



# 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

**September 22, 2023**

### **Reorganization to Support Business Tax Receipt and Licensing Functions and Operations**

To achieve efficiencies relative to customer service and internal processes, please be advised that the Office of the City Manager recently approved a reorganization that will structure the Business Tax Receipt and Licensing (BTR) functions of the Department of Neighborhood and Community Services into an operation of the Department of Development Services.

As referenced in the attached electronic mail message from Director of Development Services Anthea Gianniotis, guidance to this effect will restore consistency with the City of Delray Beach Code of Ordinances, specifically aligning the BTR function with the operations of the Office of the Chief Building Official. Additionally, respective staff members will soon become empowered to input applications and renewals into the City's electronic plan review system and payment portal.

With this reorganization to become effective Monday October 2<sup>nd</sup>, leadership in both Neighborhood and Community Services and Development Services have initiated the transition, including necessary staff orientations.

### **Presentation and Dialogue Concerning South County Administrative Complex Redevelopment Considerations**

The Office of the City Manager is pleased to report that leadership from Palm Beach County has agreed to join us during the October 10<sup>th</sup> regular meeting to share details regarding its long-term redevelopment of the South County Administrative Complex.

Dialogue to this effect will enable the City Commission to offer thoughts and observations, accordingly, including a reemphasized potential connection to the Congress Avenue Master Plan.



Both Assistant City Manager Jeff Oris and Economic Development Manager Rob Evans will represent our organization in all prospective functions and engagements.

### **Follow-Up Involving School District of Palm Beach County Concerning Old Plumosa School Building**

In response to concerns raised publicly during the September 5<sup>th</sup> regular meeting relative to the current state of the Old Plumosa School site, please be advised that a delegation of the City's Executive Leadership Team, including myself, as well as leadership from Parks and Recreation, Public Works, Police, Fire Rescue, and Education and Workforce Coordinator Janai Bowens, are being assembled to convene with leadership of the School District of Palm Beach County to discuss potential strategies to offer remedies.

Guidance to this effect includes potential collaborations involving public safety units from both organizations, as well as an evaluation of parcel availability for other public benefit. Dialogue to this effect will also allow City leadership insights as to any plans that the district may have relative to infrastructure improvement and/or redevelopment activity at this location.

As meetings and discussion are to take place during the next few weeks, an update will be offered publicly during a following City Commission meeting.

### **Comprehensive Evaluation Structure to Consider Atlantic Avenue Historic District**

Given the recently announced direction to host community symposium engagements to evaluate the merits for an Atlantic Avenue historic district (scheduled to take place Thursday, October 26<sup>th</sup> and Friday, October 27<sup>th</sup>), please be advised that the Department of Development Services is currently developing a timeline trajectory for City Commission involvement accordingly.

As referenced in the attached electronic mail message from Director of Development Services Anthea Gianniotis, this symposium is being directed to

**City Commission Information Letter**  
**September 22, 2023**  
**Page 3**

address applicable legal and economic considerations, as well as to achieve informed input from the public regarding the prospect of creating a new district.

It is therefore anticipated that a formal consideration of a historic district designation by City Commission will take place sometime in early 2024.

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

As I was invited to serve a speaker yesterday morning as part of an area city manager panel program sponsored by the Black Chamber of Commerce of Palm Beach County, the primary basis of my presentation involved the City of Delray Beach's efforts to advance both women and minority owned business participation in municipal contracts and related procurement processes. This included a dialogue relative to our organization's current disparity study, as well as other similar leadership outcomes I've been able to direct via previous city manager assignments.

As I will enjoy a brief annual leave Friday, September 29<sup>th</sup>, to ultimately report back to City Hall Monday, October 2<sup>nd</sup>, no information letter will be issued next week. Reporting as noted will likewise resume Friday, October 6<sup>th</sup>.

Enclosures:

Electronic Mail Message from Anthea Gianniotis – BTR and Other Licensing  
Electronic Mail Message from Anthea Gianniotis – Historic Symposium  
Calendar for Business Week of September 18, 2023

CM/Documents/City Commission Information Letter 83



## Terrence R. Moore

---

**From:** Gianniotis, Anthea  
**Sent:** Thursday, September 21, 2023 4:47 PM  
**To:** Terrence R. Moore  
**Subject:** BTR and Other Licensing

Good afternoon,

I am pleased to report permit submissions through e-Plans and the payment portal are being used at a high volume by our customers. By consolidating the Business Tax Receipt (BTR) and other licensing functions under Development Services, the department can extend this streamlining to the BTR processes quickly.

1. The team has started building some of the BTR and licensing functions (i.e. contractor registration) as extensions of other applications in the new program.
2. Consolidating BTR review with the Zoning Certificate of Use process would offer an efficiency for the customer.
3. Sidewalk café permits evaluate a use regulated by Planning and Zoning that is located on City rights-of-way maintained by Public Works. By adding this permit to the e-Plans portal, we can extend the same review efficiencies to Sidewalk Café permits by forwarding the plans to both PZB and Engineering simultaneously and providing the payment portal for payment. This will also facilitate tracking the amount of square footage under either FDOT or City purview.
4. The Code of Ordinances currently stipulates BTR is under the purview of the Chief Building Official. When the Building Division joined the Planning Department several years ago, this function may have been inadvertently separated into different departments.

Thank you for your consideration.

Best,  
Anthea

**Anthea Gianniotis, AICP**  
Development Services Director



**City of Delray Beach**  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
561-243-7041  
Web: [www.DelrayBeachFL.gov/ePlans](http://www.DelrayBeachFL.gov/ePlans)

Facebook: [@CityofDelrayBeach](https://www.facebook.com/CityofDelrayBeach) - Instagram: [@CityofDelrayBeachFL](https://www.instagram.com/CityofDelrayBeachFL) - Twitter: [@CityDelrayBeach](https://twitter.com/CityDelrayBeach) - YouTube: [@CityofDelrayBeach](https://www.youtube.com/CityofDelrayBeach)

**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 be subject to public disclosure.

## Terrence R. Moore

---

**From:** Gianniotis, Anthea  
**Sent:** Thursday, September 21, 2023 6:17 PM  
**To:** Terrence R. Moore  
**Cc:** Hoyland, Michelle; Carter, Gina; Gelin, Lynn  
**Subject:** Historic Symposium

Good evening,

Following the discussion at the September 18<sup>th</sup> City Commission meeting, we are planning to hold a two-day historic preservation symposium as part of the public outreach for the Atlantic Avenue Historic District consideration. We will have expert speakers providing information on historic preservation. The panelists will discuss how historic districts can benefit communities, how they might preserve the character and charm of downtown, and the legal and financial implications of designation.

**The symposium will take place on Thursday, October 26<sup>th</sup> from 3 pm to 6 pm at the Field House and include a community feedback session from 10 am to noon on Friday October 27<sup>th</sup>.**

I am working with Gina Carter and Michelle Hoyland to develop the itinerary and communications plan to help encourage residents and property owners to attend so their questions and concerns can be addressed and their opinions about historic districts, whether pro or con, grounded in facts.

Michelle and I have also begun scheduling individual meetings with affected property owners to gather their input in advance of the symposium and anticipate additional meetings following the symposium to help determine next steps, including the development of incentives.

Best,  
Anthea

**Anthea Gianniotis, AICP**  
Development Services Director



**City of Delray Beach**  
100 N.W. 1<sup>st</sup> Avenue  
Delray Beach, FL 33444  
561-243-7041  
**Web:** [www.DelrayBeachFL.gov/ePlans](http://www.DelrayBeachFL.gov/ePlans)

Facebook: [@CityofDelrayBeach](https://www.facebook.com/CityofDelrayBeach) - Instagram: [@CityofDelrayBeachFL](https://www.instagram.com/CityofDelrayBeachFL) - Twitter: [@CityDelrayBeach](https://twitter.com/CityDelrayBeach) - YouTube: [@CityofDelrayBeach](https://www.youtube.com/CityofDelrayBeach)

**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 be subject to public disclosure.



# September 18, 2023 - September 24, 2023

September 2023

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

October 2023

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

## Monday, September 18

- 12:00am J. Stacy - Out →
- 7:30am - 8:30am Begin CIL (CM Office) ↻
- 8:30am - 8:40am New employee orientation (First Floor Conference Room) - Bast, Dot ↻
- 9:00am - 9:30am Missie Barletto Bi-Weekly Meeting (Office of the City Manager) - Vega, Brenda ↻
- 10:00am - 11:00am Mayor mtg w/CM Moore Re: Agenda & Updates (City Manager's Office) - Rangel, Delores ↻
- 1:30pm - 3:00pm Executive Session: City of Delray Beach/IAFF (Conference Room - City Hall 1st Floor) - Gelin, Lynn
- 2:00pm - 2:30pm Duane D'Andrea Bi-Weekly Meeting (CM's Office) ↻
- 3:00pm - 8:00pm September 18th Commission Meetings - Viewing
- 3:00pm - 4:00pm Workshop Meeting (Golf Course) (Commission
- 4:00pm - 7:00pm Regular Commission Meeting (Commission

## Tuesday, September 19

- ← 12:00am J. Stacy - Out
- 12:00am S. Walthour - Out →
- 9:00am - 9:30am Hassan Hadjimiry Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 10:00am - 11:00am Compile Information Letter Report - Follow-Up Involving School District of Palm Beach County Concerning Old Plumosa School Building (CM Office)
- 11:00am - 12:00pm CSPA (CM Office)
- 1:30pm - 2:30pm 1:30p-2:30p - ROB USE OF CMO CONFERENCE ROOM (CMO CONFERENCE ROOM) - Terrence R. Moore
- 3:00pm - 4:00pm Compile Information Letter Report - Palm Beach County Dialogue and Presentation Concerning South County Administrative Complex Redevelopment Considerations (CM
- 4:00pm - 5:00pm Preparation for CRA Social (CM CONFERENCE ROOM) - Terrence R. Moore

## Wednesday, September 20

- ← S. Walthour - Out →
- 7:30am - 8:30am Kiwanis Club of Delray (Delray Beach Golf Club (2200 Highland Ave, Delray Beach, FL 33445)) ↻
- 9:00am - 10:00am Compile Information Letter Report - BTR Function Reorganization (CM Office) - Terrence R. Moore
- 9:30am - 10:30am Compile Information Letter Report - Comprehensive Evaluation Structure to Consider Atlantic Avenue Historic District (CM Office) - Terrence R. Moore
- 11:00am - 11:30am Kent Edwards Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 11:30am - 12:00pm Wellness Center (Wellness Center)
- 2:00pm - 2:15pm Risk Management (CM Office) - Terrence R. Moore
- 3:00pm - 3:30pm Hugh Dunkley Bi-Weekly Meeting (CM's Office) - Vega, Brenda ↻
- 3:30pm - 5:30pm Various (Various)

## Thursday, September 21

- ← S. Walthour - Out →
- 7:30am - 10:00am Speaker at City Manager's Breakfast Black Chamber of Palm Beach County (400 Hibiscus Street, West Palm Beach, FL 33401)
- 11:00am - 12:30pm Begin Marie Catalano Performance Review (CM Office)
- 2:00pm - 3:00pm Commissioner Long mtg w/CM Moore Re: Updates & Agenda (City Manager's Office) - Rangel, Delores ↻
- 2:00pm - 3:00pm Follow-Up Considerations Regarding Clean and Safe (CM CONFERENCE ROOM) - Terrence R. Moore
- 3:00pm - 4:30pm Various (Various) ↻
- 4:30pm - 5:30pm Biweekly Involving Office of the Chief of Police (CM Office) - Terrence R. Moore ↻

## Friday, September 22

- ← 12:00am S. Walthour - Out
- 7:30am - 9:00am Finalize CIL (CM Office) ↻
- 9:00am - 9:30am Anthea Gianniotis Bi-Weekly Meeting (City Manager's Office) - Vega, Brenda ↻
- 11:00am - 1:30pm PBCCMA (Monthly) Meeting (TBD) - Vega, Brenda ↻
- 12:00pm - 1:30pm FW: PBCCMA Meeting - City of Boca Raton (In-person Meeting) RSVP Required by July 20th at Noon (Morton
- 1:30pm - 2:00pm Customer Service Event (Customer Service Section)
- 2:30pm - 3:00pm 2:30 pm - DEPARTMENT STAFF MONTHLY MEETING (CM CONFERENCE ROOM) - Oris, Jeff ↻
- 2:30pm - 3:00pm Department Staff Monthly Meeting (CM Conference Room) - Terrence R. Moore
- 3:30pm - 4:00pm Raftelis Reports (City Manager's Office) - Inglese,

## Saturday, September 23

- 10:00am - 11:00am Delray Beach Tennis Center (Hard Court #1) ↻
- 11:00am - 1:00pm Various, CIL Notes, etc. (CM Office) ↻
- 12:00pm - 1:30pm Finish Marie Catalano Six Month Review (CM Office)

## Sunday, September 24