

CITY OF DELRAY BEACH




100 N.W. 1st AVENUE

• DELRAY BEACH, FLORIDA 33444

• 561/243-7000



MEMORANDUM

TO: Mayor and Commissioners
FROM: Donald B. Cooper, City Manager 
DATE: August 30, 2016
SUBJECT: City Manager's Report - September 8, 2016, Commission Meeting

Please find attached summary report on Emergency Management Efforts for the past year and proposed next steps for FY 16/17.

1. Recommended action for legislative consideration (projects for state funding legislative requests):
 - a) Delray Beach Fire Department: Create the ability to lien recovery facilities when responding to an overdose and the patient doesn't have insurance.
 - b) City Attorney & Planning Office: Modification of FS 252.363 (extending development orders whenever the Governor declares a state of emergency without consent of City). This occurs when the emergency has no effect on the developer's project such as the Algae Bloom or the Zika Virus emergencies. The Planning Office & City Attorney's Office would like to propose a modification to require consent of the local government of the development order extension.
 - c) City Attorney's Office: Seeks to reform the Public Records law to stop "gotcha" lawsuits seeking to revive Senate Bill 390 that failed last legislative session.
 - d) Parks Department: Special appropriations bill to seek financial support for Pompey Park renovations more specifically for the reconstruction of the Pompey Park Pool.
2. For informational purposes Off-duty details: A third party administrates off-duty details through the union the City does receive revenue (FY15/16-\$ 37,746.28) for use of City equipment pursuant to Police Department policies

DC/ss

(See Attachments)

DELRAY BEACH POLICE DEPARTMENT

MEMORANDUM

TO: Donald Cooper
City Manager

FROM: Steve Hynes
Director of Emergency Management

DATE: August 23rd 2016

SUBJECT: 365 LOOK BACK AND FY 2016/2017 ACTION STEPS

Sir, as of September 5th I will have completed 1 year as the Director of Emergency Management (EM) for the City of Delray Beach. Below are list of accomplishments, on-going projects and action steps for 2016/17 FY;

Accomplishments

- Training
 - Conducted 10 Incident Command System (ICS) classes over the last 6 months.
 - Individual Assistance / Public Assistance Damage Assessment
 - Conducted 2 functional EOC exercises
- Established finance processes for tracking costs associated to Special Events and Critical Incidents
- Created Emergency Food plan for city employee's pre and post disaster to ensure city operations continue and employees have safe food sources.
- Created EOC organization chart
- Created EOC guidance documents for staff and elected officials
- Created EOC equipment list
- Created Special Event / Critical Incident Time sheets, Incident Action Plan and After Action templates.
- Active participation in SETAC
- Multiple public presentations to community stakeholders regarding preparedness
- Actively participating in PBC Local Mitigation Strategy (LMS) committee which is a unified, coordinated effort among County and municipal governments to reduce the county's vulnerability to the impacts of identified natural and man-made hazards. Among its primary missions, the Strategy serves as a basis for comprehensive mitigation planning, project identification and prioritization, and provides assistance to project sponsors in securing and allocating available federal, state, local and other disaster mitigation assistance funds.

- Old School Square Crime Prevention Through Environmental Design (CPTED) study
- Established Public Planning Information (PPI) committee to increase CRS rating
- Established agreement between city and PBC School board for sheltering city staff (pre storm)
- Established Memorandum of Understanding (MOU) between city and Dept. of Health for City Staff Closed Point of Distribution (POD) Mass Prophylaxis Program.
- EM Level of Service (LOS) and budget

Ongoing Projects

- City Continuity of Operations (COOP) Plan
- City Continuity of Government (COG) Plan
- City Emergency Operational Plan (EOP) with annexes
 - Hurricane Asset Protection Plan
 - Debris Management Plan
 - Damage Assessment Plan
 - Disaster Parking Plan
 - Strategic Communications Plan
 - Critical Infrastructure Key Resource List (CIKR).
 - Disaster Fuel Plan
- Prepare Delray Campaign
- GIS with appropriate EM operational layers
- Special Event staff training (March 2017)
- ICS Training

Actions Steps

With your approval the following actions are needed;

COOP/COG/EOP planning committees/teams will need to be created from each department. The department head and/or designee will develop the plan, annexes relevant to their department utilizing the Bold Planning Consultant/Program which was obtained recently;

- COOP Planning Team (1 staff and 1 back up from each department)
 - Commitment -
 - COOP Project Manager (EM Director) - 80 hours over 3-6 months
 - City Manager - 5 hours over 3-6 months
 - HR/IT - 40 hours over 3-6 months
 - Department Heads - 5 hours over 3-6 months
 - COOP Planning Team member – 15 man hours over a 3 to 6 month period depending on size of department from each team member.

- EOP Planning Team (1 staff and 1 back up from each department)
 - Commitment –
 - EOP Project Manager (EM Director) - 80 hours over 3-6 months
 - City Manager - 5 hours over 3-6 months
 - HR/IT - 40 hours over 3-6 months
 - Department Heads - 5 hours over 3-6 months
 - EOP Planning Team member – 20 hours over 3-6 months
- Delray Beach Prepared Campaign – public preparedness marketing campaign utilizing Team Delray and the DBMC to raise awareness and help the community become more prepared for disasters. This would include utilizing elected officials to raise awareness.
- Establish Inter-local Agreement (ILA) with Solid Waste Authority regarding Debris Management Sites.
- Establish (ILA) with Palm Beach County GIS to utilize their programs and obtain access to their systems.
- Threat and Hazard Identification and Risk Assessment (THIRA) committee (comprised of Public Safety, ESD, P&R, P&Z, and Team Delray). The THIRA process standardizes the risk analysis process that emergency managers and homeland security professionals use every day through the normal course of their work. The THIRA process;
 - Broadening the threats and hazards considered to include human-caused threats and technological hazards
 - Incorporating the whole community into the planning process, including individuals; families; businesses; faith-based and community organizations; nonprofit groups; schools and academia; media outlets; and all levels of government, including local, state, tribal, territorial, and Federal partners
 - Providing increased flexibility to account for community-specific factors.
- During the next goal setting session with the commission, a discussion on the lack of city infrastructure in geographically safe (away from flood zones, transit lines, etc.) locations to serve the residents. A short and long term strategy plan is needed for Delray Beach's future growth and changes to our environment and climate.

I fully understand the scope of work in the above endeavors and hope we can obtain the proper and necessary support to complete these vital tasks.

C: Chief Goldman

sh

Cooper, Donald

From: Rustin, Janice
Sent: Thursday, August 25, 2016 3:48 PM
To: Cooper, Donald; Stillings, Tim
Cc: Gelin, Lynn
Subject: RE: Legislative Update August / Appropriation Prep

Tim and I were going to discuss one of the items during our meeting tomorrow, but in order to meet the deadline, I will provide a brief description now on Tim's behalf. Also, see legal issue below.

Planning issue:

Pursuant to FS 252.363, F.S. (enacted by SB 2156, in 2011), whenever the Governor issues a state of emergency for the area, pending development orders are tolled for time of the state of emergency plus 6 months. Under our LDRS, our development orders (in the forms of site plan approvals and conditional use approvals) expire after 24 months and can be extended a maximum 24 months. This statute effectively extends the City's approvals automatically, without City consent or approval. While a tolling statute may be a good idea, development orders are being extended even when there is a state of emergency that has no effect on the developer's ability to build. For example, the Governor recently issued a state of emergency in Palm Beach county for an algae bloom. Under FS 252.363, all of the City's development orders have been automatically extended for another 6 months by the Governor's declaration. The City must have the ability to consider an extension in the event of a state of emergency.

Legal issue:

The City Attorney Office continues to seek reform of the Florida Public Records law to prevent gotcha lawsuits. To that end, we request the lobbyist seek to revive Senate Bill 390 addressing our public records concerns that failed in last year's legislative session.

Janice Rustin

Interim City Attorney
City of Delray Beach
200 N.W. 1st Avenue
Delray Beach, FL 33444
Telephone: 561-243-7096
Facsimile: 561-278-4755
Email: rustin@mydelraybeach.com

From: Cooper, Donald
Sent: Monday, August 22, 2016 1:30 PM
To: Senior Management Team
Cc: 'Mat Forrest'
Subject: FW: Legislative Update August / Appropriation Prep

Mayor has asked that I report to the Commission on items to be requested from lobbyist at the first meeting in Sept. Please have your request to me by close of business Thursday 8/25/16 this should special appropriation bills as well, if you need information concerning the viability of potential bills please contact Mr. Forrest. From policy perspective enforcement or regulatory issues should be our priority. Appropriations for projects some state or public purpose nexus (such as economic development, historic preservation, state roads).

From: Mat Forrest [mailto:mat@ballardfl.com]

Sent: Monday, August 22, 2016 12:47 PM

To: Glickstein, Cary; Cooper, Donald; Katz, Mitchell; Jacquet, Al; Petrolia, Shelly; Jarjura, Jordana

Cc: Smith, Shona

Subject: Legislative Update August / Appropriation Prep

Hello All,

Believe it or not the end of the long election season is fast approaching. Many races will be decided on August 30 which means in September & October we'll know who we need to be talking with regarding the City of Delray's priorities for the 2017 Session.

The attached memo and internal form should help get you thinking about projects that we can seek appropriations for.

As always, if you have any questions or issues, please don't hesitate to contact me.

Mat

BALLARD | PARTNERS

Mat Forrest

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CITY OF DELRAY BEACH



PARKS AND RECREATION

MEMORANDUM

TO: Donald Cooper, City Manager

FROM: Suzanne Fisher, CPRP, Director of Parks and Recreation

DATE: August 26, 2016

SUBJECT: Request for Projects to be Included for Lobbyist/Special Appropriations Bills for 2017 Session

The Parks & Recreation Department would like to request the following CIP Project be included as discussion points with Ballard Partners for appropriation goals.

1. PR/CRA – Pompey Park Renovation

Project description – This is a multi-year renovation project that begins with a community and site survey and improvement recommendations/plan design in FY16/17. The project is anticipated to include a complete design and expansion of the Pompey Park Community Center (Expansion of Community Center to include new gym, dedicated after-school facility, elevated/indoor walking track, community fitness center, and meeting rooms) and complete renovation of Pompey Pool (demolition of old facility and construction of new facility to in. The project is anticipated to cost \$13,600,000 and will span FY16/17 – FY20/21.

Public purpose – Pompey Park Community Center is used by approximately 100,000 participants annually, while Pompey Pool is used by over 15,000 participants annually. Both the Pompey Park Community Center and Pompey Pool serve the NW/SW neighborhoods of Delray Beach.

Cooper, Donald

From: Goldman, Jeffrey
Sent: Monday, August 29, 2016 9:03 AM
To: Cooper, Donald
Cc: Sugerman, Dale
Subject: Off-Duty Detail Contract
Attachments: Copy of DB Total Hours.xlsx

We looked at the revenue account and it appears we received \$37,746.28 since the new contract and company started administering this in November 2015. Last fiscal year it was \$30,769.50, the year before it was \$31,429.25.

- 3.2 The term of this agreement shall be for two (2) years and may be renewable for three (3) additional one (1) year periods. The purpose of this agreement is to enable complete administration of all Non-City Sponsored Off-Duty Police Details, including requests for service, scheduling, managing details, completing weekly and monthly reports and confirming completion of detail. More specific tasks are identified in Exhibit "A," "scope of Services.

November 2015 started.

Let me know if you need any other data. Jeff

Jeffrey S. Goldman
Chief of Police
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Delray Beach, FL 33444
Email: goldmanj@mydelraybeach.com
Web: www.mydelraybeach.com or Delray Beach Police



241st Session

L.E.A.D. the Way!
Learning, Excellence, Accountability and Diversity



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