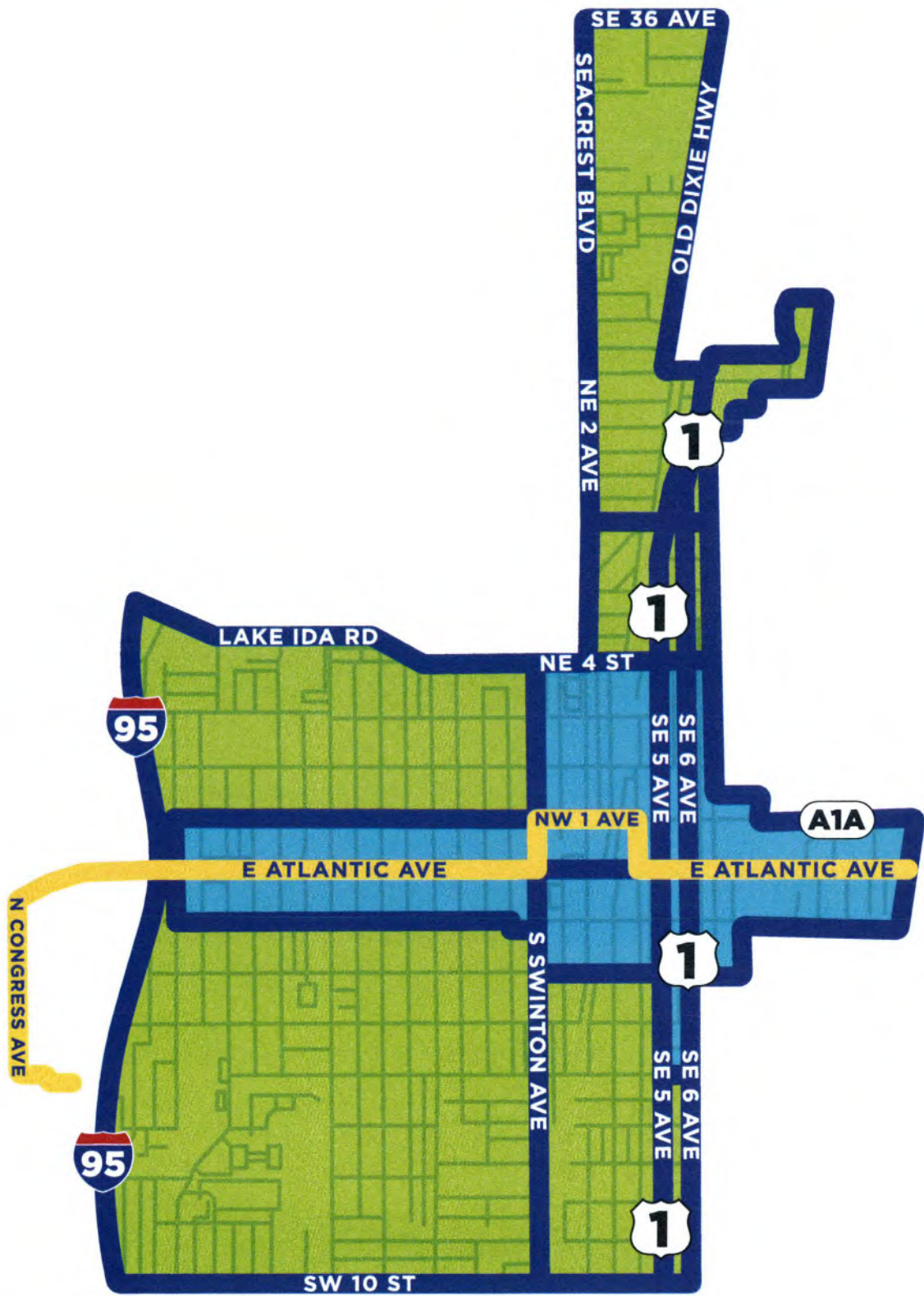
**Sara Maxfield, CEcD, EDFP.** | Director, Economic Development | (she/her/hers)

☎ 561-243-7013 | ✉ [maxfields@mydelraybeach.com](mailto:maxfields@mydelraybeach.com) | 100 N.W. 1st Avenue, Delray Beach, Florida 33444

## CITY OF DELRAY BEACH



**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.



## Downtown Connect Ridership

	2019	2020	Variation
Month	Passengers	Passengers	Passengers
January	17,423	13,995	(3,428)
February	15,006	12,244	(2,762)
March*	16,474	7,529	(8,945)
April	14,553		
May	13,264		
June	10,958		
July**	16,298		
August	15,279		
September	13,635		
October	15,921		
November	13,631		
December	13,647		
<b>Total</b>	<b>176,089</b>	<b>33,768</b>	

**Notes:**

COVID19 Impact

Service Managed by City of Delray Beach until July 15, 2019; Ridership data not confirmed

\* Service suspended March 23, 2020 due to COVID19

\*\* Service Managed by the Delray Beach CRA started July 16, 2019



**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<b>FEBRUARY</b>		<b>2018</b>		ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL RIDERS					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.						
2/1 - 2/3															77	77				
2/4 - 2/10		91		97		160		225		120		325		78	1096					
2/11 - 2/17		110		219		293		237		281		181		163	1484					
2/18 - 2/24		76		142		104		325		126	3	176	1	196	1149					
2/25 - 2/28	0	169	0	263	2	262	5	244							945					
															0					
	0	446	0	721	2	819	5	1031	0	527	3	682	1	514	4751					

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started service on February 3, 2018

\*\*Started tracking Passengers with bikes on Friday 2/23/18

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<b>FEBRUARY</b>		<b>2018</b>		ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL RIDERS					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.						
2/1 - 2/3															68	68				
2/4 - 2/10		161		102		202		148		100		298		80	1091					
2/11 - 2/17		88		230		311		258		329		272		162	1650					
2/18 - 2/24		150		282		294		339		273	5	497	3	182	2025					
2/25 - 2/28	1	186	3	218	4	426	7	382							1227					
															0					
	1	585	3	832	4	1233	7	1127	0	702	5	1067	3	492	6061					

DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018																
MONTHLY RIDERSHIP DATA FOR :										MARCH		2018		ROUTE # 1		
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS	
3/1 - 3/3									5	288	3	312	1	135	744	
3/4 - 3/10	3	209	3	248	0	206	3	251	3	314	3	321	2	95	1661	
3/11 - 3/17	6	116	2	254	3	334	4	304	1	314	0	313	4	327	1982	
3/18 - 3/24	3	167	4	326	3	271	2	352	3	185	1	211	4	341	1873	
3/25 - 3/31	8	193	4	281	1	206	2	144	5	180	3	282	6	186	1501	
															0	
	20	685	13	1109	7	1017	11	1051	17	1281	10	1439	17	1084	7761	

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018																
MONTHLY RIDERSHIP DATA FOR :										MARCH		2018		ROUTE # 2		
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS	
3/1 - 3/3									8	307	1	294	3	217	830	
3/4 - 3/10	3	263	0	374	0	190	4	276	0	288	0	212	3	150	1763	
3/11 - 3/17	1	185	3	285	2	196	3	344	7	325	6	316	3	222	1898	
3/18 - 3/24	3	198	1	305	1	290	2	404	3	266	4	342	2	250	2071	
3/25 - 3/31	4	184	2	248	2	307	9	290	5	334	8	382	4	223	2002	
															0	
	11	830	6	1212	5	983	18	1314	23	1520	19	1546	15	1062	8564	

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																APRIL		2018		ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL RIDERS					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.						
4/1 - 4/7	5	195	7	289	4	315	3	279	2	217	2	178	5	216	1717					
4/8 - 4/14	6	120	1	208	5	259	4	358	0	213	1	275	3	225	1678					
4/15 - 4/21	0	143	4	330	4	227	3	349	0	237	6	387	0	128	1818					
4/22 - 4/28	5	166	3	199	4	198	2	286	7	311	4	300	2	212	1699					
4/29 - 4/30	2	141	3	216											362					
															0					
	18	765	18	1242	17	999	12	1272	9	978	13	1140	10	781	7274					

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started tracking Passengers with bikes on Friday 2/23/18

Easter Sunday

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																APRIL		2018		ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL RIDERS					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.						
4/1 - 4/7	5	210	9	345	1	404	8	481	7	358	6	334	3	294	2465					
4/8 - 4/14	4	195	6	298	7	269	8	357	6	318	6	302	5	368	2149					
4/15 - 4/21	4	271	7	334	6	401	4	280	8	374	3	352	3	214	2261					
4/22 - 4/28	3	144	2	303	5	131	4	220	4	168	4	153	4	188	1333					
4/29 - 4/30	2	199	5	207											413					
															0					
	18	1019	29	1487	19	1205	24	1338	25	1218	19	1141	15	1064	8621					

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																MAY		2018		ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS					
5/1 - 5/5	/	/	/	/	0	218	0	226	0	257	0	322	0	198	1221					
5/6 - 5/12	0	168	0	306	4	290	2	253	0	294	3	276	0	180	1776					
5/13 - 5/19	0	181	0	206	0	207	0	269	0	207	0	213	0	99	1382					
5/20 - 5/26	0	100	0	277	0	188	0	284	1	269	1	198	0	132	1450					
5/27 - 5/31	0	143	0	149	0	220	1	232	1	220	/	/	/	/	966					
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0					
	0	592	0	938	4	1123	3	1264	2	1247	4	1009	0	609	6795					

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started tracking Passengers with bikes on Friday 2/23/18

Mother's Day
Memorial Day

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																MAY		2018		ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS					
5/1 - 5/5	/	/	/	/	8	366	7	292	11	369	10	422	4	302	1791					
5/6 - 5/12	5	183	5	355	4	212	5	386	0	234	4	268	4	197	1862					
5/13 - 5/19	5	143	10	344	5	352	0	168	0	175	0	218	0	149	1569					
5/20 - 5/26	0	185	0	204	0	211	1	174	5	301	5	305	4	182	1577					
5/27 - 5/31	3	179	0	207	3	309	6	358	6	391	/	/	/	/	1462					
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0					
	13	690	15	1110	20	1450	19	1378	22	1470	19	1213	12	830	8261					

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<i>JUNE</i>	<i>2018</i>	ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL			
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS			
6/1 - 6/2	/	/	/	/	/	/	/	/	/	/	1	296	2	173	472			
6/3 - 6/9	0	198	6	247	5	339	6	233	0	301	0	187	0	146	1668			
6/10 - 6/16	2	130	4	275	1	148	2	195	3	229	3	188	3	230	1413			
6/17 - 6/23	3	178	0	229	0	228	0	295	0	204	4	254	2	210	1607			
6/24 - 6/30	5	190	4	317	2	209	1	238	4	263	5	335	7	211	1791			
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0			
	10	696	14	1068	8	924	9	961	7	997	13	1260	14	970	6951			

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started tracking Passengers with bikes on Friday 2/23/18

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<i>JUNE</i>	<i>2018</i>	ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL			
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS			
6/1 - 6/2	/	/	/	/	/	/	/	/	/	/	4	386	5	234	629			
6/3 - 6/9	3	233	10	348	5	304	6	384	4	355	4	350	5	213	2224			
6/10 - 6/16	5	120	5	207	7	321	5	341	7	373	8	416	12	188	2015			
6/17 - 6/23	3	174	7	356	4	368	7	373	7	390	6	237	3	140	2075			
6/24 - 6/30	2	117	4	208	4	245	5	269	3	225	5	416	3	265	1771			
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0			
	13	644	26	1119	20	1238	23	1367	21	1343	27	1805	28	1040	8714			

DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018

MONTHLY RIDERSHIP DATA FOR :																JULY	2018	ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL			
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS			
7/1 - 7/7	3	200	2	211	7	322	1	394	3	200	1	207	4	216	1771			
7/8 - 7/14	3	226	1	217	0	245	5	215	1	252	0	210	0	235	1610			
7/15 - 7/21	0	196	0	215	0	183	0	180	0	255	3	226	1	97	1356			
7/22 - 7/28	0	207	0	219	0	230	0	223	0	290	0	308	0	144	1621			
7/29 - 7/31	0	116	0	196	0	121									433			
															0			
	6	945	3	1058	7	1101	6	1012	4	997	4	951	5	692	6791			

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started tracking Passengers with bikes on Friday 2/23/18

(Ran extra vehicle to handle crowds)

July 4th 3rd Route



0 295

July 4th Totals = 5 Bikes & 1,259 Passengers

DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018

MONTHLY RIDERSHIP DATA FOR :																JULY	2018	ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL			
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS			
7/1 - 7/7	3	250	7	421	3	321	4	570	6	427	8	434	5	302	2761			
7/8 - 7/14	3	201	4	198	4	247	4	376	1	398	7	341	6	301	2091			
7/15 - 7/21	4	216	2	431	4	285	6	443	11	322	6	355	1	356	2442			
7/22 - 7/28	0	180	0	239	0	198	11	306	9	322	8	339	3	290	1905			
7/29 - 7/31	5	204	2	279	0	196									686			
															0			
	15	1051	15	1568	11	1247	25	1695	27	1469	29	1469	15	1249	9885			

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<b>AUGUST</b>		<b>2018</b>		ROUTE # 1
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS					
8/1 - 8/4	/	/	/	/	/	/	0	193	0	250	0	255	0	205	903					
8/5 - 8/11	0	181	0	299	0	280	3	222	4	193	3	195	0	207	1587					
8/12 - 8/18	1	204													205					
8/19 - 8/25															0					
8/26 - 8/31			0	283	0	200			0	233	0	204	/	/	920					
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0					
	1	385	0	582	0	480	3	415	4	676	3	654	0	412	3615					

AMB = Ambulatory, passenger on foot.

BIKE = Passenger on bike requesting use of bike rack.

\*Started tracking Passengers with bikes on Friday 2/23/18

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<b>AUGUST</b>		<b>2018</b>		ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL					
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS					
8/1 - 8/4	/	/	/	/	/	/	0	296	0	286	4	419	5	299	1309					
8/5 - 8/11	3	224	5	365	8	396	6	380	5	395	7	388	6	275	2463					
8/12 - 8/18	3	207													210					
8/19 - 8/25															0					
8/26 - 8/31			0	410	0	354			0	372	0	376	/	/	1512					
	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0					
	6	431	5	775	8	750	6	676	5	1053	11	1183	11	574	5494					

**DOWNTOWN ROUNDABOUT - DELRAY BEACH - 2018**

MONTHLY RIDERSHIP DATA FOR :																<i>SEPTEMBER</i>	<i>2018</i>	ROUTE # 2
	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL			
	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	BIKE	AMB.	RIDERS			
1-Sep	/	/	/	/	/	/	/	/	/	/	/	/	0	287	287			
9/2 - 9/8	0	110	0	190	0	419	0	491	3	288	6	628	3	241	2379			
9/9 - 9/15	0	368	0	212	0	496	7	362	7	371	3	365	3	252	2446			
9/16 - 9/22	0	164	9	412	6	355	6	377	7	436	7	381	4	244	2408			
9/23 - 9/29	5	189	7	507	5	431	5	347	6	379	5	383	4	224	2497			
9/30/2018	1	248	/	/	/	/	/	/	/	/	/	/	/	/	249			
	6	1079	16	1321	11	1701	18	1577	23	1474	21	1757	14	1248	10266			





# CITY OF DELRAY BEACH

## ADMINISTRATIVE POLICIES AND PROCEDURES

<b>DEPARTMENT:</b>	Development Services	<b>POLICY NUMBER:</b>	GA-51
<b>SUBJECT:</b>	Electronic & Digital Signatures	<b>SUPERSEDES:</b>	N/A
<b>REVISION:</b>	N/A	<b>EFFECTIVE DATE:</b>	10/07/2022
<b>APPROVED BY:</b>		Terrence R. Moore, ICMA-CM, City Manager	

### PURPOSE

This policy authorizes the use of electronic and digital signatures as a means of authenticating documents and identifying signatories for applications made to the City as part of its electronic plan review process in accordance with Florida Statutes 668.001-668-006, 713.135 (7)(b)1, and Florida Building Code, Chapter 1 Section 107.

### POLICY

The use of digital signatures is the preferred method of implementing secure electronic signatures to validate a document's integrity as well as the identity of the signatory for all drawings and technical documents that must be signed and sealed by a licensed professional. Users are encouraged to utilize the ePlans software provided on the City's website for the submission of application and construction documents. Adobe Reader and Acrobat can also be used to verify digital signatures. Licensed professionals will be responsible for verifying that their signatures adhere to the requirements of the State of Florida and are utilized in accordance with the guidelines of their respective licensing boards.

### PROCEDURE

- a. Licensed professionals will select a City of Delray Beach recognized digital certificate provider located on the City website.
- b. All Permit applications shall be submitted via an electronic form available at the City's website.
- c. Digitally signed and sealed plans must be uploaded in their original digital format. Scanned or printed digitally sealed plans will not be accepted.
- d. In lieu of notarization and consistent with Florida Statute 713.135(7)(b)1, the following statement must be acknowledged:

OWNER'S ELECTRONIC SUBMISSION STATEMENT: "Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct."

# October 10, 2022 - October 16, 2022

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

## Monday, October 10

- ← 12:00am Duane ooo
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 9:00am - 10:00am Follow-Up Direction and Clarity Regarding Freebee Options (CM Office) - Terrence R. Moore
- 10:00am - 11:30am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 11:00am - 12:00pm Delray Beach Park Facilities (CM Office) - Terrence R. Moore
- 3:00pm - 4:00pm Co-Sponsorship Analysis Concerning "Muscle on the Beach" (Conference Room - City Manager) - Vega, Brenda
- 3:00pm - 4:30pm Canceled: Cancelled - Comm. Johnson mtg w/CM Moore Re: Agenda and Updates (Commission Conference Room) - Rangel, Delores ↻

## Tuesday, October 11

- 8:00am - 9:00am Compile October 12th Executive Leadership Team Meeting Agenda (CM Office) - Terrence R. Moore
- 9:00am - 10:00am Various Follow-Up (CM Office) - Terrence R. Moore
- 9:30am - 10:30am Various Follow-Up (CM Office) - Vega, Brenda
- 11:00am - 12:00pm Compile Information Letter Report - Follow-Up Review and Direction Concerning Options for Freebee Services and Programming (CM Office) - Terrence R. Moore
- 2:30pm - 3:30pm Compile Information Letter Report - Next Steps Regarding Municipal Complex Proposal Consideration Process (CM Office) - Terrence R. Moore
- 4:00pm - 7:00pm City Commission Regular Meeting ↻
- 4:00pm - 8:00pm October 11th Commission Meeting - Viewing of Presentations (Microsoft Teams Meeting) - Harris, Patrice

## Wednesday, October 12

- 7:30am - 8:30am Kiwanis Club of Delray Beach (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) - Ezra Krieg ↻
- 9:00am - 11:00am Executive Leadership Team Meeting (Conference Room - City Hall 1st Floor) - Vega, Brenda ↻
- 9:00am - 10:00am Agenda Review Meeting (October 25 CC Meeting) (City Hall 1st Floor Conference Room) - Conference Room - City Hall 1st Floor
- 2:00pm - 3:00pm Compile Information Letter Report - Electronic and Digital Signature Policy to Support Electronic Plan Review Processes (CM Office) - Terrence R. Moore
- 3:30pm - 4:00pm Ancillary Direction Concerning Right of Way Maintenance and Responsiveness
- 4:30pm - 5:30pm Compile and Deliver (CM Office)

## Thursday, October 13

- 12:00am Missie ooo →
- 9:00am - 10:00am Compile Information Letter Report - External Community Education to Support General Obligation Bond Referendum Considerations (CM Office) - Terrence R. Moore
- 10:30am - 11:30am Various Certifications and Authorizations (CM Office)
- 12:00pm - 3:00pm Hiring Day (Community Center, 50 NW 1st Ave)
- 12:00pm - 1:30pm Mr. Marty Dorow (Elisabetta's) - Vega, Brenda
- 3:00pm - 4:30pm Various (Various) ↻

## Friday, October 14

- ← Missie ooo →
- 12:00am Chief Mager ooo →
- 12:00am Sam ooo →
- 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 ↻
- 9:00am - 9:30am Comm. Boylston mtg w/CM Moore & Duane D'Andrea Re: Department Director Contracts (City Manager's Office)
- 10:00am - 10:30am Process FPL (CM Office)
- 10:30am - 12:30pm Various (Various)
- 3:30pm - 4:00pm Follow-Up meeting with Education Workforce Coordinator (EWC) (CM Office) - Terrence R. Moore ↻
- 5:30pm - 6:00pm LCL Zelle (CM Office)

## Saturday, October 15

- ← Missie ooo →
  - ← Chief Mager ooo →
  - ← Sam ooo →
  - 9:00am - 12:00pm Atlantic Community High School Tree Planting
  - 10:00am - 1:00pm Public Safety Open House (Fire Station 111 501)
- More Items...

## Sunday, October 16

- ← 12:00am Missie ooo
- ← Chief Mager ooo →
- ← 12:00am Sam ooo